

**AMATYC Executive Board Meeting  
FBM 2017  
San Diego, CA**

**Sunday, November 5, 2017**

The meeting was called to order at 9:00 AM by President Jane Tanner. The following members of the Executive Board were present:

Jane Tanner	President	Nancy J. Rivers	Southeast Vice President
Nancy Sattler	Past-President	Jon Oaks	Midwest Vice President
Jim Ham	President-Elect	Nicole Lang	Central Vice President
Michelle Duda	Secretary	Kathryn Kozak	Southwest Vice President
David Tannor	Treasurer	Liz Hylton	Northwest Vice President
Ernie Danforth	Northeast Vice President	Mark Harbison	West Vice President
Dan Fahringer	Mid-Atlantic Vice President		

Also present were: Cheryl Cleaves, Interim Executive Director; Keven Dockter, Conference Coordinator

The Board observed a moment of silence in memory of Wanda Garner.

**AGENDA**

President Tanner reviewed the following materials:

- Reference materials. (Attachment A)
- Email ballots since SBM 2017. (Attachment B)
- 2016-2017 Affiliate Visits. (Attachment C)

**MOTION:** To approve the previously listed Rules of Conduct. (Attachment D)  
Made by Ham and seconded by Lang.

**Motion approved**

**MOTION:** Approve the Agenda provided. (Attachment E)  
Made by Danforth and seconded by Rivers.

**Motion approved**

**CONSENT CALENDAR**

Officer reports were received and reviewed.

**PARKING LOT**

**Note:** Parking Lot is a dedicated time each day for general discussion items. Topics can be added to the Parking Lot during the meeting, and can be discussed in any order. An initial list of items in the Parking Lot is included in the Order of Business.

**Discussion: Officer Report Reflections**

Based on the reflections, the Board discussed utilizing Smartsheet to help keep track of Board activities throughout the year to assist in the writing of Board reports. Board members should contact Beverly to get this set up. The Board supported talking with Maria Williams as a possible consultant for the social networking of AMATYC. The Board also discussed ideas to promote the Margie Hobbs Award in future years. Some changes have already been made to the criteria to increase the number of viable applications. Finally, the Board discussed changes to the organization of the PPM. One suggestion was to form an ad hoc committee with the new Board to work on the PPM.

Expenditure Approval Committee report was received and reviewed. (Attachment F)

**MOTION:** That the reports in Section B of the consent agenda for FBM 2017 be accepted and the motions in Section C of the consent agenda for FBM 2017 be approved.

Made by Danforth and seconded by Lang.

**Motion approved**

**ACADEMIC COMMITTEES**

Academic committee chair reports were received and reviewed.

**MOTION:** To extend the time for discussion on the Developmental Mathematics Committee Report by 5 minutes.

Made by Kozak and seconded by Lang.

**Motion approved**

**MOTION:** That the Board endorse the spirit of the position statement “The Science of Learning.”

Made by Sattler and seconded by Fahringer.

**Motion approved**

**MOTION:** That the Board endorse the spirit of the position statement “Student Learning Problems.”

Made by Sattler and seconded by Rivers.

**Motion approved**

**MOTION:** That the Board endorse the position statement “Mathematics for Students in Two-Year Terminal Programs” as written.

Made by Kozak and seconded by Rivers.

**Motion approved**

**PARKING LOT****Discussion: Themed Session Scheduling**

Nicole Lang will draft an email to be sent to the academic committee chairs to ask for their feedback on scheduling themed sessions at the annual conference. The Board will then consider their feedback while discussing the three themed session motions after the conference committee meets with the Board on Wednesday morning.

Meeting suspended at 12:00 PM.

Meeting resumed at 1:00 PM.

### **ANets**

**MOTION:** That the goals and objectives of the Adjunct Faculty Issues ANet be updated to read as follows:

To create a forum to discuss and disseminate information on issues that impact adjunct faculty, to increase communication to enhance professional networking and support systems for adjunct faculty, to provide greater professional development opportunities for adjunct faculty, and to cultivate greater participation of adjunct faculty in AMATYC and its affiliates.

Made by Lang and seconded by Rivers.

**Motion approved**

**MOTION:** That the Board endorse the spirit of the attached position statement on the Working Conditions of Adjunct Mathematics Faculty.

Made by Ham and seconded by Danforth.

**Motion approved**

### **SERVICES/COORDINATORS/DIRECTORS/PUBLICATIONS**

Services/Coordinators/Directors/Publications reports were received and reviewed.

**MOTION:** To approve the attached rewording of 10.1.2 SML Registration and Fees of the PPM effective immediately. (ATTACHMENT G)

Made by Fahringer and seconded by Danforth.

**Motion approved**

**MOTION:** Update the current SML Test Developer Timeline described in PPM 10.1.5 as attached effective post FBM 2017. (ATTACHMENT H)

Made by Fahringer and seconded by Danforth.

**Motion approved**

**MOTION:** To extend the time for discussion on the Professional Development Coordinator Report by 5 minutes.

Made by Ham and seconded by Kozak.

**Motion approved**

### **CONFERENCE**

Keven Dockter gave the Conference Coordinator Report.

Meeting suspended for the day at 4:30 PM.

The Professional Development Committee met from 4:30 – 6:00 PM.

Meeting resumed at 8:30 AM.

Keven Dockter gave the Executive Board a tour of the conference facilities.

## **ACADEMIC COMMITTEES**

Keven Dockter talked with Judy Williams, Program Coordinator, regarding the scheduling of themed sessions at the 2018 AMATYC Annual Conference in Orlando. After Keven reported back to the Board, the following three motions were considered.

**MOTION:** That the Executive Board approve the scheduling of six-speaker themed session for the MAC Committee for the 2018 AMATYC Annual Conference in Orlando.

Made by Danforth and seconded by Rivers.

**Motion approved**

**MOTION:** That the Board approves the scheduling of a six-speaker themed session for the Mathematics Intensive Committee for the 2018 AMATYC Annual Conference in Orlando, Florida.

Made by Sattler and seconded by Oaks.

**Motion approved**

**MOTION:** The Placement & Assessment Committee requests a themed session to be offered at the AMATYC 2018 Annual Conference in Orlando. This themed session will consist of 6 mini-presentations.

Made by Hylton and seconded by Rivers.

**Motion approved**

## **CONFERENCE**

Continued to receive and review conference reports.

**MOTION:** That effective at the end of the current Exhibit Chair's term, December 2018, the term for exhibit chair be increased from a two-year term to a three-year term from the PPM Section 8.7.5. The updated policy will appear as in the attached. (ATTACHMENT I)

Made by Fahringer and seconded by Danforth.

**Motion approved**

**MOTION:** The Orlando LEC, Penny Morris, the Orlando local committee, and the Conference Coordinator work together on a donation drive for A Gift For Teaching. The drive would be held at the 2018 Annual Conference at Disney World's Coronado Springs in Orlando, FL.

Made by Fahringer and seconded by Danforth.

**Motion approved**

Meeting suspended at 11:30 AM.

Meeting resumed at 1:00 PM.

## **STRATEGIC PLANNING**

Jim Ham, President-Elect, led the Board in a Strategic Planning Session from 1:00-2:00 PM.

## **PARKING LOT**

### **Discussion: Changing Flight Costs from \$500 to \$600**

The Board discussed changing the maximum round-trip flight cost for AMATYC related travel from \$500 to \$600. Dan Fahringer will submit a motion for consideration at the Fall Board Meeting to change the dollar amount to \$600.

## **ADMINISTRATIVE COMMITTEES**

Administrative committee reports were received and reviewed.

During the discussion on the AMATYC Foundation Report, the Board decided to investigate the Foundation becoming a charitable organization option through the Amazon Smile program.

**MOTION:** Effective EOC 2017, that the name of the *Presidential Student Scholarship* be changed to the *Wanda Garner Presidential Student Scholarship* and that the *Presidential Student Scholarship* include additional student majors in the eligibility criteria. (ATTACHMENT J)

Made by Sattler and seconded by Danforth.

**Motion approved**

The Membership Report will be received and reviewed during the Office Staff Report Tuesday morning.

## **TREASURER/BUDGET**

David Tannor gave the Treasurer's Report.

**MOTION:** That the expenditures from the cash account register from Feb. 15, 2017 through August 31, 2017 be approved.

Made by Tannor and seconded by Kozak.

**Motion approved**

## **ADMINISTRATIVE COMMITTEES**

Continued to receive and review administrative committee reports.

## **AD HOC COMMITTEES/PROJECTS**

Ad hoc committee/project reports were received and reviewed.

**MOTION:** To extend the time for discussion on the Project ACCESS Report by 5 minutes.

Made by Ham and seconded by Kozak.

**Motion approved**

**MOTION:** That the AMATYC Executive Board endorse the philosophy and spirit of the document *AMATYC IMPACT: Improving Mathematical Prowess And College Teaching*.  
Made by Sattler and seconded by Kozak.

**Motion approved**

Meeting suspended for the day at 4:30 PM.

The Finance Committee met from 4:30 – 6:00 PM.

Meeting resumed at 8:30 AM.

## **STAFF**

In addition to those already present, Beverly Vance, Office Director; Christine Shott, Publications Director; Linda Ragland, Technical Clerk; and Christy Hunsucker, Accounting Director, joined the meeting for the Office Report.

Beverly Vance gave the Membership Report.

Cheryl Cleaves gave the Executive Director Report.

Cheryl Cleaves and the office staff gave the Office Report.

Ernie Danforth gave a moving tribute to all of the members of the AMATYC family we have lost and personal challenges we have faced in the past couple years.

## **AD HOC COMMITTEES/PROJECTS**

Continued to receive and review ad hoc committee/project reports.

**MOTION:** Follow procedure to amend the AMATYC By-Laws Article VII Section 2A per the attached to establish a new algorithm for determining the composition of the AMATYC Delegate Assembly. Presenting the amendments to the 2018 Delegate Assembly for approval and, if approved, to take effect on January 1, 2019. (ATTACHMENT K)  
Made by Rivers and seconded by Fahringer.

**Motion approved**

**MOTION:** That the AMATYC Board approve the concept of the position statement on Equity in Mathematics.  
Made by Oaks and seconded by Lang.

**Motion approved**

**MOTION:** That the attached procedures be adopted for issuing the AMATYC Traveling Workshop Grants in 2018 and 2019.

**Motion postponed**

This motion will be considered later in the meeting once the motion and attachment are revised based on the Board's feedback.

**MOTION:** That effective immediately, PPM 11.8.3 be eliminated and PPM 11.1.3 be revised as written on the attachment. (ATTACHMENT L)  
Made by Oaks and seconded by Fahringer.

**Motion approved**

**MOTION:** That the AMATYC Board give approval for having the *MathAMATYC Educator* journal indexed with EBSCO Publishing.

Made by Rivers and seconded by Oaks.

**Motion approved**

**MOTION:** That policies 2.5.5, 2.5.6, and 6.1 of the PPM be changed as attached to clarify the eligibility of Executive Board members regarding AMATYC awards and that the following information be added to the webpages of all of the awards that it applies to, including the Peskoff Award, Margie Hobbs Award, Teaching Excellence Award, and Mathematics Excellence Award:

"Executive Board members are ineligible to be nominated for this AMATYC award and remain ineligible until at least two years have elapsed since that individual last served on the board. No Executive Board member may nominate or write a letter of support for any candidate for this AMATYC award." (ATTACHMENT M)

Made by Sattler and seconded by Oaks.

**Motion approved**

**MOTION:** That the AMATYC Board approve the attached forms to be placed on the AMATYC Internal Site for use by groups developing position statements. (ATTACHMENT N)

Made by Danforth and seconded by Lang.

**Motion approved**

## **EXECUTIVE SESSION**

**The Board went into Executive Session at 11:15 AM.**

**The Board returned from Executive Session at 12:00 PM.** At that time Secretary Duda reported out the attached committee appointments pending membership verification. (ATTACHMENT O)

The election results were shared, and the 2018-2019 Executive Board was announced.

- Jim Ham – President
- Kathryn Kozak – President-Elect
- Jane Tanner – Past President
- David Tannor – Treasurer
- Behnaz Rouhani – Secretary
- Sofia Georgiakaki – Northeast VP
- Dan Fahringer – Mid-Atlantic VP
- Nancy Rivers – Southeast VP
- Jon Oaks – Midwest VP
- Rochelle Beatty – Central VP
- April Strom – Southwest VP
- Sarah Pauley – Northwest VP
- Eric Matsuoka – West VP

The Board will serve a two-year term commencing January 1, 2018.



Meeting suspended at 12:00 PM.

Meeting resumed at 1:00 PM.

## **NEW BUSINESS**

**MOTION:** That advertisers who purchase ads in an edition of the MathAMATYC Educator will be cited in the corresponding bulk email to all members. Each advertiser's name would link to their webpage. Made by Hylton and seconded by Lang.

**Motion approved**

**MOTION:** That starting with the 2018 Annual Conference, Featured Speakers are given their own timeslots that do not conflict with those of other speakers. Made by Harbison and seconded by Ham.

**Motion defeated**

**MOTION:** That starting with the 2018 Annual Conference, all non-keynote talks will use the same size and color and style font in all AMATYC documents, both printed and electronic.

**Motion withdrawn**

**MOTION:** Starting in 2019, the location of the SBM will be held at the same location as the upcoming Annual AMATYC Conference location. Made by Fahringer and seconded by Kozak.

**Motion defeated**

**MOTION:** That AMATYC contract with YourMembership.com to redesign the AMATYC website so that it is mobile-friendly. Made by Ham and seconded by Danforth.

**Motion approved**

**MOTION:** That the AMATYC Board support the timeline and the process outlined on page 2 of the attached document in regards to partnering with AMATYC to identify "equity champions" among mathematics programs and colleges that participate in AMATYC. (ATTACHMENT P) Made by Lang and seconded by Ham.

**Motion defeated**

**MOTION:** That AMATYC provide Level 1 support for the Dana Center Grant "Improving Student Success in the Pathway to Calculus Across the Two-Year College Community." Made by Sattler and seconded by Fahringer.

**Motion approved**

**MOTION:** That AMATYC provide Level 1 support for the “*UTMOST: Undergraduate Teaching of Mathematics with Open Software and Textbooks*” grant.

Made by Ham and seconded by Danforth.

**Motion approved**

**MOTION:** That the Ontario Colleges Mathematics Council (OCMC) be approved to be an affiliate of AMATYC.

Made by Danforth and seconded by Rivers.

**Motion approved**

**MOTION:** That the AMATYC board approve the inclusion of the attached policy for the ASA/AMATYC Joint Committee into the PPM. (ATTACHMENT Q)

Made by Kozak and seconded by Lang.

**Motion defeated**

**MOTION:** That effective with the 2018 annual conference, member graduate student conference rate include ticketed functions.

Policy 8.12.3 be changed to read:

#3 Student rates, except member graduate students, will not include ticketed functions.

Made by Tannor and seconded by Lang.

**Motion approved**

**MOTION:** That the Website Coordinator’s term length be increased from 2 years to 3 years as described on the attached revision to policy 12.4.2. (ATTACHMENT R)

Made by Ham and seconded by Kozak.

**Motion approved**

Meeting suspended at 2:00 PM.

Jane Tanner, Keven Dockter, Jim Ham, Cheryl Cleaves, and David Tannor had a Pre-Conference Meeting with hotel personnel from 2:00 – 3:00 PM.

The Membership Committee met from 2:00 – 3:00 PM.

Meeting resumed at 3:00 PM.

**MOTION:** That policies in Chapter 6 (Financial Policies) and Chapter 14 (Foundation) of the PPM be changed as indicated on the attachment. (ATTACHMENT S)

Made by Ham and seconded by Danforth.

**Motion approved**

**MOTION:** That the round trip fare maximum without approval, when traveling on AMATYC Business, be changed from \$500 to \$600 beginning January 1, 2018.  
Made by Fahringer and seconded by Kozak.

**Motion defeated**

## **PARKING LOT**

### **Discussion: PPM language – Committee/ANet position Statement Load**

The Board discussed ways to alleviate the position statement load of the academic committees and ANets. The Board supported asking the academic committee chairs and ANet leaders which position statements their committee is passionate about, and possibly form task forces for the remaining position statements. The position statement load of the Division/Department Leadership ANet is particularly heavy.

### **Discussion: Returning Incentives (i.e. from Toronto, Phoenix)**

The Board discussed possible ideas to return the contract incentives from Toronto and Phoenix to members and/or conference attendees. Possible ideas included reducing the conference rate, reducing the room rate for all attendees, giving away hotel rooms to some conference attendees through random draw, and offering additional food/beverages through the hospitality room at the conference. An alternative perspective was that the organization is already fiscally responsible and gives back to the membership through existing programs, so this money could be used to continue to fund these initiatives.

### **Discussion: TED talk for a Keynote**

The Board discussed the possibility of a TED talk as a keynote speaker at the annual conference. A TED talk could draw more attendees. However, members can attend TED talks through other venues than the AMATYC conference. The Board would like to consider the feedback of the conference coordinator before pursuing this idea.

### **Discussion: Elections – Slating and Nominating Committee**

The Board discussed three items regarding the nominating and slating of candidates for the Executive Board, as it relates to the PPM. The first is the random selection of a winner in the event of a tie. The second is the desirability/fairness of 2 vs. 3 candidates for a position. The third is back-filling of spots on the slate if a candidate withdraws after being slated. Jane Tanner, as Past-President, will be chairing the next nominating committee and will bring these discussion items to the committee.

Jim Ham, on behalf of the Executive Board, thanked Jane Tanner for her leadership the past two years as AMATYC President.

Meeting suspended for the day at 4:30 PM.

The Finance Committee met from 4:30 – 6:00 PM.

Jane Tanner, Jim Ham, Nancy Sattler, and Cheryl Cleaves met with Ken Sien from Experient from 8:00 – 9:00 AM.

Meeting resumed at 9:00AM.

The Board met with the Conference Committee from 9:00 – 10:00 AM.

Meeting suspended at 10AM.

The Vice Presidents met from 10:00 – 11:00 AM to plan the regional meeting agenda.

The Personnel Committee met from 11:00 – 11:30 AM.

Meeting resumed at 12:30 PM.

## **EXECUTIVE SESSION**

**The Board went into Executive Session at 12:30 PM.**

**The Board returned from Executive Session at 12:40 PM.** At that time Secretary Duda reported out the following appointments pending membership verification:

- George Alexander (GAlexander@madisoncollete.edu), Madison Area Technical College, as the Editor of the MathAMATYC Educator effective EOC 2017 through EOC 2022
- Johanna Debrecht (jdebrecht@nvcc.edu), Northern Virginia CC, as the Production Manager of the MathAMATYC Educator effective 6/1/2016 through 5/31/2021

**MOTION:** That the 2018 Budget be approved.  
Made by Kozak and seconded by Fahringer.

**Motion approved**

The Board met with the AMATYC leadership including the AMATYC Project ACCCESS Coordinator, Student Math League Coordinator and Test Developer, Student Research League Coordinator, Legal Counsel, Grants Coordinator, Historian, Professional Development Coordinator, Mu Alpha Theta Liaison, Publications leadership, the eight Academic Committee Chairs, and four ANet leaders.

The Board also met with Megan Breit-Goodwin to discuss the Project SLOPE Grant.

Meeting suspended at 5:00 PM.

Meeting resumed briefly on Saturday, November 11, 2017, after the Delegate Assembly. The Board reconvened to discuss the following motion and make three appointments.

**MOTION:** That the attached procedures be adopted for issuing the AMATYC Traveling Workshop Grants in 2018 and 2019. (ATTACHMENT T)  
Made by Oaks and seconded by Danforth.

**Motion approved**

**The Board went into Executive Session at 4:53 PM. Cheryl Cleaves was asked to stay for Executive Session.**

**The Board returned from Executive Session at 5:10 PM.** At that time Secretary Duda reported out the following appointments pending membership verification:

- George Alexander (GAlexander@madisoncollete.edu), Madison Area Technical College, as the Assistant Editor of the MathAMATYC Educator effective EOC 2017 through EOC 2019
- Johanna Debrecht (jdebrecht@nvcc.edu), Northern Virginia CC, as the Editor of the MathAMATYC Educator effective EOC 2017 through EOC 2022
- Anthony Piccolino (piccolia@palmbeachstate.edu), Palm Beach State College, as the Production Manager of the MathAMATYC Educator effective June 1, 2016 through May 31, 2021

Based on additional information discussed in the personnel committee meeting and recommendations from the persons involved, these three positions were appointed, and supersede the previous appointments made earlier in the Board meeting.

Meeting adjourned at 5:30 PM.

Michelle L. Duda, Secretary 2016-2017  
Date: 11/11/2017

Jane D. Tanner, President 2016-2017  
Date: 11/11/2017

**ATTACHMENTS**

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**ATTACHMENT A****REFERENCE MATERIALS****AMATYC Mission Statement**

The American Mathematical Association of Two-Year Colleges (AMATYC) mission is to provide high quality professional development, to advocate and collaborate at all levels, and to build communities of learners for all involved in mathematics education in the first two years of college.

Adopted by the Board on April 1, 2016

**AMATYC's Vision**

To be the leading voice and resource for excellence in mathematics education in the first two years of college.

Adopted by the Board on April 1, 2016

**AMATYC's Tagline**

Opening Doors Through Mathematics

Adopted by the Board on June 16, 2016

**AMATYC's Core Values**

(Alphabetical Order)

Approved May 2006

**Core Values** represent core priorities, traits, or qualities in the organization's culture that are considered worthwhile. They are timeless and unchanging.

<b>Core Value:</b>	<b>Operational Definition:</b>
Academic Excellence	Presenting a quality educational experience in mathematics that is responsive to the needs of all students while recognizing student achievement in mathematics as an essential life goal.
Access	Acknowledging the right of all students to experience learning mathematics in ways that maximize their individual potential.
Collegiality	Providing opportunities for networking and encouraging mutual respect for other mathematics professionals for the betterment of the mathematics teaching profession.
Innovation	Creating, developing, implementing, and redefining successful instructional strategies, curricula in mathematics, and classroom practices based on the research of how students best learn mathematics and how faculty best teach mathematics.
Integrity	Safeguarding the qualities of honesty, sincerity, trustworthiness, global consciousness, and a code of sound moral professional principles.
Professional Development	Building expertise and exhibiting leadership in the teaching and learning of mathematics, enhancing personal growth, and improving teaching methods and effectiveness as a personally initiated life-long responsibility.

Teaching Excellence	Designing and implementing a dynamic mathematics curriculum, promoting the use of innovative and effective teaching strategies, assessing student learning outcomes in mathematics with appropriate methods, and creating a successful learning environment for all students.
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## 2012-2017 AMATYC Strategic Plan (Adopted SBM 2011)

### *Opening Doors Through Mathematics*

Priority I – Provide professional development opportunities to all two-year college faculty.

- A. Enhance the traditional opportunities for professional development.
- B. Develop opportunities for professional development that utilize emerging technologies.
- C. Provide professional development focused on mentoring of faculty especially faculty new to teaching in two-year colleges.
- D. Advocate for the importance of and provide opportunities for professional development for adjunct faculty.

Priority II – Promote research on student learning in two-year colleges.

- A. Promote research focused on student learning, acknowledging the impact that technology and data driven decisions have on education.
- B. Provide training to faculty interested in conducting classroom research.
- C. Pursue grants and other means of financial support for classroom research in teaching and student learning.
- D. Advocate for the continued improvement of textbooks and other instructional resources based on the lessons learned from classroom research.
- E. Advocate for faculty, departments, and colleges to institute innovative practices informed by research.
- F. Disseminate resources and best practices on teaching and learning to facilitate faculty development.

Priority III – Promote the review and improvement of two-year college mathematics curricula.

- A. Support and promote the development and assessment of high quality mathematics education for all students.
- B. Maintain a leading role in structuring a strong developmental mathematics experience for all students.
- C. Promote the consensus on the essential mathematics that students need in order to succeed in their chosen academic or career fields.
- D. Increase participation in Science, Technology, Engineering, and Mathematics (STEM) courses and programs through contacts with industry.
- E. Support the appropriate use of emerging technologies to promote an understanding of mathematics and its applications.
- F. Support continuous improvement of online/distance learning and continuous improvement of online delivered courses.

Priority IV – Build and promote communities of educators in lower division collegiate mathematics across departments and institutions.

- A. Strengthen and expand the relationship between AMATYC and its affiliate organizations.
- B. Encourage membership among individuals interested or involved in mathematics instruction in the first two years of college.
- C. Expand opportunities for networking (locally, nationally, and internationally) of those interested in the first two years of collegiate mathematics to share ideas and provide support.
- D. Expand the relationship among instructors at two-year colleges and other faculty Pre-K–20.

Priority V – Communicate the vision, core values, mission, and goals of AMATYC and promote awareness of the organization.

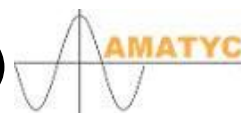
- A. Maintain and promote the visibility of AMATYC at the national level as the primary voice for mathematics education during the first two years of college.
- B. Promote an understanding of the mission of two-year colleges and their mathematics programs.
- C. Be a strong voice for two-year college mathematics education.
- D. Develop and maintain relevant standards for two-year college mathematics education.
- E. Expand relationships with other organizations interested in the goals and objectives of AMATYC and interested in promoting quality mathematics education.
- F. Encourage the involvement of two-year college educators in state and national, Pre-K–20 initiatives.
- G. Work to increase state and national funding for two-year college mathematics education.

## ACRONYMS

<b>AACC</b>	American Association of Community Colleges
<b>ACCESS</b>	Advancing Community College Careers: Education, Scholarship, Service, a professional development program offered by AMATYC and MAA for beginning two-year college mathematics faculty, funded for 2003-2006 by the ExxonMobil Foundation (Cohorts 1, 2, 3)
<b>APA</b>	AMATYC Project ACCESS: Advancing Community College Careers: Education, Scholarship, Service, a professional development program offered by AMATYC beginning with Cohort 4 in 2007.
<b>AMS</b>	American Mathematical Society, who along with MAA and SIAM host the Joint Mathematics Meetings each January
<b>AMTE</b>	Association of Mathematics Teacher Educators
<b>ARG</b>	Association Review Group. NCTM successfully used an ARG process to conduct a formal review of the Standards 2000 drafts.
<b>ASA</b>	American Statistical Association
<b>ASL</b>	Association for Symbolic Logic
<b>ASSM</b>	Association of State Supervisors of Mathematics
<b>AWM</b>	Association for Women in Mathematics
<b>BBA</b>	Benjamin Banneker Association. “Dedicated to mathematics education advocacy, establishing a presence for leadership, and professional development to support teachers in leveling the playing field for mathematics learning of the highest quality for African-American students.”
<b>BMS</b>	Board of the Mathematical Sciences, a Board of the National Research Council.
<b>CAMC</b>	Committee on the American Mathematics Competitions. CAMC develops and sponsors the exams which lead to the identification of the USAMO team.
<b>CAP</b>	MAA Committee on Articulation and Placement
<b>CBMS</b>	Conference Board of the Mathematical Sciences. Made up of representatives (usually the presidents) of about 17 mathematics/ mathematics education organizations. AMATYC is a member. Ron Rosier is the Executive Director. CBMS meets twice a year, in early May and early December.
<b>CCSSM</b>	Common Core State Standards for Mathematics
<b>CoWIM</b>	Committee on Women in Mathematics, an AMS Committee
<b>CRAFTY</b>	Curriculum Renewal Across the First Two Years Committee, an MAA Subcommittee of the MAA Committee on the Undergraduate Program in Mathematics (CUPM).
<b>CSSP</b>	Council of Scientific Society Presidents
<b>CTYC</b>	Committee on Two-Year Colleges, an MAA Committee. The AMATYC President is an ex officio member.
<b>CUPM</b>	Committee on the Undergraduate Program in Mathematics, an MAA Committee.
<b>FBM</b>	AMATYC's Fall Board Meeting
<b>GAISE</b>	Guidelines for Assessment and Instruction in Statistics Education
<b>ICME</b>	International Congress on Mathematical Education. Held every four years. (Seoul, Korea 2012)
<b>IMS</b>	Institute of Mathematical Statistics
<b>INFORMS</b>	Institute for Operations Research and the Management Sciences
<b>JCW</b>	Joint Committee on Women in Mathematical Sciences
<b>JMM</b>	Meetings hosted each January by AMS, MAA, and SIAM.
<b>JPBM</b>	Joint Policy Board for Mathematics. A coalition of AMS, MAA, and SIAM.
<b>MAA</b>	Mathematical Association of America. Executive Director is Michael Pearson.
<b>MAC<sup>3</sup></b>	Mathematics Across the Community College Curriculum was an NSF grant to

	AMATYC.
<b>MathFest</b>	MAA's Summer Meeting
<b>MET</b>	The Mathematics Education of Teachers document, written for college mathematics departments outlining the mathematics that K-12 teachers ought to know.
<b>PMET</b>	Preparing Mathematicians to Educate Teachers Project, a CBMS Project, offering workshops to college and university faculty.
<b>MSEB</b>	Mathematical Sciences Education Board, a Board of the National Research Council. Established in 1985 to provide continuing national overview and assessment capability for mathematics education and is concerned with excellence in mathematical sciences education for all students at all levels. Nancy Sattler serves on MSEB at this time,
<b>NACCTEP</b>	National Association of Community College Teacher Education Programs.
<b>NADE</b>	National Association of Developmental Education
<b>NAS</b>	National Academy of Sciences
<b>NASSMC</b>	National Alliance of State Science and Mathematics Coalitions
<b>NCTM</b>	National Council of Teachers of Mathematics. Bob Doucette is the Executive Director.
<b>NCSM</b>	National Council of Supervisors of Mathematics.
<b>NRC</b>	National Research Council, organized by the NAS in 1916. NRC is the umbrella organization of the NAS, the National Academy of Engineering (NAE), and the Institute of Medicine (IOM).
<b>NSF</b>	National Science Foundation. Provides government funding for scientific endeavors.
<b>PAEMT</b>	Presidential Award for Excellence in Mathematics Teaching
<b>PPM</b>	AMATYC's Policy and Procedures Manual
<b>RUME</b>	Research in Undergraduate Mathematics Education, a special interest group of the MAA.
<b>SBM</b>	AMATYC's Spring Board Meeting
<b>SIAM</b>	Society of Industrial and Applied Mathematics. One of the three sponsors of the Joint Mathematics Meetings held each January.
<b>SOA</b>	Society of Actuaries
<b>SPO</b>	AMATYC's Strategic Planning and Orientation meeting
<b>SUMMA</b>	Strengthening Underrepresented Minority Mathematics Achievement (SUMMA) Program of the MAA was established in 1990 to increase the representation of minorities in the fields of mathematics, science and engineering and improve the education of minorities.
<b>TODOS</b>	TODOS: Mathematics for all – advocate for equity and high quality mathematics education for all
<b>TPSE Math</b>	Transforming Post-Secondary Education in Mathematics
<b>Triangle Coalition</b>	A Washington DC-based nonprofit organization comprised of more than 100 member organizations with representation from business, education, and scientific and engineering societies. The coalition's mission is to bring together the voices of business, government, and education to improve the quality and outcome of STEM education.
<b>USAMO</b>	USA Mathematical Olympiad. Through a series of competitions taken by thousands, a team of 8 is identified for participating in the IMO. The team is honored at a special event in Washington each June.
<b>USNCMI</b>	United States National Committee on Mathematics Instruction

# Board Liaison Assignments 2016-2017 (J Tanner)



Assignment	Chair/Coordinator	Board Member
Affiliate Presidents		Jim Ham
AMATYC Executive Director	Wanda Garner	Jane Tanner
AMATYC Legal Advisor	Peter Georgakis	Jane Tanner
AMATYC News	Diane Koenig	Kate Kozak
AMATYC Project ACCCESS	Christy Hediger	Dan Fahringer
Editing Director	Wendi Morrison	Ernie Danforth
Grants Director	Dennis Ebersole	Mark Harbison
Historian	Lisa Feinman	Mark Harbison
MathAMATYC Educator	George Alexander – Editor	Liz Hylton/David
Website Coordinator	George Hurlburt	Jim Ham
Mu Alpha Theta	Paige Feibelman Perry	Liz Hylton
Professional Development	Julie Gunkelman vacant	Jon Oaks
Student Mathematics League	Steve Hundert	Dan Fahringer
Vice-Presidents (Senior VP)		Nicole Lang
<b>Academic Committees</b>		
Developmental Mathematics	Paula Wilhite	Nancy Sattler
Innovative Teaching and Learning	Dan Petrak	Nancy Rivers
Mathematics Intensive/College	Scott Peterson	Jim Ham
Placement & Assessment	Behnaz Rouhani	Liz Hylton
Research in Mathematics	John Smith	Nicole Lang
Statistics	Julie Hanson	Kate Kozak
Teacher Prep	Andy Jones	Michelle Duda
Mathematics and its Applications	Stefan Baratto	Ernie Danforth
<b>ANets</b>		
Division/Department Leadership	Christine Mirbaha	Nancy Rivers
Adjunct Faculty Issues	Judy King	Michelle Duda
International Mathematics	Steve Krevisky	Nancy Sattler
Mathematics for Liberal Arts	Fary Sami	Liz Hylton

**Administrative Committees****FBM 2017****Committee****Chair/Charge****Expenditure Approval Committee (EAC)**

Charge:

Approve over-budget line item expenses between board meetings;  
PPM, Section 5.9.2

Chair:

Tannor

Members:

Ham, Sattler, Tanner

**Finance Committee**

Charge:

Oversee the budget development and serve in an advisory  
capacity to the Treasurer and Executive Board; PPM, Section 5.9.2

Chair:

Tannor

Members:

Cleaves, Danforth, Dockter, Ham, Kozak, Tanner

**Foundation Board**

Charge:

Raise and disperse funds to support the mission of AMATYC;  
PPM, Section 14.1

Chair:

Sattler

Members:

Black, Cleaves, Harbison, Peskoff, Steenken, Tanner, Tannor

**Investments Board**

Charge:

Provide continuity of oversight of the financial assets of the  
AMATYC reserve funds and to assure that "prudent investor"  
precepts are developed and followed in managing the financial  
assets of the AMATYC reserve funds; PPM, Section 6.12

Chair:

Steenken

Members:

Gräb, Mahler, Ham, Tannor

**Institutional Research Board (IRB)**

Charge:

Review to assure appropriate steps are taken to protect the rights  
and welfare of humans participating as subjects in research  
studies associated with grants received by AMATYC; PPM,  
Section 16.3

Chair:

Tannor

Members:

Cleaves, Ham, Smith, Tanner

**Mathematics Excellence Committee**

Charge:

Determine the recipients of the ME award; PPM, Section 4.3.2

Chair:

Sattler

Members:

Feinman, Gordi, Harris, Oliver, Phelps, Rimkus, Stilman, Travis

**Membership Committee**

Charge:

Develop and implement strategies to solicit new members and  
retain existing members; PPM, Section 5.9.3

Chair:

Rivers and Oaks (co-chairs)

Members:

Cleaves, Danforth, Fahringer, Harbison, Hylton, Kozak, Lang,  
Tannor, Vance

**Nominating Committee**

Charge: Establish election procedures and, consistent with policy and Executive Board direction, recommend a slate of nominees for Executive Board approval; PPM, 4.3.3

Chair: Sattler

Members: LaBounty, Evans, Morris, Geary, Suess, Slayton, Wildman, Sanford, Sitomer, Gorman, Orrange

**Organizational Assessment Committee**

Charge: Coordinate the planning and implementation of assessment of AMATYC programs and activities; PPM, Section 5.9.5

Chair: Ham

Members: Kozak, Leitherer, Tannor, Yuen

**Personnel Committee**

Charge: PPM, Section 5.9.1

Chair: Danforth

Members: Cleaves (nv), Ham, Sattler, Tanner, Tannor

**Professional Development Committee**

Charge: PPM, Section 5.9.4

Chair: Oaks

Members: Dockter, Fahringer, Gunkleman, Harbison, Rivers, Sattler, Tanner

**Strategic Planning Committee**

Charge: Develop and publish the AMATYC Strategic Plan; PPM, Section 15.6

Chair: Ham

Members: Hylton, Lang, Sattler, Tanner

**Tax Review and Audit Committee**

Charge: Review AMATYC's year-end financials; review IRS form 990 prior to its filing on May 15th; review the Conflict of Interest Policy/completed forms; answer questions and consider recommendations from the auditor.

