

**AMATYC Executive Board Meeting
SBM 2015
Memphis, TN**

Friday April 24, 2015

The meeting was called to order at 8:30 AM by President Nancy Sattler. The following members of the Executive Board were present:

Nancy Sattler	President	Nancy J. Rivers	Southeast Vice President
Jim Roznowski	Past President	Jim Ham	Midwest Vice President
Jane Tanner	President-Elect	Nicole Lang	Central Vice President
Mary Beth Orrange	Secretary	Kathryn Kozak	Southwest Vice President
Margie Hobbs	Treasurer	Liz Hylton	Northwest Vice President
Ernie Danforth	Northeast Vice President	Mark Harbison	West Vice President
Dan Fahringer	Mid-Atlantic Vice President		

Also present was: Wanda Garner, Executive Director.

President Sattler reviewed the reference materials. (Attachment A)

Email ballots since FBM 2014. (Attachment B)

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

Motion approved

MOTION: Approve the Agenda provided. (Attachment E)
Made by Orrange and seconded by Tanner.

Motion approved

Consent Calendar – Motion pulled from consent agenda
EAC report was received and reviewed. (Attachment F)

MOTION: That the attached Procedures and Policies Manual PPM edits be approved. (Attachment G)
(PPM various sections)
Made by Roznowski and seconded by Orrange

Motion approved

MOTION: That the Policy Manual 6.10.2 be revised to: 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. **(PPM Policy 6.7.2 Account 3845 Telephone (conference) AND Policy 6.10.2 Reimbursable Expenses)**
Made by Hobbs and seconded by Lang

Motion approved

MOTION: That PPM section 5.1.5, Board Conference Responsibilities, be removed: (**PPM 5.1.5 #6 and 5.1.5 #12, #8**)

Approve strands for the conference after receiving input from the Local Events Coordinator, Conference Coordinator, Program Coordinator, and Academic Committee Chairs.

and section 5.1.5 #12, 8 the following words be removed:

Approve the theme and strands of the conference program and
Made by Orrange and seconded by Danforth

Motion approved

MOTION: That PPM section 5.8 be removed and the content combined with section 7.2.2: (PPM 5.8 and 7.2.2) (Attachment H)

Made by Orrange and seconded by Danforth

Motion approved

MOTION: That Section 8.10 Conference Program be revised as indicated in the attached. (PPM 8.10) (Attachment I)

Made by Orrange and seconded by Danforth

Motion approved

MOTION: That PPM section 8.1.1 #4, Selection Policy, be changed from: (PPM 8.1.1 #4)

4. The hotel contract should be completed at least four (preferably five) years prior to the conference. The final proposed contract should be sent to all Board members, Executive Director and AMATYC's legal advisor before signing. If any Board member or the legal advisor still has questions or reservations, he/she should contact the President. When all is in order, the President will sign (or request in writing that the Executive Director sign and mail) the contract on behalf of AMATYC. The written authorization shall be filed in the office with the signed contract.

To:

4. The hotel contract should be completed at least four (preferably five) years prior to the conference. The final proposed contract should be sent to the Executive Director, the Conference Coordinator, the President, the Past President, the President-Elect, the Treasurer, and AMATYC's legal advisor before signing. If any of these reviewers or the legal advisor still has questions or reservations, he/she should contact the Conference Coordinator and President. These individuals have the responsibility to see that all details are covered before signing the contract. When all is in order, the President will sign (or request in writing that the Executive Director or

Conference Coordinator sign and mail) the contract on behalf of AMATYC. The written authorization shall be filed in the office with the signed contract.

Made by Orrange and seconded by Rivers

Motion defeated

MOTION: That PPM section 8.1.2 #9, #2, Selection Policy, be changed from:

The current President shall sign all contracts on behalf of AMATYC (or request in writing that the Executive Director sign and mail contracts other than contracts with Southwest Tennessee Community College).

To:

The current President shall sign all contracts on behalf of AMATYC (or request in writing that the Executive Director or Conference Coordinator sign and mail contracts other than contracts with Southwest Tennessee Community College).

(PPM 8.1.2 #9,2)

Made by Orrange and seconded by Lang

Motion defeated

MOTION: That PPM section 8.2, #12,15, & 19 Conference Timetable, be changed from: (PPM 8.2 #12, 15 &19)

12. Sign (or request in writing that the Executive Director of Office Operations sign and mail) hotel contract. The written authorization shall be filed in the office with the signed contract.	Spring, C-5	President
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15. Recommend and approve Local Events Coordinator.	Fall, C-3 or after contract is signed	Regional VP, Executive Board
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19. Approve conference appointments.	Spring, C-1	Executive Board
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To:

Sign (or request in writing that the Executive Director or Conference Coordinator sign and mail) hotel contract. The written authorization shall be filed in the office with the signed contract.	Spring, C-5	President
15. Recommend and approve Local Events Coordinator.	Fall, C-3 or after contract is signed	Regional VP and Conference Coordinator, Executive Board approves.