Chair: Tannor

Members: Cleaves (nv), Ham, Hunsucker (nv), Sattler, Tanner

**Teaching Excellence Committee**

Charge: Determine the recipients of the TE award; PPM, Section 4.3.1

Chair: Ham

Members: Atkinson, Beard, Benner, Fleming, Johanson, McCombs, Monterisi, Williams

**Ad Hoc Committees****AMATYC Traveling Workshop Coordinator Search Committee**

Charge: Conduct a search for the re-instituted Traveling Workshop Coordinator

Chair: Oaks

Members: Fahringer, Gunkleman, Tanner, Tannor

#### **Board Member Ineligibility for Awards/Honorariums/Stipends Committee**

Charge: Review the wording in the PPM and on the website regarding board members being ineligible for awards, honorariums, stipends, etc. and create an overarching policy to be inserted in PPM 6.1

Chair: Sattler

Members: Ham, Kozak, Oaks, Rivers

#### **Going Green**

Charge: To determine the feasibility of replacing some of the AMATYC printed mailings and materials with electronic versions for members who prefer the electronic version. If feasible, to identify the printed mailings and materials that members may elect to receive electronically. And also, if feasible, to determine a process that will enable members to choose how they prefer to receive AMATYC mailings and materials, print or electronic.

Chair: Ham

Members: Alexander, Debrecht, Dockter, Hurlburt, Lang, Shott, Tannor, Vance

#### **Position Statement Forms on the Internal Site**

Charge: Review and improve the position statement forms availability on the internal website

Chair: Danforth

Members: Cleaves, Lang, Morrison, Rivers

#### **Publications Indexing**

Charge: Explore the cost, benefit, and process to get articles from AMATYC publications on indexing services such as EBSCO.

Chair: Hylton

Members: Alexander, Debrecht, Georgakis, Kozak

#### **Social Networking Committee**

Charge: Provide management on recommendations related to AMATYC's presence on social media.

Chair: Lang

Members: Ham, Hurlburt, Oaks, Kozak, Sattler, Tanner

### **Other Committees**

#### **AMATYC IMPACT Steering Committee**

Project Co-Chairs: Orange and Sattler (co-chairs)

Members: Ackerman, Blair, Coe, Evans, Farinelli, Foley, Gaines, Graser, Kimball, Kozak, Odafe, Phelps, Smith, Strom, Tannor, Wood, Yoshiwara



**Eligibility to Participate in SML**

Charge:

Review the eligibility of a number of 2-year colleges participating in the SML and now changing to 4-year colleges and determine whether these colleges can continue to participate.

Chair:

Hundert

Members:

Fahringer, Sattler, Tanner

**Task Forces****Delegate Assembly**

Charge:

Review current makeup of the AMATYC Delegate Assembly and make recommendations for possible changes to this makeup. Expansion of the previous work by the Ad Hoc Committee on Makeup of Delegate Assembly.

Chair:

Rivers

Members:

Fahringer, Lang

**McGraw-Hill/AMATYC Education Partnership**

Charge:

Oversee the discussion about the possibility of a McGraw-Hill Education/AMATYC partnership to promote professional development opportunities for our members

Chair:

Sattler

Members:

Cleaves, Danforth, Evans, Georgakis, Gunkleman, Hurlburt, Hylton, Orrange

**Review Position Statement on Equal Opportunity in Mathematics**

Charge:

Review the current position statement and make recommendations for potential changes to this position statement.

Chair:

Oaks

Members:

Adams, Aschenbrenner, Gant, Hylton, Mays, Menendez, Mirbaha, Pemberton, Tannor, Yoshiwara

**Traveling Workshops**

Charge:

Improve the specifics of the previously used process for Traveling Workshops

Chair:

Oaks

Members:

Cleaves, Danforth, Gunkelman, Hunsucker, Rivers, Tannor

**Virtual Themed Sessions**

Charge:

Investigate the possibility of virtual themed sessions

Chair:

Danforth

Members:

Baratto, Hylton, Rouhani

## CONFLICT OF INTEREST AGREEMENT

AMATYC has adopted its conflict of interest policy to assist the Executive Board in carrying out its duties and responsibilities in an ethical manner while also protecting the integrity of the organization as a whole.

The Conflict of Interest Policy and Agreement covers interests of a monetary or economic nature and religious, political, corporate or institutional interests which may influence an elected or appointed person's duties and responsibilities in an AMATYC position. The Policy covers instances where there may be a personal benefit or the avoidance of loss or any instances in which there is a personal benefit resulting from information obtained.

As an elected or appointed leader or staff member of AMATYC, I understand that a conflict of interest is any situation in which a personal interest of mine may be incompatible or in conflict with my responsibility in my AMATYC position or my membership in another organization may, or may be perceived, to influence me carrying out my duties and responsibilities.

I accept that conflicts of interest may be real – that is, an interest that may influence my AMATYC duties and responsibilities; or potential, in that it could influence; or apparent, where there are reasonable grounds to believe there may be a conflict even if, in fact, there is none.

To avoid real, potential or apparent conflict of interest situations, I agree that I will:

- declare a conflict of interest and the nature of the conflict, at the earliest opportunity to the AMATYC Executive Board or President
- ensure the conflict is recorded
- if unsure whether there is a conflict, raise the potential or apparent conflict with the President and Executive Board for its decision and refrain from voting

Where a conflict does exist, I agree to:

- withdraw from the discussion while the matter is being discussed and/or voted upon
- not attempt in any way before, during or after the meeting to influence the voting
- not discuss anything in relation to any decision taken on the matter outside of the meeting

As an AMATYC leader or staff member, I understand and accept that if I violate the above Policy in any way that the Executive Board may exercise one of the following options:

- issue me a verbal or written reprimand
- request that I resign
- recommend to the President that my appointment be rescinded

I \_\_\_\_\_ hereby agree to abide by the AMATYC Conflict of Interest Policy

(AMATYC Leader/Staff Printed Name)

at all times in exercising my responsibilities as an AMATYC leader or staff member.

Signature of AMATYC Leader or Staff

Member \_\_\_\_\_

Date \_\_\_\_\_

### **Disclosure of Current activities AMATYC Conflict of Interest**

Please provide the information requested below regarding **relevant** organizational/business affiliations, grant involvement, publications, and additional information (if any). Information is "relevant" if it is related to -- and might reasonably be of interest to others concerning -- your knowledge, experience, and personal perspectives regarding the AMATYC position and any potential source of bias or conflict..

I. ORGANIZATIONAL AFFILIATIONS. Report your relevant business relationships (as an employee, owner, officer, director, consultant, author etc.) and your relevant remunerated or volunteer non-business relationships (e.g., professional organizations, trade associations, public interest or civic groups, etc.).

III. GRANT SUPPORT. Report relevant information regarding both public and private sources of grant support (other than your present employer), including sources of funding, equipment, facilities, etc.

IV. PUBLICATIONS. List any professional publications or other publications related to the teaching mathematics.

V. ADDITIONAL INFORMATION. If there are relevant aspects of your background or present circumstances not addressed above that might reasonably be construed by others as affecting your judgment in matters related to your AMATYC position for which you have been invited to serve, and therefore might constitute an actual or potential source of bias, please describe them briefly.

Name of AMATYC Leader or Staff Member (please print)

\_\_\_\_\_

Signature of AMATYC Leader or Staff  
Member \_\_\_\_\_

Date \_\_\_\_\_

Please complete and submit to AMATYC's Executive Director.

## **Policy on a Welcoming Environment**

It is the policy of the American Mathematical Association of Two Year Colleges (AMATYC) that all participants in AMATYC activities will enjoy a welcoming environment free from all forms of discrimination, harassment, and retaliation. As a professional society, AMATYC is committed to providing an atmosphere that encourages the free expression and exchange of ideas. In pursuit of that ideal, AMATYC is dedicated to the philosophy of equality of opportunity and treatment for all members, regardless of gender, gender identity or expression, race, color, national or ethnic origin, religion or religious belief, age, marital status, sexual orientation, disabilities, veteran status, or any other reason not related to scientific merit. Harassment, sexual or otherwise, is a form of misconduct that undermines the integrity of AMATYC meetings.

This policy applies to all attendees at AMATYC activities, including mathematicians, students, guests, staff, contractors and exhibitors, participants in scientific sessions, tours, and social events of any AMATYC meeting or other activity. All individuals participating in AMATYC activities are asked to agree to behavior consistent with these standards. Violations of this policy should be reported to the President of AMATYC. Individuals violating these standards may be asked to leave the activity without refund of registration fees and may have their behavior reported to their employer. Repeat offenders may be banned from future AMATYC activities. Retaliation against individuals who file a complaint will not be tolerated and will be treated in a manner similar to harassment.

## **Definition of Sexual Harassment**

Sexual harassment is a form of sex discrimination. The legal definition of sexual harassment is “unwelcome verbal, visual, or physical conduct of a sexual nature that is severe or pervasive and affects working conditions or creates a hostile work environment.” Behavior and language that are welcome/ acceptable to one person may be unwelcome/offensive to another. Consequently, individuals must use discretion to ensure that their words and actions communicate respect for others. This is especially important for those in positions of authority since individuals with lower rank or status may be reluctant to express their objections or discomfort regarding unwelcome behavior.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, is personally offensive, debilitates morale, and therefore, interferes with work effectiveness. The following are examples of behavior that, when unwelcome, may constitute sexual harassment: sexual advances, or propositions; verbal comments or physical actions of a sexual nature; sexually degrading words used to describe an individual; a display of sexually suggestive objects or pictures; sexually explicit jokes; unnecessary touching.

**Definition of Other Harassment**

Harassment on the basis of any other protected characteristic is also strictly prohibited. This conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation of written or graphic material that denigrates or shows hostility or aversion toward an individual or group.

[Proposed policy and definitions of harassment adapted from those given in the anti-harassment policy of the American Astronomical Society, [aas.org](http://aas.org).]

Adopted April, 2013

### **AMATYC Executive Board Sunshine Fund**

At the Fall 2005 board meeting, the following guidelines were developed for the Sunshine Fund.

1. The Sunshine Fund will be maintained by the Secretary.
2. Money will be collected from Board members, the Conference Coordinator, and Executive Director of Office Operations. Whenever contributions are solicited, a copy of these guidelines will be made available.
3. The money shall be used in the event of the hospitalization of an Executive Board member or AMATYC staff member, or of the death of an immediate family member of an Executive Board member or AMATYC staff member. Immediate family is defined to be spouse, children, and parents.
4. In the cases specified in item 3, the President shall determine whether to send a plant, flowers, or a donation.
5. For other sympathy situations, the Secretary will send a card from the AMATYC board.
6. The Secretary will send an email to all the fund contributors whenever a disbursement has been made from the Sunshine Fund.
7. The Secretary will maintain a ledger of the Sunshine Fund, along with all applicable receipts.

Original paragraph (for comparison):

Maintain a Sunshine Fund with money collected from Board members. The money shall be used in the event of the hospitalization of an Executive Board member or AMATYC staff member, or of the death of an immediate family member of an Executive Board member or AMATYC staff. Immediate family is defined to be spouse, children, and parents. In these cases, the President shall determine whether to send a plant, flowers, or a donation. For other sympathy situations, the Secretary will send a card from the AMATYC board.

### **Sunshine Fund Report**

**Submitted by Michelle Duda, Secretary**

**Balance at the start of SBM 2017: \$447.88**

#### **Activities since SBM 2017:**

- Flowers for Beverly Vance (Husband) \$94.98
- Card for Holly Hobbs (Father) \$5.04
- Card for Carol Edwards Family \$5.36
- Card for Judy Williams \$5.36
- Donation to the Wanda Garner Scholarship Fund \$200

**Balance as of 9/15/2017: \$137.14**

**ATTACHMENT B**

**Email motion report for FBM 2017. Motions 1, 2, 3, 4 and 6 passed. Motion 5 was withdrawn.**

Submitted by Michelle Duda, AMATYC Board Secretary 2016-17

4/28/17	Registration Fees	<b>Email Motion #1:</b> Changes to PPM 8.12.3 (Registration Fee Formulas)
5/29/17	Minutes	<b>Email Motion #2:</b> That the 2017 Spring Board Meeting Minutes be approved as submitted.
7/29/17	Minutes	<b>Email Motion #3:</b> That the 2017 Summer Conference Call Meeting Minutes be approved as submitted.
8/9/17	Traveling Workshop Coordinator	<b>Email Motion #4:</b> That effective immediately a search committee be formed to find a Traveling Workshop Coordinator to be appointed during FBM 2017 to complete the remainder of the current term ending at the end of the 2018 AMATYC Annual Conference.
8/23/17	Regional Representatives	<b>Email Motion #5:</b> That effective immediately PPM 9.4 be changed so that regional representatives will initially be approved at the FBM in odd-number years. Unfilled slots or vacancies will be filled as needed at any board meeting or by electronic voting. <b>WITHDRAWN</b>
8/26/17	Regional Representatives	<b>Email Motion #6:</b> That effective immediately PPM 9.3 and 9.4 be changed (see attached) so that regional representatives will initially be approved at the FBM in odd-number years. Unfilled slots or vacancies will be filled as needed at any board meeting or by electronic voting.

**ATTACHMENT C**

Affiliate	2016 Meeting Dates	Who Visited or Plans to Visit	2017 Meeting Dates	Who Plans to Visit
MATYCONN	Oct 21	Ernie Danforth	Oct 20	No one
NEMATYC	April 29-30	Ernie Danforth	April 27-28	Ernie Danforth
NYSMATYC	April 8-10	Ernie Danforth	April 7-9	Ernie Danforth
OCMA	May 25-27	David Tannor	May 24-26	No one
DeMATYC	May 11	Dan Fahringer	May 19	Dan Fahringer
MMATYC	May 24	Dan Fahringer	June 1 & 2	Dan Fahringer
MATYCNJ	Oct 1	Dan Fahringer	April 1	Conflict with VMATYC
PSMATYC	April 9	Cancelled due to weather	April 29	Dan Fahringer
VMATYC	Feb 19 & 20	Dan Fahringer	March 31, April 1	Dan Fahringer
WVMATYC	April 9	Cancelled due to weather	April 22	SBM
AlaMATYC	March 4	Conflicts with Nancy's work schedule	Feb 24	Nancy Rivers
FTYCMA	February 26-27	Nancy Rivers	February 17-18	Nancy Rivers
GMATYC	February 19	Nancy Rivers	February 17	Conflict with FTYCMA
La-MsMATYC	September 24	Changed their date - Nancy could not attend	September 29	Personal Conflict (not cost effective for others to attend)
NCMATYC	March 10-11	Nancy Rivers	March 9-10	Nancy Rivers
SOCAMATYC	March 11	Conflicts with NCMATYC	February 24-25	Nancy Rivers
TMATYC	April 1-2	Too close to SBM	March 24-25	Nancy Rivers
IMACC	March 31-April 2	Conflict with SBM	April 6-8	Jon Oaks
INMATYC	April 1-2	Conflict with SBM	April 7	Conflicts with IMACC
INMATYC	October 7	Jon Oaks in October	October 13	Personal conflict; was originally Oct. 7
KYMATYC	February 26-27	Jon Oaks	February 24-25	Jon Oaks
MichMATYC	October 14-15	Jon Oaks	October 20-21	Jon Oaks, Dave Tannor
OhioMATYC	April 1-2	Conflict with SBM	April 7-8	Michelle Duda
WisMATYC	September 24	Jon Oaks	October 7	Jon Oaks
ColoMATYC	March 11	Nicole Lang	March 3	
IMATYC	October	-	October 13	Nicole Lang
KAMATYC	March 5	Jim Ham	March 4	
MinnMATYC	April 29-30	Nicole Lang	April 28-29	Nicole Lang
MOMATYC	April 7-9	-	Mar. 30 - Apr 1	Nicole Lang
NEBMATYC	April 8	Nicole Lang	April 7	
NDMATYC	October 7-8	Nicole Lang	October 6-7	
ArizMATYC	April 8-9, October 14	Kate Kozak	March 31 October 6	Kate Kozak
ARKMATYC				
NMMATYC	May 20-21	Kate Kozak	April 7-8	
OKMATYC				
TexMATYC	February 25-27	Kate Kozak	February 23-25	Kate Kozak
AKMATYC	--	--		
ORMATYC	April 21 - 23	Liz Hylton	April	Liz Hylton
WAMATYC	April 21 - 23	Liz Hylton	April/May	Liz Hylton
WYMATYC	April 15 - 16	--		
CMC <sup>3</sup>	April 22-23    December 9-10	Mark H.	Apr. 21-22	SBM conflict
CMC <sup>3</sup>	December 9-10	Mark H.	December 8-9	Mark H.
CMC <sup>3</sup> South	March 4-5	none	Mar. 3-4	Mark H.
piMATYC	n/a		Apr. 29	unaffordable for anyone
piMATYC	n/a		Oct. 21	Mark H.
NEVMATYC	n/a		n/a	
UMATYC	Sept. 17	none	Oct. 7	none



**ATTACHMENT D**  
**RULES OF CONDUCT**

***Parliamentary Motions Guide***

Based on *Robert's Rules of Order Newly Revised (11<sup>th</sup> Edition)*

The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2 <sup>ND</sup> ?	DEBATE?	AMEND?	VOTE?
§21 Close meeting	I move to <b>adjourn</b>	No	Yes	No	No	Majority
§20 Take break	I move to <b>recess</b> for	No	Yes	No	Yes	Majority
§19 Register complaint	I rise to a <b>question of privilege</b>	Yes	No	No	No	None
§18 Make follow agenda	I call for the <b>orders of the day</b>	Yes	No	No	No	None
§17 Lay aside temporarily	I move to <b>lay</b> the question <b>on the table</b>	No	Yes	No	No	Majority
§16 Close debate	I move the <b>previous question</b>	No	Yes	No	No	2/3
§15 <b>Limit or extend debate</b>	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14 <b>Postpone to a certain time</b>	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13 <b>Refer</b> to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12 Modify wording of motion	I move to <b>amend</b> the motion by ...	No	Yes	Yes	Yes	Majority

§11	Kill main motion	I move that the motion be <b>postponed indefinitely</b>	No	Yes	Yes	No	Majority
§10	Bring business before assembly (a <b>main motion</b> )	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

**Incidental Motions** - No order of precedence. Arise incidentally and decided immediately.

YOU WANT TO:		YOU SAY:	INTERRUPT?	2 <sup>ND</sup> ?	DEBATE?	AMEND?	VOTE?
§23	Enforce rules	<b>Point of order</b>	Yes	No	No	No	None
§24	Submit matter to assembly	I <b>appeal</b> from the decision of the chair	Yes	Yes	Varies	No	Majority
§25	Suspend rules	I move to <b>suspend the rules</b> which ...	No	Yes	No	No	2/3
§26	Avoid main motion altogether	I <b>object to the consideration</b> of the question	Yes	No	No	No	2/3
§27	Divide motion	I move to <b>divide the question</b>	No	Yes	No	Yes	Majority
§29	Demand rising vote	I call for a <b>division</b>	Yes	No	No	No	None
§33	Parliamentary law question	<b>Parliamentary inquiry</b>	Yes (if urgent)	No	No	No	None
§33	Request information	<b>Request for information</b>	Yes (if urgent)	No	No	No	None

**Motions That Bring a Question Again Before the Assembly** - no order of precedence. Introduce only when nothing else pending.

§34	Take matter from table	I move to <b>take from the table</b> ...	No	Yes	No	No	Majority
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§35	Cancel or change previous action	I move to <b>rescind/ amend something previously adopted...</b>	No	Yes	Yes	Yes	2/3 or maj. w/ notice
§37	Reconsider motion	I move to <b>reconsider</b> the vote ...	No	Yes	Varies	No	Majority

Reference: Jim Slaughter, Certified Professional Parliamentarian-Teacher & Professional Registered Parliamentarian  
**336-378-1899(W) 336-378-1850(F)** P.O. Box 41027, Greensboro 27404  
web site: **www.jimslaughter.com**

## RULES OF CONDUCT

A. Robert's Rules of Order are used. The parliamentarian is **Dan Fahringer**.

B. The following time limits will be applied unless otherwise noted:

Reports (R) - 5 minutes

Discussion items (D) – 10 minutes

Motions involving discussion (M) – 15 minutes

Times on individual items may be extended by a majority vote of the Board. Some items in the agenda may have different values assigned than listed here. The timekeeper is **Liz Hylton**.

C. Motions submitted after the deadline **(September 15)** must have **at least one co-sponsor**.

D. No speaker may speak on a motion more than two times, and this will be monitored by the Parliamentarian. Members are encouraged to display their "ditto" signs rather than to use their speaking times to echo comments previously expressed. Order of speakers is not guaranteed and may be changed at the option of the Chair.

E. Professional decorum is expected at all times during the board meeting. The chair shall interrupt and rule a speaker out of order. **Please silence all cell phones.** Refrain from computer use other than board business.

F. The following individuals are asked to track items throughout the meeting. Although Keven and Cheryl will be present for most of the FBM; it is important that the individuals indicated monitor their designated topic to make sure nothing is overlooked.

1. Items relating to Conference: **Nicole Lang and Jim Ham** (Report to the Conference Coordinator at the end of FBM 2017).
2. Items relating to Budget: **Ernie Danforth and Kate Kozak**. (Report to the treasurer at the end of FBM 2017).
3. Items relating to the Office: **Jon Oaks and Nancy Sattler**. (Report to Cheryl at the end of FBM 2017).
4. Items relating to VPs: **Nicole Lang** and all VPs.
5. Items to return to at the Fall Board Meeting: **David Tannor and Dan Fahringer**. (Report to the President at the end of FBM 2017.)

G. Draft minutes will be available electronically each morning beginning on Monday morning, unless otherwise requested by Michelle. Everyone is encouraged to review the minutes each day. Three board members are asked to specifically review the minutes for their assigned day for completeness and accuracy of motions and return comments to Michelle by the following morning, either handwritten or electronically.

1. **Sunday's Minutes: Ham, Oaks, Rivers**
2. **Monday's Minutes: Lang, Sattler Fahringer**
3. **Tuesday's Minutes: Danforth, Kozak, Harbison**
4. **Wednesday's Minutes: Hylton, Tannor, Kozak**

**ATTACHMENT E**

**Order of Business**  
**AMATYC Executive Board**  
**FALL 2017**

The board meeting will proceed in a linear fashion as listed below with the following exceptions.

<b>Sunday:</b>	<b>4:30 p.m. - 6:00 p.m.</b>	<b>Professional Development Committee</b>
<b>Monday:</b>	<b>1:00 p.m. - 2:00 p.m.</b> <b>3:30 p.m. - 4:30 p.m.</b> <b>4:30 p.m. - 6:00 p.m.</b>	<b>Strategic Planning</b> <b>Treasurer's Report</b> <b>Finance Committee Meeting</b>
<b>Tuesday:</b>	<b>8:30 a.m. - 9:30 a.m.</b> <b>2:00 p.m. - 3:00 p.m.</b>  <b>2:00 p.m. - 3:30 p.m.</b> <b>3:30 p.m. - 4:30 p.m.</b> <b>4:30 p.m. - 6:00 p.m.</b>	<b>Office Staff Report</b> <b>Pre-Con Meeting, Executive Center 3</b> <b>(VPs, Secretary, and PP do not attend)</b> <b>Membership Committee Meeting</b> <b>Business Session (if needed)</b> <b>Finance Committee Meeting (if needed)</b>
<b>Wednesday:</b>	<b>8:00 a.m. - 9:00 a.m.</b> <b>9:00 a.m. - 10:00 a.m.</b> <b>10:00 a.m. - 11:00 a.m.</b> <b>11:00 a.m. - 11:30 a.m.</b> <b>11:30 a.m. - 12:30 p.m.</b> <b>12:30 p.m. - 5:00 p.m.</b> <b>5:00 p.m. - 5:15 p.m.</b>	<b>Meet with Ken Sien (3 Ps, ED, CC)</b> <b>Meet with Conference Committee</b> <b>VPs meet to plan regional meeting agenda</b> <b>Personnel Committee (if needed)</b> <b>Lunch</b> <b>Meet with Leadership (See Section GG   11)</b> <b>Quick wrap-up</b>

**Parking Lot - every day during FBM there will be time to discuss some items in the Parking Lot. Things can be added to the Parking Lot during the meeting. Items in the Parking Lot can be discussed in any order. An initial list is included in this order of business.**

**Reports (R): 5 minutes      Discussion (D): 10 minutes      Motions (M): 15 minutes**

<b>A. Agenda</b>			<b>Notes</b>
<b>Reference Materials</b>			
	Call to Order	Tanner	
A1	Meeting Plans	Tanner	
A2	AMATYC Mission Statement, Vision, Tagline, Core Values		
A3	AMATYC Strategic Priorities		
A5	Email Ballots since FBM 2017	Duda	
A6	Affiliate Visits		
A7	Acronyms		
A9	Board Liaison Assignments		
A10	Administrative/Ad Hoc/Other Committees		
A14	Brief Robert's Rules of Order		
A16	Conflict of Interest		

A18	Welcoming Environment Statement		
A20	Sunshine Fund Guidelines	Duda	
A21	Rules of Conduct	Tanner	
A22	<b>M: Adopt Rules of Conduct</b>	Tanner	
A23	Order of Business	Tanner	
Axx	<b>M: Adopt Order of Business</b>	Tanner	

**B. Consent Calendar – Reports** (items removed from this section will be discussed before Section D)

<b>National Officers</b>			
B1	President	Tanner	
B3	President-Elect	Ham	
B5	Past President	Sattler	
B6	Secretary	Duda	
B7	Treasurer	Tannor	
<b>Regional Vice Presidents</b>			
B8	Northeast	Danforth	
B10	Mid-Atlantic	Fahringer	
B11	Southeast	Rivers	
B13	Midwest	Oaks	
B15	Central	Lang	
B17	Southwest	Kozak	
B19	Northwest	Hylton	
B20	West	Harbison	

**C. Consent Calendar- Motions/Reports** (items removed from this section will be moved to sections indicated)

C1	EAC Report	Tannor	
C2	Audit Review Committee Report	Tannor	
C43	<b>M: Accept Consent Calendar Reports</b>	Tanner	
	D: Discussion on Officer Report reflections		

**D. Academic Committees**

D1	Developmental Mathematics Report (DMC)	Wilhite Sattler	
D26	<b>M: Position Statement "The Science of Learning"</b>	Sattler	
D29	<b>M: Position Statement "Student Learning Problems"</b>	Sattler	
D32	Pathways Subcommittee Report	Sattler	
D36	Innovative Teaching and Learning Report (ITLC)	Petrak Rivers	
D39	Mathematics and its Applications for Careers Report (MAC)	Baratto Danforth	
D42	<b>M: Position Statement "Mathematics for Students in Two-Year Terminal Programs"</b>	Danforth	
D45	Mathematics Intensive/College Mathematics Report (MIC)	Peterson Ham	
D47	<b>M: Themed Session Request for 2018 Conference in Orlando</b>	Ham	

D48	Placement and Assessment Report (PAC)	Rouhani Hylton	
D51	<b>M: Themed Session Request for 2018 Conference in Orlando</b>	Hylton	
D52	Research in Mathematics for Two-Year Colleges Report (RMETYC)	Smith Lang	
D57	Statistics Report	Hanson Kozak	
D62	Teacher Preparation Report	Jones Duda	
	D: Committee to develop rotation schedule for themed sessions and symposiums	Tanner	

<b>DD. ANets</b>			
DD1	Division/Department Leadership Report	Mirbaha Rivers	
DD5	Adjunct Faculty Issues Report	King Duda	
DD9	<b>M: Goals and Objectives of the Adjunct Faculty Issues ANet</b>	Duda	
DD10	<b>M: Position Statement "Working Conditions of Adjunct Mathematics Faculty"</b>	Duda	
DD13	International Mathematics Report	Krevisky Sattler	
DD16	Mathematics for Liberal Arts Report	Sami Hylton	

<b>E. Services / Coordinators/ Directors / Publications</b>			
E1	Editing Director Report	Morrison Danforth	
E3	<i>AMATYC News</i> Editor Report	Koenig Kozak	
E4	<i>MathAMATYC Educator</i> Editor Report	Alexander Tannor/ Hylton	
E9	<i>MathAMATYC Educator</i> Production Manager Report	Debrecht Tannor/ Hylton	
E12	Website Coordinator Report	Hurlburt Ham	
E15	Grants Coordinator Report	Pazdar Harbison	
E20	Historian Report	Simmons Harbison	
E21	SML Report	Hundert Fahringer	
E23	SML Test Developer Report	TJ Duda Fahringer	
E24	<b>M: SML Dues and Registration</b>	Fahringer	
E26	<b>M: Updated SML Test Developer Timeline</b>	Fahringer	

E29	SRL Coordinator Report	Gaines Ham	
E31	Professional Development Coordinator Report	Gunkelman Oaks	
E35	Mu Alpha Theta Report	Perry Hylton	

<b>F. Staff</b>			
F1	Executive Director Report	Cleaves	
F3	Office Report	Cleaves Vance	

<b>G. Conference</b>			
G1	Conference Coordinator Report	Dockter	
G11	Assistant Conference Coordinator Report	Kirk Dockter	
G12	Presider Chair Report	Winnington Dockter	
G13	Exhibits Chair Report	Martin Dockter	
G15	Program Coordinator Report	Williams Dockter	
G19	Advertising Coordinator Report	Vega-Rhodes Dockter	
G21	2017 LEC Report	Marshall Dockter	
G22	2018 LEC Report	Morris Dockter	
G24	2019 LEC Report	Suski Dockter	

<b>GG. Conference - Experient</b>			
GG1	AMATYC Board Duties During the Denver Conference		
GG4	San Diego Exhibit Hall Board Visits		
GG5	Small Meetings		
GG7	2017 Delegate Assembly Minutes Committee		
GG8	TE Award Announcement/Form		
GG11	Wednesday Afternoon Leadership Meetings Schedule		

<b>H. Administrative Committees</b>			
H1	Nominating Committee Report	Sattler	
H3	ME Award Report	Sattler	
H5	TE Award Report	Ham	
H6	Professional Development Committee	Oaks	
H9	Foundation Report	Sattler	
H11	<b>M: Change to Presidential Student Scholarship</b>	Ham, Sattler	
H13	Personnel Committee	Danforth	



H14	Organizational Assessment Committee	Ham	
H33	Past Presidents Advisory Board Report	Sattler	
H37	Membership/Marketing Committee	Rivers Oaks	
H40	Membership Report	Vance	

**I. Treasurer/Budget**

I1	<b>M: Approval of Expenditures</b>	Tannor	
	AMATYC 2018 Draft Budget	Tannor	
	2018 AMATYC Foundation Draft Budget	Tannor	
	AMATYC Chart of Accounts	Tannor	
	AMATYC Balance Sheet	Tannor	
	AMATYC Income Statement	Tannor	
	Contracts/Agreements	Tannor	
	Annual Conference Meeting Facilities Contracts Cancellation Fees	Tannor	
	AMATYC Operating Reserves	Tannor	
	AMATYC Foundation Investment	Tannor	
	AMATYC History of Income and Expenses	Tannor	
	AMATYC Total Income and Expense Chart	Tannor	
	AMATYC General Operating Income and Expense Chart	Tannor	
	AMATYC Conference Income and Expense Chart	Tannor	
	AMATYC Foundation Income and Expense Chart	Tannor	
	AMATYC History of Net Worth	Tannor	
	AMATYC Foundation	Tannor	
	AMATYC Foundation – Project ACCCESS	Tannor	
	AMATYC Foundation – Developmental Math	Tannor	
	AMATYC Insurance Policies	Tannor	
	Insurance Premiums for 2017	Tannor	
	AMATYC Approved Budget for the year of 2017	Tannor	
	AMATYC Executive Board and National Office Approved Budget for the year of 2017	Tannor	
	<b>M: Approve 2018 budget</b>	Tannor	

**J. Ad hoc Committees / Projects**

J1	AMATYC Project ACCCESS (APA) Board Report	Watkins Fahringer	
J3	Guidelines for Project ACCCESS Task Force Report	Fahringer	
J4	<b>M: Project ACCCESS Team Members</b>	Fahringer	
J7	Joint Committee on Women in the Mathematical Sciences Report	Sattler	
J10	Beyond Crossroads Steering Committee Report	Sattler	
J15	<b>M: BCR Forum for 2017 Conference in San Diego</b>	Sattler	

J16	<b>M: Creation of New Committee on the Standards</b>	Sattler	
J19	Social Networking Ad Hoc Committee Report	Lang	
J20	AMATYC Sponsored Workshops Ad Hoc Committee Report	Sattler	
J25	AMATYC Sponsored Traveling Workshops Ad Hoc Committee Report	Lang	
J26	SPO Site Selection Ad Hoc Committee Report	Fahringer	
J28	Hybrid Conference Ad Hoc Committee Report	Danforth	
J31	Awards and Recognition Task Force Report	Rivers	
J32	Delegate Assembly Task Force Report	Rivers	
J33	Review of Equal Opportunity Position Statement Task Force Report	Oaks	
J34	Speaker Selection Ad Hoc Committee Report <b>M: Conference Keynote Speaker Selection</b>	Ham	
J36	PPM 8.12.3 Registration Ad Hoc Committee Report	Tannor	
J37	<b>M: Conference Registration</b>	Tannor	
J45	Regional Conference Ad Hoc Committee	Kozak	
J46	<b>M: PPM 11.3</b>	Kozak	
J50	Going Green Ad Hoc Committee Report	Ham	
J51	Term Limits for Regional Reps Ad Hoc Committee Report	Kozak	
J53	<b>M: PPM 9.4</b>	Kozak	
J54	Updating Motion Forms Ad Hoc Committee Report	Duda	
J55	Grants Coordinator Search Committee Report	Harbison	
J56	Minutes Review Committee for the 2015 DA	Lang	
J33	Common Vision Report	Tanner	
J61	TPSE Math Report	Sattler	
J66	Carnegie Foundation Report	Sattler	
J78	<b>M: Carnegie Foundation for the Advancement of Teaching</b>	Sattler	
J79	The Charles A. Dana Center Report	Sattler	
J81	Advancing Mathematics Pathways for Student Success	Tanner	

<b>K. Strategic Planning</b>			
K1	Strategic Planning Report	Ham	
K2	Draft 2018-2023 Strategic Plan	Ham	
K3	AMATYC Core Values	Ham	
K5	2012-2017 Strategic Plan: Proposed, Ongoing, and Completed Actions (2015-2016)	Ham	

<b>L. Executive Session</b>			
<b>Consent Calendar Motions</b>			
L1	<b>M: Grants Coordinator Position</b>	Harbison	
L2	<b>M: AMATYC/ASA Joint Committee Appointment</b>	Kozak	
L3	<b>M: Milwaukee 2019 Conference Local Events Coordinator</b>	Dockter	

L4	<b>M: JCW Appointment</b>	Sattler	
L5	<b>M: Approve Executive Session Consent Agenda</b>	Tanner	
<b>Items Removed from Consent Agenda</b>			
<b>Executive Session</b>			

<b>M. New Business</b>			
M1	<b>M: State and Affiliate Delegates</b>	Duda	
M2	OCMC Update	Tanner	
M5	Equity and Social Justice	Tanner	
M11	Degrees of Freedom Report	Harbison Tanner	
M15	Connections between MAA's Project NExT and AMATYC's Project ACCCESS	Tanner	
M17	Possible McGraw-Hill/AMATYC Partnership	Dockter	
M20	<b>M: Revise PPM to Remove Future Grant References</b>	Harbison	
M23	<b>M: Change to General Financial Policies</b>	Ham	
M25	<b>M: Change to Webinar Honorarium</b>	Ham	
M27	<b>M: Change to Traveling Workshop Facilitator Honorarium</b>	Ham	
M29	<b>M: Affiliate Travel Funds</b>	Oaks	
M30	<b>M: AMATYC Featured Member of the Month</b>	Oaks	
M32	<b>M: AMATYCx</b>	Oaks	
M34	<b>M: Revision of PPM 12.6.1: Historian</b>	Ham	
M36	CIRTL Includes Grant	Tanner	
M46	<b>M: AMATYC Student Research League Scholarship Proposal</b>	Tanner	

<b>N. Parking Lot</b>			
	Italicizing the entire name of the journal		
	Committee/task force membership - must be AMATYC members?		
	Task Force on Virtual Themed Sessions		

[illegible]

**ATTACHMENT F**

**Expenditure Approval Committee (EAC) and Reports**

**David Tannor, Treasurer**

**FBM 2017**

**Members of the 2015-2017 committee: January 1, 2016 through Dec 31, 2017:** Jane Tanner, Chair; David Tannor; Nancy Sattler; and Jim Ham

**EAC Approvals between April 28 and Sept 15, 2017**

June 20, 2017      Approved the over budget expenditure in account #3036 (staff development) in the amount of \$ 2,200 for AMATYC staff professional development.

**Federal IRS Documents Review and Audit Review Committee Report**

**David Tannor, Treasurer**

The Audit Review Committee met via conference call on July 21, 2017. Members present were Wanda Garner, Nancy Sattler, Jim Ham, Jane Tanner, and David Tannor. Also present were Christy Hunsucker and the Auditor Vicki Deweese. AMATYC had a clean audit for 2016 fiscal year.

**ATTACHMENT G****10.1.2 Dues (before SBM 2017)**

The annual dues are \$35 per school and must be received by AMATYC no later than December 15th. This money is used for prizes and for printing and mailing expenses. The amount due should be made payable to AMATYC and mailed to the AMATYC Office. Institutional members as of October 1 have their dues waived. Registration to participate in the Student Mathematics League for the academic year must be received by September 30th. All registrations received after that date will incur a late fee of \$15.00. The Round 2 tests for the Student Mathematics League will only be sent to colleges what have paid that year's dues. This policy will take effect December 15, 2008.

**10.1.2 Dues (as approved during SBM 2017)**

Registration to participate in the Student Mathematics League for the academic year must be received by September 30th. The annual dues are established by the Executive Board and must be received by AMATYC no later than September 30th. This money is used for prizes and for printing and mailing expenses. Institutional members as of October 1 have their dues waived, however, institutional members must register by the registration deadline. All registrations received after September 30th will incur a late fee of \$15.00. The Round 2 tests for the Student Mathematics League will only be sent to colleges that have paid dues by October 31st.

**10.1.2 SML Registration and Fees (proposed for FBM 2017)**

To participate in the Student Mathematics League for the academic year, colleges must register and pay the registration fee. The completed registration form and fee payment is due September 30. Registration fees are waived for colleges who are Institutional members as of October 1, if their completed registration form is received by September 30. All registrations (including those from Institutional member colleges) and fees received after September 30 will incur a late charge. Registration forms will not be accepted after October 31. The Round 2 tests for the Student Mathematics League will only be sent to colleges who have paid the registration fee by October 31. The annual registration fee is established by the Executive Board. This money is used for prizes and operating costs.

**ATTACHMENT H****Updated Version**

## AMATYC Student Mathematics League (SML) Test Development Timetable

(academic year)

<b>Deadline Date</b>	<b>Task</b>	<b>Responsibility</b>
July 15	Email sent to all SML moderators (and other interested parties) requesting problem suggestions for the upcoming contest.	<i>Test Developer</i>
September 1	The first draft of the Round 1 contest, along with at least 5 alternate problems, is distributed to the Development Team.	<i>Test Developer</i>
September 15	The Round 1 contest (and alternate) problems are reviewed individually, and feedback on all problems is submitted to the Test Developer.	<i>Development Team</i>
September 22	Based on the feedback received, a revised draft of the Round 1 contest is created and distributed to the Development Team.	<i>Test Developer</i>
September 29	The revised Round 1 contest is reviewed individually, and feedback on all problems is submitted to the Test Developer.	<i>Development Team</i>
September 30-October 6	Final discussions occur and further revisions are made to the Round 1 contest if necessary.	<i>Test Developer &amp; Development Team</i>
October 7	The final version of the Round 1 contest is sent to the Test Coordinator.	<i>Test Developer</i>
Last day of Testing Window	The Round 1 answer key is sent to the Test Coordinator.	<i>Test Developer</i>
January 2	The first draft of the Round 2 contest, along with at least 5 alternate problems, is distributed to the Development Team.	<i>Test Developer</i>
January 14	The Round 2 contest (and alternate) problems are reviewed individually, and feedback on all problems is submitted to the Test Developer.	<i>Development Team</i>
January 21	Based on the feedback received, a revised draft of the Round 2 contest is created and distributed to the Development Team.	<i>Test Developer</i>
January 28	The revised Round 2 contest is reviewed individually, and feedback on all problems is submitted to the Test Developer.	<i>Development Team</i>
January 29-February 3	Final discussions occur and further revisions are made to the Round 2 contest if necessary.	<i>Test Developer &amp; Development Team</i>
February 4	The final version of the Round 2 contest is sent to the Test Coordinator.	<i>Test Developer</i>
Last day of Testing Window	The Round 2 answer key is sent to the Test Coordinator.	<i>Test Developer</i>

## ATTACHMENT I

### Original PPM

#### 8.7.5 Exhibits Chair

##### Appointment

##### Process

The Exhibits Chair is recommended by the President and appointed by the Executive Board. This position reports to the Conference Coordinator.

##### Term of Office

The term length is two years. The starting date of each term is January 1, and the ending date is December 31. The term limit is three consecutive terms; exceptions may be granted by the board to waive the term limit for extenuating circumstances by a 2/3 vote of the entire board, or 9 votes.

<FBM 2007>

### New PPM language

#### 8.7.5 Exhibits Chair

##### Appointment

##### Process

The Exhibits Chair is recommended by the President and appointed by the Executive Board. This position reports to the Conference Coordinator.

##### Term of Office

The term length is ~~two~~ three years. The starting date of each term is January 1, and the ending date is December 31. The term limit is three consecutive terms; exceptions may be granted by the board to waive the term limit for extenuating circumstances by a 2/3 vote of the entire board, or 9 votes. <FBM 2007>

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#### 8.7.5 Exhibits Chair

##### Appointment

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##### Term of Office

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## ATTACHMENT J

### Changes

#### 2.5.2 Wanda Garner Presidential Student Scholarship

##### 2.5.2.1 Definition

##### **Purpose of the Award**

The purpose of the Wanda Garner Presidential ~~AMATYC~~ Student Scholarship is to encourage the study of mathematics, ~~or~~ mathematics education, or statistics by students enrolled in institutions of higher education.

##### **Criteria**

1. Each affiliate may submit one nomination from a student attending a qualifying institution. To be a qualifying institution, the institution must employ at least one member in good standing of AMATYC.
2. The student must be nominated by an AMATYC member who is an employee of the qualifying institution.
3. The student must have an overall GPA of at least 3.0.
4. The nominated students must be majoring in mathematics, mathematics education, or statistics, and enrolled full-time at the nominating institution during the spring semester preceding the Annual AMATYC conference when the award will be announced.

##### 2.5.2.2 Nomination Form

**Nomination Form**  
AMATYC-Wanda Garner Presidential Student Scholarship

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#### 2.5.2 Wanda Garner Presidential Student Scholarship

##### 2.5.2.1 Definition

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The purpose of the **Wanda Garner Presidential** Student Scholarship is to encourage the study of mathematics, mathematics education, or statistics by students enrolled in institutions of higher education.

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1. Each affiliate may submit one nomination from a student attending a qualifying institution. To be a qualifying institution, the institution must employ at least one member in good standing of AMATYC.
2. The student must be nominated by an AMATYC member who is an employee of the qualifying institution.
3. The student must have an overall GPA of at least 3.0.
4. The nominated students must be majoring in mathematics, mathematics education, or statistics, and enrolled full-time at the nominating institution during the spring semester preceding the Annual AMATYC conference when the award will be announced.

##### 2.5.2.2 Nomination Form

**Nomination Form**  
**Wanda Garner Presidential Student Scholarship**

## ATTACHMENT K

### Article VII Delegate Assembly

**Section 1** The association shall have an annual business meeting (Delegate Assembly) in conjunction with its annual conference. Notice of the Delegate Assembly meeting shall be publicized in writing or electronically at least one month in advance.

**Section 2** The Delegate Assembly shall be composed of delegates who are regular members of AMATYC as follows:

A. State/Province Delegates

1. There should be two state/province delegates from each state and province, appointed for a term of two years by the appropriate Regional Vice-President. Terms of state/province delegates shall commence on April 1, or date of appointment, whichever is later, and terminate on March 31, in odd numbered years.

2. An alternate delegate from the same state/province may be appointed to serve as delegate in place of a state/province delegate who is unable to attend the Delegate Assembly.

B. Each Affiliate President, who is also a regular AMATYC member, in office at the time of the Delegate Assembly is a delegate to the Delegate Assembly to represent their affiliate organization.

C. Affiliate Delegates

1. Each affiliate organization may appoint one additional affiliate delegate for each 50 AMATYC members or fraction thereof who are residents of the geographical area represented by the affiliate. Term of appointment will be determined by the affiliate.

2. An alternate delegate from the same affiliate may be appointed to serve as delegate in place of an affiliate delegate who is unable to attend the Delegate Assembly.

D. Each Executive Board officer is a delegate.

E. Each AMATYC Past President is a delegate.

F. Each AMATYC academic committee chair is a delegate.

G. Additional delegates to represent countries not specified in Section XI may be appointed by the Executive Board.

H. An official listing of names and numbers of AMATYC members who are residents of the geographical area represented by each affiliate on June 30 in even-numbered years is prepared by the AMATYC office and approved at the fall board meeting in even-numbered years. This listing is used for two years, takes effect after the fall meeting in even-numbered years, and is maintained by the AMATYC office.

I. No delegate at the Delegate Assembly is entitled to more than one vote.

J. Regional Vice-Presidents shall submit a list of affiliate and state/province delegates to the AMATYC Secretary no later than thirty (30) days prior to the start of the Delegate Assembly.

**ATTACHMENT L****CLEAN COPY****11.1.3 Traveling Workshop Coordinator <05/2012>**

The Traveling Workshop Coordinator serves a major role in the promotion of the Traveling Workshop program and works closely with the Professional Development Coordinator, the Professional Development Committee, the Board liaison and the AMATYC Office.

**Appointment Process**

The Traveling Workshop Coordinator is recommended by the President and appointed by the Executive Board.

**Term of Office**

The term length is three years. The starting date of each term is January 1, and the ending date is December 31. The term limit is three consecutive terms; exceptions may be granted by the board to waive the term limit for extenuating circumstances by a 2/3 vote of the entire board.

**Qualifications**

- 1 AMATYC member with a Regular or Life membership.
- 2 Good written and verbal communication skills.
- 3 Experience as a workshop presenter.
- 4 Experience in program evaluation.
- 5 Well organized and able to work on a regular schedule.
- 6 Ability to respond to requests for Traveling Workshops promptly.
- 7 Ability to work with colleagues and to provide leadership.
- 8 Ability to take direction from and work with others cooperatively.

**Duties**

- 1 Work closely and have regular communication with the Professional Development Coordinator.
- 2 Assist the Professional Development Coordinator in developing workshop options and curricula for new workshop strands.
- 3 Meet with the Professional Development Coordinator at the annual conference.
- 4 Work closely with the Executive Board liaison.
- 5 Review existing workshop options.
- 6 Recommend changes in workshop procedures or fees.
- 7 Coordinate the recruitment of new Traveling Workshop facilitators.
- 8 Work with facilitators to develop and revise workshop outlines and materials.

1. Coordinate the orientation and training of new Traveling Workshop facilitators at the annual conference or via webtraining.
10. Develop and revise as needed the facilitator application.
11. Maintain regular contact with all Traveling Workshop facilitators and Traveling Workshop Directors
12. Coordinate the promotion of AMATYC Traveling Workshops through activities such as, but not limited to, the Traveling Workshop Brochure, communication with AMATYC affiliates and institutional members, and preparation of articles on Traveling Workshops for the *AMATYC News*. In addition, participate in the AMATYC services exposition at each AMATYC Annual Conference, to display information about the Traveling Workshops, for informational, recruitment, and other purposes.
13. Maintain regular contact with the AMATYC Office regarding the status of inquiries on Traveling Workshops. Including, providing the office with information on current Traveling Workshops following the Fall Board meeting.
14. Provide the AMATYC Website Coordinator with updated information on the AMATYC Traveling Workshops.
15. Work with those requesting a Traveling Workshop to clarify the topic(s) for the workshop.
16. Provide a selection of appropriate and qualified facilitators for each workshop. Maintain current CVs for all facilitators. Serve as a liaison between the facilitator and the client once a facilitator has been chosen by the client. Select an appropriate facilitator for each workshop with consideration given to geographic proximity to the workshop site and rotation of workshop assignments among qualified facilitators. If a host requests a particular facilitator, such a request may be honored.
17. Provide workshop facilitators with (1) a template for evaluating traveling workshops, (2) AMATYC publicity materials to be distributed at the workshop, and (3) a PowerPoint template for presentations.
18. Follow up with Traveling Workshop host and facilitator to ensure workshop goals and expectations are met.
19. Review evaluations of Traveling Workshops.
20. Prepare written Board reports twice annually (2/15 and 9/15) using the format provided by the Board.
21. Perform other duties necessary to promote successful Traveling Workshops.

**ATTACHMENT M****Clean Versions:****2.5.5 The Leila and Simon Peskoff Award****Eligibility and Selection Criteria**

The Peskoff Award is given to an individual who has:

- Completed the two-year Project ACCESS program successfully.
- Been a member of AMATYC for at least four years and is currently a member.
- Demonstrated familiarity with the scholarship of teaching.
- Participated actively in professional communities.
- Demonstrated a commitment to continued growth in mathematics.

See policy 6.1 (General Financial Policies) for additional eligibility criteria.

**2.5.6 The Margie Hobbs Award****Eligibility and Selection Criteria**

The Margie Hobbs Award is given to an individual who:

- Is a member of AMATYC and is attending his or her first conference.
- Has submitted and been accepted to speak at the annual conference (either regular session or workshop).
- Is the sole presenter at the accepted session.
- Has completed a nomination packet.

See policy 6.1 (General Financial Policies) for additional eligibility criteria.

**6.1 General Financial Policies**

5. Since AMATYC is a non-profit 501(c)3 organization whose officers, committee chairs, coordinators, directors, and editors serve as volunteers, in order to maintain consistency and avoid a conflict of interest,

- If an officer, committee chair, coordinator, director, or editor whose transportation and expenses are paid in part or in full by AMATYC, receives an honorarium for speaking, the person receiving the honorarium will reimburse AMATYC that portion of the honorarium that will compensate AMATYC for its expenditures. This policy also includes the Executive Director and Conference Coordinator.
- Executive Board members cannot receive an honorarium for presenting an AMATYC webinar, for leading an AMATYC Traveling Workshop, or for presenting at a symposium, unless prior approval is given by the Executive Board or President. The President will report any exceptions to the Executive Board and Executive Director.
- Executive Board members are ineligible to be nominated for any AMATYC award and remain ineligible until at least two years have elapsed since that individual last served on the board.
- No Executive Board member may nominate or write a letter of support for any candidate for any AMATYC award. This does not include the Presidential Student Scholarship, since the Affiliate President submits the nomination based on input from members of the affiliate. If the Affiliate President happens to also be an Executive Board member, the nomination can be submitted by the Executive Board member in the role of Affiliate President.

**ATTACHMENT N**

## COVER SHEET for the POSITION STATEMENT on (Insert title) Expedited Timeline

Submitted by (Insert name of sponsoring committee, affiliate, or member)

	<b>Activity</b>	<b>Anticipated Date</b>
	Cover sheet and draft to President through the liaison	By Feb 1 <sup>st</sup> (Insert year 1)
	First Review by Executive Board; Board approves the concept of the position statement; Suggested changes sent to proposer	SBM (Insert year 1)
	e-mail notification and electronic review by members; Draft posted on website; Final hearing scheduled	Review begins post SBM Completed by Aug 1 (Insert year 1)
	Editing Director Review	Completed by Sept 1 (Insert year 1)
	Statement sent to President for inclusion in the delegate packet; President also sends draft to affiliate presidents, committee chairs, and Board members.	Sept 1 (Insert year 1)
	Board Review; Board votes to endorse the statement in spirit or as published	FBM (Insert year 1)
	Final Hearing (Forum at conference); minor changes made as necessary	(Insert conference location; Insert year 1)
	Delegate Assembly Approval	(Insert conference location; Insert year 1)
	Professional Editing and Review by Editing Director	Post conference (Insert year 1)
	Position Statement formatted and published in PPM and on website	December 15 (Insert year 1)

### Contact Information

Committee Chair: (Insert chair's contact info)

Reference: PPM 9.8.1

## COVER SHEET for the POSITION STATEMENT

on

(Insert title)

Submitted by (Insert name of sponsoring committee, affiliate, or  
member)

	Activity	Anticipated Dates
	Concept Approved by the AMATYC Board	SBM (Insert year 1) Draft and cover page due by Feb. 15
	First Review by the AMATYC Editing Director	Summer (Insert year 1) President sends draft to Editing Director by Aug. 15 Edited draft due Sept. 15 for inclusion in FBM packet
	Board Review; Board votes to endorse the spirit of the position statement	FBM (Insert year 1)
	Input Hearing; (Forum at conference)	(Insert conference location, Insert Year 1)
	Next draft sent by President-Elect to affiliate presidents	By January 15, (Insert year 2)
	Board Review; Suggested changes sent to proposer(s)	SBM (Insert year 2) Next draft due Feb. 15
	Second Review by AMATYC Editing Director begins	May 1 (Insert year 2)
	Board Review; Board votes to endorse the statement in spirit or as published	FBM (Insert year 2) Draft due by Sept. 15
	Final Hearing; (Forum at conference); minor changes made as necessary	(Insert conference location; Insert year 2)
	Delegate Assembly Approval	(Insert conference location; Insert year 2)
	Professional Editing and Review by Editing Director	Post conference (Insert year 2)
	Position Statement formatted and published in PPM and on website	December 15 (Insert year 2)

### Contact Information

Committee Chair: (Insert chair's contact info)