19. Approve conference committee appointments.	Spring, C-1	Executive Board and Conference Coordinator, after verifying AMATYC membership
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Made by Orrange and seconded by Danforth

MOTION: to postpone until new business.

Made by Roznowski and seconded by Danforth

Motion to postpone approved

MOTION: to extend discussion on Division/Department Issues report by 5 minutes.

Made by Roznowski seconded by Lang

Motion to extend debate approved

MOTION: That the AMATYC board endorse the attached position statement entitled “Time Limits for Course Prerequisites.” (Attachment J)

Made by Hylton and seconded by Kozak

Motion approved

MOTION: To send a bulk email to AMATYC members during summer about articles in previous journal issues worth reading, and also editorial panel members’ choice of best article in the previous volume. (PPM 12.3.3 duties new #4)

Made by Hylton and seconded by Lang

MOTION to postpone until after the membership meeting.

Made by Roznowski and seconded by Kozak

Motion to postpone approved

MOTION: To provide support for the past SML Coordinator to attend the AMATYC conference at the end of each year in which they are the coordinator. (PPM 10.1.3 – in “term of office” section)

Made by Fahringer and seconded by Tanner

Motion defeated

The following refers to the motion above:

Section 10.1.3 PPM language: The term length is two years. The starting date of each term is July 1 and the ending date is June 30. Support will be given to the SML Coordinator to attend the AMATYC conference that immediately follows each year of their term. 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.

MOTION: To change the term length for the SML Test Development Committee from two years to three years. (PPM 10.1.5 and 15.1.6)) (Attachment K)

Made by Fahringer and seconded by Kozak

MOTION: To amend the motion to read “as described in the attachment.”

Made by Danforth and seconded by Hobbs

Motion to amend approved

Motion now reads: To change the term length for the SML Test Development Committee from two years to three years as described in the attachment. (PPM 10.1.5 and 15.1.6)) (Attachment K)

Motion approved

MOTION: to change the order of business to move the professional development motion on page E31 until after the professional development committee meets.

Made by Roznowski and seconded by Kozak

Motion to change the order of business approved

MOTION: That the attached Process/Timeline for the 2015 AMATYC Election be approved.
(Attachment L)

Made by Roznowski and seconded by Orrange

Motion approved

Membership committee met from 2:30 – 4:30 pm as scheduled.

Meeting suspended for the day at 4:30 pm.

Meeting resumed at 8:30 am on Saturday April 25 with a two-hour training session about Your Membership (YM) given by Jim Ham.

Keven Dockter, conference coordinator, joined the meeting at this time and gave the conference report.

Margie Hobbs, AMATYC treasurer, gave the treasurer's report.

MOTION: The discount member conference registration rate for the 2016 AMATYC Annual Conference in Denver be set at \$360.

Made by Hobbs and seconded by Danforth

Motion approved

MOTION: That revisions to the current charges in the AMATYC Policy on the Conference Advertising Opportunities form include the reductions below in the cost for Corporate Partners who purchase additional conference sponsorships not contained in the Corporate Partner program. This would be effective immediately and apply to the 2015 year. These additional opportunities will be offered on a first-come, first served basis to any advertisers/sponsors.

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.

If a company offers to sponsor an item not among the items that are normally sponsored or asks to advertise in a novel way, the Advertising Chair and Conference Coordinator, in consultation with the Executive Director, will decide whether or not the sponsorship or advertising is appropriate and what the proper fee will be using our existing fees as a guideline. (PPM 6.11.5 and possibly 6.11.4)

Made by Hobbs and seconded by Danforth

MOTION: Delete the last sentence of the first paragraph:

Made by Kozak and seconded by Lang

Motion to amend approved

MOTION now reads:

That revisions to the current charges in the AMATYC Policy on the Conference Advertising Opportunities form include the reductions below in the cost for Corporate Partners who purchase additional conference sponsorships not contained in the Corporate Partner program. This would be effective immediately and apply to the 2015 year.

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.

If a company offers to sponsor an item not among the items that are normally sponsored or asks to advertise in a novel way, the Advertising Chair and Conference Coordinator, in consultation with the Executive Director, will decide whether or not the sponsorship or advertising is appropriate and what the proper fee will be using our existing fees as a guideline. (PPM 6.11.5 and possibly 6.11.4)

MOTION to divide the motion into two motions; the first two paragraphs are the first motion and the last paragraph is the second motion.

Made by Hobbs and seconded by Rivers.

Motion to divide approved

MOTION:

That revisions to the current charges in the AMATYC Policy on the Conference Advertising Opportunities form include the reductions below in the cost for Corporate Partners who purchase additional conference sponsorships not contained in the Corporate Partner program. This would be effective immediately and apply to the 2015 year.