Reference: PPM 9.8.1

## ATTACHMENT O

Term Begins	Term Ends	Term No.	Conf/Announcee's Name	Announcee's College	Announcee's Email	Position	Committee
01/01/2018	12/31/2019		Kim Granger	St. Louis CC - Wildwood	koranger@stlcc.edu	Central Region Representative	Developmental Mathematics Committee
01/01/2018	12/31/2019		Kathleen Almy	Rock Valley College	KAlmy@RockValleyCollege.edu	Member At-Large	Developmental Mathematics Committee
01/01/2018	12/31/2019		Linda Zientek	Sam Houston State University	lzieentek@yahoo.com	Member At-Large	Developmental Mathematics Committee
01/01/2018	12/31/2019		Sharon Sledge	San Jacinto College	Sharon.Sledge@sjcd.edu	Member At-Large	Developmental Mathematics Committee
01/01/2018	12/31/2019		Lisa Feinman	CC of Baltimore County	LFeinman@ccbcmd.edu	Mid-Atlantic Region Representative	Developmental Mathematics Committee
01/01/2018	12/31/2019		Vasu Jeyager	Mott CC	vassujeyager@mottcc.edu	Midwest Region Representative	Developmental Mathematics Committee
01/01/2018	12/31/2019		Geoffrey Akst	Borough of Manhattan CC	gakst@nyccrr.com	Northeast Region Representative	Developmental Mathematics Committee
01/01/2018	12/31/2019		Jessica Bernards	Portland CC	Jessica.bernards@pcc.edu	Northwest Region Representative	Developmental Mathematics Committee
01/01/2018	12/31/2019		Richard Leedy	Polk State College	rleedy@polk.edu	Southeast Region Representative	Developmental Mathematics Committee
01/01/2018	12/31/2019		Mel Griffin	Walden University	griffinmel@gmail.com	Southwest Region Representative	Developmental Mathematics Committee
01/01/2018	12/31/2019		Kathryn Van Wagoner	Weber State University	vanwagka@uwv.edu	West Region Representative	Developmental Mathematics Committee
01/01/2018	12/31/2019		Patrick Riley	Hopkinsville CC	Patrick.riley@hccs.edu	At-Large Representative	Innovative Teaching and Learning Committee
01/01/2018	01/01/2020		Marshall Stuart	Des Moines Area CC	ndstuart1@dmacc.edu	Central Regional Representative	Innovative Teaching and Learning Committee
01/01/2018	12/31/2019		Kristyanna Erickson	Cecil College	kerickson@cecil.edu	Mid-Atlantic Regional Representative	Innovative Teaching and Learning Committee
01/01/2018	01/01/2020		Kim Mchale	Heartland CC	kim.mchale@heartland.edu	Midwest Regional Representative	Innovative Teaching and Learning Committee
01/01/2018	12/31/2019		George Hurlburt	Corning CC	hurlburt@corning-cc.edu	Northeast Regional Representative	Innovative Teaching and Learning Committee
01/01/2018	12/31/2019		Linda Faticc	Alaska University CC	lfaticc@alaska.edu	Northwest Regional Representative	Innovative Teaching and Learning Committee
01/01/2018	01/01/2020		Anne Magnuson	Wake Technical CC	amagnuson@waketech.edu	Southeast Regional Representative	Innovative Teaching and Learning Committee
01/01/2018	12/31/2019		David Graser	Yavapai College	david.graser@yc.edu	Southwest Regional Representative	Innovative Teaching and Learning Committee
01/01/2018	12/31/2019		Barbara Ilowosky	Foothill-De Anza CC	ilowoskybarbara@fhda.edu	West Regional Representative	Innovative Teaching and Learning Committee
01/01/2018	12/31/2019		Teri Figarola	Delaware Technical CC - Stanton	tfigarol@dtcc.edu	Mid-Atlantic Region Representative	Mathematics and its Application for Careers Committee
01/01/2018	12/31/2019		Jeffrey Herrin	Bluegrass CTC	jeff.herrin@ktccs.edu	Midwest Region Representative	Mathematics and its Application for Careers Committee
01/01/2018	12/31/2019		Patricia Hirschy	Retired	phirschy@acc.commet.edu	Northeast Region Representative	Mathematics and its Application for Careers Committee
01/01/2018	12/31/2019		Carol Tracy White	College of Southern Nevada	trpccam@csn.edu	West Region Representative	Mathematics and its Application for Careers Committee
01/01/2018	12/31/2019		Robert Cippetta	Highland CC	rcippetta@hcc.edu	At-Large Representative	Mathematics Intensive Committee
01/01/2018	12/31/2019		Robert Cippetta	University of Illinois at Chicago	cippetta@uic.edu	At-Large Representative	Mathematics Intensive Committee
01/01/2018	12/31/2019		Vanessa Coffelt	Blinn College	Vanessa.coffelt@blinn.edu	At-Large Representative	Mathematics Intensive Committee
01/01/2018	12/31/2019		Sue Strickland	College of Southern Maryland	susan@csmd.edu	Mid-Atlantic Regional Representative	Mathematics Intensive Committee
01/01/2018	12/31/2019		Paul Drelles	West Shore CC	pdrelles@westshore.edu	Midwest Regional Representative	Mathematics Intensive Committee
01/01/2018	12/31/2019		Alexander Atwood	Suffolk County CC	atwooda@suffolk.edu	Northeast Regional Representative	Mathematics Intensive Committee
01/01/2018	12/31/2019		Helen Bum	Highline College	hbum@highline.edu	Northwest Regional Representative	Mathematics Intensive Committee
01/01/2018	12/31/2019		Alice Pierce	Georgia Perimeter College	Alice.pierce@ppcc.edu	Southeast Regional Representative	Mathematics Intensive Committee
01/01/2018	12/31/2019		Preeti Singh	Lone Star College Cyfar Campus	preeti.singh@lonestar.edu	Southwest Regional Representative	Mathematics Intensive Committee
01/01/2018	12/31/2019		Eric Hutchinson	College of Southern Nevada	Eric.Hutchinson@csn.edu	West Regional Representative	Mathematics Intensive Committee
01/01/2018	12/31/2019		Jeff Thies	Pima CC, AZ	jthies@pima.edu	At-Large Representative	Placement and Assessment Committee
01/01/2018	12/31/2019		Paul Walcher	Neosho County CC	pwalcher@neosho.edu	At-Large Representative	Placement and Assessment Committee
01/01/2018	12/31/2019		John Hansen	Iowa Central CC	hansen_j@iowacentral.edu	Central Representative	Placement and Assessment Committee
01/01/2018	12/31/2019		Rachel Bates	Redlands CC	rachel.bates@redlandscc.edu	Chair, PAC	Placement and Assessment Committee
01/01/2018	12/31/2019		Rachel Bates	Redlands CC	rachel.bates@redlandscc.edu	Chair, PAC	Placement and Assessment Committee
01/01/2018	12/31/2019		Christine Mirbaha	CC of Baltimore County	cmirbaha@ccbcmd.edu	Mid-Atlantic Representative	Placement and Assessment Committee
01/01/2018	12/31/2019		Michelle Younker	Owens CC, OH	michelle_younker@owens.edu	Midwest Representative	Placement and Assessment Committee
01/01/2018	12/31/2019		Crystal Wiggins	Northwestern Connecticut CC, CT	cwiggins@nwcct.commet.edu	Northeast Representative	Placement and Assessment Committee
01/01/2018	12/31/2019		Cathey Jordan	Wake Technical College, NC	cjordan@waketech.edu	Southeast Representative	Placement and Assessment Committee
01/01/2018	12/31/2019		Alexander Kolesnik	Ventura College, CA	A.Kolesnik@vcccd.edu	West Representative	Placement and Assessment Committee
01/01/2018	12/31/2019		Inne Duranczyk	University of Minnesota	durand026@umn.edu	Central Regional Representative	Research in Mathematics Education for Two-Year Colleges Committee
01/01/2018	12/31/2019		Michael (Mike) Long	Howard CC, MD	M.Long@howardcc.edu	Mid-Atlantic Regional Representative	Research in Mathematics Education for Two-Year Colleges Committee
01/01/2018	12/31/2019		Vilma Mesa	University of Michigan	vmesa@umich.com	Midwest Regional Representative	Research in Mathematics Education for Two-Year Colleges Committee
01/01/2018	12/31/2019		Claire Wladis	Borough of Manhattan CC	profwladis@gmail.com	Northeast Regional Representative	Research in Mathematics Education for Two-Year Colleges Committee
01/01/2018	12/31/2019		Mark Yannotta	Clackamas CC, OR	merk@clackamas.edu	Northwest Regional Representative	Research in Mathematics Education for Two-Year Colleges Committee
01/01/2018	12/31/2019		Julie Phelps	Valencia College, FL	jphelps@valenciacollege.edu	Southeast Regional Representative	Research in Mathematics Education for Two-Year Colleges Committee
01/01/2018	12/31/2019		Jennifer Travis	Lone Star College, TX	Jennifer.L.Travis@lonestar.edu	Southwest Regional Representative	Research in Mathematics Education for Two-Year Colleges Committee
01/01/2018	12/31/2019		Steve Zollinger	Snow College, UT	steve.zollinger@snow.edu	West Regional Representative	Research in Mathematics Education for Two-Year Colleges Committee
01/01/2018	12/31/2019		Mark Monroe	Iowa Valley CC	Mark.Monroe@iavalley.edu	Central Region Rep	Statistics Committee
01/01/2018	12/31/2019		Brooke Orosz	Essex County College	borosz@essex.edu	Mid-Atlantic Region Rep	Statistics Committee
01/01/2018	12/31/2019		Michael Sullivan	Joliet Junior College	sullystats@gmail.com	Midwest Region Rep	Statistics Committee
01/01/2018	12/31/2019		Norma Bisulca	University of Maine at Augusta	bisulca@maine.edu	Northeast Region Rep	Statistics Committee
01/01/2018	12/31/2019		Carrie Muir	Whitcom CC	cmuir@whitcom.edu	Northwest Region Rep	Statistics Committee
01/01/2018	12/31/2019		Tess St. John	Seminole State College of Florida	stjohn@seminolestate.edu	Southeast Region Rep	Statistics Committee
01/01/2018	12/31/2019		Lynette Kenyon	Collin College	lkenyon@collin.edu	Southwest Region Rep	Statistics Committee
01/01/2018	12/31/2019		Stephen Toner	Victor Valley College	Stephen.Toner@vvc.edu	West Region Rep	Statistics Committee
01/01/2018	12/31/2019		Andy Jones	Prince George's CC	jonasad@pgcc.edu	Member At-Large Representative	Teacher Preparation Committee
01/01/2018	12/31/2019		Amber Rust	Anne Arundel CC	arust1@ancc.edu	Mid-Atlantic Regional Representative	Teacher Preparation Committee
01/01/2018	12/31/2019		Abigail Bailey	Albany CC	ab Bailey@albin.edu	Midwest Regional Representative	Teacher Preparation Committee
01/01/2018	12/31/2019		Michelle Doucette	Onondaga CC	doucettm@sunyocc.edu	Northeast Regional Representative	Teacher Preparation Committee
01/01/2018	12/31/2019		Kendall Jacobs	Casper College	kjacobs@caspercollege.edu	Northwest Regional Representative	Teacher Preparation Committee
01/01/2018	12/31/2019		Meg Moss	Western Governor's University	meg.moss@wgu.edu	Southeast Regional Representative	Teacher Preparation Committee
01/01/2018	12/31/2019		Patrick Kimani	Glendale CC	patrick.kimani@occac.edu	Southwest Regional Representative	Teacher Preparation Committee
01/01/2018	12/31/2019		Mary Beard	Kapi'olani CC	mbeard@hawaii.edu	West Regional Representative	Teacher Preparation Committee
01/01/2018	12/31/2021		Ernie Darforth	Retired	darforth_e@corning-cc.edu	At-Large position	Foundation
01/01/2018	12/31/2020		Peter Widman	Spokane Falls CC	peter.widman@sfcc.spokane.edu	LEC for 2020 conf in Spokane, WA	
01/01/2018	12/31/2022		Julie Phelps	Valencia College	jphelps@valenciacollege.edu	Chair, Mathematics Standards in the First Two Years of College	
01/01/2018	12/31/2022		Evan Evans	Frederick CC	evan.evans.wa@gmail.com	Standards IMPACT Digital Coordinator	
01/01/2018	12/31/2019		Stephanie Beck	Front Range CC	stephanie.beck@frontrange.edu	Central Representative	Mathematics and its Application for Careers Committee
01/01/2018	12/31/2019		Adriana Mendoza	Green River CC	amendoza@greenriver.edu	Northwest Representative	Mathematics and its Application for Careers Committee
01/01/2018	12/31/2019		Lynne Ijima	University of Wyoming	ijima@uwyo.edu	At-Large Representative	Mathematics and its Application for Careers Committee
01/01/2018	12/31/2019		Carol Hannahs	Kaplan University	channahs@kaplan.edu	At-Large Representative	Mathematics and its Application for Careers Committee
01/01/2018	12/31/2019		Paige Felselman Perry	Southern Union State CC, AL	pperry@susc.edu	Mu Alpha Theta Coordinator	



**ATTACHMENT P**

## Transitioning Learners to Calculus in Community Colleges

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<http://occrll.illinois.edu/tlc3>

**TO:** AMATYC Executive Board

**FROM:** *Transitioning Learners to Calculus in Community Colleges (TLC3)* research team and advisory board member Rob Farinelli

**DATE:** September 8, 2017

**RE:** *Equity Champions* partnership between AMATYC and TLC3

The TLC3 research team, on the advice of its advisory board, seeks to partner with AMATYC to identify “equity champions” among mathematics programs that contribute to AMATYC. The purpose of this partnership is to broaden the impact of the TLC3 grant, to honor AMATYC members, and to promote the AMATYC IMPACT standards to be released in 2018. In sum, we believe the TLC3 grant and 2018 release of AMATYC IMPACT (*Improving Mathematical Prowess And College Teaching*) provide an opportunity to promote and advance equity in the two-year college mathematics curriculum through identifying “equity champions.” Equity champions are:

1. Colleges that demonstrate “equity-mindedness” in mathematics curriculum, instruction, and institutional practices indicated through quantitative data collected in the TLC3 grant
2. Colleges that demonstrate commitment and service to their profession through participation in AMATYC
3. Colleges that demonstrate commitment to the principles and practices in AMATYC IMPACT

### Background

At the TLC3 advisory board meeting held July 31, 2017, advisory board members Dr. Frankie Santos Laanan and Dr. George Boggs suggested that TLC3 partner with AMATYC to advance and promote equity within the two-year college mathematics curriculum by identifying “equity colleges” using multiple data points collected through the TLC3 grant. TLC3 PIs subsequently consulted with advisory board member Dr. Rob Farinelli, who felt the idea had merit and agreed that equity colleges could be identified through TLC3 data. He suggested further that equity champions would be colleges that contribute to AMATYC through membership and conference participation and colleges that advance the principles and practices contained in AMATYC IMPACT. Dr. Farinelli agreed to submit the board motion form by September 15<sup>th</sup> so that this proposal could be discussed at the AMATYC Executive Board meeting held in advance of the AMATYC 2017 Annual Conference in San Diego, California, in November of 2017. The remainder of this memo contains a draft timeline and selection process.

*Transforming institutional approaches to matriculating STEM majors into and through Calculus II in community colleges*

### **Draft Timeline (to be finalized if proposal is accepted)**

September, 2017	Rob Farinelli submits proposal and board motion form to AMATYC Executive Board
November 2017	Seek approval of proposal by AMATYC Executive Board
December 2017	If approved, partnership announced via dissemination of TLC3 and AMATYC
January 2018	Selection criteria around AMATYC IMPACT finalized
March 2018	List of Equity Champion candidates submitted to AMATYC based on TLC3 data
April 2018	Equity champions finalists determined and contacted
September 2018	First MathAMATYC Educator article published
November 2018	Equity Champions announced at AMATYC 2018
December 2018	Second MathAMATYC Educator article published

### **Draft Selection Process (to be fully fleshed out if this proposal is accepted)**

1. Identify colleges in the top 25% on national benchmarks developed from the CC-IDI survey (Community College Instructional Development Inventory) used in the TLC3 grant. The CC-IDI instrument captures faculty usage of collaborative learning, culturally relevant teaching, performance monitoring, relationship building practices with students, conveying high expectations, validation strategies, faculty-student engagement in and outside of class, appropriate disclosing of faculty challenges, practices that intentionally welcome engagement, empowerment, intrusive practices, understanding microaggressions. The survey is already closed and analysis is underway. Colleges with faculty in the top 25% on these CC-IDI variables advances to the next round. This reinforces that classroom instruction is paramount to student success in two-year contexts.
2. Identify colleges that rise to the top on the TLC3 survey of math department chairs. The TLC3 research team has a first draft of variables that should be analyzed for equity-mindedness. To further develop a list of candidates, we consider colleges where there is consistency between the faculty and chair surveys. This will result in a list of *equity champion candidates*.
3. Request Office of Institutional Research (OIR) data from candidates to further refine the list. The OIR data request is specified in our NSF proposal and includes (1) URM (underrepresented minority) student retention in courses that such as college algebra, pre-calculus, Calculus I and Calculus II, (2) percentage of URM students who transition to developmental math to pre-calculus; (3) completion rates in the pre-calculus to Calculus II sequence; and (4) student GPAs in precalculus, Calculus I, and Calculus II for URM students who completed the sequence.
4. Further refine the candidate list through IPEDS data (e.g., STEM degree by race-ethnicity) and available state-level data (e.g., many states collect data on their colleges that may be relevant to the selection process).
5. The refined candidates list will be submitted to AMATYC who will identify colleges that have a consistent record of contribution to AMATYC. These are the **equity**

**champion finalists.**

6. To determine the equity champions (final number to be determined), we will contact the finalists and assess how each exemplifies the principles and practices in the AMATYC IMPACT. This may involve a campus visit and/or classroom observation to make final determination.

## ATTACHMENT Q

### ASA/AMATYC Joint Committee

#### a. Role

The role of the ASA/AMATYC Joint Committee is to provide a forum for the exchange of ideas between ASA and AMATYC. The charge is to

- To improve the quality of statistics education in two-year colleges by planning workshops, conference presentations, and other effective forms of professional development for two-year college statistics instructors.
- To promote consistency and transferability between statistics courses offered at two-year and four-year colleges.
- To communicate with two and four-year colleges relative to the statistical preparation of elementary and secondary teachers.
- To communicate with K-12 mathematics educators to address the effect of pre-college statistical education on statistics courses taught in two-year colleges.
- To ensure ongoing communication between AMATYC and the ASA with the objective of identifying changing trends in undergraduate statistics education.

#### b. Composition

The Joint ASA/AMATYC Committee is composed of three appointed members from the ASA (American Statistical Association) and three from the AMATYC (American Mathematical Association of Two-Year Colleges). The term of appointment as a committee member is three years and is staggered for each AMATYC member to ensure consistency. The Chair is a member of the committee and serves for two years, with the position rotating between ASA and AMATYC. The AMATYC Executive Board appoints the chair when the chair has rotated to AMATYC.

#### c. Board Report

The board report for the Joint ASA/AMATYC Committee will be incorporated into the board report for the AMATYC Statistics Committee and written by the chair of the AMATYC Statistics Committee.

**ATTACHMENT R****Changes****12.4.2 Website Coordinator**

The website coordinator maintains AMATYC's website and assists AMATYC committees and affiliates with Internet-related technical assistance.

**Appointment Process**

The Website Coordinator is recommended by the President and appointed by the Executive Board.

**Term of Office**

The term length is ~~two~~three years. The starting date of each term is January 1 of an odd-numbered year, and the ending date is December 31 of the next odd-numbered year. The term limit is three consecutive terms; exceptions may be granted by the board to waive the term limit for extenuating circumstances by a 2/3 vote of the entire board, or 9 votes. <FBM 2007>

**Clean****12.4.2 Website Coordinator**

The website coordinator maintains AMATYC's website and assists AMATYC committees and affiliates with Internet-related technical assistance.

**Appointment Process**

The Website Coordinator is recommended by the President and appointed by the Executive Board.

**Term of Office**

The term length is three years. The starting date of each term is January 1 of an odd-numbered year, and the ending date is December 31 of the next odd-numbered year. The term limit is three consecutive terms; exceptions may be granted by the board to waive the term limit for extenuating circumstances by a 2/3 vote of the entire board, or 9 votes. <FBM 2007>

**ATTACHMENT S CLEAN COPY of Chapter 14****14. AMATYC Foundation**

This chapter of the AMATYC Policy and Procedure Manual addresses the policies and procedures under which the administrative committee, the AMATYC Foundation, operates. It is divided into sections as follows:

[14.1 Name of Committee](#)

[14.2 Mission](#)

[14.3 Governance](#)

[14.4 Gift Giving/Receiving Management](#)

[14.5 Disbursement](#)

[14.6 Scope and Amendment](#)

[14.7 Dissolution](#)

[14.8 Supplemental Material](#)

[14.9 Conflict of Interest](#)

**14.1 Name of Administrative Committee**

The name of this AMATYC administrative committee is the "AMATYC Foundation Board". It also operates under the name "AMATYC Foundation".

**14.2 Mission**

The mission of the AMATYC Foundation is to provide financial support for the goals and activities of AMATYC and its members, and for AMATYC projects.

The goals of the AMATYC Foundation are:

- Solicit donations and gifts,
- Provide financial support for the goals and activities of AMATYC and its members,
- Provide financial support for AMATYC projects,
- Develop a network of corporate and mathematics education professionals to provide financial support, and
- Develop procedures for receiving, managing, and investing gifts, and disbursing funds.

The objectives of the AMATYC Foundation are:

- Create and implement a plan that recognizes unrestricted, designated, restricted, and endowment gifts,
- Create and implement a plan to raise funds for the projects that the AMATYC Foundation supports, and
- Identify and prioritize AMATYC Foundation projects that support the mission of AMATYC, and
- Evaluate AMATYC Foundation projects to determine effectiveness and feasibility of ongoing funding.

### **14.3 Governance**

The AMATYC Executive Board delegates to the AMATYC Foundation Board the responsibility for obtaining, managing, investing, and disbursing foundation funds.

#### [14.3.1 AMATYC Foundation Board Membership](#)

#### [14.3.2 Directors' Insurance and Bonding](#)

### **14.3.1 AMATYC Foundation Board Membership**

The AMATYC Foundation Board is composed of nine (9) voting members as follows:

- AMATYC Executive Board Immediate Past President
- AMATYC Executive Board Treasurer
- AMATYC Executive Board President
- AMATYC Executive Board Regional Vice-president
- AMATYC Executive Director
- Four members drawn from the AMATYC membership-at-large for the diversity of their experience and expertise<sup>1</sup> and who are recommended by the AMATYC Foundation Board

The terms of the first four members in the above list are governed by their respective elected terms of their AMATYC office. The term of office of the AMATYC Executive Director coincides with his/her appointment by the AMATYC Executive Board.

The terms of the four members-at-large will be for four calendar years, but shall be staggered by one year, such that normally no more than one at-large position becomes open in any given year. The AMATYC Foundation Board will recommend the terms of the initial appointments to implement this rotation. Members may be reappointed for additional terms upon recommendation by the AMATYC Foundation Board and approval by the AMATYC Executive Board.

The AMATYC President recommends to the AMATYC Executive Board the appointment of the AMATYC Regional Vice-president. The AMATYC Foundation Board recommends to the AMATYC Executive Board the appointment of the four members-at-large. These appointments must be approved by the AMATYC Executive Board.

If the AMATYC immediate past president is unable or does not wish to serve as the AMATYC Foundation Chair, the AMATYC President will convene a meeting of the AMATYC Foundation Board to elect its chair (See Subsection 14.8.2 for duties) from its membership for a two-year term to coincide with the AMATYC Executive Board terms of office. The AMATYC President will convene this meeting (see below) of the new AMATYC Foundation Board to elect its chair before the end of January of the new term. The AMATYC Foundation Board elects its Recording Secretary (See Subsection 14.8.2 for duties) from its membership. When the appointment is made, the length of term shall be formally established. The AMATYC Foundation Chair is the budget manager for all foundation expense accounts.

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<sup>1</sup> Skills including, but not limited to, fund raising, financial, and non-profit organizational skills are examples of the diversity of experience and expertise being sought.

The AMATYC Foundation Board may conduct its meetings either in person or electronically (e.g., by teleconference or e-mail) including taking binding votes. Such meetings will be conducted consistent with the procedures established by the AMATYC Executive Board. Approved official minutes of each meeting shall be archived at the AMATYC office.

### **14.3.2 Directors' Insurance and Bonding**

Each member of the AMATYC Foundation Board will be provided insurance coverage equal to the coverage that each member of the AMATYC Executive Board receives.

The AMATYC Foundation Board Chair and the member of the Investments Committee who is appointed to execute investment trades on behalf of the foundation shall be bonded as deemed appropriate by the bonding agency and the AMATYC Executive Board.

## **14.4 Gift Giving/Receiving Management**

The scope of this section is to set forth the policy, objectives, and constraints of gift giving/receiving management. This management policy will:

- a) Establish the policy and process for the receipt of gifts,
- b) Identify where gifts should be directed,
- c) Establish the policy for gift solicitation,
- d) Define the parameters of unacceptable gifts, and
- e) Establish the procedures and assign the responsibilities of the receipt of gifts.

Contributing to the AMATYC Foundation provides a means for supporters, members, and friends to share some of the gains of their professional careers and associations, and provide lasting support for AMATYC.

### [14.4.1 Receipt of Gifts](#)

### [14.4.2 Gift Making](#)

### [14.4.3 Gift Solicitation](#)

### [14.4.4 Unacceptable Gifts](#)

### [14.4.5 Duties at Receipt of Gift](#)

#### **14.4.1 Receipt of Gifts**

The AMATYC office will electronically acknowledge all gifts upon their receipt. The AMATYC office will inform the Foundation Chair of all gifts of \$100 or more within ten days including the amount, name, address of the donor, and type of gift (unrestricted, restricted, or endowment) so that the Chair can write a personal, handwritten note of thanks. The Foundation Chair will write these notes within thirty days of receipt of the information from the AMATYC office.

All donor's names will be listed by broad-giving categories in an issue of the AMATYC Newsletter each year. Donors who wish to remain anonymous will be named as "Anonymous".

No later than January 31<sup>st</sup> of the year following a donation, the AMATYC office will supply a letter that meets the requirements of the Internal Revenue Service for charitable-giving tax deductions to each donor giving \$100 or more.



The AMATYC Office shall provide a calendar-year accounting of all gifts given to the AMATYC Foundation. This accounting should serve both the purposes of the AMATYC Board and the purposes of the AMATYC Foundation Board, and shall be provided consistent with the preparation of materials for the AMATYC Spring Board meeting. This report shall include totals by fund (Unrestricted, Restricted, and Endowment).

All gifts must be formally accepted or refused. The AMATYC office automatically accepts gifts of value less than \$100. The Foundation Chair accepts all gifts of \$100 or more. If the Foundation Chair is unsure about whether to accept a gift, the Chair should seek advice from the Investments Committee. However, where restriction(s) or designation(s) apply or when a gift may involve some financial or organizational image liability, the AMATYC Foundation Board, upon advice of the Investments Committee, shall undertake a serious review including seeking advice from legal counsel. After considering all pertinent information, the AMATYC Foundation Board may refuse the gift. Should this be the case, the AMATYC Foundation Board Chair shall formally, by letter, politely decline the gift.

To avoid any misunderstanding, donors who propose to give gifts that contain designations, restrictions, or potential liabilities are strongly encouraged to discuss these issues with the designated member of the AMATYC Foundation Board (typically the Foundation Chair or the chair of the Investments Committee) as the gift is being planned. Restrictions that would not permit a gift to be converted to cash should be strongly discouraged as it may lead to rejection. If any member of the leadership of AMATYC or the AMATYC Foundation is aware that a potential donor is considering making a gift to the AMATYC Foundation, that member should encourage the potential donor to meet with the AMATYC Foundation Board Chair to assure that the wishes of the potential donor are optimally met.

At the end of each calendar year, twenty-five percent (25%) of the unrestricted funds from all gifts made to the AMATYC Foundation, including non-designated cash gifts, bequests, gift annuities, insurance policies, trusts, or other planned or deferred arrangements, received in the calendar year shall be transferred to the Endowment Fund.

The Investments Committee shall manage all gifts made to the AMATYC Foundation.

#### **14.4.2 Gift Making**

Gifts should be made in the name of the AMATYC Foundation and should be directed to the:

AMATYC Foundation  
Attn: Foundation Chairperson  
5983 Macon Cove  
Memphis, TN 38134

#### **14.4.3 Gift Solicitation**

No solicitation of donations or gifts of funds or real property for the benefit of the AMATYC Foundation will be made by anyone without the formal approval of either the AMATYC Foundation Chairperson or the AMATYC Foundation Board. All endowment gift and grant solicitation proposals from the AMATYC Foundation to AMATYC members or other potential donors must be reviewed and approved by the AMATYC Foundation Board. Nothing in this subsection shall be interpreted to preclude the AMATYC Foundation Chairperson from writing and including articles in AMATYC communications nor

does it preclude AMATYC Foundation members from holding impromptu conversations with prospective donors keeping in mind the precepts of Subsection 14.4.4. The AMATYC Foundation Chairperson should be advised of such conversations as soon as practical after the conversation takes place. The AMATYC Foundation Chairperson shall provide informal updates on all solicitation efforts at each regularly scheduled meeting of the Foundation Board.

#### **14.4.4 Unacceptable Gifts**

The AMATYC Foundation will not accept gifts which:

- a) Violate Federal or New York law or would necessitate infractions of the law,
- b) Restrict the ability of the AMATYC Foundation to seek and accept gifts and/or grants from other sources, and
- c) Prevent the AMATYC Foundation from carrying out its mission.

Any gift that is received and determined to be unacceptable will be returned to the donor accompanied by a letter of explanation from the AMATYC Foundation Chair.

#### **14.4.5 Duties at Receipt of Gift**

Once a gift is received and accepted, the AMATYC Foundation Board Chairperson shall formally acknowledge receipt of the gift to the donor(s) or their survivors.

Within a reasonable time after accepting a gift, the Investments Committee shall review the terms of the gift, and make and implement decisions concerning the retention and disposition of assets, in order to bring the trust portfolio into compliance with the purposes, terms, distribution requirements, and other circumstances of the gift and with the requirements of the Act described in Section 6.13 - Investment Guidelines.

### **14.5 Disbursement**

Disbursement of any funds under the control of the AMATYC Foundation Board will be accomplished for projects approved by the AMATYC Foundation Board.

Disbursements will be to support activities and projects consistent with the mission of AMATYC and its strategic plan, the requirements of the donors, and the availability of investment income.

The goal of the AMATYC Foundation, when disbursing funds, will be to annually disburse income from the endowment funds in an amount equal to approximately 4-6 percent of the endowment fund principal based on a three-year rolling average of the value of the return on endowment funds. For the first four years of the start-up investment fund period, disbursement of the funds will be limited to a maximum of 50% of the endowment fund return.

[14.5.1 Identification and Establishment of Projects](#)

[14.5.2 Project Implementation Process](#)

### **14.5.1 Identification and Establishment of Projects**

Proposals for projects can come from any person or organization focused on the teaching of mathematics during the first two years of college. Preference will be given to applicants who are or have been members of AMATYC for at least one of the past five years. Proposals for projects shall be routed to the Foundation Chair. Such proposals shall include the following information:

- a) Title
- b) Summary of the proposed project (two- or three-sentence summary including the amount of funding requested)
- c) Qualifications (including the name of the person or organization making the proposal, contact information, and vitae of the principal investigator)
- d) Need Statement (stating the specific problem area to be addressed or studied)
- e) Goals and Objectives (describing the outcomes of the project and what the person or organization expects to accomplish)
- f) Methods, Strategies or Program Design (describing the activities to be conducted, such as how technology will be used, and the rationale behind the choice of activity)
- g) Evaluation Plan (outlining how the results of the project will be evaluated and including the measures to determine the extent to which the objectives are met)
- h) Other Funding or Sustainability (including other funding sources or resources needed to implement the grant or to continue the activity beyond the funding of the project)
- i) Budget (delineating the costs needed to meet the objectives of the project, submitted in columnar form not a narrative)

The amount of detail included in a proposal should correspond to the amount of the request. For Example, requests for projects with a small budget (\$1,000 or less) should include the same information as described above, but should be condensed into a two- or three- page proposal.

The AMATYC Foundation Chair will appoint a committee to evaluate the proposals for consistency with the mission of AMATYC and its strategic plan, perceived value, ability for accomplishment, and availability and appropriateness of funding. The committee should be chaired by a member of the Foundation Board but may include individuals not serving on the Board who may have the necessary expertise to evaluate the proposal.

The AMATYC Foundation Board will notify the person/entity making the proposal of its decision in a timely manner.

### **14.5.2 Project Implementation Process**

If a project is approved for funding, the AMATYC Foundation Board will establish the parameters for payout of the funds, and requirements for reporting the results of the project to the AMATYC Foundation Board and dissemination beyond the AMATYC Foundation Board by the person(s) and/or entity in a timely manner at the completion of the project.

### **14.6 Scope and Amendment**

Chapter 14 represents the complete set of policies and procedures of the AMATYC Foundation Board, and as such, obviates and supersedes all policy and motions made by the AMATYC Foundation Board existing prior to the date of approval of this policy.

Recommendations for amendments to Chapter 14 of the AMATYC Board Policy and Procedures Manual can be presented to the AMATYC Executive Board by a seventy-five percent (75%) affirmative vote of the AMATYC Foundation Board membership.

#### **14.7 Dissolution**

In the event of dissolution of AMATYC, the reasons for the existence of the AMATYC Foundation shall cease. The assets of the AMATYC Foundation shall be distributed pursuant to AMATYC's policy for dissolution.

#### **14.8 Supplemental Material**

Materials in this section are referenced in the other sections and are to provide additional information.

[14.8.1 List of Accounts and Funds](#)

[14.8.2 List of Duties for Foundation Leadership](#)

[14.8.3 Conflict of Interest](#)

##### **14.8.1 List of Accounts and Funds**

The current active funds are listed in the annual budget and section 6 of the PPM.

##### **14.8.2 List of Duties for Foundation Leadership**

Duties for AMATYC Foundation Chairperson:

- a) Convene and conduct Foundation Board meetings,
- b) Prepare reports for AMATYC Executive Board,
- c) Serve as budget manager for AMATYC Foundation expenditures, and
- d) Coordinate the preparation of AMATYC Foundation annual budget.

Duties for AMATYC Foundation Recording Secretary:

- a) Record official minutes of each AMATYC Foundation Board meeting,
- b) Distribute draft minutes, and
- c) File final signed copy of approved minutes with the AMATYC office in a timely manner.

Duties for AMATYC Foundation Investment Committee Chairperson:

- a) Convene and conduct meetings of the AMATYC Foundation Investment Committee,
- b) Provide leadership for selecting investments and/or selecting and overseeing an Investment Manager,
- c) Keep informal minutes of each Investment Committee meeting including investment decisions,
- d) Keep the AMATYC Foundation Chair informed of Investment Committee meetings and decisions,
- e) Prepare reports describing the activities of the committee and the results of investments, and
- f) Communicate financial transactions requests to the AMATYC Treasurer who executes the transactions.

### ***14.9 Conflict of Interest<sup>2</sup>***

The AMATYC Foundation Conflict of Interest policy is an extension of the AMATYC Conflict of Interest policy (Subsection 2.1.1) and is to be used to clarify potential conflicts specifically for the AMATYC Foundation Board.

This policy is focused to protect the image and integrity of AMATYC and the image and financial interests of the AMATYC Foundation.

[14.9.1 Definition of Conflict of Interest](#)

[14.9.2 Examples of Conflict of Interest](#)

[14.9.3 Methods for Mitigating Conflicts of Interest](#)

[14.9.4 Disclaimer Form for Conflict of Interest](#)

[14.9.5 Procedure for Dealing with Conflicts of Interest](#)

#### ***14.9.1 Definition of Conflict of Interest***

Conflicts of interest can be defined as any situation in which an individual(s) is in a position to exploit a professional or official capacity in some way for their personal benefit.

#### ***14.9.2 Examples of Conflict of Interest***

Examples of conflict of interest include, but are not limited to:

- a) Self dealing - This occurs when a member of the AMATYC Foundation Board causes it to enter into a transaction with that member or with another organization that benefits the member. The member is said to be on both sides of the "deal."
- b) Outside employment or organizational membership - This occurs when a member of the AMATYC Foundation Board has employment or organizational membership interests that are in contradiction to the interests of the AMATYC Foundation.
- c) Family interests - These occur when a member of the AMATYC Foundation causes services to be purchased from a spouse, child, or other close relative (or participates in their employment by the AMATYC Foundation) or from a firm controlled by a relative. In cases such as these, the AMATYC Foundation member should recuse from such decisions.
- d) Gifts - This occurs when an AMATYC Foundation member would receive a gift from someone or some organization with which the AMATYC Foundation is doing business. Only a gift of nominal value (\$10) may be accepted if to do otherwise would be considered insulting to the giver.

#### ***14.9.3 Methods for Mitigating Conflicts of Interest***

Methods for mitigating conflicts of interest include, but are not limited to:

- a) Removal – The best way to handle conflicts of interest is to avoid them entirely
- b) Disclosure – This can be accomplished by disclosing a conflict of interest via the form in Subsection 14.9.4. Then the AMATYC Foundation Board would act upon the disclosure in keeping with Subsection 14.9.5.

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<sup>2</sup> The material in this subsection was adapted from material found at [www.wikipedia.org/wiki/Conflict\\_of\\_interest](http://www.wikipedia.org/wiki/Conflict_of_interest).

- c) Recusal – Members with a conflict of interest are expected to recuse themselves from (i.e., abstain from) decisions where such a conflict exists. The imperative for recusal varies depending upon the circumstance, either as common sense ethics, codified ethics, or by statute.
- d) Third party evaluations – These are used when it is necessary to have evidence that decisions, which might be viewed as raising the issue of conflict of interest, have been made impartially.

#### ***14.9.4 Disclaimer Form for Conflict of Interest***

At the first meeting of the AMATYC Foundation Board each year, each member of the AMATYC Foundation Board will read this Conflict of Interest policy and will fill out the form at the end of this chapter signifying that they have read this policy and attest that they have no conflicts of interest with respect to the duties of an AMATYC Foundation Board member or if they do, they will reveal those actual or potential conflicts of interest.

These forms will be sent to the Chair of the AMATYC Foundation Board for review and referred to the AMATYC Foundation Board for action if necessary. Once the review of the forms is complete and any necessary actions have been taken, the AMATYC Foundation Board Chair will send them to the AMATYC Office for filing and safekeeping along with a signed cover letter attesting to the fact that all Foundation Board members have completed the form, that the forms have been reviewed, and that to the best of the Chair's knowledge, the spirit and intent of Section 14.9 have been met.

#### ***14.9.5 Procedure for Dealing with Conflicts of Interest***

Conflicts of Interest will be addressed by the full membership of the AMATYC Foundation Board. Typical results may be the recusal of a member of the AMATYC Foundation Board from a particular series of discussions or actions, up to and including resignation from the AMATYC Foundation Board.

**CONFLICT OF INTEREST FORM  
AMATYC FOUNDATION  
SOUTHWEST TENNESSEE CC  
5983 MACON COVE  
MEMPHIS, TN 38134**

I, \_\_\_\_\_, declare that I have received a copy of Section 2.1.1 and Chapter 14 of the American Mathematical Association of Two-Year Colleges (AMATYC) "Policy and Procedures Manual" and that I have read it and understood its intent.

My position on the Foundation Board is (Please check all that apply):

- ☐ Foundation Member
- ☐ Foundation Chair
- ☐ Investments Committee Member

Relative to my position on the AMATYC Foundation Board,

- ☐ I have no business or professional associations that would result in a conflict of interest.
- ☐ I have the following business and professional business associations that may or could result in a conflict of interest (Please list all):

Business and/or Organizational affiliations:

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Grant related activities:

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Publications:

---

Related Investments:

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CONFLICT OF INTEREST DECLARATION: During my period of service in connection with the AMATYC Foundation for which this form is being completed, I will not participate in any decision for which I have a conflict of interest as defined in the Conflict of Interest Policy, and I will formally disclose for the record the fact that I am not participating. In cases of uncertainty about whether or not a conflict of interest exists, I will consult the AMATYC Foundation Chair as necessary about the specific circumstances involved for the activity.

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Signature

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Date

For use by AMATYC Foundation Chair in accord with Subsections 14.9.4 and 14.9.5.

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Reviewed and Approved: Additional Disposition (If required):

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Signature

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Date

## **Chapter 6 CLEAN COPY**

### **6. Financial Policies**

#### **6. Financial Policies**

##### [6.1 General Financial Policies](#)

##### [6.2 Insurance Coverage](#)

##### [6.3 AMATYC Credit Cards](#)

##### [6.4 Purchasing Procedure](#)

##### [6.5 Budget Preparation](#)

##### [6.6 Chart of Accounts](#)

##### [6.7 Officer and Chairperson Identification Numbers](#)

##### [6.8 Support for Elected and Appointed Positions](#)

##### [6.9 Expense Reimbursement](#)

##### [6.10 Current Fees and Dues](#)

##### [6.11 Investments and Investment Board](#)

##### [6.12 Banking Resolutions](#)

##### [6.13 Investment Guidelines](#)

##### [6.14 Investment Policy](#)

#### **6.1 General Financial Policies <SBM 2017>**

1. The President, Past-President, President-Elect, Executive Director and Treasurer shall be authorized to sign checks on the AMATYC checking account.
2. Any check over \$10,000 requires the signatures of any two of the President, Past-President, President-Elect, Treasurer, and the Executive Director except that the Treasurer and the Executive Director may not both cosign the same check over \$10,000.



3. Two signatures are required to withdraw funds from an investment account. Any two persons holding the following positions within the organization are qualified to sign approval to make such transactions: Treasurer, President, Past-President, President-Elect, and the Executive Director. Further, the investment firm should be notified of this change in policy in writing by the Secretary and should ensure that AMATYC receive in writing a response from the investment firm that these instructions have been appropriately noted on all records and accounts related to all AMATYC funds held there. The Accounting Director coordinates these transactions.
4. All cash donations, including those made to the AMATYC Foundation, are required to be sent to the AMATYC Office. The Accounting Director will then channel the money to the appropriate account. The Local Events Coordinator will provide the Conference Coordinator, Treasurer, and Accounting Director with information regarding donations of cash, goods, and/or services for conferences. The Conference Coordinator in consultation with the Treasurer will approve conference related donations of cash, goods, and/or services. They will make decisions regarding the acceptance of ordinary conference-related donations, in consultation with the Expenditure Approval Committee if necessary. Final decisions regarding extraordinary conference-related donations will be made by the Executive Board. Exceptions to this policy are favors distributed directly to attendees by conference exhibitors. In the event that either the Conference Coordinator or the Treasurer is unavailable for an extended period of time the President shall replace the absent party in the decision-making process. Policy Chapter 14 describes receipt of donations to the AMATYC Foundation.
5. Since AMATYC is a non-profit 501(c)3 organization whose officers, committee chairs, coordinators, directors, or editors serve as volunteers, in order to maintain consistency, if an officer, committee chair, coordinator, director, or editor whose transportation and expenses are paid in part or in full by AMATYC, receives an honorarium for speaking, the person receiving the honorarium will reimburse AMATYC that portion of the honorarium that will compensate AMATYC for its expenditures. This policy also includes the Executive Director and Conference Coordinator. In addition, Executive Board members cannot receive an honorarium for presenting an AMATYC webinar, for leading an AMATYC Traveling Workshop, or for presenting at a symposium, unless prior approval is given by the Executive Board or President. The President will report any exceptions to the Executive Board and Executive Director.
6. When any life member becomes eligible for the complimentary Past-President Life Membership, the full amount of money paid for the Life Membership shall be refunded to that individual upon request by the individual and upon verification of the amount paid for the Life Membership.
7. Funds cannot be transferred among expense accounts.

8. A financial audit will be performed in every even-numbered year on the financial records of the previous odd-numbered year. The Board will receive and review the Auditor's Report at the Board meeting following the report's completion.
9. The Office Director will retain a copy of the Executive Director's (ED) monthly report forwarded to the Office by the President with the President's approval of the activity report as evidence that the ED's activity for the month meets the organization's expectations. Further, any changes to the process established to authorize payment for the services of the Executive Director, including any changes in the gross amount of the payment, must be approved by both the AMATYC President and the AMATYC Treasurer.

## **6.2 Insurance Coverage <FBM 2015>**

1. AMATYC maintains the following kinds of insurance coverage. Since different insurance companies use different names for the coverage listed below, this list describes the kinds of coverage to be maintained by the organization, not the specific names of policies or companies.
  1. Conference Insurance including coverage for event cancellation
  2. Liability Insurance including professional liability coverage for officers and others representing AMATYC in an official capacity, office liability, and conference liability coverage
  3. Workers Compensation Insurance
  4. Coverage purchased when vehicles are rented
2. Insurance billing and annual summary sheets are sent to the Accounting Director, who pays the premium by Office Check Disbursement form. The Accounting Director forwards the annual summary sheets to the Executive Director and Treasurer.
3. The Treasurer, in consultation with the Accounting Director, the Executive Director, and the Legal Advisor, reviews the adequacy of the policies before renewal of existing policies. The Treasurer, Executive Director, and Legal Advisor, in consultation with the President, may elect to purchase different combinations of policies or may change companies. However, recommendations for any adjustments in kinds of coverage must be approved by the Board. The Treasurer

reviews insurance coverage annually in the Treasurer's report at the Spring Board Meeting.

4. At the Strategic Planning Orientation, the Treasurer will present an overview of AMATYC's insurance coverage and briefly explain how the coverage impacts the Board.

### **6.3 AMATYC Credit Cards**

AMATYC credit cards may be issued to the President, President-Elect, immediate Past-President, Treasurer, Conference Coordinator and Executive Director<SBM 2010>. Cards must be surrendered upon leaving office.

#### **Use of AMATYC Credit Cards:**

1. Holders of AMATYC credit cards may use their cards only for accounts for which they are budget manager, as defined in the Annotated Chart of Accounts. The Executive Director may grant usage to office staff. The Conference Coordinator may grant usage to members of the conference committee or office staff for conference accounts. Otherwise, users may obtain prior approval from the Treasurer as the occasion requires.
2. Cards shall not be used for any non-AMATYC charges, except as detailed below.
3. Individual per-diem meals shall not be charged to the AMATYC credit card. If savings can be achieved through the use of the AMATYC credit card for a group meal for less than 20 persons, the credit card can be used. In this case, the Treasurer and Accounting Director must be notified immediately, so those diners are not reimbursed per diem for that meal. The president must approve other uses of the credit card for group meals. Alcohol may not be purchased by AMATYC.
4. If the AMATYC credit card is used to pay for an expense that will be reimbursed in the next calendar year, the Treasurer and Accounting Director must be notified that it is a charge for the next year so the expense can be included in the prepaid expense account (1106). The correct account number must be submitted along with a copy of the receipt (or registration form).
5. In the rare event that a personal expense must be charged in combination with an allowed expenditure, the credit card user must within 30 days either submit a personal check for the expense or submit the reimbursement request deducting the personal expense.

#### **Process for Receipts and Billing**

1. All billing from the credit card companies goes to the AMATYC office. The office will fax or email the bills to the Treasurer when they arrive in the office.

2. Immediately after using the AMATYC credit card, the user shall email the Treasurer and the Accounting Director the amount, a description of the expense, and the account number of the expenditure. The original receipt, with account number noted, must be mailed to the Treasurer as soon as practical, with a copy retained by the person making the charge. In case of an online expenditure, appropriate electronic documentation is acceptable.
3. The Treasurer reviews all credit card expenditures and approves payment by issuing a Check Disbursement Form, attaching all original receipts.

#### **6.4 Purchasing Procedure**

The Purchasing Procedure of the American Mathematical Association of Two-Year Colleges (AMATYC) is designed to balance the efficient running of AMATYC and maximize the value of every dollar expended. To that end, the value of the purchase determines the procedure that should be followed. Depending on the dollar value of the order, the bidding process may take the form of a telephone or email quotation, a written bid, or a formal request for proposal. In all cases, purchases must be made from approved allocations.

##### **Tier 1 (purchases totaling less than \$2000)**

The budget manager is responsible for determining the specifications of the purchases and selecting the appropriate vendor after researching what would be considered a reasonable cost for the item.

The Office, with the Executive Director supervision, is allowed to purchase additional conference materials (bags, note pads, programs, etc) when conference pre-registrations exceed expectations for an amount not to exceed \$2,000. [\*<SBM 2010>\*](#)

##### **Tier 2 (\$2000 but less than \$5000)**

The budget manager determines the specifications of the purchases and makes a recommendation on a vendor to the President or the Expenditure Approval Committee after receiving three written quotes from potential vendors.

##### **Tier 3 (\$5000 or more)**

The budget manager is responsible for preparing a Request for Proposals (RFP) and a list of potential vendors. A format for the RFP is available from the AMATYC office, which will assist the budget manager in the preparation, duplication, and mailing of the RFPs. The budget manager is responsible for reviewing submitted proposals and making a recommendation on a vendor to the President or Expenditure Approval Committee.

## Conflict of Interest

Vendors in which an AMATYC Board member or AMATYC Foundation Board member or budget manager has a direct interest either as the owner, partner, or family member of an owner or partner or has any other significant financial interest need not be excluded from consideration as a provider. All such potential conflicts of interest must be brought to the attention of the President or the Expenditure Approval Committee prior to the review of proposals or the awarding of a contract.

## 6.5 Budget Preparation

In the process of budget preparation, both a revenue (income) projection and an expense projection (estimate) are made, planning is the key to a smooth budget operation. A sound fiscal policy is a necessity for a responsible, stable organization. To attain that goal, total annual income limits expenditure.

The Treasurer is responsible for coordinating and presenting a budget to the Executive Board. The Treasurer is assisted by the Finance Committee (see 5.9.2).

1. Fiscal Year: The AMATYC fiscal year is January 1 through December 31.
2. Revenue Projection: Revenue (income) estimates will be made by the Finance Committee.
3. Expense Projection

Each Executive Board member, all committee chairs, the Conference Coordinator, the Executive Director, the *MathAMATYC Educator* Editor and Production Manager, and the *AMATYC News* Editor each submit expense requests for the fiscal year. These requests are only for the operation of the office, committee or function under the direction of that person. The *MathAMATYC Educator* Editor must coordinate requests for the entire production of the *MathAMATYC Educator*. The Conference Coordinator will coordinate with all chairs for the conference operation.

4. Timeline
  1. At the conference having the year number two less than the budget year or immediately thereafter the budget development process begins with the distribution of standardized forms to each of the above named budget managers. These forms will be accompanied by a cover letter stating the instructions for the process.
  2. The proposed budget should be ready for the Executive Board at the Spring Executive Board Meeting. If there are areas that need to be adjusted either up or down, the Board members should discuss and recommend adjustments at this meeting.

3. Prior to the Fall Board Meeting, the Treasurer will send a copy of the tentative budget document to each budget manager prior to the presentation of the budget at the annual conference.
4. At the Fall Board Meeting, the tentative budget for the upcoming year will be presented by the Treasurer. Before adjournment the Board will approve and adopt the budget for the upcoming fiscal year. This budget shall NOT project a deficit but a previous increase in net assets can be used to balance the budget <SBM 2011>.

## 5. General

1. When this process is complete, each budget manager should be sent a copy of the adopted budget.
2. If, during the course of the year, a budget manager determines that expenditures will exceed the allocation, the manager must contact the Treasurer for authorization prior to incurring these over budget expenses. The following criteria will apply:
  1. Necessity
  2. Funds available
  3. Approval by the Executive Board or the Expenditure Approval Committee (President, President-Elect, Past-President, and Treasurer)
3. AMATYC shall budget all national travel, excluding AMATYC Conferences, site visits, and Spring Board Meetings, at \$1,000 per trip unless there is reason to believe that actual cost will be substantially less than \$1,000.
4. AMATYC shall include in the annual budget funds so that the AMATYC Office Director, Publications Director, Accounting Director, Secretary, and Project Director will each receive \$100 annually as a holiday gift. <SBM 2003, FBM 2007>
5. \$500 will be dedicated in the budget in 2009 and annually thereafter to support professional development for the Website Coordinator. The professional development funds could be used to reimburse course tuition, course fees, books, workshops and/or webinars to support the work of web design, coding, or other website work related to AMATYC needs for the website. The President and Treasurer will approve the expenditure. <SBM 2009>
6. The President is permitted to extend complimentary registration to up to 12 official representatives of other professional organizations and college officials. <SBM 2008>
7. Regular income is defined as all income except income from grants. <7/2/2008>

8. Line items that are budgeted with a per-person (such as conference attendees) amount will be increased automatically as the number of persons exceeds the base estimate of persons.
  9. When a change of officers occurs, the budget is already prepared. This gives the new officers some time to become familiar with the fiscal operation before beginning a new budget cycle.
6. Special Projects *<July 16, 2009>*
1. 50% of the funds in the "change in net assets" budget line item (minus any interest income) from a given year will be allocated to the budget item called Special Projects in the annual budget for the given year +2 years. This would include consideration of the 2008 budget with Special Project funds to be included in the 2010 budget and future years. Special Projects are defined to be projects/initiatives/expenditures deemed appropriate by the Board. The amount of funds in the "change in net assets" will be determined at the Spring Board Meeting of each year. The AMATYC Board will approve the use of these funds. An Ad Hoc Committee of the Board will be responsible for working with academic committee chairs, coordinators, and other AMATYC leaders to identify appropriate projects for consideration.
  2. Funds from this budget line item that are not expended in a year will be carried forward to the next year budget in the same line item.
  3. Example: The funds for the 2009 AMATYC Special Projects budget line item were calculated as follows:
    1. Change in net assets for 2007: \$128,264 – 49,718 (interest income) = \$88,546 50% of the change in net assets for 2007: 50% of \$88,546 = \$44,273 (Please note that any income or expenses from grants has been excluded from any amounts used in the calculation)
    2. At the 2008 Fall Board Meeting, the Board included \$44,273 in the 2009 budget line item called Special Projects.
    3. Any motions for expenditures approved at the 2008 Spring Board Meeting that fall into the category of Special Projects will be expenses from the Special Projects budget line item in 2009.
    4. *<SBM 2011>* Any new money for Special Projects will be suspended for the 2012 budget until existing money has been expended.

## 6.6 Chart of Accounts

### 6.6 Chart of Accounts

#### [6.6.1 Income](#)

#### [6.6.2 Expenses](#)

#### 6.6.1 Income

[General Income](#) (Accounts 1610 to 1950)

Acct	Name	Description
<b>General Income</b>		
1610	Regular Member Dues	Income received for regular member dues. Regular members are individuals, not institutions. Regular members have voting privileges.
1620	Regular Member Dues Refund	Refund of regular member dues.
1625	Adjunct Membership Dues	Income received for adjunct member dues. Adjunct members are individuals. Adjunct members do not have voting privileges.
1630	Retired Membership Dues	Income received for retired member dues. Retired members are individuals. Retired members do not have voting privileges.
1635	Adjunct Membership Refund	Refund for adjunct membership dues
1640	Life Membership Dues	Income received for life membership dues. Life members are individuals, not institutions. Life members have voting privileges.
1645	Discount – Membership Dues	Discount on membership dues.
1650	Associate (Student) Member Dues	Income received for dues from student members. To become an associate member, the individual must be a full-time student and have a sponsor that is a regular member in good standing. Associate members have no voting privileges.
1655	WebScription	Income received from webscriptions
1670	Institutional Member Dues	Income received for dues from institutions. The dues entitle the institution to one complimentary early registration for the conference. The person who uses the complimentary registration for the conference shall become the contact person until notified in writing otherwise. Contact persons for institutional members have no voting privileges unless they are also regular members.



1680	Institutional Member Dues Refunds	Refunds of institutional member dues.
1700	Library Subscriptions	Income received for library subscriptions. Library and learning resource centers receive the <i>MathAMATYC Educator</i> and newsletter as published. Library Subscriptions have no voting privileges.
1710	Library Subscriptions Refunds	Refunds of Library Subscriptions.
1740	CD Interest	Interest from organizational funds invested in CD's with the company of Smith Barney.
1742	Investment (Unrealized Gain/Loss)	Unrealized gain or losses on investments.
1743	Investment Income	Interest, Dividends, and gains or losses on investments.
1745	Interest Grants	Interest earned from grant funds held in the AMATYC Checking Account is posted to this account.
1750	Interest Income Checking	Interest earned from checking account at First Tennessee Bank that is not a result of NSF grant funds.
1800	<i>MathAMATYC Educator</i> Advertising	Income received from advertisements placed in the <i>MathAMATYC Educator</i> .
1805	<i>MathAMATYC Educator</i> Advertising Refund	Refunds of the <i>MathAMATYC Educator</i> advertising fees.
1810	Discount - <i>MathAMATYC Educator</i>	
1815	Finance Charges - <i>MathAMATYC Educator</i> Advertising	
1860	Other Advertising Income	Income from any form of advertising other than <i>MathAMATYC Educator</i> , <i>AMATYC News</i> , or Conference Program Booklet.
1862	Webinar Sponsorship	
1865	Corporate Partnership	
1873	Grant Indirect Costs	Income derived from indirect costs associated with the administration of grants.
1910	Grants	Income received from grants.
1920	Donation/Contributions	Income received from donations or contributions for general income. Values of contracted services provided by Southwest Tennessee Community College are credited to this account.
1940	Miscellaneous Income	Income received from any source other than assigned accounts.

1945	Online Store Income	
1950	Student Mathematics League	Funds received from participants for the Student Mathematics League competition.

**Conference Income** (Accounts 2030 to 2370)

Acct	Name	Description
<b>Conference Income</b>		
2030	Registration	Registration income in an approved budget is based on a projected number of attendees, speakers, and institutional member representatives.
2035	Discount – FTA Conf Reg	Discounts on conference registration for first time attendees.
2040	Registration Refunds (ED/T)	Refund for conference registration.
2060	Exhibitor Booths	Income from exhibit booths is based on a projected number of booths, which is determined by recent history and space constraints at the upcoming hotels.
2070	Commercial Presentations	Income from commercial presentations at the AMATYC conference.
2075	Exhibit Hall Product Presentation/Focus Groups	Income from exhibit hall product presentations and focus groups at the AMATYC conference.
2080	Exhibitor Refunds (CC)	Refund for Exhibit Booths
2090	Commercial Presentations Refund (CC)	Refund for commercial presentations
2120	Hospitality Donations	Hospitality income is used to fund the hospitality room at the annual conference and is received from affiliates and other sources. This account is budgeted at \$0 since donations are uncertain.
2140	Hospitality Refund (ED)	Refund for hospitality.
2200	Symposia	Account serves as a clearing account for symposia income.
2280	Conference Program Advertising	Advertising income for the conference is generated through the sale of ads for the conference program booklet. If a special package is offered that combines conference and <i>MathAMATYC Educator</i> advertising, the income that is credited to the conference is pro-rated.

2285	Discount - Conference Program Advertising	Discounts are offered to advertisers according to the pricing policy.
2286	Finance Charges - Conference Program	
2320	Conference Program Advertising Refund	Refund for conference program advertising per agreement.
2325	Corporate Partnership	
2330	In-the-Bag Advertising	Income generated from companies for allowing commercial items to be placed into conference bags, and from advertisement placed on conference bags. Includes income from allowing donated items bearing company identification to be distributed to conference attendees.
2335	Conference Advertising Opportunities	Income from other conference advertising including but not limited to keycards, name badges, bags, etc.
2340	Other Conference Income	Other conference income that is not included in the categories above is included here. Includes income from sale of AMATYC memorabilia or other such items. NOTE: If items are sold at a conference, prevailing state sales-tax laws are applicable. The Executive Board must approve the sale of any items.
2360	Other Conference Refunds	Refund for other conference income.
2370	Conference Donations	Donations are often made to AMATYC by colleges, publishers, and individuals. These donations are generally restricted to use for some function of the conference. Donations in this category are not used for the hospitality function. Hospitality donations should be credited to account 2120. Refer to the AMATYC Policy and Procedures manual for organizational donation policy

[Sale of Publications](#) (Accounts 2440 to 2540)

Acct	Name	Description
<b>Sale of Publications</b>		

2440	Labels, Non-College	Publishers and other for-profit businesses often request labels or lists that are generated from one of the database files. All such requests must be approved by the President prior to sending or billing for labels or lists.
2460	Labels, College	Colleges and other professional organizations often request or lists that are generated from one of the database files. All such requests must be approved by the President prior to sending or billing for labels or lists. Note: Authors who purchase labels for the promotion of published materials shall be charged at the Non-College rate.
2470	Books Non-College	Publishers and other for-profit businesses may request to purchase items other than labels or lists from AMATYC. Even though the price may be the same to all, income from for-profit groups should be entered in this account.
2480	Books College	Income from the sale of items other than labels or lists to faculty, colleges or other professional organizations.
2500	Journals Non-College	Sale of <i>MathAMATYC Educator</i> and/or <i>AMATYC News</i> to for-profit businesses.
2520	Journals College	Sale of <i>MathAMATYC Educator</i> and/or <i>AMATYC News</i> to faculty, colleges or other professional organizations.
2540	Returns & Allowances	This account is used for disbursing funds for other than the refund accounts otherwise set up.

#### Foundation Donations (Accounts 2700 to 2710)

Acct	Name	Description
<b>Foundation Donations</b>		
2700	General Donation 2700-01 Magic Show 2700-02 Musical	
2701	MMF Earnings	
2702	Investment Income	
2703	Investment (Unrealized Gain/Loss)	
2704	Marketing Promotions	
2705	<i>Beyond Crossroads</i>	
2706	Endowment Investment Income	

2710	AMATYC Project ACCCESS	
2715	Developmental Mathematics	
2720	Mini Grants	
2722	Presidential Student Scholarships	
2725	Research in Mathematics	
2730	Endowment	

### 6.6.2 Expenses

#### Operating Expenses (Accounts 3030 to 3415)

Acct	Name	Description
<b>Operating Expenses</b>		
3030	Clerical & Casual Labor (ED)	Casual labor contracted to perform the clerical functions necessary to maintain AMATYC office records. Casual labor may also be hired through this account to assist the Secretary (S) or Treasurer at their respective locations (T).
3032	Clerical & Casual Labor - President (P)	Funds budgeted for the President which may be used for casual labor or reassigned time to be used for carrying out the duties of the office.
3033	Clerical & Casual Labor - President-Elect (PE)	Funds budgeted for the President-Elect which may be used for casual labor or reassigned time to be used for carrying out the duties of the office.
3034	Clerical & Casual Labor - Past President (PP)	Funds budgeted for the Past-President which may be used for casual labor or reassigned time to be used for carrying out the duties of the office. (effective with the PP who assumes office at the end of the conference in 2007)
3035	Contract Labor (ED)	Staff salaries for the AMATYC Office contracted through Southwest Tennessee Community College. This account includes one-half of the total salary and benefits as billed for employees of the host institution who are assigned to the AMATYC Office. The other half is charged to Conference Account 3760.
3036	Staff Development (ED/T)	Funds professional development opportunities for which staff may apply.
3037	Executive Director Salary	Salary for the Executive Director
3038	Executive Director Travel	Travel Expenses for the Executive Director.
3040	Treasurer Reassigned Time (T)	Funds used to purchase reassigned time for the Treasurer to perform general duties. (one/year)

3060	Accounting Expenses (ED)	Expenses incurred for the preparation of federal income tax returns (yearly) and for audits (even-numbered years).
3070	Consulting Fees (T)	Expenses for various consultants such as professional editors, legal consultants, etc.
3080	Investment Fee	Fee incurred from the investment company.
3090	Postage & Delivery (ED)	Expenses incurred for postage and delivery of mailings resulting from normal business operations.
3110	Telephone (ED)	Telephone expenses incurred for general operating functions.
3130	Transportation (ED)	Transportation expenses incurred by AMATYC staff members, the Executive Director or extraordinary local transportation expenses incurred by Executive Board members (T).
3150	Stationery & Forms (ED)	Expenses for AMATYC business cards, stationary, envelopes and forms used by AMATYC officers and the AMATYC Office. Greatest expense occurs at change of officers.
3170	Office Supplies (ED)	Expenses for supplies used in the day to day office functions of the AMATYC office, such as binders and computer supplies, including paper, ribbons, floppy discs, etc. Includes supplies for Executive Board members (T).
3190	Duplication (ED)	Expenses for duplication or printing incurred by the Executive Board members or the AMATYC Office.
3200	Membership Services (ED)	Expenses such as printing and postage for membership cards, first, second, and third dues notices, and membership brochures.
3205	Payroll Taxes	Taxes associated with salaries that an employer pays to governments (federal, state and local).
3206	Payroll Preparation Charges	Fees incurred from a payroll company to process monthly payroll, quarterly taxes and year-end reports.
3210	Bank Service Charge (ED)	Expenses charged by the bank for checks, deposit tickets, returned check fees, and other miscellaneous bank charges.
3212	Credit Card Charges	All costs and transaction fees related to accepting non-conference related payments by credit card.
3215	Miscellaneous Service Charges (ED)	This account includes service charges for AMATYC credit cards by the credit card company.
3220	Returned Checks (ED)	Clearing account to post returned checks until check is replaced with cashier's check or money order.

3230	Library & Subscriptions (ED)	Subscriptions to publications or purchase of materials that provide information to the organization. Includes expenses related to maintaining the listing of the AMATYC membership in the AMS/MAA/SIAM Combined Membership List.
3260	Computer Software, Hardware, and Repairs (ED)	Expenses for the purchase of new software and hardware, along with computer paraphernalia, for Executive Board members or the AMATYC office, as budgeted. Expenses for the repair and maintenance of existing hardware. (T)
3270	Elimination of Asset (ED)	If an asset which has been set up on a depreciation account becomes unusable prior to being fully depreciated, the remaining book value of the asset is removed from the books through this expense account.
3275	Bad Debt Expenses	
3280	Depreciation Expense (ED)	Annual expense for items purchased as assets and with depreciation schedules. Note, computer equipment and other equipment may be expensed in a single fiscal year up to an amount specified by the IRS, thus, alleviating the need for a depreciation schedule.
3320	Licensing Fees (ED)	Annual renewal of corporate license fee. The Executive Director files notarized certification and remits \$100 to New York Charities Bureau.
3360	Other General Office (ED)	Expenses of an office nature that are not appropriate for any other account in the general office category. General office expenses incurred by the Vice Presidents are charged to this account (T).
3365	Online Database	
3370	Software Annual Fee	
3382	Liability Insurance (ED)	Premiums for General Liability Insurance (renewal date: August 1) and for Professional Liability Insurance (renewal date: August 1).
3383	Workers Compensation Insurance	
3385	STCC Admin Services (ED)	AMATYC pays STCC for admin services per contract agreement.
3395	Awards/Plaques (P/ED)	Special awards, including Presidential awards such as plaques presented to colleges or individuals. ME, TE and conference awards are charged elsewhere.
3400	Postage - Southwest Tennessee Community College (ED)	
3405	Duplication - Southwest Tennessee Community College (ED)	

3410	Telephone - Southwest Tennessee Community College (ED)	
3415	Rent Expense - Southwest Tennessee Community College (ED)	

## Annual Conference

## General Conference Planning (Accounts 3440 to 3595)

Acct	Name	Description
<b>General Conference Planning</b>		
3440	Advance Planning Visit (CC)	This account is for the site visit by the Conference Coordinator, the presiding President for the conference, , and the Program Coordinator and others as designated by the Conference Coordinator Expenses associated with local planning meetings are charged to this account. This visit occurs in the year prior to the conference.
3482	Site Selection Visits (CC)	This account is for expenses incurred by the Site Selection Committee during site selection visitations for the conference that is normally six years out.
3520	Telephone (CC)	This account should be used for telephone expenses associated with conference planning. All telephone expenses for the entire conference committee are charged to this account. Unless prior notification is given, it will be assumed that telephone expenses of conference committee chairpersons will be minimal and this account will generally be used to cover the telephone expenses of the Conference Coordinator.
3530	Postage (CC)	This account is used to cover postage costs associated with conference planning. Included in this account are all postage expenses of the conference committee except for the bulk mailing of the December postcard and the miniprogram Each conference committee chairperson should submit a request to the Conference Coordinator if he or she anticipates a need for funds for postage.
3535	Duplication (CC)	This account covers duplication costs incurred by the conference committee as well as incidental photocopying by the conference committee during the conference.