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. (PPM 6.11.5 and possibly 6.11.4)

Made by Rivers and seconded by Lang

Motion approved

MOTION: If a company offers to sponsor an item not among the items that are normally sponsored or asks to advertise in a novel way, the Advertising Chair and Conference Coordinator, in consultation with the Executive Director, will decide whether or not the sponsorship or advertising is appropriate and what the proper fee will be using our existing fees as a guideline. (PPM 6.11.5 and possibly 6.11.4)

Made by Danforth and seconded by Lang

Motion defeated

MOTION: That over expenditures be approved in the 2015 approved budget in the following account numbers:

Current budget:

3860 Friday Food Event: 1000 @ \$38 (\$38,000) Over expenditure of \$6/person (\$6000)

3900 Saturday breakfast: 850 @ \$36 (\$30,600) Over expenditure of \$4/person (\$3400)

3960 Affiliate President's Luncheon: 52 @ \$45 (\$2340) Over expenditure of \$10/person (\$520)

Made by Lang and seconded by Kozak

Motion approved

Christy Hunsucker, Accounting Director, joined the meeting at this time.

MOTION: That the expenditures from the cash account register from October 1, 2014 through February 28, 2015 be approved.

Made by Hobbs and seconded by Tanner

Motion approved

Christy Hunsucker left the meeting at 2:40 pm.

Board went into executive session at 2:50 pm.

The board returned from executive session at 2:58 pm. At that time President Sattler announced that during executive session, pending membership verification, the following appointments were made: Kim Granger, kgranger@stlcc.edu, was appointed to an at-large position on the AMATYC Program Committee beginning at the conclusion of the 2015 conference and ending at the conclusion of the 2018 conference. (PPM 15.1.2)

Helen (Honey) Kirk, hkirk@aol.com, was reappointed to an additional three years as Assistant Conference Coordinator effective 1/1/2016 through 12/31/2018. This will be her second term. (PPM 15.1.2)

MOTION: To change "The Teaching Excellence Award is intended for AMATYC members whose primary assigned duties are the delivery of instruction and who have made outstanding contributions to mathematics or mathematics education at a two-year college." to "The Teaching Excellence Award is intended for AMATYC members whose primary assigned duties are the delivery of instruction and who have made outstanding contributions to mathematics or mathematics education at a two-year college. Nominees must be teaching at the time the nominations are due." (PPM 4.3.1)

Made by Tanner and seconded by Lang

MOTION: Postpone the motion until the Monday of the SBM

Made by Hobbs seconded by Ham

Motion to postpone approved

Meeting suspended for the day at 4:00 pm.

Meeting resumed at 9:00 AM on Sunday, April 26.

MOTION: The eight Regional Vice-Presidents, or designee(s), will send an email to lapsed AMATYC members two times during the year as follows:

- In January, to all lapsed members from June through November of the previous year.
- In July, to all lapsed members from December of the previous year through May of the current year. (PPM 5.7) (Attachment M)

Made by Kozak and seconded by Danforth

Motion approved

MOTION: The AMATYC President, or designee, will send a bulk email to AMATYC members to announce new AMATYC publications as follows:

- Within a week from the day a recorded webinar has been posted in the webinar library at the AMATYC website.
- Within a week from the day the electronic version of the AMATYC News has been published on the website.

(PPM 5.2) (Attachment N)

Made by Danforth and seconded by Fahringer

Motion approved

MOTION: That AMATYC members or those with the live webinar benefit as part of their annual subscription are able to register for live webinars. The effective date of this change is May 1, 2015. (PPM 3.1.2)

Made by Danforth and seconded by Fahringer

Section 3.1.2: As written below.

3.1.2 Benefits of Individual Membership

F. Members will receive priority registration for all live webinars

MOTION to postpone until after H40, motion of website subscription.

Made by Danforth and seconded Kozak

Motion to postpone approved

MOTION: That webinar recordings be placed in the Members Only area of the AMATYC website. The effective date of this change is May 1, 2015. (PPM 3.1.2 and 11.1.2 as written below)

Made by Danforth and seconded by Hobbs

3.1.2 Benefits of Individual Membership

F or G. Members will receive access to all recorded webinars in the webinar library on the AMATYC website.

11.1.2 Professional Development Coordinator

Ongoing Duties

15. Generally speaking, webinars will be available to members-only. The Professional Development Committee (PDC) may select some webinar recordings to remain open to the general public. Reasons to have individual webinars remain open to the general public may be due to the wishes of the

webinar leader or some other interested party, or to give nonmembers a sampling of the variety of the webinars. To make a webinar available to the general public, the PDC chair will contact the President, Executive Director, Website Coordinator's liaison and Website Coordinator to inform them of the decision.

MOTION to postpone until after H40, motion of website subscription.
Made by Hobbs and seconded Ham

Motion to postpone approved

MOTION: That academic committee resource pages be placed in the Members Only area of the AMATYC website. The effective date of this change is May 1, 2015. (PPM Section 3.1.2 and 9.3 as written below)

Made by Danforth and seconded by Fahringer

3.1.2 Benefits of Individual Membership

F or G or H. Members will receive access to the resource pages of all academic committees.

9.3 Academic Committee Chair

General Duties

11. Resource pages developed by committees will be made available only to members. However, committees may elect to make their resource pages, or portions thereof, public. To make a resource page available to the general public, the committee chair will inform their board liaison who will contact the President, Executive Director, Website Coordinator's liaison and Website Coordinator to inform them of the decision.