3540	Supplies (CC)	This account is used for supplies associated with conference planning and supplies for the conference committees. This includes computer and printer supplies, paper products, etc. This account is also used to cover the cost of preparing signs and posters for the conference.
3550	Conference Marketing	This account covers costs of the next year's local committee incurred in marketing the upcoming conference at the current conference.
3560	Program/Presider Meeting (CC)	This account funds travel and expenses for a meeting of the Program Coordinator, the Presider Chair, and the Assistant Conference Coordinator to establish the annual conference program.
3570	Exhibit Marketing (CC)	This account is used to cover expenses, including travel, incurred by the Exhibits Chair in efforts to secure exhibitors for the AMATYC conference.
3580	Conference Coordinator (CC)	Unscheduled conference planning expenses as determined by the Conference Coordinator are charged to this account.
3595	Conference Planning Portion of Spring Executive Board Meeting (T)	Expenses of the Executive Board members for the portion of the Spring Executive Board Meeting that is spent on matters concerning conference planning. The budgeted amount is based on 25% of the predicted cost of the Spring Executive Board Meeting.

#### General Conference (Accounts 3665 to 3845)

Acct	Name	Description
<b>General Conference</b>		
3665	Credit Card Charges (ED)	All costs and transaction fees related to accepting conference related payments by credit card.
3670	Conference Insurance (ED)	Premiums for Conference Cancellation Insurance
3680	Supplies (ED)	This account includes items used by the office for conference registration such as envelopes for mailing registration receipts, computer paper for printing receipts, computer ribbons, etc. and Delegate Assembly materials.
3700	Postage (ED)	This account includes postage expenses incurred for mailing receipts for conference registration and other mailings to speakers, officers, committee chairs, or Delegates directly related to the conference.
3705	Office Shipping (ED)	This account is used to cover the cost of shipping all required office equipment and supplies to and from the conference.
3720	Duplication (ED/T)	These funds cover conference related duplication expenses incurred by the Executive Board and office staff.

3730	Conference Reassigned Time (T)	Funds used to buy reassigned time for the Conference Coordinator (two/year), Program Coordinator (one/year), and Treasurer (one/year).
3740	Transportation (T)	This account is used to cover the transportation costs for all persons, except the Keynote and Breakfast speakers, receiving transportation reimbursement for attending the conference.
3745	ANets	The account covers costs associated with ANets
3750	Clerical and Casual Labor (ED)	Labor contracted to perform clerical functions necessary for conference-related assignments throughout the year.
3760	Contract Labor (ED)	This account is used to cover the regular hourly wages of the AMATYC Office personnel for time spent working on conference-related assignments throughout the year as well as at the annual conference and is budgeted at one-half of the total salary and benefits billed by Southwest Tennessee Community College.
3780	Program Advertising (CC/ED)	This account is used to cover the expenses associated with soliciting advertising for the conference program booklet and advertising the conference in professional journals.
3800	Lodging (T)	This account is used to cover the lodging costs for all persons, except for the Keynote and Breakfast speakers, receiving lodging reimbursement for attending the conference.
3840	Food (T)	This account is used to cover the per diem food reimbursement for all persons, except for the Keynote and Breakfast speakers, receiving food reimbursement for attending the conference.
3845	Telephone (T)	This account is to pay the cost of per diem and incidental conference telephone expenses by the Executive Board members, Executive Director, and staff, and includes internet costs in rooms when not available for free.

#### Conference Food (Accounts 3860 to 3970)

Acct	Name	Description
<b>Conference Food</b>		
The total amount budgeted in the various food function accounts is based on a projected number of attendees. These totals will automatically escalate as attendees exceed the projection.		
3860	Friday Event (CC)	This account covers all expenses of the Friday event (beginning with the 2007 conference, this will be the Friday regional breakfast or luncheon for each of the eight AMATYC regions.)

3900	Saturday Breakfast (CC)	The amount budgeted in this account is based on a per person amount for the projected number of persons attending conference food functions. The per-person amount must include tax, gratuity, or other food related charges that will be incurred. It does <i>not</i> include decorations or flowers or audiovisual projection equipment.
3905	Leadership Dinner or Reception	
3910	Local Emphasis (CC)	The account is strictly for memorabilia, decorations, flowers, etc. as selected by the local committee in consultation with the Conference Coordinator. The Conference Coordinator arranges for purchase of goods.
3915	ACCESS Food	
3960	Affiliate Presidents' Luncheon (CC)	This account covers the expenses for the Affiliate Presidents' Luncheon.
3965	Other Food and Refreshments (CC)	This account is for refreshments for Executive Board meetings, registration staff and for other incidental food functions.
3970	Indirect Cost	Income derived from indirect conference-related costs associated with the administration of grants.

#### Conference Publications (Accounts 4030 to 4095)

Acct	Name	Description
<b>Conference Publications</b>		
4030	Advertising/Exhibitor Folders	
4040	December flyer - Printing (ED)	This account is to be used to cover the cost of the typesetting and printing of the Call for Papers that is included in the previous conference packet and the December postcard.
4050	December flyer - Postage (ED)	The December postcard is mailed bulk rate to all AMATYC active and prospective members and to department chairpersons at all two-year colleges. (Mailings to Canada must be first class and include active members only.)
4060	Miniprogram - Printing (ED)	This account is used to cover the cost of the typesetting and printing of the Miniprogram.

4070	Miniprogram - Postage (ED)	The miniprogram is mailed first class to all AMATYC members and conference speakers and to Canadian prospective members in regions as determined by the Executive Director. It is mailed bulk rate to prospective members and TYC department chairpersons excluding Canada.
4080	Conference Program (ED)	This account is used to cover the cost of the typesetting and printing of the Conference Program.
4090	April Flyer - Printing (ED)	This account is used to cover the cost of the typesetting and printing for a conference promotional flyer that is mailed in the spring.
4095	April Flyer - Postage (ED)	This account is used to cover cost of mailing the conference flyer.

#### On-Site Expenses (Accounts 4100 to 4240)

Acct	Name	Description
On-Site Expenses		
4100	Speaker Fees/ Honoraria (T)	Honorariums up to \$1,000 are generally paid to the Keynote Speaker and the Breakfast Speaker. Also, up to five days' meals, up to four nights' lodging at the single room rate, and travel expenses, all per AMATYC policy, of these speakers is covered by this account.
4120	Conference Space (CC)	This account is used to cover the costs of space rental for the annual conference.
4160	Audio Visual Equipment/Computer Rental (CC)	This account is used for rental of all audiovisual equipment associated with the annual conference.
4162	Conference Meeting Room Internet (CC)	This account is used for costs associated with providing Internet at the conference site excluding registration.
4165	Internet (CC)	The costs of providing the registration desk with internet service required for credit card transactions will be paid by this account.
4200	Other Rentals (CC)	Other rental not included in any of the other rental categories, such as equipment.
4240	Registration Materials (ED)	This account is used to cover the cost of all materials included in the attendee's registration packet (notebooks or portfolios, pencil or pen, name badge, etc.). The budgeted amount is based on a per person amount. This account is also used to cover the cost of ribbons.
4260	Conference App	This account covers costs or fees associated with the conference app.

**On-Site Labor** (Accounts 4280 to 4320)

<b>Acct</b>	<b>Name</b>	<b>Description</b>
On-Site Labor		
4280	Registration Workers (Temps) (ED)	This account is used to cover the cost of paid workers, other than AMATYC staff personnel, for on-site registration.
4300	Security Guards (CC)	This account is used to cover the cost of security personnel for the exhibit area.
4310	Professional Conference Planning Organization (CC)	Experient is our professional conference planning organization. This account covers the travel expenses (except for room) incurred by professional conference planning personnel for site inspections (one person) and on-site assistance (two persons).
4315	Appreciation Reception (CC)	This account will fund a post-conference appreciation reception that may be held for local conference committee.
4320	Other Labor (CC)	Other labor not included in any of the above categories, such as parliamentarian, are charged to this account.

**Other On-Site Expenses** (Accounts 4500 to 4780)

<b>Acct</b>	<b>Name</b>	<b>Description</b>
Other On-Site Expenses		
4500	Symposia (CC)	This account is for any expenses associated with Board approved symposia events.
4540	Hospitality (CC)	This account is used for the AMATYC professional networking/hospitality suite. AMATYC budgets \$1 per projected attendee to this account. This amount will not be included when determining the conference registration fee. Additional hospitality expenses may be covered by contributions from affiliates, local colleges, and publishers. These amounts are not included in the projected budget.
4600	Exhibitor Refreshments (CC)	Exhibitor's refreshment costs are charged to this account.
4620	Photography/Video (CC)	This account covers the expenses for film and developing, and photographer honorarium, to record conference events.

4640	Exposition Services (CC)	This account covers the cost of setting up the exhibit area and registration area, and any cost for exhibit area carpeting or common space such as aisles.
4660	Shuttle Bus, Transportation and Parking (CC)	Money is budgeted to this account when there is an apparent need to transport attendees to conference locations. This account covers the cost of buses or vans, when needed, to provide shuttle service to off-site workshops and/or sessions. This account is also used to pay parking expenses for AMATYC guests, conference personnel, and others, as designated.
4700	Award Expenses (ED)	This account is to be used to cover the expenses of awards and plaques presented to persons for their work on the conference.
4765	Online Store Expenses	
4780	Other Conference Expenses (CC)	This account is a discretionary fund to be used for significant gratuities and appropriate nonrecurring expenses.

[Strategic Planning/Orientation Meeting](#) (Accounts 4940 to 4990)

Acct	Name	Description
<b>Strategic Planning/Orientation Meeting</b>		
The following accounts are used to pay the expenses of the Executive Board Members, Conference Coordinator, and Executive Director for the Strategic Planning/Orientation Meeting, held in even-numbered years.		
4940	Transportation (T)	Air and/or ground transportation, and all other expenses related to the transportation of members of the Executive Board, Conference Coordinator and the Executive Director for travel to and from the Strategic Planning/Orientation meeting.
4960	Lodging (T)	Hotel room and tax for members of the Executive Board, the Conference Coordinator, and the Executive Director during Strategic Planning/Orientation meeting.
4980	Food (T)	Food for members of the Executive Board, Conference Coordinator, and the Executive Director for the Strategic Planning/Orientation meeting.
4990	Other (T)	Telephone or internet and other expenses incurred by the Executive Board, Conference Coordinator, and the Executive Director for the Strategic Planning/Orientation meeting that are not appropriate for other accounts in this section.

[Spring Executive Board Meeting](#) (Accounts 5040 to 5120)

Acct	Name	Description
<b>Spring Executive Board Meeting</b> The following accounts are used to pay 75% of the expenses of the Executive Board Members, Conference Coordinator, and Executive Director for the Spring Executive Board Meeting. The remaining 25% is charged to conference account number 3650.		
5040	Transportation (T)	Air and/or ground transportation, and all other expenses related to the transportation of members of the Executive Board, Conference Coordinator and the Executive Director for travel to and from the Spring Executive Board meeting.
5060	Lodging (ED)	Hotel room and tax for members of the Executive Board, the Conference Coordinator, and the Executive Director during the Spring Executive Board Meeting.
5080	Food (ED/T)	Food for members of the Executive Board, Conference Coordinator, and the Executive Director during the Spring Executive Board Meeting.
5120	Other (T)	Telephone or internet and other expenses incurred by the Executive Board, Executive Director, and Conference Coordinator for the Spring Executive Board Meeting that are not appropriate for other accounts in this section.

## Publications

[MathAMATYC Educator](#) (Accounts 5180 to 5240)

Acct	Name	Description
<b>MathAMATYC Educator</b>		
5180	Editing	Expense incurred in the editing of the <i>MathAMATYC Educator</i> .
5182	Design	Expense incurred in the design of the <i>MathAMATYC Educator</i> .
5185	Reassigned Time	This account is to be used to purchase release time for the <i>MathAMATYC Educator</i> . (Delete, effective with new appointee, November 2008.)
5200	Printing	Expense incurred for the printing and binding of the <i>MathAMATYC Educator</i> .

5220	Shipping	Expense incurred in the shipping of the <i>MathAMATYC Educator</i> or postage expense incurred in the process of reviewing papers/articles for the journal.
5240	Other	Expenses incurred in the production of the <i>MathAMATYC Educator</i> which are not appropriate for other accounts in this section.

*AMATYC News* (Accounts 5280 to 5340)

Acct	Name	Description
<b>AMATYC News</b>		
5280	Edit & Design (ED)	Expense incurred in the editing and design of the <i>AMATYC News</i> .
5300	Printing (ED)	Expense incurred for the printing and binding of the <i>AMATYC News</i> .
5320	Shipping (ED)	Expense incurred in the shipping of the <i>AMATYC News</i> or postage expense incurred in the process of reviewing papers/articles for the newsletter.
5340	Other (ED)	Expenses incurred in the production of the <i>AMATYC News</i> that are not appropriate for other accounts in this section.

*Other Publications* (Accounts 5380 to 5440)

Acct	Name	Description
<b>Other Publications</b>		
The following accounts are used to pay for the expenses related to the production of other publications such as position statements, special publications by AMATYC Consulting Professors, etc. Up to \$5,000 per AMATYC consulting professorship should be included in the AMATYC budget to print and distribute to AMATYC members any materials generated by individuals accepted as AMATYC Consulting Professors. This shall be limited to \$10,000 per fiscal year.		
5380	Edit & Design (ED/T)	Expense incurred in the editing and design of other publications.
5400	Printing (ED/T)	Expenses incurred in the printing and binding of other publications. <a href="#">&lt;FBM 2008&gt;</a>
5420	Shipping (ED/T)	Expenses incurred in the shipping of other publications or postage expense incurred in editing other publications. <a href="#">&lt;FBM 2008&gt;</a>
5440	Other (ED/T)	Expenses incurred in the production of other publications that are not appropriate for other accounts in this section.



*Beyond Crossroads* (Accounts 5450 to 5470)

Acct	Name	Description
<i>Beyond Crossroads</i>		
5450	Postage	
5455	Travel	
5460	Prizes	
5465	AV Equipment Rental	
5470	Preparation of CD's	

*Committees & Summer Institutes* (Accounts 5490 to 5720)

Acct	Name	Description
<b>Committees &amp; Summer Institutes</b>		
* These funds will not be used to pay for stipends, travel, or food without approval of the President.		
5490	Division/Department Issues (CH)	Funds expenses incurred by the activities of the committee. *
5491	Developmental Mathematics (CH)	Funds expenses incurred by the activities of the committee. *
5492	Teacher Preparation (CH)	Funds expenses incurred by the activities of the committee. *
5493	Mathematics Intensive (CH)	Funds expenses incurred by the activities of the committee. *
5494	Mathematics for AAS Programs (CH)	Funds expenses incurred by the activities of the committee. *
5495	Innovative Teaching and Learning (CH)	Funds expenses incurred by the activities of the committee. *
5496	Emerging Issues	Funds expenses incurred by the activities of the committee. *
5497	Statistics	Funds expenses incurred by the activities of the committee. *
5498	RMETYC	Funds expenses incurred by the activities of the committee. *
5500	Nominating Committee (CH)	Funds are budgeted in this account in odd-numbered years and include printing of ballots, postage for mailing of ballots, post office box rental, and clerical assistance in preparing and processing ballots.
5545	Website Coordinator (CH)	Funds expenses incurred by expenses incurred by this position, including web hosting fee.
5550	Webinars	
5580	Math for AAS Program	Funds expenses incurred by the activities of the committee. *

5590	Professional Development Coordinator (CH)	Funds expenses incurred by the activities of the committee.
5600	Membership Committee (T)	Funds budgeted in this account are used to pay for expenses of maintaining active membership of the organization. Major membership drives which are not in conjunction with affiliate organizations, but are coordinated by Regional Vice Presidents or other officers of the Board should also be budgeted to this account.
5620	Constitution Committee (T)	Funds are budgeted in this account when there is a need for revising the AMATYC Constitution or Bylaws.
5640	Mathematics Excellence Award Committee (T)	Funds budgeted to this account in even-numbered years cover expenses for postage, printing, telephone, plaque and other expenses incurred by the ME Committee during their solicitation, selection and award process. Also included are expenses consisting of up to five days meals, up to four nights lodging at the single room rate, and travel expenses, all per AMATYC policy, for the ME Award recipient to attend the annual conference. NOTE: The ME awardee receives a life membership in AMATYC. <FBM 1999>
5645	Teaching Excellence Award (T)	Funds budgeted to this account in even-numbered years cover expenses for postage, printing, telephone, medallions and other expenses incurred by the TE Committee during their solicitation, selection and award process. Funds budgeted in odd-numbered years are for the awards.
5660	Placement/Assessment Committee (CH)	Funds expenses incurred by the activities of the committee. *
5670	Grants Coordinator (CH)	Funds expenses incurred by the activities of the committee, including newsletter and postage.
5675	<i>Beyond Crossroads</i> Digital Products Coordinator	
5677	<i>Beyond Crossroads</i> Implementation Coordinator	This position was discontinued at the end of the Fall 2008 AMATYC conference. <7/2/2008>
5680	Student Mathematics League (CH)	This account is for expenses incurred in the process of administering the contest. Expenses may include telephone, postage, and printing.
5685	Student Mathematics League Awards (CH)	This account is specifically for awards presented to Student Mathematics League student winners.

5690	Regional Meetings (T)	When regional meetings are approved by the Executive Board, funds may be budgeted by the Board to support these approved regional meetings. Items such as postage, printing, etc. may be included. Generally, the Board will require the Region sponsoring the meeting to solicit membership for AMATYC in all publications that publicize the regional meeting. This amount has not exceeded \$500 per meeting.
5700	Summer Institute (ED)	Funds budgeted in this account are used to pay expenses of printing and postage for one flyer that advertises all AMATYC Summer Institutes.
5705	Traveling Workshops (ED)	Funds budgeted in this account are used to pay expenses of printing and postage for one flyer for the Traveling Workshop program.
5710	AMATYC History (T)	This account is to cover the costs associated with a periodic update of the AMATYC history.
5720	Grant Seed Fund (T)	This account provides funds to defray the costs of preparing grant applications, including meeting and travel expenses.

**Liaison** (Accounts 5740 to 5980)

<b>Acct</b>	<b>Name</b>	<b>Description</b>
<b>Liaison</b>		
5740	American Association of Community Colleges (AACC) - Membership (ED)	Funds are budgeted here for AMATYC membership in the AACC.
5745	AACC Travel (T)	
5800	American Mathematics Competition (AMC) (ED/T)	Funds are budgeted for AMATYC membership in AMC, for representation at the Math Olympiad ceremonies and gifts for the 12 winners, and for the travel expenses of one individual to write the tests for the AMC.
5820	Conference Board of Mathematical Sciences (CBMS) (ED/T)	Funds are budgeted for AMATYC membership in the CBMS. Funds are also budgeted for two trips by the President each year and one trip by the President-Elect in odd-numbered years.
5860	Mathematical Association of America (MAA) (T)	Funds are budgeted for travel and registration at the January meeting of the MAA. The President makes this trip each year and the President-Elect makes this trip in odd-numbered years.
5870	Joint Women in Mathematics	
5875	TODOS	

5880	National Council of Teachers of Mathematics (NCTM) (T)	Funds are budgeted for travel and registration at the annual NCTM conference held in the spring. The President makes this trip each year.
5885	Mu Alpha Theta	
5890	Advertising (ED)	This account is used for advertising on behalf of AMATYC other than for the annual conference.
5910	Affiliate Services (RVP)	This account pays for the cost of affiliate website support per policy and shipping cost to mail materials to affiliate meetings.
5915	Affiliate Give-aways	This account pays for the purchase of affiliate give-aways.
5920	State/Regional Affiliation (T)	Travel, registration, affiliate memberships and other expenses incurred by Executive Board members in attending affiliate meetings or regional meetings to conduct AMATYC business is charged to this account.
5930	National Initiatives/Community Relations (P)	Funds budgeted in this account are spent at the discretion of the President on travel, registration, or other items connected to national initiatives. The purpose of this funding is to enable the organization to respond quickly to a changing agenda on the national scene and to keep the association informed of national issues and pending legislation that may impact the organization. This account is also for funding costs associated with maintaining and improving AMATYC's relationship with the general population.
5940	Other Liaison (P)	Funds expended from this account should be of a liaison nature, but should not fit in any of the other liaison accounts listed above.
5980	Grant Indirect Funds	This is a contra account for grant indirect funds.

## Special Projects

[Crossroads Revisit Project](#) (Accounts 6110 to 6190)

Acct	Name	Description
<b>Crossroads Revisit Project (PP/T)</b>		
The following accounts are to be used for expenses related to the <i>Crossroads</i> Revision Project and its guidelines.		
6110	Labor and Stipends	
6130	Duplication Expense	
6140	Office Supplies	
6150	Postage & Delivery	
6155	Publication/Dissemination	

6170	Telephone
6175	Lodging
6180	Travel
6185	Food
6190	Other

[Planning Digital Products](#) (Accounts 6210 to 6280) (Completed)

[MAC^3](#) (Accounts 6310 to 6380) (Completed)

[The Right Stuff](#) (Accounts 6410 to 6480) (Completed)

[AMATYC Project ACCCESS](#) (Accounts 6505 to 6560)

[Project ACCCESS](#) (Accounts 6910 to 6976) (Completed)

[Foundation](#) (Accounts 7010 to 7395)

Acct	Name	Description
General Foundation		
7010	Clerical & Casual Labor	
7015	President Fund	
7018	Investment Fee	
7020	Computer Supplies	
7024	Opportunity Projects	
7030	Duplication	
7040	Supplies	
7045	Donor Recognition	
7050	Postage & Delivery	
7060	Telephone	
7070	Transportation	
7080	Lodging	
7090	Food	
7095	Other Expenses	
<i>Beyond Crossroads</i>		
7110	Labor and Stipends	
7130	Duplication Expenses	
7140	Supplies	
7150	Postage & Delivery	
7155	Publication/Dissemination	
7160	Telephone	

7170	Travel
7180	Lodging
7190	Food
7195	Other
Project ACCCESS	
7210	Senior Personnel Salaries 7210-01 Sadie Bragg 7210-02 Alice Kaseberg
7220	Other Personnel Salaries 7220-05 Secretarial-Clerical Salaries
7230	Fringe Benefits
7240	Equipment
7250	Travel
7260	Participant Support 7260-01 Stipends 7260-02 Travel 7260-03 Subsistence 7260-04 Other (Lodging) 7260-05 Other - room & equipment
7271	Materials and Supplies
7272	Publication/Dissemination
7273	Consultant Services
7274	Computer Services
7275	Subawards
7276	Other
New Orleans Support Fund	
7310	Stipend
7370	Travel
7380	Lodging
7395	Other

### 6.7 Officer and Chairperson Identification Numbers

The following are sub-accounts for the officers and chairpersons and should be referenced on all correspondence relating to the budget.

01	General		
02	President	29	Developmental Mathematics
03	President-Elect	30	Teacher Preparation
04	Secretary	31	Mathematics Intensive
05	Treasurer	32	Mathematics and its Applications for Careers
06	Past-President	33	Student Math League Coordinator
07	Northeast VP	34	Student Math League Test Developer
08	Mid-Atlantic VP	35	Placement/Assessment
09	Southeast VP	36	Innovative Teaching and Learning
10	Midwest VP	37	Next Year's Local Events Coordinator
11	Central VP	38	Grants Coordinator
12	Southwest VP	39	Executive Director
13	Northwest VP	40	Publicity Director or Editing Director
14	West VP	42	Traveling Workshop Coordinator
15	Local Events Coordinator	43	<i>Beyond Crossroads</i> Digital Product Coordinator
17	Exhibitor Chair	44	Website Coordinator
20	Program Coordinator	45	<i>Beyond Crossroads</i> Implementation Coordinator (This position was discontinued at the end of the Fall 2008 AMATYC conference. <a href="#">&lt;7/2/2008&gt;</a> )
21	Presider Chair	46	Legal Advisor
22	Assistant Conference Coordinator	47	Project ACCCESS
23	Conference Coordinator	49	MAC^3
24	Advertising Chair	50	Executive Director of External Relations
25	<i>MathAMATYC Educator</i> Editor	51	Research in Mathematics Education at Two-Year Colleges
26	<i>MathAMATYC Educator</i> Production Editor		
27	Newsletter Editor		

## 6.8 Support for Elected and Appointed Positions

### 6.8 Support for Elected and Appointed Positions

#### [6.8.1 Reassigned Time](#)

#### [6.8.2 Presidential Financial Support Policy](#)

##### 6.8.1 Reassigned Time

The following positions are eligible for reassigned time and/or clerical assistance. Prior to the SBM in odd-numbered years, the Financial Committee will determine the amount of remuneration for one course. [<9/24/2007>](#) [<SBM 2010>](#) Currently, the one course for reassigned time/clerical support will be up to \$3000. [<SBM 2010>](#)

Position	Course releases per year	Account number(s)
President	Five*	3032
President-Elect	Two*	3033
Past-President	Two*	303006
Treasurer	Two*	3040, 3730
Conference Coordinator	Two	3730
Program Coordinator	One	3730

Effective Fall 2012, the remuneration of two courses reassigned time per semester (four total in an academic year) for the Conference Coordinator may be distributed directly to the individual, to the individual college, or used for clerical assistance.

The intent of AMATYC reassigned time is to provide release from teaching or administrative duties. However, when that is not possible, the individual may receive the funds directly.

\*Provided for only reassigned time and/or clerical assistance (effective with those elected in the 2015 AMATYC Executive Board Election)

##### 6.8.2 Presidential Financial Support Policy

This policy refers to individuals currently holding positions eligible for reassigned time and clerical assistance as listed in policy 6.8.1. [<SBM 2010>](#)

1. For each year of the individual's term of office, the individual will be provided with a budget not to exceed the current amount listed in policy 6.8.1, to be used at the discretion of the individual for reassigned time and/or clerical assistance. [<9/24/2007>](#) [<SBM 2010>](#)
2. The individual's institution will be urged to supply additional, if not matching, funds and to continue to provide full benefits for the individual, but it will be under no obligation to do so.



3. The individual will prepare a budget for the utilization of these funds. The budget will be presented to the Financial Committee for review and approval prior to the FBM of the year preceding the year for which the funds will be used.
4. The president will be issued an AMATYC credit card to help reduce the amount of out of pocket expenses incurred on AMATYC's behalf.

## **6.9 Expense Reimbursement**

### **6.9 Expense Reimbursement**

#### [6.9.1 Eligibility](#)

#### [6.9.2 Reimbursable Expenses](#)

#### [6.9.3 Conference Reimbursement](#)

#### [6.9.4 Over Expenditures](#)

### **6.9.1 Eligibility**

Members of AMATYC who belong to one of the sets below are eligible for reimbursement.

1. The President, President-Elect, Past-President, Secretary, Treasurer, and all Regional Vice Presidents shall be eligible for all normal expenses as detailed in the yearly budget or as approved by the Executive Board.
2. All committee chairpersons, coordinators, Journal Editor and Production Manager, the *AMATYC News* Editor, the Executive Director and AMATYC Office staff shall be eligible for all normal expenses as detailed in the yearly budget or as approved by the Executive Board. AMATYC staff must be reimbursed according to the policies of the institution where the office is located. AMATYC staff who are authorized by the Executive Director to attend the conference as a part of their employment are eligible for reimbursement within policy guidelines.
3. All budget managers may only spend money within budgeted categories, i.e., money may not be moved from one budget category to another without specific Board authorization. By July 1 of each year, each Board member will submit a report to the Treasurer of projected funds that will be used from their 5920 account through December 31 and/or a request for additional 5920 funds along with rationale for that request. The unused funds may be reallocated by the EAC.
4. At the discretion of the Executive Board other members may have part or all of their expenses reimbursed. In particular, Board appointed members of committees AMATYC jointly sponsors with other organizations may present requests for reimbursement.

5. The ME Award recipient and other special guests, such as the Keynote Speaker and the Breakfast Speaker shall be eligible for all expenses as approved by the Executive Board.
6. Past-Presidents receive complimentary registration to all national conferences after the end of their official term of office.
7. Appointed and elected leadership have a maximum of \$25 per year for miscellaneous expenditures [7/10/2011](#).

### 6.9.2 Reimbursable Expenses

Expenses listed below are reimbursable.

1. Telephone, printing, and postage expenses incurred while performing authorized AMATYC business shall be reimbursed according to the general reimbursement policy. Appropriate receipts must accompany the reimbursement form.
2. Prior approval of the Executive Board is necessary for reimbursement for travel, meals, and lodging expenses. If approval is given, the following guidelines will govern reimbursement.
3. Travel (here and elsewhere refers to transportation expenses)

#### 1. Objectives

The objectives of AMATYC's travel policies are twofold:

1. Obtain the necessary travel at minimum expense to all parties and
2. Avoid the necessity of a traveler having to pay a large amount in advance for travel and seek later reimbursement.

#### 2. General Considerations

1. All air travel must be coach (tourist, economy, etc.). However, when representing AMATYC at the quadrennial International Congress on Mathematics Education, the AMATYC President or their representative may be reimbursed for travel in business class. [SCC 2015](#)
2. Reservations made at least seven days in advance (21 days is preferred) of departure date.
3. Efforts should be made to obtain super-saver or other discount fares. Tracking fares via Internet is encouraged.
4. Persons authorized for travel reimbursement are eligible to stay over an extra night when the savings for airfare is greater than the cost of the extra stay over (hotel and any per diem food reimbursement).

5. Individuals may be asked to fly on an airlines pass.

### 3. Changes to Travel Arrangements

Once an airline ticket is purchased, the President must approve any change in travel plans. If travel arrangements are changed for the convenience of the traveler, the traveler will be responsible for the penalty or additional expenses that are likely to be incurred.

#### D. Procedures

- A. Normally all persons traveling at AMATYC expense should make their reservations. Be sure to carefully check your itinerary immediately upon booking, as you are responsible for accuracy once the ticket is issued.  
Note: Over the years and with various agencies, we have seen itineraries issued for the wrong dates, even the wrong month. We have seen tickets issued for the wrong dates, even the wrong month. You should verify whatever is issued immediately upon receipt and notify the booking agency immediately if there are discrepancies.
- B. A traveler may book his/her own flight using a personal credit card; travelers are expected to make good-faith efforts to secure lower fares when traveling on AMATYC business. Holders of AMATYC credit cards may use their cards for approved trips. Authorization must be obtained in advance from the Treasurer if the fare, including taxes and fees, exceeds \$500 round-trip. In the absence of the Treasurer, the President may provide authorization. Failure to obtain authorization in advance may result in the traveler paying any amount in excess of \$500.
- C. All ticketing will be by e-ticket; any delivery costs incurred for paper tickets will not be reimbursed unless e-tickets are not available for that travel. The traveler must be sure to obtain a printed receipt at check in.
- D. A traveler may be reimbursed prior to travel by submitting a reimbursement form and the receipt with itinerary. A copy of the printed receipt obtained at check-in must be submitted with the post-travel reimbursement form as evidence of travel. If travel plans change after reimbursement for air travel, but before travel has occurred, the traveler will be held responsible for returning the full amount of the reimbursed airfare. [<7/2/2008>](#)

#### E. Frequent Flyer Miles

- A. AMATYC travelers may accumulate frequent flyer miles into their personal accounts.
- B. No compensatory monetary reimbursement, except for actual cash outlay, shall be made if frequent flyer miles are used for AMATYC business.
- C. Selection of flights shall be based on least cost to AMATYC, with consideration for reasonable convenience of the traveler, **and not on airline preferences due to ability to accumulate frequent flyer miles.**

#### F. Ground Transportation

Ground transportation to and from the airport will be reimbursed up to \$10 per trip without receipt. Receipts must accompany reimbursement requests for greater amounts.

#### G. Baggage Handling and Tips <SBM 2008>

Tips are reimbursed up to \$5 per person per hotel night stay. These include fees and tips given to porters, baggage carriers, and hotel staff. Tips for meals are covered in the per diem. Receipts are not required. This change is effective January 1, 2016.