MOTION to postpone until after H40, motion of website subscription.
Made by Hobbs and seconded Ham

Motion to postpone approved

MOTION: That conference proceedings be placed in the Members Only area of the AMATYC website. The effective date of this change is May 1, 2015. (PPM Section 3.1.2 and 12.4.1 as written below.)
Made by Danforth and seconded by Fahringer

Motion defeated

3.1.2 Benefits of Individual Membership

F or G or H or I. Members will receive access to the proceedings of each AMATYC conference as available on the AMATYC website.

12.4.1 Website Content

AMATYC Material

Generally, the following materials may be posted on the AMATYC website:

8. Generally speaking, conference proceedings will be available to AMATYC members only. However, beginning with the 41st Annual AMATYC Conference in New Orleans, presenters who submit materials to be posted on the conference proceedings page will be given the opportunity to make their materials available to the general public. Presenters can change the status of their materials by contacting the Website Coordinator.

MOTION: That past AMATYC Student Mathematics League past tests be placed in the Members Only area of the AMATYC website. The effective date of this change is May 1, 2015.

New PPM language:

3.1.2 Benefits of Individual Membership

F or G or H or I or J. Members will receive access to all past Student Mathematics League tests that are available on the AMATYC website.

10.1.3 Student Mathematics League

Coordinator Duties

11. Generally speaking, all past tests of the Student Mathematics League will be available on the AMATYC website to AMATYC members only. However, the Student Mathematics League Coordinator will work with the Website Coordinator to identify a small sample of past tests to be available to the general public in the Student Mathematics League area of the AMATYC website. (PPM Section 3.1.2, and 10.1.3)

Made by Roznowski and seconded by Fahringer

Motion to include Institutional members in the motion regarding the math league availability.

Made by Kozak and seconded Tanner

Motion to amend approved

Motion now reads:

MOTION: That past AMATYC Student Mathematics League tests be placed in the Members Only area of the AMATYC website. The effective date of this change is May 1, 2015.

New PPM language:

3.1.2 Benefits of Individual Membership

F or G or H or I or J. Members will receive access to all past Student Mathematics League tests that are available on the AMATYC website.

3.2.2

- Access to all past Student Mathematics League tests that are available on the AMATYC website.

10.1.3 Student Mathematics League

Coordinator Duties

11. Generally speaking, all past tests of the Student Mathematics League will be available on the AMATYC website to AMATYC members only. However, the Student Mathematics League Coordinator will work with the Website Coordinator to identify a small sample of past tests to be available to the general public in the Student Mathematics League area of the AMATYC website. (PPM Section 3.1.2, and 10.1.3)

Motion approved as amended

MOTION: That the online version of the MathAMATYC Educator become a member benefit of the Retired and Adjunct memberships. The effective date of this change is May 1, 2015.

3.1.2 Benefits of Individual Membership

F or G or H or I or J or K. Adjunct and Retired memberships will receive the online version of the

MathAMATYC Educator, but not the print version. (PPM Section 3.1.2)

Made by Roznowski and seconded by Fahringer

MOTION to amend to include associate members.

Made by Kozak and seconded by Danforth

Motion to amend approved

Motion now reads:

MOTION: That the online version of the MathAMATYC Educator becomes a member benefit of the Retired, adjunct and associate memberships. The effective date of this change is May 1, 2015. (PPM 3.1.2)

Motion approved as amended

MOTION: That a website subscription, called WebScription, be created as a three-year pilot. The annual dues for this subscription will be set at \$25. WebScription benefits include access to all members-only website resources except the MathAMATYC Educator. WebScription holders will also be given the same priority registration for webinars as regular AMATYC members.

A WebScription holder is not considered a member of AMATYC, but could purchase an “upgrade” to full membership by paying the difference between regular member dues and \$25. This membership would be good for 6 months from the date of the upgrade or one year from the beginning of the WebScription, whichever is longer.

The effective date of this change is May 1, 2015

Made by Danforth and seconded by Rivers

MOTION to amend to delete the words and upgrade to full and delete the word regular, add the word “a” in the first line

Made by Ham and seconded by Danforth

Motion to amend approved

Motion now reads:

MOTION: That a website subscription, called WebScription, be created as a three-year pilot. The annual dues for this subscription will be set at \$25. WebScription benefits include access to all members-only website resources except the MathAMATYC Educator. WebScription holders will also be given the same priority registration for webinars as regular AMATYC members.

A WebScription holder is not considered a member of AMATYC, but could purchase a membership by paying the difference between membership dues and \$25. This membership would be good for 6 months from the date of the upgrade or one year from the beginning of the WebScription, whichever is longer.

The effective date of this change is May 1, 2015

Motion approved as amended

Jane Tanner, President Elect, led the board in a strategic planning session.

MOTION: To update section 6.11.3 by adding the following:

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 6.11.3 accordingly to ensure consistency in the fees.

To update section 6.11.4 by adding the following:

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 6.11.4 accordingly to ensure consistency in the fees. (PPM 6.11.3 and 6.11.4)

Made by Danforth and seconded by Lang

Motion approved

MOTION: Announce the recruitment of the Project ACCESS Coordinator one year prior to the commencement of the official three year appointment.

Made by Fahringer and seconded by Ham

MOTION to amend the motion to change “Announce the recruitment of” to “Appoint” and insert the words “at least” before the word “one.”

Made by Hobbs and seconded by Tanner

Motion to amend approved
Motion defeated as amended

MOTION to extend discussion of the Task Force on Academic Committees by 10 minutes.

Made by Roznowski and seconded by Kozak

Motion to extend report approved

MOTION: That section 9.8 in the PPM be replaced with the following language:

9.8AMATYC NETWORKS (ANETS)

1. An AMATYC Network (ANet) must have a focus that fits into the mission of AMATYC.
2. An ANet may be proposed by any AMATYC member or group of members.
3. Proposals should be sent to the AMATYC President for consideration by the board. The proposal will identify the purpose of the ANet and how it fits in with the mission of AMATYC, the name and email of a recommended ANet leader (or co-leaders), the names and emails of at least five AMATYC members interested in participating in the ANet.
4. AMATYC support for an ANet will include \$500 conference support for the ANet leader (the support is split in the case of co-leaders), assistance in identifying potential members, publicizing ANet activities, listing ANets on the open website under groups with the option of joining, assistance in finding locations for networks to meet during AMATYC national conferences, and a board liaison. Participation in a group will incur no additional cost for members.
5. The term length for the ANet Leader is two years. The starting date of each term is January 1 of an even-numbered year and ends December 31 of the following 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. In the event that an ANet leader resigns or is removed by the Executive Board, the AMATYC President will appoint an interim leader to serve the remainder of the term.
6. The ANet leader will submit a board report for each FBM outlining initiatives to be pursued during the year and a post-conference report with the following information: minutes or report from meeting at annual conference, major topics discussed, and number of members.
7. All ANets will be reviewed every two years to see if their status needs to be changed.
8. Established ANets will include: Division/Department Leadership, Adjunct Faculty Issues, International Mathematics, and Mathematics for Liberal Arts.

Made by Roznowski and seconded by Orrange

Motion to amend to include Implementation date of January 1, 2016

Made by Kozak and seconded by Fahringer

Motion to amend approved

MOTION now reads:

MOTION: That section 9.8 in the PPM be replaced with the following language:

9.8AMATYC NETWORKS (ANETS)

1. An AMATYC Network (ANet) must have a focus that fits into the mission of AMATYC.
2. An ANet may be proposed by any AMATYC member or group of members.
3. Proposals should be sent to the AMATYC President for consideration by the board. The proposal will identify the purpose of the ANet and how it fits in with the mission of AMATYC, the name and email of a recommended ANet leader (or co-leaders), the names and emails of at least five AMATYC members interested in participating in the ANet.
4. AMATYC support for an ANet will include \$500 conference support for the ANet leader (the support is split in the case of co-leaders), assistance in identifying potential members, publicizing ANet activities, listing ANets on the open website under groups with the option of joining, assistance in finding locations for networks to meet during AMATYC national

conferences, and a board liaison. Participation in a group will incur no additional cost for members.

5. The term length for the ANet Leader is two years. The starting date of each term is January 1 of an even-numbered year and ends December 31 of the following 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. In the event that an ANet leader resigns or is removed by the Executive Board, the AMATYC President will appoint an interim leader to serve the remainder of the term.
6. The ANet leader will submit a board report for each FBM outlining initiatives to be pursued during the year and a post-conference report with the following information: minutes or report from meeting at annual conference, major topics discussed, and number of members.
7. All ANets will be reviewed every two years to see if their status needs to be changed.
8. Established ANets will include: Division/Department Leadership, Adjunct Faculty Issues, International Mathematics, and Mathematics for Liberal Arts.
9. Implementation date of January 1, 2016

Motion approved as amended

MOTION to extend time on discussion about awards for 5 minutes.

Made by Roznowski and seconded by Tanner

Motion approved

Keven Dockter left the meeting at this time.

Board entered Executive Session at 2:43 pm and returned from executive session at 5:18 pm

President Sattler announced that during executive session the following was decided:

The slate of candidates for the 2016-2017 AMATYC Executive Board was approved.

That pending membership verification, the following appointments were approved: (PPM 15.1)

Steve Hundert, (stevenh@csmd.edu) College of Southern Maryland as coordinator of the Student Math League from July 1, 2015 to June 30, 2017.

Peter Georgakis, (georgaki@sbcc.edu), Santa Barbara City College, Santa Barbara, California as legal advisor from January 1, 2013 to December 31, 2018.

Stefan Baratto, (sbaratto@clackamas.edu), Clackamas Community College, Oregon City, Oregon as chair of the Mathematics for AAS Programs committee from January 1, 2016 to December 31, 2017.