A traveler may be reimbursed up to the standard baggage fee for the cost of one (1) checked bag for personal use. If additional luggage is required to transport materials or equipment related to AMATYC use, the cost of additional luggage may be reimbursed with advanced approval of the Treasurer. Receipts are required.

#### H. Private Automobile

- A. Private automobiles are reimbursed on a mileage basis only. Mileage reimbursement will be set at the current IRS rate in January of each year.
- B. Persons desiring to travel by private automobile will be reimbursed for the lesser of two costs: round-trip mileage or total air travel cost. Total air travel cost will be calculated in the following manner: Predicted round-trip coach airfare (see also item D ii above) plus round-trip cost of 1 checked bag (if applicable) plus cost of transportation to and from both departure airport and destination airport plus airport parking (if applicable).
  - Airfare must be verified by an itinerary from a travel or airline site with anticipated travel dates and must be dated at least 14 days prior to the planned date of departure. Other predicted air travel costs may require verification at the request of the Treasurer.
  - Round-trip mileage must be verified by a web-based map service.
  - Documentation related to airfare and round-trip mileage must accompany reimbursement requests.

#### I. Rental Automobile

Rental cars are reimbursed under any of the following criteria:

1. The conference is in a different town from the closest airport, and ground transportation is not available or affordable.

2. The costs of the rental car, including fuel, and flight into a farther airport are less expensive than flying into an airport in the town where the event is located.
3. The costs of a rental car, including fuel, are less expensive than the mileage reimbursement rate for personal vehicle. Documentation submitted with the travel reimbursement form should include what the mileage reimbursement would have cost.
4. Emergency situations where it is not feasible to obtain prior approval from the treasurer or the president. Written documentation explaining the situation must accompany the reimbursement form, and the treasurer, in consultation with the president, determines if the use of the rental car in the situation will be reimbursed.

If there is further need for a rental car, the request needs to be approved by the AMATYC Treasurer or president prior to travel.

#### J. AMATYC Executive Board travel to Affiliate Meetings

- i. Members of the Executive Board may use a private automobile to travel to Affiliate Meetings if the round trip mileage is  $\leq 1000$  miles per trip. Round-trip mileage must be verified by a web-based map service and must accompany reimbursement request.
- ii. When Executive Board members fly into a city and must travel outside the city to reach the affiliate meeting site, a rental car may be used to travel from airport to affiliate meeting site if cost of rental car, including cost of gasoline and rental car insurance, is less than the estimated cost of other means of transportation such as taxi or is the only means of accessing the affiliate meeting site.
- iii. Executive Board members desiring to travel by private automobile for trips that exceed 1000 miles will be reimbursed for the lesser of two costs: round-trip mileage or total air travel cost. Total air travel cost will be calculated in the following manner: Predicted round-trip coach airfare (see also item D ii above) plus round-trip cost of 1 checked bag (if applicable) plus cost of transportation to and from both departure airport and destination airport plus airport parking (if applicable).
  - Airfare must be verified by an itinerary from a travel or airline site with anticipated travel dates and must be dated at least 14 days prior to the planned date of departure. Other predicted air travel costs may require verification at the request of the Treasurer.
  - Round-trip mileage must be verified by a web-based map service.
  - Documentation related to airfare and round-trip mileage must accompany reimbursement requests.

#### K. Receipts

Receipts for air travel or car rental are required. Even if the air travel expense is billed directly to AMATYC or reimbursed prior to travel, a printed receipt obtained at check-in must be sent to the Treasurer with your post-travel reimbursement form. Itinerary, showing price, and boarding passes may be substituted. <7/2/2008>

#### L. Reimbursement Form

A reimbursement form is always required for any AMATYC expense, even if AMATYC is billed directly. This is necessary for auditing purposes.

#### 4. Phone Calls

When Board and staff members are traveling on AMATYC business, a maximum of one daily phone call will be allowed to home and to office, with the daily reimbursement rates as follows:

Office                \$2.60 (M-F only)

Home                \$1.60

Receipts are not required.

Board, conference coordinators, executive director, and office staff members who travel on AMATYC business and must access the internet to conduct business when free service in guest rooms is not available, may be reimbursed up to the maximum of \$15.00 daily. Reimbursement must be accompanied by appropriate receipts for internet service. <SBM 2015>

#### 5. Meals<FBM 2010>

Reimbursement for meals, excluding alcoholic beverages, during meetings and conferences shall be made on a per diem basis. The only exception shall be for special conditions. The reimbursement for meals shall be:

Full Day:                \$41.00

Partial Day:            \$7.00 Breakfast

                              \$11.00 Lunch

                              \$23.00 Dinner

Receipts are not required for meal reimbursements. No reimbursements will be made for meals provided by AMATYC.

These rates are effective January 1, 2016.

#### 6. Lodging <SBM 2017>

Reimbursement shall be made for lodging during meetings and conferences. Lodging for AMATYC reimbursement will either be at the single-room rate or one-half the total cost at the double-room rate. When a hotel charges different rates for single and multiple occupancy rooms, individuals who receive support for lodging from AMATYC at the single-room rate are responsible for paying the hotel the amount that exceeds the cost of a single room, should they choose to share their room with roommate(s) who do not receive support from AMATYC. Refer to the table contained later in this section for specific rates. Original receipts are required for lodging reimbursement.

Individuals who qualify for lodging reimbursement must stay at the contracted hotel to receive reimbursement. This would include the SPO, spring and fall board meetings, and the annual conference. Reimbursements will not be made to individuals who choose to stay at a hotel other than the contracted hotel. Exceptions must have prior approval of the president.

## 7. Advance

When traveling for AMATYC business, a full-time staff employee may request a cash advance to cover anticipated expense (i.e. baggage handling, tips, meals, etc.). The amount will be determined by length of travel and in consultation with the AMATYC Treasurer and Executive Director.

### 6.9.3 Conference Reimbursement <FBM 2015>

1. Travel expenses to the AMATYC Annual Conference and meal expenses up to \$41 (effective 1/1/2016) <SBM 2015> limit for each day that are incurred at the AMATYC Annual Conference will be reimbursed to the individuals holding the following positions:
  - Executive Director and staff personnel
  - Executive Board: President, President-Elect, Past-President, Secretary, Treasurer, Regional Vice Presidents.
  - Conference Committee: Conference Coordinator, Assistant Conference Coordinator, Program Coordinator, Current Local Events Coordinator, Next Year's Local Events Coordinator, Presider Chair, Exhibits Chair, Advertising Chair.
  - Academic Committee Chairpersons: Developmental Mathematics, Innovative Teaching and Learning, Mathematics and its Applications for Careers, Mathematics Intensive, Placement/Assessment, Teacher Preparation, Research in Mathematics Education, Statistics, Emerging Issues
  - Services: Student Mathematics League Coordinator, Student Mathematics League Test Developer, Grants Coordinator, Legal Advisor, Mathematics Standards in the First Two Years of College Chair, Standards Digital Products Coordinator, Student

Research League Coordinator, Student Research League Thesis Defense Coordinator

- Professional Development: AMATYC Project ACCCESS Coordinator, Professional Development Coordinator, Assistant Professional Development Coordinator
- Publications: AMATYC News Editor, Journal Editor, Journal Production Manager, Website Coordinator.
- Keynote and Breakfast speakers, and Mathematics Excellence Award winner, when given.

Refer to the table contained later in this section for specific number of days approved for reimbursement. Whenever chairpersons for any committee become "co-chairpersons", support for only one individual will be provided.

2. Effective with the 2008 AMATYC annual conference, AMATYC leadership who are approved to drive to the conference will be reimbursed for mileage to the conference at the AMATYC rate from their home and parking at the rate per day of the conference hotel for the number of nights for which that person is supported by AMATYC. Prior approval is required by the Treasurer (or President), including a summary comparing the expenses that would be incurred if the person was to fly or drive. The total for mileage and parking reimbursement must be less than available airfare. The total of mileage and parking reimbursement will be no greater than the \$500 airfare maximum. [\*<FBM 2008>\*](#)
3. Ground Transportation [\*<SBM 2008>\*](#)
  1. Persons being supported by AMATYC for travel to the conference will be reimbursed for ground transportation from the airport to the conference hotel at a maximum equal to the cost of one round trip on the Super Shuttle (or equivalent) plus 15% gratuity. This policy does not apply to invited speakers. The Treasurer must approve any request for ADA accommodations that exceeds the approved rate for the round trip.

By July 1st, the Treasurer assisted by the Local Events Coordinator will determine the approved local airport(s) and the current rates for the round trip from those airport(s). The Treasurer will notify affected persons of the approved airports and reimbursement rates for the upcoming conference no later than July 31st.



4. Lodging expenses at the AMATYC Annual Conference for the number of nights as indicated in this manual shall be reimbursed at the single-room conference rate for the individuals holding the following positions:

- Executive Director and staff personnel
- Executive Director
- Executive Board: President, President-Elect, Past-President, Secretary, Treasurer, Regional Vice Presidents.
- Conference Committee: Conference Coordinator, Assistant Conference Coordinator, Program Coordinator, Current Local Events Coordinator, Next Year's Local Events Coordinator, Presider Chair, Exhibits Chair, Advertising Chair.
- Keynote and Breakfast speakers, and Mathematics Excellence Award winner, when given.

The following positions shall be reimbursed at one-half the total cost at the double-room conference rate for the number of nights specified:

- Academic Committee Chairpersons: Developmental Mathematics, Division/Department Issues, Innovative Teaching and Learning, Mathematics and its Applications for Careers, Mathematics Intensive, Placement/Assessment, Teacher Preparation, Research in Mathematics Education, Statistics, Emerging Issues
- Services: Student Mathematics League Coordinator, Student Mathematics League Test Developer, Grants Coordinator, Legal Advisor, Mathematics Standards in the First Two Years of College Chair, Standards Digital Products Coordinator, Student Research League Coordinator, Student Research League Thesis Defense Coordinator
- Professional Development: AMATYC Project ACCESS Coordinator, Professional Networking Coordinator, Professional Development Coordinator, Assistant Professional Development Coordinator
- Publications: AMATYC News Editor, Journal Editor, Journal Production Manager, Website Coordinator.

Whenever chairpersons for any committee become "co-chairpersons", support for only one individual will be provided.

5. The conference reimbursement policy for officers and committee chairpersons is summarized in the following table.

1. An individual who qualifies in more than one category can claim only according to

one position.

2. Persons who apply for reimbursement under any of the categories listed here are required to pay the conference registration fee. However, these persons are permitted to register under their college's institutional membership.

<b>POSITION</b>	<b>Trans</b>	<b>Single Lodging Nights</b>	<b>Double- room Lodging Nights</b>	<b>Meals - \$41/day</b>
<b>Executive Board</b>				
President	1	8	0	9
President-Elect	1	8	0	9
Past-President	1	8	0	9
<b>POSITION</b>	<b>Trans</b>	<b>Single Lodging Nights</b>	<b>Double- room Lodging Nights</b>	<b>Meals - \$41/day</b>
Secretary	1	8	0	9
Treasurer	1	8	0	9
Regional Vice Presidents (8)	8	64	0	72
<b>Conference</b>				
Conference Coordinator	1	8	0	9
Assistant Conference Coordinator	1	6	0	7
Local Events Coordinator <SPO 2007>	1	6	0	7
Next Year's Local Events Coordinator <SPO 2007>	1	4	0	5
Program Coordinator	1	6	0	7
Presider Coordinator	1	6	0	7
Exhibits Chair	1	6	0	7
Advertising Chair	1	6	0	7
<b>Office</b>				
Executive Director	1	8	0	9
AMATYC Staff (4)	4	4x6*=24	0	24
<b>Academic Committees</b>				
<b>POSITION</b>	<b>Trans</b>	<b>Single Lodging Nights</b>	<b>Double- room Lodging Nights</b>	<b>Meals - \$41/day</b>
Developmental Mathematics	1	1**	4***	5**
Innovative Teaching and Learning	1	1**	4***	5**

Mathematics and its Application for Careers	1	1**	4***	5**
Mathematics Intensive	1	1**	4***	5**
Placement/Assessment	1	1**	4***	5**
Statistics	1	1**	4***	5**
Teacher Preparation	1	1**	4***	5**
Research in Mathematics for Two-Year Colleges	1	1**	4***	5**
Emerging Issues	1	1**	4***	5**
<b>Services</b>				
Mathematics Standards in the First Two Years of College Chair	1	1**	4***	5**
Student Mathematics League Coordinator	1	1**	4***	5**
Student Mathematics League Test Developer	1	1**	4***	5**
Standards Digital Products Coordinator	1	1**	4***	5**
<b>POSITION</b>	<b>Trans</b>	<b>Single Lodging Nights</b>	<b>Double-room Lodging Nights</b>	<b>Meals - \$41/day</b>
Student Research League Coordinator	1	1**	4***	5**
Student Research League Thesis Defense Coordinator	1	1**	4***	5**
Grants Coordinator	1	1**	4***	5**
Legal Advisor	1	0	4***	5
<b>Professional Development</b>				
Professional Development Coordinator	1	1**	4***	5**
Professional Development Assistant Coordinator	1	1**	4***	5**
Traveling Workshop Coordinator	1	1**	4***	5**
AMATYC Project ACCCESS Coordinator	1	1**	4***	5**
<b>Publications</b>				
AMATYC News Editor	1	1**	4***	5**
Journal Editor	1	1**	4***	5**
Journal Production Manager	1	1**	4***	5**
Website Coordinator	1	1**	4***	5**
<b>POSITION</b>	<b>Trans</b>	<b>Single Lodging</b>	<b>Double-room</b>	<b>Meals - \$41/day</b>

		<b>Nights</b>	<b>Lodging Nights</b>	
<b>Other</b>				
Keynote Speaker	1	4	0	5
Breakfast Speaker	1	4	0	5
Mathematics Excellence Award Winner	1	4	0	5
48* ACCCESS Fellows <SBM 2011> *54 in 2018; *60 in 2019			2	
<b>TOTAL</b>	<b>55</b>	<b>221</b>	<b>200/2=100</b>	<b>351</b>

3. Currently, 308 rooms will be covered by AMATYC beginning at the 2012 annual Conference.

4. The updated reimbursement rates for meals are effective January 1, 2016. See 6.9.2.

\*Nights for AMATYC staff will be determined annually by the Executive Director and the Conference Coordinator.

\*\*Extra night budgeted in case individual needs to arrive on Tuesday; should not be needed in most cases. Requires permission of Treasurer. If permission is granted by the Treasurer for the extra night, then the number of days for meals reimbursed is a maximum of 6.

\*\*\*Nights are four half nights: that is, the equivalence of two full-nights.

Individuals who qualify for lodging reimbursement must stay at the contracted hotel to receive reimbursement. This would include the SPO, spring and fall board meetings, and the annual conference. Reimbursements will not be made to individuals who choose to stay at a hotel other than the contracted hotel. Exceptions must have prior approval of the president.

Currently, AMATYC has four ANets (Adjunct Faculty Issues, Division/Department Leadership, International Mathematics, and Math for Liberal Arts). Each receives support in the amount of \$500 to offset conference expenses.

Individuals who qualify for lodging reimbursement must stay at the contracted hotel to receive reimbursement. This would include the SPO, spring and fall board meetings, and the annual conference. Reimbursements will not be made to individuals who choose to stay at a hotel other than the contracted hotel. Exceptions must have prior approval of the president.

#### **6.9.4 Over Expenditures**

Expenses which will exceed budget must be brought to the treasurer for consideration prior to commitment. After consultation with the President, the Treasurer will refer the expense to the Expenditure Approval Committee or the Executive Board.

## 6.10 Current Fees and Dues

### 6.10 Current Fees and Dues

#### [6.10.1 Membership Dues](#)

#### [6.10.2 Conference Registration Fees](#)

#### [6.10.3 Conference Exhibits](#)

#### [6.10.4 Advertising Fees](#)

#### [6.10.5 Corporate Partner Program](#)

### 6.10.1 Membership Dues

Effective July 1, 2017

Regular	\$90 for 1 year \$171 for 2 year \$249 for 3 years
Associate	\$10
Life	\$1,760
Institutional	\$510
Adjunct	\$44
Retired	\$44

### 6.10.2 Conference Registration Fees

All conference related fees will be determined by the Executive Board at the Spring Executive Board Meeting eighteen months prior to the conference.

	Denver (2016)	San Diego (2017)
1. Discount Registration		
Member	\$360 <SBM 2016>	\$360 <SBM 2017>
Non-member	\$473	\$473
Graduate Student member	\$125	\$125
Graduate Student non-member	\$150	\$150
2. Regular Registration		
Member	\$400	\$400
Non-member	\$513	\$513
Graduate Student member	\$165	\$165
Graduate Student non-member	\$190	\$190
3. Single Day Discount Registration		

	Member	\$135	\$135
	Non-member	\$160	\$160
	Graduate Student member	\$50	\$50
	Graduate Student non-member	\$75	\$75
4.	Single Day Regular Registration		
	Member	\$175	\$175
	Non-member	\$200	\$200
	Graduate Student member	\$70	\$70
	Graduate Student non-member	\$95	\$95
5.	Undergraduate college student, full conference registration	\$25	\$25

All budget categories affected by conference fees would remain the same.

### 6.10.3 Conference Exhibits

#### Exhibit Booths

Fee is per 10 x 10 booth and includes a web link from the time of booth payment to run for one year.

Booth Type	Continuing Exhibitors	First-time Exhibitors
Regular In-line	\$950 each	\$600 each
Corner	\$1,050 each	\$700 each
<b>Prime Booth**</b>	\$1,100 each	\$750 each

\*In order for an exhibitor to qualify for the First-time Exhibitor Rate at an AMATYC annual conference, the exhibitor must not have exhibited at any AMATYC conference during the past five years. <FBM 2009>

**\*\*Prime Booths are booths near the entrance of the exhibit hall that have higher visibility.**

Effective with the 2015 New Orleans conference, the exhibitor fee will be raised to \$1200 for a prime booth and \$1100 for a corner booth in the AMATYC exhibit hall. <SBM 2014>

#### Commercial Presentations

75 minute presentation	\$1200	\$1200
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If a company offers to exhibit in a way not currently in policy, the Exhibits Chair and Conference Coordinator, in consultation with the Executive Director, the President, and the Treasurer, will decide whether or not the idea is appropriate and what the proper fee will be using existing fees as a guideline.

This new or novel exhibiting opportunity, if approved, will be offered on a trial basis. The Exhibits Chair should inform the Board of this trial as part of his/her next Board report.

To continue the opportunity for more than one year, a motion should be submitted to the Board to update Policy 6.10.3 accordingly to ensure consistency in the fees.

#### 6.10.4 Advertising Fees

##### Print Advertisements

		MathAMATYC Educator	Conference Program
1.	Regular Rates		
	Full Page	\$400	\$400
	Half Page	\$250	NA
2.	Priority Requests		
	Inside Front or Back Cover (full page only) **	NA	\$150 Additional
	Inside Back Cover (full page only)	\$250 additional	NA
	Centerfold (two pages only)	\$250 additional	NA
3.	Package Rates		
	A. One page in Spring and Fall <i>MathAMATYC Educator</i> and conference program		\$1050
	B. One page in Spring and Fall <i>MathAMATYC Educator</i> and two pages in conference program		\$1400
	C. Half-page in Spring and Fall <i>MathAMATYC Educator</i> and one page in conference program		\$750
	D. Additional pages (in combination with one of above)		
	One page in <i>MathAMATYC Educator</i> or conference program		\$350/page
	Half page in Spring or Fall <i>MathAMATYC Educator</i>		\$200/half page

\*\*Effective with the 2015 New Orleans Conference

##### Web Advertisements

Number of words>>	up to 50	51 - 100	101 - 150	151 - 200*
Frequency				
1 calendar month listing	\$120	\$180	\$245	\$300
3 calendar month listing	\$306	\$459	\$625	\$765
6 calendar month listing	\$576	\$864	\$1,176	\$1,440

\*more than 200 words - additional \$1.00 per word.

##### Other Advertising Opportunities

1. In-the-Bag Insert	\$600/single sheet, 8.5" x 11" \$750/small lightweight item \$1000/large bulky item
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2. Conference Bag	≥\$1,000 in addition to cost of the bag
3. Labels or email addresses *	Commercial: \$36 per 100 Educational: \$18 per 100

\* Terms and conditions: Minimum order: 500 names; List rental for one-time use only; Sample mailing piece required; 48 hours turn around time once sample is approved by the AMATYC President; For rush orders less than 5 days, add \$50; Orders cancelled before mail date, \$50 plus applicable running charges; Full payment is required for orders cancelled after mail date. <FBM 2007>

If a company offers to sponsor/advertise in a way not currently in policy, the Advertising Chair and/or Conference Coordinator, in consultation with the Executive Director, the President, and the Treasurer will decide whether or not the idea is appropriate and what the proper fee will be using existing fees as a guideline.

This new or novel sponsorship/advertising opportunity, if approved, will be offered on a trial basis. The Advertising Chair should inform the Board of this trial as part of his/her next Board report.

To continue the opportunity for more than one year, a motion should be submitted to the Board to update Policy 6.10.4 accordingly to ensure consistency in the fees.

#### 6.10.5 Corporate Partner Program

##### \*Core Benefits<SBM 2010>

1 discount conference registration	\$350
Special recognition in conference program	Priceless
Saturday morning breakfast greetings	Priceless
Logo on AMATYC home page	Priceless
1 prime booth	\$1200
1 additional booth at 5% discount	\$47.50-55
1 commercial presentation	\$1200
1 additional commercial presentation at 5% discount	\$60
1 bag insert	\$300-750
*Communication (Choose 2)	
1 page ad in each of winter & spring journal	\$700-800
1 page ad in each of fall journal & conference program	\$700-800
1 membership email list	\$792
Ad in conference app	\$1000
3 additional focus groups at the conference	\$600
*Event Sponsorship (Choose 1)	
Breakfast Sponsor (Friday or Saturday)	\$5,000
Web seminar for members	\$750
Traveling Workshop	\$750
Pre-conference Workshop	\$5,000
Other event (Fri, Sat at conference)	TBD

<SBM 2007>



The sole sponsorship of the conference app, if one is used, will be offered as an option in event sponsorship in the Corporate Partner Program effective January 2014. In the event that more than one Corporate Partner opts for the sole sponsorship option, it will be offered to the Corporate Partner who applies and pays the required fee first. [<FBM 2013>](#)

Corporate Partners who purchase additional conference sponsorships not contained in the Corporate Partner program receive these reductions: [<SBM 2015>](#)

For items with a fee of \$1000-\$1499, Corporate Partners receive a discount of \$250.

For items with a fee of \$1500-\$2499, Corporate Partners receive a discount of \$500.

For items with a fee of \$2500 and above, Corporate Partners receive a discount of \$750.

## **6.11 Investments and Investments Board [<FBM 2013>](#)**

### **6.11.1 Investment Policy Statement [<Email 2016>](#)**

#### **Investment Policy**

1. Funds are to be invested primarily for income.
2. Income from investments should be reasonably consistent from year-to-year. A strategy which will generate the desired average returns over three to five-year periods is preferred.

### **6.11.2 AMATYC Investments Board**

The AMATYC Board delegates responsibility for investing the Organization's reserve funds (including those of the AMATYC Foundation) to a board of five. This board will be known as the AMATYC Investments Board. The AMATYC Investments Board is responsible for providing continuity of oversight of the financial assets of the AMATYC reserve funds and to assure that "prudent investor" precepts are developed and followed in managing the financial assets of the AMATYC reserve funds. It is the duty of this board to implement and assure that all aspects of the AMATYC investment policy of the organization are followed with respect to the reserve funds.

Members of this board are appointed by the AMATYC Executive Board from the current AMATYC membership, the AMATYC Foundation Board, and AMATYC Executive Board for their interest in accomplishing such work, and the knowledge and expertise they bring to handling and addressing such matters.

The AMATYC Executive Board, when appointing the five members to the Investments Board, shall appoint them for staggered terms to ensure continuity over time.

At least two members of the Investments Board should not be members of the AMATYC Executive Board. At least two members of the Investments Board should be members of the AMATYC Foundation Board. The Treasurer serves ex officio as one of the five members.

The term of office for members of the Investments Board who are Executive Board members shall be concurrent with the term of their elected office. The term of office for members of the Investments Board who are AMATYC Foundation Board members shall be concurrent with their

term on the Foundation. The term of office of the members of the Investments Board who are not Executive Board members or AMATYC Foundation Board members shall be a four-year term that begins in an odd-numbered year.

The Chairperson of the Investments Board shall be elected from among its members.

All Investments Board members shall have online access to view the AMATYC investment accounts. The password to the online investment accounts must be changed whenever there is a change to the Investments Board membership. <FBM 2016>

## **6.12 Banking Resolutions**

### **6.12.1 Cadence Bank**

IT IS RESOLVED:

The Authorized Signers shall possess the powers indicated as contained in this Resolution.

DEPOSITORY ACCOUNT. Perform the following activities in regards to the depository account(s) held at Cadence Bank (Financial Institution) in the name of the Corporation, subject to any terms and conditions governing the account(s), including”

1. Open and maintain the Corporation account(s);
2. Make deposits to the Corporation account(s);
3. Endorse for negotiation, negotiate, and receive the proceeds of any negotiable instrument, check, draft, or order for the payment of money payable to or belonging to the Corporation, by writing, stamp, or other means permitted by this Resolution without the designation of the person endorsing;
4. Make withdrawals from the Corporation account(s) in any manner permitted by the account(s);
5. Transfer funds from the Corporation account(s) in Financial Institution to any account whether or not held at this Financial Institution and whether or not held by this Corporation;
6. Transfer funds to the Corporation account in Financial Institution from any account(s) whether or not held at Financial Institution and whether or not held by this Corporation;
7. Approve, endorse, guarantee, and identify the endorsement of any payee or any endorser of any negotiable instrument, check, draft or order for the payment of money; whether drawn by the Corporation or anyone else and guarantee the payment of any negotiable instrument, check, draft, or order for the payment of money; and

8. Delegate to others the authority to approve, endorse, guarantee, and identify the endorsement of any payee or endorser on any negotiable instrument, check, draft, or order for the payment of money and to guarantee the payment of any such negotiable instrument, check, draft, or order for the payment of money.

SAFE DEPOSIT BOX. Lease a Safe Deposit Box(es) with Financial Institution, make inspections of, deposits to and removals from the Box(es), and exercise all rights and be subject to all responsibilities under the Lease.

NIGHT DEPOSITORY. Enter into a Night Depository Agreement with Financial Institution and exercise all rights and be subject to all responsibilities under the Agreement.

LOCKBOX. Enter into a Lockbox Agreement with Financial Institution and exercise all rights and be subject to all responsibilities under the Agreement.

DEBIT CARD/ACCESS CARD. Apply for, receive and utilize debit, automated teller machine cards, and other access devices to exercise those powers authorized by this Resolution and other Resolutions then in effect.

CASH MANAGEMENT. Enter into a Cash Management Agreement with Financial Institution, and exercise all rights and be subject to all responsibilities under the Agreement.

OTHER DEPOSIT POWERS. Number of signers required: 1 signer required for endorsing negotiable instruments valued at \$10,000 or less; 2 signers required for endorsing negotiable instruments valued in excess of \$10,000.

IT IS FURTHER RESOLVED THAT:

DESIGNATED DEPOSITORY. Financial Institution is designated as a depository for the funds of the Corporation and to provide other financial accommodations indicated in this Resolution.

AUTHORIZED SIGNER'S POWERS. Authorized Signers are authorized to make any and all other contracts, agreements, stipulations, and orders which the Authorized Signers may deem advisable for the effective exercises of their powers.

SIGNATURES. The Financial Institution shall be indemnified and held harmless by the Corporation for any claims, expenses, damages, or attorney fees resulting from the honoring of any signature, authorized by this Resolution, or refusing to honor any signature not so authorized, regardless of whether or not such signature was genuine, if such signature reasonably resembles the specimen provided to the Financial Institution. The Financial Institution shall be permitted to rely upon non-signature security and verification codes which it provides to or receives from an Authorized Signer and shall be indemnified and held harmless by the Corporation for any claims, expenses, damages, or attorney fees resulting from their use.

IMPROPER ENDORSEMENT. Any negotiable instrument, check, draft or order for the payment of moneys not clearly endorsed by an Authorized Signer may be returned to the Corporation by the Financial Institution. The Financial Institution, in its sole discretion, alternatively may endorse on behalf of the Corporation any negotiable instrument, check, draft, or order for the payment of money not clearly endorsed in order to facilitate collection. Financial Institution shall have no liability for any delay in the presentment or return of any negotiable instrument, check, draft, or order for the payment of money which is not properly endorsed.

**DISPOSITION OF FUNDS.** When withdrawal or transfer powers are granted to an Authorized Signer, the Financial Institution is directed and authorized to act upon and honor withdrawal or transfer instructions issued and to honor, pay, transfer from, and charge to any depository account(s) of the Corporation, all negotiable instruments, checks, drafts, or orders for the payment of money so drawn when signed consistent with the Resolution without inquiring as to the disposition of the proceeds or the circumstances surrounding the issuance of the negotiable instrument, check, or order for the payment of money involved, whether such negotiable instruments, checks, drafts, or orders for the payment of money are payable to the order of, or endorsed or negotiated by any Authorized Signer signing them or any Authorized Signer in their individual capacities or not, and whether they are deposited to the individual credit of or tendered in payment of the individual obligation or account of any Authorized Signer signing them or of any other Authorized Signer.

**PRIOR ENDORSEMENTS.** All negotiable instruments, checks, drafts, or orders for the payment of money deposited with prior endorsements are guaranteed by the Corporation.

**PRE-RESOLUTION TRANSACTIONS.** All actions by Authorized Signers in accordance with this Resolution but before the adoption of this Resolution are approved, ratified, adopted, and confirmed by the Corporation.

**WARRANTY.** That the Financial Institution may rely upon the certification as to the Corporation authority to execute this Resolution and make these representations in this Resolution.

**NOTIFICATION OF CHANGES.** The Corporation shall notify Financial Institution in writing at its address in Memphis Tennessee in advance of any changes which would affect the validity of any matter certified in this Resolution.

**REVOCATION AND MODIFICATION.** An act ("Act") to modify, terminate, amend or replace this Resolution will not immediately affect the ability of the Financial Institution to rely upon this Resolution. The Act shall not affect any action by the Financial Institution in reliance on this Resolution before the date the Act becomes effective as set forth in the next sentence. An Act will not become effective until all of the following occur: (a) Financial Institution receives written notification of the Act in a form and substance satisfactory to the Financial Institution and (b) the Financial Institution has had a reasonable period of time to act upon such notification. Until the Act is effective, this Resolution shall remain in full force and bind the Corporation, its legal representatives, heirs, successors, and assigns.

#### **6.12.2 Morgan Stanley**

Resolved:

FIRST, that the Authorized Persons are, and each of them hereby is, authorized and empowered to the fullest extent possible to act on behalf of the Corporation, to establish and maintain with Morgan Stanley Smith Barney LLC (MSSB) one or more cash accounts for the purpose of purchasing, investing in, or otherwise acquiring, selling (not including short selling), possessing, transferring, exchanging, borrowing, pledging or otherwise disposing of, and generally dealing in and with, cash and any and all forms of securities and financial instruments, including but not limited to shares, stocks, bonds, certificates of deposits, mortgages, commercial paper, and

otherwise so long as such transactions are consistent with current investment policy of the Corporation.