Julie Hanson (Julie.Hanson@clinton.edu), Clinton CC in Plattsburgh, New York, as chair of the Statistics Committee from January 1, 2016 to December 31, 2017.

Andy D. Jones, (JonesAD@pgcc.edu) Prince George's Community College, Largo, Maryland as chair of the Teacher Prep committee from January 1, 2016 to December 31, 2017.

Behnaz Rouhani, (behnaz.rouhani@gpc.edu) Georgia Perimeter College, Clarkston, Georgia as chair of the Placement and Assessment Committee from January 1, 2016 to December 31, 2017.

Scott Peterson, (speter@math.oregonstate.edu), Oregon State University, Corvallis, Oregon as chair of the Math Intensive committee from January 1, 2016 to December 31, 2017.

Dan Petrak, (dgpetrak@dmacc.edu), Des Moines Area CC, Ankeny, Iowa as chair of the ITLC Committee from January 1, 2016 to December 31, 2017.

John T. Smith, (jtsmith2@pstcc.edu), Pellissippi State Community College, Knoxville, Tennessee, as chair of the Research in Mathematics Education for Two-Year Colleges Committee from January 1, 2016 to December 31, 2017.

Paula Wilhite, (pwilhite@ntcc.edu), Northeast Texas CC, Mt. Pleasant, Texas as chair of the Developmental Math Committee from January 1, 2016 to December 31, 2017.

Effective immediately through December 31, 2017:

Tess Weir, weirt@seminolestate.edu, as the Southeast regional rep to the Statistics committee.

Dave Graser, David.Graser@yc.edu, as the Southwest Rep to the ITLC.

Barbra Steinhurst, Portland Community College (barbra.steinhurst@pcc.edu) as the Northwest representative to the Placement and Assessment Committee.

Rob Eby, (jeby@blinn.edu) Blinn College, Brenham, Texas as Southwest Regional Rep for the Test Development Committee from April 1, 2015 to March 31, 2017.

Test development team:

Region	Name (terms served)	April 1	March 31
Northeast:	Steve Kilner (3)	2015	2018
Mid-Atlantic:	James Magliano (3)	2015	2018
Southeast:	Mary Pearce (3)	2015	2018
Midwest:	Jeganathan Sriskandarajah (3)	2015	2019
Central:	Paul Kinion (2)	2016	2019
Southwest:	Rob Eby (0)	2015	2019
Northwest:	Bruce Simmons (1)	2016	2020
West:	Anatoliy Nikolaychuk (4)	2016	2020

Tim Mayo (reappointed 2014 until EOC 2017) and Sang Lee (reappointed from EOC 2015 until EOC 2018) as editorial panelists of *MathAMATYC Educator*.

Robert Capetta (reappointed from EOC 2014 until EOC 2017) and Judy Atkinson (reappointed from EOC 2015 until EOC 2018) as editorial panelists of *MathAMATYC Educator*.

Anthony Piccolino (appointed from EOC 2015 until EOC 2018) to the editorial board of the *MathAMATYC Educator* from the Southeast Region of AMATYC.

Paige Feibelman (pfeibelman@suscc.edu) of Southern Union State CC as AMATYC's liaison to Mu Alpha Theta. from EOC 2015 to EOC 2017.

George Hurlburt, (hurlburt@corning-cc.edu) Corning Community College, NY, as AMATYC Website Coordinator from January 1, 2016 to December 31, 2017.

John Pazdar, (jspazdar@snet.net), as Grants Coordinator from EOC 2015 to EOC 2018.

Jon Oaks, (jonnyoaks@gmail.com), Macomb Community College, Michigan, as AMATYC Professional Development Coordinator from January 1, 2015 to December 31, 2016.

Phil Mahler, (mahlerp@middlesex.mass.edu), to an at-large position on the AMATYC Investment Committee beginning May 1, 2015 and ending December 31, 2019.

Pat McKeague, (pat@mckeague.com), to an at-large position on the AMATYC Foundation Board be extended until December 31, 2016.

Fred Peskoff, (fpeskoff@aol.com), to an at-large position on the AMATYC Foundation Board beginning immediately (January 1, 2015) and ending December 31, 2018.

William Steenken, (steenken@att.net), to an at-large position on the AMATYC Foundation Board beginning January 1, 2016 and ending December 31, 2019.

TE award winners were announced.

Personnel Committee report was given.

Meeting suspended for the day at 5:22 pm.

Meeting resumed at 8:30 AM on Monday, April 27.

Board entered Executive Session at 8:43 am and returned from executive session at 9:08 am

President Sattler announced that during executive session the following was decided:

That the following individuals be invited as speakers in the order listed to deliver the Opening Session Presentation on Thursday afternoon or the Breakfast presentation on Saturday morning for the AMATYC Conference to be held in San Diego in 2017.

Opening Session: Scott Adamson, Susan Wood, Bob DeVaney, Wade Ellis, and Diane Ravitch

Breakfast: Ed Berger, Bill Dunham, Lenda Furoto, Jim Matthews, and David Motsunaga
(masunaga@iolani.org)

Pending membership verification, the following appointments were made:

Stephanie Krehl, (slkrehl@midsouthcc.edu) as the Southwest Regional representative to the AAS committee.

Dale Johanson, (dale@northeast.edu), as appointed as the Central Region representative to DDIC committee.

Return to postponed motions:

MOTION: to amend the motion of E11 to read:

The editor of the *MathAMATYC Educator* will prepare a bulk email to members and non-members in the AMATYC member database during the month of June describing articles in previous journal issues, including a synopsis of editorial panel members' choice of featured articles from the previous year's issues.

Made by Hylton and seconded by Orrange

Motion to amend approved
Motion approved as amended

MOTION: That the following language be included in the PPM as section 11.12 (PPM 11.12)

11.12 Webinars

Description

A webinar is an Internet version of a presentation that is transmitted to individuals or groups through their computers.

Sponsoring Committee

A sponsoring committee is recommended, but not required for a webinar. The AMATYC Professional Development Coordinator will serve as the liaison between the sponsoring committee and the facilitator of the webinar.

Honoraria

All webinar speakers will be offered a stipend that comes from the webinar budget; it is the speaker's decision to accept or decline the honorarium. The honorarium is non-transferable. If a webinar has more than one speaker, the standard honorarium will be split among the speakers.

Sponsorship

AMATYC will acknowledge the sponsor of a webinar series during each webinar and on the emails announcing the webinars. A webinar series is defined as all webinars offered during one calendar year.

Pre-Registration

Registration for webinars will be open to members before it opens to the general public. Exceptions to this pre-registration criterion may be granted by the Professional Development Coordinator in consultation with the Board liaison and the webinar presenter and/or sponsoring committee.

Webinar Platform

Any software and applications that AMATYC uses for webinars will be selected by the Professional Development Committee in consultation with the Professional Development Coordinator.
Made by Orrange and seconded by Hobbs

Motion approved

MOTION: To amend postponed motion as follows (page H10 of agenda)

MOTION: To change policy 4.3.1 (Section 2, #1) from (PPM 4.3.1)

The Teaching Excellence Award is intended for AMATYC members whose primary assigned duties are the delivery of instruction and who have made outstanding contributions to mathematics or mathematics education at a two-year college.

to

The Teaching Excellence Award is intended for AMATYC members whose primary assigned duties are the delivery of instruction and who have made outstanding contributions to mathematics, statistics, or mathematics education. Nominees must have taught at least one relevant course since the presentation of the Teaching Excellence Award during the AMATYC Conference in the previous odd-numbered year.

Made by Rivers and seconded by Ham

Motion to amend approved
Motion approved as amended

MOTION: to amend postponed motion as follows (page H34 of agenda)

MOTION: That AMATYC members or those with the live webinar benefit as part of their annual subscription are able to register for live webinars. The effective date of this change is June 1, 2015. (PPM 3.1.2)

To update policy 3.1.2 as follows:

Benefits of Individual Membership

F. Members will receive priority registration for all live webinars.

Made by Ham and seconded by Danforth

Motion to amend approved
Motion approved as amended

Beverly Vance, Office Manager, Christy Hunsucker, Accounting Director, Christine Schott, Publications Director, and Ryo Davis, Technical Clerk joined the meeting at this time to give the office report.

MOTION: That Section 7.1.5 Office Equipment Replacement Cycle be revised by adding the following at the top of the section: “The following is a guide only, not a mandate. If equipment does not need to be replaced, the purchase may be postponed until the next year or longer into the future. In that case, funding may need to be budgeted differently than indicated below.” Also, correct the title in Year 1 info from Office clerk to Technical Director. (PPM 7.1.5)

Made by Orrange and seconded by Danforth

MOTION To amend the motion to delete the words “until the next year or longer into the future”

Made by Fahringer and seconded by Kozak

Motion now reads:

MOTION: That Section 7.1.5 Office Equipment Replacement Cycle be revised by adding the following at the top of the section: “The following is a guide only, not a mandate. If equipment does not need to be replaced, the purchase may be postponed. In that case, funding may need to be budgeted differently than indicated below.” Also, correct the title in Year 1 info from Office clerk to Technical Director. (PPM 7.1.5)

Motion to amend approved
Motion approved as amended

Beverly Vance, Christy Hunsucker, Christine Schott, and Ryo Davis left the meeting at this time

MOTION: Board meeting (SPO, SBM, SCC, and FBM) agendas posted at dropbox.com will be archived in internal.matyc.org before the following board meeting and that the new section, 12.4.4, be added to the PPM: (PPM 12.4.4)

12.4.4 Internal Website

The following information should be maintained on the AMATYC Internal Website by the AMATYC office. Open site:

1. Current Liaison Assignments
2. Current Administrative Committees
3. AMATYC Foundation Request for Fund Expenditure
4. Current Blank Motion Form
5. AMATYC Conference Call Request Form
6. Chart of Accounts
7. Current Travel Reimbursement Form
8. Memphis Office Address for Mailings
9. Current Template for Committee Chair Board Report
10. Current Template for Coordinators and Directors Report
11. Current Template for National Officers/Vice Presidents Board Report
12. Current AMATYC Stationery
13. Current Work Request Form
14. Committee chairs and Regional Reps spreadsheet