SECOND, that, without obligation on MSSB's part to inquire, instructions or actions, by any Authorized Person shall individually have the fullest authority on behalf of the corporation with respect to the Account including, but not limited to, authority to:

- 1) give written or oral instructions to MSSB with respect to any securities in, or transaction or service offered in connection with, the Account;
- 2) deposit or withdraw money, securities and other property of the Corporation to and from the Account;
- 3) bind the Corporation to any contract, arrangement or transaction, which shall be entered into by any Authorized Person with or through MSSB;
- 4) make payments related to the Account by checks and/or drafts drawn upon the funds of the Corporation;
- 5) endorse any securities in order to pass ownership thereof or for any other purpose;
- 6) direct the sale or exercise of any rights with respect to securities therein;
- 7) sign releases and powers of attorney and enter into contracts and agreements, including but not limited to any MSSB account agreements and documentation relating to any debit or credit card, and check writing privilege, online services, electronic fund transfers and other services which are or may be offered in connection with the Account (where available), as such documents may be modified from time to time, and any documentation permitted to contemplated by such agreements, products and services, and to affix the corporate seal to same when necessary;
- 8) direct MSSB to surrender securities to the proper agent or party for the purpose of effecting any exchange or conversion, or otherwise; and
- 9) take any and all action in connection with the Account deemed necessary or desirable by any Authorized Person.

THIRD, that any Authorized Person may appoint any person(s) ("Designated Persons") to: (1) conduct trading in the Account; (2) endorse any securities, or to make, execute and deliver, under the corporate seal of the Corporation or otherwise, any instrument of assignment and/or transfer necessary or proper to pass title to such securities; (3) sign checks (in which event, the signature of the Designated Person shall promptly be provided on any applicable signature card upon request by MSSB); (4) use any associated debit or credit card (where available); or (5) provide instructions to effect electronic fund transfers.

FOURTH, that each Authorized Person is empowered and authorized to do all things each deems necessary or desirable to implement the foregoing Resolutions.

FIFTH, that MSSB may deal with any and all of the persons directly or indirectly empowered by foregoing Resolutions as though they are dealing with the Corporation directly.

SIXTH, that the Secretary of Corporation (or other duly designated officer) is hereby authorized and empowered to certify to MSSB, under the seal of the Corporation or otherwise:

(a) a true, correct and complete copy of these Resolutions:

(b) specimen signatures of each Authorized Person and each Designated Person empowered by these Resolutions, if so requested by MSSB;

(c) a certificate (which, if required by MSSB, shall be supported by an opinion of the general counsel of the Corporation, or other counsel satisfactory to MSSB) that the Corporation is duly organized and in good standing, that the corporate charter authorizes the action or business described in these Resolutions, and that no limitation has been imposed upon such powers by constitution, statute, regulation, charter, by-law or otherwise.

SEVENTH, that MSSB may rely upon any certification given in accordance with these Resolutions as continuing fully effective unless and until MSSB shall receive written notice of an amendment, modification or rescission of such Resolutions or certification. Further resolved that MSSB shall not be liable for any action taken or not taken upon instruction of any Authorized Person or Designated Person prior to MSSB's actual receipt of written notice of the termination or impairment of such person's authority. The failure to supply any specimen signature shall not invalidate any transaction which is in accordance with authority previously granted. Further resolved that the Corporation shall indemnify and hold harmless MSSB and any of its subsidiaries and affiliates from any and all claims that a transaction was unauthorized or outside the scope of the Corporation's powers, if such transaction was authorized by any of the Authorized Persons or Designated Persons.

EIGHTH, that in the event of any change in the office or powers of persons hereby empowered, the secretary (or other duly designated officer), shall certify changes to MSSB, in writing, which certification, when MSSB receives it, shall terminate the powers of the persons previously authorized and empower the persons thereby substituted in accordance with all the provisions of these Corporate Resolutions.

NINTH, that the Corporation hereby authorizes MSSB to charge any amount due to MSSB under any arrangement with the Corporation, against any and all of the accounts and other property of the Corporation held with MSSB and any of its affiliates, with the Corporation remaining liable for any deficiency and each Authorized Person or Designated Person is authorized and directed to pay to MSSB by checks and/or drafts drawn upon the funds of the Corporation such sums as may be necessary to discharge the Corporation's obligations to MSSB.

TENTH, Corporation agrees that MSSB may apply these Resolutions to any accounts in the name of the Corporation. MSSB agrees to ensure all actions in items TWO through TEN are consistent with current investment policy of the Corporation.

### **6.13 Investment Guidelines <Email 2016>**

This section (6.13) sets forth certain objectives and constraints of the AMATYC Executive Board and the AMATYC Foundation with respect to investments. The scope of this section is to outline a philosophy that will guide the investment management of fund assets toward the desired result.

This section will:

- a) Define and assign the responsibilities of all involved parties,
- b) Establish a clear understanding for all involved parties of the investment goals and objectives of the various investment funds,
- c) Offer guidance and limitations to all Investment Managers regarding the investment of fund assets,
- d) Establish a basis for evaluating investment results,
- e) Manage fund assets according to prudent standards as established in common trust law, and
- f) Establish the relevant investment horizon for which the fund assets will be managed.

It is the duty of the Investments Board to implement and assure that all tenets of the AMATYC Investment Policy are followed.

#### [6.13.1 Background and Fundamental Precepts](#)

#### [6.13.2 Prudent Investor Rules](#)

#### [6.13.3 Standard of Care, Portfolio Strategy, and Risk and Return Objectives](#)

#### [6.13.4 Diversification](#)

#### [6.13.5 Loyalty](#)

#### [6.13.6 Impartiality](#)

#### [6.13.7 Investment Costs](#)

#### [6.13.8 Reviewing Compliance](#)

#### [6.13.9 Delegation of Investment and Management Functions](#)

### **6.13.1 Background and Fundamental Precepts**

All aspects of the policy are set forth in consonance with the "Prudent Investor" concept set forth in the Uniform Prudent Investor Act as approved by the American Bar Association February 14, 1995. The Uniform Prudent Investor Act is hereinafter referred to as the "Act."

The standard of care will be governed by the management agreement executed between AMATYC and any investment management group it retains for managing its investment funds.

### **6.13.2 Prudent Investor Rules**

The Investments Board owes duty to the AMATYC Executive Board and the AMATYC Foundation to comply with the prudent investor rules set forth in the Act.

The prudent investor rule, a default rule, may be expanded, restricted, eliminated, or otherwise altered by the provisions of this policy.

### **6.13.3 Standard of Care, Portfolio Strategy, and Risk and Return Objectives**

The Investments Board shall invest and manage fund assets as a prudent investor would, by considering the purposes, terms, distribution requirements, and other circumstances of the assets. In satisfying this standard, the Investments Board shall exercise reasonable care, skill, and caution.

The Investments Board's investment and management decisions respecting individual funds must be evaluated, not in isolation, but in the context of the asset portfolio as a whole and as part of an overall investment strategy having risk and return objectives suited to the funds.

Circumstances that the Investments Board shall consider in investing and managing fund assets are such of the following as are relevant to the AMATYC Executive Board and the AMATYC Foundation:

- a) General economic conditions,
- b) The possible effect of inflation or deflation,
- c) The role that each investment or course of action plays within the overall Fund portfolio,
- d) The expected total return from income and the appreciation of capital,
- e) The needs for liquidity, regularity of income, and preservation or appreciation of capital, and
- f) The special relationship or special value of a particular gift, if any, to the purposes of the giver.

The Investments Board shall make a reasonable effort to verify the facts relevant to the investment and management of fund assets.

The Investments Board may invest in any fund(s) that are consistent with the Act and these policies. Members of the Investments Board who have special skills or expertise, or who are named



a member in reliance upon the member's representation that the member has special skills or expertise, have a duty to use those special skills or expertise.<sup>3</sup>

#### **6.13.4 Diversification**

The Investments Board shall diversify the investments of the funds unless the Investments Board reasonably determines that, because of special circumstances, the purposes of the assets are better served without diversifying.

#### **6.13.5 Loyalty**

The Investments Board shall invest and manage assets solely in the interest of the AMATYC Foundation and the AMATYC Executive Board.

#### **6.13.6 Impartiality**

The Investments Board shall act impartially in investing and managing the assets, taking into account any requirements of individual gifts.

#### **6.13.7 Investment Costs**

In investing and managing assets, the Investments Board may only incur costs on behalf of the AMATYC Executive Board and the AMATYC Executive Board and the AMATYC Foundation that are appropriate and reasonable in relation to the assets, the purposes of the AMATYC Executive Board and the AMATYC Foundation, and the skills of the Investments Board.

#### **6.13.8 Reviewing Compliance**

Compliance with the prudent investor rule is determined in light of facts and circumstances existing at the time of the Investments Board's decision or action, and not by hindsight.

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<sup>3</sup> Special skills or expertise are defined to include being an active investor; willing to dig into financial data including, but not limited to, prose, tables, and charts; and having quantitative literacy skills applicable to working with financial data such as ratios, interest computations, statistical tools, and trend charts.

### **6.13.9 Delegation of Investment and Management Functions**

The Investments Board may delegate investment and management functions that an investment manager of comparable skills could properly delegate under the circumstances. The Investments Board shall exercise reasonable care, skill, and caution in:

- a) Selecting an investment manager,
- b) Establishing the scope and terms of the delegation consistent with the purposes and terms of this policy,
- c) Assuring that the agent is appropriately bonded and/or insured for at least the amount of the combined AMATYC reserve funds and the AMATYC Foundation funds entrusted to the agent's management, and
- d) Periodically reviewing the agent's performance and compliance with the terms of the delegation.

Selection of an Investment Manager will be accomplished through a competitive Request for Proposals (RFP) process designed by the Investments Board and approved by the AMATYC Foundation Board and the AMATYC Executive Board.

In performing a delegated function, an investment manager owes duty to the Investments Board and to AMATYC to exercise reasonable care to comply with the terms of the delegation.

The Investments Board that complies with the requirements of Subsection 6.13.9 is neither liable to the AMATYC Foundation nor to the AMATYC Executive Board for the decisions or actions of the investment manager to whom the function was delegated.

By accepting the delegation of an Investments Board function that is subject to the laws of the State of New York, the investment manager submits to the jurisdiction of the courts of the State of New York.

## **6.14 Investment Policy**

### **6.14 Investment Policy <Email 2016>**

In general, the purpose of this section is to outline a philosophy and attitude that will guide the investment management of the AMATYC reserve fund and the AMATYC Foundation assets<sup>4</sup> toward the desired results. It is intended to be sufficiently specific to be meaningful, yet flexible enough to be practical.

#### [6.14.1 Investment Objectives](#)

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<sup>4</sup> AMATYC Reserve Funds are not considered to be AMATYC Foundation assets, but AMATYC Foundation assets are to be considered to be owned by the AMATYC Corporation.

[6.14.2 Investment Funds Operation](#)[6.14.3 Types of Funds](#)[6.14.4 Investment of Funds](#)[6.14.5 Investment Requirements](#)[6.14.6 Investment Guidelines](#)[6.14.7 Review Process](#)**6.14.1 Investment Objectives****6.14.1 Investment Objectives**

The objectives of the Investments Board shall be to:

- a) Preserve principal,
- b) Protect against inflation,
- c) Increase assets without sacrificing liquidity,
- d) Meet current project obligations,
- e) Achieve stable returns with tolerance for fluctuations, and
- f) Achieve long-term growth.

Other than annual operating funds which will be kept in a checkbook account, all funds will be invested consistent with Subsection 6.14.6 Investment Guidelines of this chapter. It should be noted that funds may advantageously be invested in common stocks and/or mutual funds where returns over time should be far greater than returns on fixed assets.

The following paragraphs provide guidance on Allowable Assets, Prohibited Assets, and Prohibited Transactions.

[6.14.1.1 Allowable Assets](#)[6.14.1.2 Prohibited Assets](#)[6.14.1.3 Prohibited Transactions](#)[6.14.1.4 Application of Paragraphs 14.6.1.1 - 14.6.1.3](#)**6.14.1.1 Allowable Assets**

The following assets are allowed:

## a) Cash Equivalents

- Treasury Bills
- Money Market Funds
- Certificates of Deposit (CD's)

## b) Fixed Income Securities (Average Credit Quality of Investment Grade or Better)

- U.S. Government and Agency Securities
- Corporate Notes and Bonds
- Mortgage Backed Securities
- International Developed Markets Bonds
- International Developing Markets Bonds (aka Emerging Markets Debt)
- Convertible Bonds
- High Yield Bonds
- Senior Secured Debt (aka Floating Rate Bank Loans)

## c) Individual stocks consistent with Subsection 6.14.6 c

d) Mutual Funds which invest in securities as allowed by this policy. The Board understands that approved strategies will be managed in accordance with their respective mandates and/or prospectuses. If an approved strategy holds prohibited assets, such prohibited assets generally should not comprise more than 10% of the value of the total portfolio.

## e) Exchange Traded Funds

f) Real Estate Investment Trusts (aka REIT's) are allowed within an approved strategy. Generally, the value of REIT's should not comprise more than 5% of the value of the total portfolio.

**6.14.1.2 Prohibited Assets**

Prohibited investments include, but are not limited to the following:

## a) Derivative Investments

## b) Commodities and Futures Contracts

## c) Private Placements

## d) Options

## e) Limited Partnerships including LLC's and LP's

## f) Venture-Capital Investments

## g) Real Estate Properties (except Real Estate Investment Trusts)

## h) Interest-Only (IO), Principal-Only (PO), and Residual Tranche CMOs

## i) Alternative Investments (e.g. long-short strategy funds)

## j) Sovereign Wealth Funds

#### **6.14.1.3 Prohibited Transactions**

Prohibited transactions include, but are not limited to the following:

- a) Short selling
- b) Margin transactions
- c) In approved strategies, it is understood that they will be managed in accordance with their respective mandates and/or prospectuses which may execute prohibited transactions. Generally, such transactions should not comprise more than 5% of the value of the total portfolio.

#### **6.14.1.4 Application of Paragraphs 6.14.1.1 – 6.14.1.3**

The requirements of Paragraphs 6.14.1.1 through 6.14.1.3 are to be strictly followed if the Investments Board is buying and self-managing the assets.

If however, the Investments Board has engaged a firm that is managing its investments through a "professionally-managed, diversified portfolio," then the requirements of Paragraphs 6.14.1.1 through 6.14.1.3 are relaxed to the extent that mutual funds that comprise the portfolio may contain assets prohibited in Paragraph 6.14.1.2 with due cognizance by the Investments Board.

### **6.14.2 Investment Funds Operation**

#### **6.14.2.1 Investment Definition**

An investment is one of the types of funds or assets described in Paragraph 6.14.3.2 which comprises capital from which return is realized and the purpose of the gift is served by allocating all or a portion of the return for expenditure to the designated purpose in addition to any corpus that has been designated for expenditure. The return is composed of income and gain or loss of the underlying assets whether the asset has been sold and the gain or loss is "realized," or the asset is held and the gain or loss is "unrealized".

#### **6.14.2.2 Gifts**

The donor's intent is the overriding factor in determining how an investment gift is to be managed. Some donors specifically provide that any return from the gift that they establish together with original principal, become capital and therefore both principal and a portion of the return is "permanently restricted." Other donors are silent as to the character of the return. Often it is unclear whether those donors intended to retain any return with the principal or to have available the entirety for expenditure. The impact of failing to retain part of the return is to diminish the purchasing value of the underlying funds over time. It is the belief of the AMATYC Foundation that most donors who have established perpetual endowment funds are interested in preserving the purchasing power of those funds over time and therefore, the AMATYC Foundation shall treat such a portion of the return as restricted to the same purpose as the original gift. The

return over and above that required to maintain purchasing power shall be available to be spent consistent with Section 6.14.3 of this policy. Where the intent of the donor is unclear or cannot be discerned, the AMATYC Foundation Board will make the determination on whether purchasing power of the gift is to be maintained.

### **6.14.3 Types of Funds**

### **6.14.3 Types of Funds**

There are two types of funds used by AMATYC: 1) Operating Funds and 2) Investment Funds.

#### [6.14.3.1 Operating Funds](#)

#### [6.14.3.2 Investment Funds](#)

#### **6.14.3.1 Operating Funds**

Operating Funds (usually referred to as Operating Accounts) are used in the day-to-day operation of AMATYC for handling regular income and expenses. These accounts receive funds from dues, conference fees, donations, pledges, special bequests, fund raisers, interest, dividends, and when in accordance with this Policy, transfers from Investment Funds.

#### **6.14.3.2 Investment Funds**

Investment Funds (Accounts) are accumulated sums of monies and/or occasional large sums of monies donated or set aside either by the donor or the Executive Board or the Foundation for long term investment. The investment and use of Investment Funds are governed by each fund's assigned "Type" of which there are four types.

Unrestricted Funds: Unrestricted funds are funds the AMATYC Board or Foundation receives to further its objectives with no spending stipulations attached. These can be donations, grants, or fees earned. Contracts generally should be treated as unrestricted funds.

Designated Funds: Designated Funds are unrestricted funds that the AMATYC Board or Foundation has chosen to direct to a particular use. These funds generally will not accrue any interest.

Restricted Funds: Restricted Funds must be used for the purpose for which they are given or designated. They are typically donations to the Foundation. A donor can require the AMATYC Foundation to spend his/her donation in accordance with his/her wishes. This creates the restriction which is an obligation under trust law. A grant may be restricted funds. These funds will accrue interest only if the balance at the end of the calendar year is equal to or greater than Ten Thousand Dollars (\$10,000.00).

Endowment Funds (also known as permanently restricted funds): Endowment Funds are typically donations to the Foundation. They are those funds specified by the donor to be held in perpetuity

and invested to produce income. The original principal, or corpus, of the fund must remain intact and unspent. The original principal (corpus) will retain its purchasing power over time by being indexed according to the annual CPI-All Users (See Subsection 6.14.8.3, Equation 2). Only income beyond the CPI growth may be spent.

The AMATYC Foundation's endowment is one of the resources that has been provided by supporters, members, and friends to be used on their behalf to strengthen the ongoing work of AMATYC.

#### **6.14.4 Investment of Funds**

In order to assure that AMATYC fulfills its fiduciary responsibilities, the funds of Subsection 6.14.3 shall be managed by the Investments Board along with sufficient information such that the Investments Board can make appropriate investments.

#### **6.14.5 Investment Requirements**

Assets shall be invested in a manner consistent with the safeguards and diversity to which a prudent investor would adhere.

The assets shall be invested with the primary emphasis on consistency of performance to protect against excessive volatility in market value from year to year. Emphasis is placed on the achievement of adequate investment growth such that the purchasing power of the principal value is maintained over time.

The investment goal for the assets should be a minimum total return of three (3) percentage points in excess of the rate of growth of the Consumer Price Index over the most recent three-year period.<sup>5</sup>

#### **6.14.6 Investment Guidelines**

The Investments Board has full discretion with respect to the selection of investments and the timing of transactions, within the following guidelines:

- a) All classes of investment are to be held, invested, and reinvested in recognized, quality, marketable securities.
- b) Common stocks and equity-related securities are to be diversified as to industry and number of holdings.

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<sup>5</sup> Relative performance results are expected to exceed major financial yardsticks such as the S&P 500 Stock Index and/or the Lehman Bond indices over time.

c) The Investments Board shall generally not purchase investments in a single company in a total amount exceeding 5% of the aggregate market value at the time of purchase of all assets under its control. Securities issued or guaranteed by the United States Government or its agencies may be held without limitation to the aforementioned five percent (5%) restriction. However, the Investments Board may purchase mutual funds as long as no one fund exceeds 25% of the market value at time of purchase of invested assets and meets the above requirements of this paragraph.

d) Fixed income obligations are to have an average credit quality of investment grade or better (BBB-, Baa3, BBB- or better). Average maturity weighted average life should not exceed eight (8) years.

The Investments Board has the latitude to override these guidelines for short periods (up to three months) in order to facilitate the orderly and timely purchase and sale of securities.

#### **6.14.7 Review Process**

Performance reports shall be compiled by the Investments Board at least quarterly and communicated to the members of the AMATYC Executive Board and the AMATYC Foundation Board. The Chair of the Investments Board will provide reports to the AMATYC Executive Board at its spring and fall meetings.

The Chair of the Investments Board shall make an annual report to the AMATYC Executive Board and the AMATYC Foundation Board covering the major policy decisions of the Investments Board during the past year and the performance of funds under its management.

The investment manager, if one has been retained, will meet no less than annually with the Investments Board so that Board may:

- a) Determine whether the investment manager has performed in adherence to this statement of investment policy as set forth herein,
- b) Determine if the asset allocation and security selection decisions are prudent,
- c) Conclude if the investment manager has met the performance goals as determined by the Investments Board, and
- d) Make a determination of the current asset mix and adjust if necessary.

The Investments Board recognizes that the capital markets are dynamic and that any statement of investment guidelines and objectives at any point in time may not be totally appropriate, applicable or meaningful. It is the responsibility of the investment manager to make appropriate recommendations in writing or in person to the Chairman of the Investments Board.<sup>6</sup>

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<sup>6</sup> Whenever the investment manager believes any guideline is too broad or too restrictive, requires further definition, or should be altered or deleted, it is the responsibility of the Investment Manager to address these issues in writing to the Chair of the Investments Board.



### **6.14.8 Funds Growth and Purchasing Power Retention**

### **6.14.8 Funds Growth and Purchasing Power Retention**

In this section, the equations underlying the growth of funds and purchasing power retention are set forth consistent with the principles of the foregoing Paragraphs.

#### [6.14.8.1 Goals and Objectives](#)

#### [6.14.8.2 Start-up Period](#)

#### [6.14.8.3 Funds Purchasing Power Retention](#)

#### [6.14.8.4 Emergency Use of Funds](#)

#### **6.14.8.1 Goals and Objectives**

As stated in the Fundamental Precepts (Subsection 6.13.1), the target for certain Invested Funds should be to use income (both realized and unrealized) and the initial principal or corpus amount in support of AMATYC Foundation activities. In the case of Invested Endowment Funds, the criteria shall be that the purchasing power of the original principal or corpus amount be maintained.

#### **6.14.8.2 Start-up Period**

As of January 1, 2012, all Endowment Funds and endowment investment returns (both realized and unrealized) are frozen for a four-year period in order to establish a base- history period on which to determine the income trends from these funds. At the end of this period and thereafter, a portion of the income generated by endowment funds will be available for use by the AMATYC Foundation. The portion of the endowment income that is available for use is described in 6.14.3.2 under Endowment Funds.

#### **6.14.8.3 Funds Purchasing Power Retention**

The purchasing power of the Endowment Income Funds will be maintained by recognizing the impact of the consumer price index, the rate of return on invested funds, the costs associated with investing the funds, and controlling the rate of expenditure. Definitions of terms used in the equations<sup>7</sup> of this section are:

- AE – Annual Expenditure
- ARR – Annual Rate of Return
- B – Base amount of funds invested
- CPI – Consumer Price Index – All Urban Consumers

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<sup>7</sup> These equations are provided for guidance. In some circumstances, other or equivalent equations may be more appropriate.

- EA – Excess Available
- FA – Funds Available for Investment
- FG – Funds Growth
- IC – Investment Costs associated with investing the funds including purchase, sales, management fees, etc.
- NF – New Funds
- OF – Original Funds
- UE – Unanticipated Expenditure

### Endowment Funds Growth

The growth of the Endowment Income Funds depends on the annual expenditure, any unanticipated expenditure, the annual return, and the cost of investing the funds. The “(Endowment) Funds Growth” is calculated as follows.

$$FG = [FA + NF - AE - UE] [1 + ARR] - IC - B \quad (\text{Eq. 1})$$

Note that the preceding year’s Funds Growth (FG) plus the base amount (B) becomes the new Funds Available (FA) starting point for the next year.

### Base

The purchasing power of the Endowment Income Funds is maintained by annually incrementing the “Base” amount of funds and any new funds for the increase in the CPI (Consumer’s Price Index – All Urban Consumers). The new annual “Base” is calculated as follows:

$$B = [OF + NF] [1 + CPI] \quad (\text{Eq. 2})$$

The preceding year’s Base (B) becomes the new Original Funds (OF) starting point for the next year.

### Available for Expenditure

The four-year initial period of no expenditure described in Subsection 6.14.8.2 allows the establishment of baseline performance such that a relative constant level Annual Expenditure (AE) can be made without impairing the long range health of the Endowment Funds and their purchasing power.

In order to minimize the impact in swings of interest rates (ARR) and the Consumer Price Index (CPI), it is recommended that the Annual Expenditure be limited to a constant percentage of the Funds Growth (FG). This percentage may have to be adjusted if the Annual Rate of Return (ARR) decreases significantly from current levels or the

Consumer Price Index (CPI) increases significantly from current levels. The initial suggested percentage will be determined based on data accumulated over the three-year start-up period.

In order to make this Investment Fund procedure work and be robust for the long term, the Excess Available must be maintained as a positive number under all circumstances and thus may

require adjustments in the annual expenditure to ensure this result. In equation form:

$$EA = FG - B \quad (\text{Eq. 3})$$

Note that the Annual Expenditure (AE) has already been accounted for in the Funds Growth (FG).

#### **6.14.8.4 Emergency Use of Funds**

If at any time it becomes necessary to use Endowment Income Funds in excess of the "Available Funds," any funds "borrowed" from the Endowment Income Funds must be replaced with the invested return on the remaining funds until the point at which the Endowment Funds plus invested funds equals the original Endowment Income Funds prior to borrowing and incremented by the annual CPI rate for the period during which the funds were borrowed.<sup>8</sup> A form of Eq. 3 would apply in this situation.

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<sup>8</sup> Only up to 10% of the Endowment principle can be borrowed and this loan from the Endowment Fund must be repaid within one year.

**ATTACHMENT T****AMATYC Traveling Workshop Grant Application**

The American Mathematical Association of Two-Year Colleges (AMATYC) provides a wide variety of professional development opportunities. In addition to the annual conference and thriving webinar series, AMATYC has been offering Traveling Workshops for many years.

While many institutions and affiliates have expressed interest in hosting a Traveling Workshop, the cost of hosting is a major issue for cash-strapped colleges and affiliates. In 2018 and 2019 AMATYC will award up to 4 Traveling Workshop Grants of up to \$2000 each per year to fund Traveling Workshops. Ideally, we would like to award one of these grants in each of the 8 AMATYC regions.

**Eligibility Requirements:**

AMATYC Institutional Members and Affiliates may apply. Institutional Members will be given preference.

**Grant Requirements:**

Traveling Workshop presenter(s) must follow current AMATYC policies regarding reimbursement (airfare maximums, per diem amounts, receipt requirements). In particular, please note that no funds will be disbursed before the workshop occurs and that AMATYC will reimburse the facilitator(s) and the affiliate or the institution.

Upon the conclusion of the Traveling Workshop and the receipt of reimbursement documentation, the funds will be disbursed under the following conditions:

- \$750 of the funds are for the honorarium to the Traveling Workshop Facilitator. A W-9 is required to process the honorarium. Please note that if there are multiple Traveling Workshop Facilitators, the \$750 honorarium is split among the facilitators.
- A maximum of \$750 of the funds can be used to cover expenses for the Traveling Workshop Facilitator(s), such as airfare, lodging, and per diem amounts.
- \$500 of the funds can be used to cover food and supplies for participants in the Traveling Workshop.

The Traveling Workshop Director should submit an article about the Traveling Workshop, to be posted on the Traveling Workshop Page of the AMATYC website, and documentation for disbursement of funds (including AMATYC's Standard Reimbursement Form) directly to the AMATYC Professional Development Coordinator within 30 days of the workshop. The article must be received before the institution or affiliate can be reimbursed for workshop food or supplies.

**Deadline(s):**

Applications must be submitted by \_\_\_\_\_.

**Application Requirements:**

- *Letter (1-2 pages) to selection committee, including a sample budget of how the grant money will be utilized and answers to the following:*

Why do you want an AMATYC Traveling Workshop to come to your institution/affiliate?  
 Have you considered other funding sources?  
 Who will benefit from this Traveling Workshop?

- *Goals & Assessment plan (1-2 pages), including answers to the following:*  
 What are your institution/affiliate goals for the Traveling Workshop? How do they align with AMATYC's mission/vision?  
 What is your plan for assessing the success of the Traveling Workshop?  
 How do you plan to communicate your assessment data to AMATYC (Professional Development Coordinator, Executive Board, etc.)?
- *Letter from the AMATYC Professional Development Coordinator, indicating your desired Traveling Workshop strand and some options for date(s) for your workshop.*
- *A completed Traveling Workshop Grant Agreement Form (currently in YM).*

Please fill out this form and click the Submit button. Applications will be reviewed in the order they are received. After each proposal is evaluated, a funding decision will be made, and the applicant will be notified of the decision.

Please contact Julie Gunkelman, the AMATYC Professional Development Coordinator, at AMATYCPDC@gmail.com, if you have any questions about this grant or the application process.

First Name \*  
 Last Name \*  
 Email Address \*  
 Phone \*  
 Organization \*  
 Address Line 1 \*  
 Address Line 2 \*  
 City \*  
 State/Province:  
 Zip/Postal Code \*  
 Country \*  
 Location of Workshop:

Please submit all documents in PDF format.

Letter to Selection Committee \*  
 Goals & Assessment Plan \*  
 Letter from AMATYC Professional Development Coordinator \*  
 Traveling Workshop Grant Agreement Form\*

### **Traveling Workshop Grant Agreement Form**

Traveling Workshop presenter(s) must follow current AMATYC policies regarding reimbursement (airfare maximums, per diem amounts, receipt requirements). In particular, please note that no funds will be disbursed before the workshop occurs and that AMATYC will reimburse the facilitator(s) and the affiliate or the institution.

Upon the conclusion of the Traveling Workshop and the receipt of reimbursement documentation, the funds will be disbursed under the following conditions:

- \$750 of the funds are for the honorarium to the Traveling Workshop Facilitator. A W-9 is required to process the honorarium. Please note that if there are multiple Traveling Workshop Facilitators, the \$750 honorarium is split among the facilitators.
- A maximum of \$750 of the funds can be used to cover expenses for the Traveling Workshop Facilitator(s), such as airfare, lodging, and per diem amounts.
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\_\_\_\_\_  
Professional Development Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Traveling Workshop Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Date

**Initial E-mail to Traveling Workshop Grant Recipients From TW Coordinator**

Dear \_\_\_\_\_,  
(recipient)

On behalf of AMATYC, I am pleased to let you know that \_\_\_\_\_'s  
(recipient)  
application for a Traveling Workshop Grant of up to \$2,000 has been accepted.

As a reminder, the Traveling Workshop presenter(s) must follow current AMATYC policies regarding reimbursement (airfare maximums, per diem amounts, receipt requirements). In particular, please note that no funds will be disbursed before the workshop occurs and that AMATYC will reimburse the facilitator(s) and the affiliate or the institution.

Upon the conclusion of the Traveling Workshop and the receipt of reimbursement documentation, the funds will be disbursed under the following conditions:

- \$750 of the funds are for the honorarium to the Traveling Workshop Facilitator. A W-9 is required to process the honorarium. Please note that if there are multiple Traveling Workshop Facilitators, the \$750 honorarium is split among the facilitators.
- A maximum of \$750 of the funds can be used to cover expenses for the Traveling Workshop Facilitator(s), such as airfare, lodging, and per diem amounts.
- \$500 of the funds can be used to cover food and supplies for participants in the Traveling Workshop.

The Traveling Workshop Director should submit an article about the Traveling Workshop, to be posted on the AMATYC website, and documentation for disbursement of funds (including AMATYC's Standard Reimbursement Form) directly to the AMATYC Professional Development Coordinator within 30 days of the workshop. The article must be received before the institution or affiliate can be reimbursed for workshop food or supplies.

In addition, as part of the grant, please remember that we mentioned that not only would we like the feedback of the workshop participants, but we would also like feedback from the facilitator. Any help that you can give us in providing that information to us at the conclusion of your workshop, along with an article to be posted on the Traveling Workshop Page of the AMATYC website, would be greatly appreciated.

With that being said, although your primary AMATYC contact throughout this process will be \_\_\_\_\_,  
(PD Coordinator)  
to ask.

Thanks so much. And congratulations!

\_\_\_\_\_  
(PD Coordinator)