15. Training Videos in YM
16. Previous Delegate Assembly Packets
17. PPM

Password Protected:

1. Archive of Board meeting (SPO, SBM, SCC, and FBM) agendas
2. Current Approved Budget
3. VP resource site

Made by Orrange and seconded by Kozak

Motion approved

Motion reconsidered at later time in meeting

MOTION: That the current AMATYC Foundation Investments Committee (Foundation funds) and the AMATYC Investments Board (reserve funds) be combined as described in the attachment Draft 6.12. The new board will begin work with the appointment of a majority (at least 2 members in addition to the AMATYC Treasurer) of its members. (PPM 6.12 and 14.3.2) (Attachment P)

Made by Roznowski and seconded by Hobbs

MOTION to amend: add the words Remove PPM section 14.3.2

Made by Hobbs and seconded by Danforth

Motion now reads:

MOTION: That the current AMATYC Foundation Investments Committee (Foundation funds) and the AMATYC Investments Board (reserve funds) be combined as described in the attachment Draft 6.12. The new board will begin work with the appointment of a majority (at least 2 members in addition to the AMATYC Treasurer) of its members. Remove PPM section 14.3.2 (PPM 6.12 and 14.3.2) (Attachment P)

Motion to amend approved

Motion approved as amended

MOTION: That \$3000 be added to account 5930 National Initiatives/Community Relations in the 2015 Budget to support travel for AMATYC members to attend national meetings representing AMATYC in national initiatives related to the first two years of college mathematics education. Since the 2015 budget has been approved, the passage of this motion will allow this specific line item to have an over-expenditure of up to \$3,000.

Made by Roznowski and seconded by Orrange

MOTION to amend to read:

That account 5930 National Initiatives/Community Relations in the 2015 Budget be approved for over budget expenditure up to \$3000 to support travel for AMATYC members to attend national meetings representing AMATYC in national initiatives related to the first two years of college mathematics education.

Made by Hobbs and seconded by Rivers

Motion to amend approved

Motion approved as amended

MOTION: AMATYC discontinue membership in the American Association of Community Colleges (AACC) effective immediately.

Made by Hobbs and seconded by Orrange

Motion approved

MOTION: The following specific methodology be used to calculate the dues increase for regular AMATYC membership:

1. The “Historical Consumer Price Index for All Urban Consumers (CPI-U): U.S. City average, all items” that is provided by the U.S. Bureau of Labor Statistics (BLS) be used for the calculations.
2. The numbers from this table that are used shall be the “Annual average” column.
3. The calculation be made after the CPI-U is posted for the previous even-numbered year at the BLS website (usually in late February of the odd-numbered year in which the dues motion is submitted at the SBM)
4. The annual averages used shall be from the two previous even-numbered years. The average for the earliest even-numbered year shall be used as the base year average and the average for the most recent even-numbered year be used as the “new amount.”
5. The difference of the two CPI-U averages shall be divided by the CPI-U for the base year average.
6. The quotient from step 5 shall be increased by one then multiplied by the current dues amount to get the unrounded dues amount.
7. Per policy, the unrounded amount shall be rounded up to the next dollar to determine the dues for the upcoming dues period.

EXAMPLE:

Calculating the dues for 2016 based on the 2012 and 2014 CPI-U numbers and dues of \$85:

	CPI-U Annual Average
2012	229.594
2014	236.736
Difference	7.142

Rate of increase: $7.142 \text{ divided by } 229.594 = 0.031107084$

$1.031107084 \text{ times } \$85 = \$87.6441022$

The dues in this case would be \$88. (PPM 3.1.1).

Made by Hobbs and seconded by Orrange

MOTION to amend: To add the following language to PPM 3.1.1

The following specific methodology be used to calculate the dues increase for regular AMATYC membership:

Made by Kozak and seconded by Lang

Motion now reads:**MOTION:** To add the following language to PPM 3.1.1

The following specific methodology be used to calculate the dues increase for regular AMATYC membership:

1. The “Historical Consumer Price Index for All Urban Consumers (CPI-U): U.S. City average, all items” that is provided by the U.S. Bureau of Labor Statistics (BLS) be used for the calculations.
2. The numbers from this table that are used shall be the “Annual average” column.
3. The calculation be made after the CPI-U is posted for the previous even-numbered year at the BLS website (usually in late February of the odd-numbered year in which the dues motion is submitted at the SBM)
4. The annual averages used shall be from the two previous even-numbered years. The average for the earliest even-numbered year shall be used as the base year average and the average for the most recent even-numbered year be used as the “new amount.”
5. The difference of the two CPI-U averages shall be divided by the CPI-U for the base year average.
6. The quotient from step 5 shall be increased by one then multiplied by the current dues amount to get the unrounded dues amount.
7. Per policy, the unrounded amount shall be rounded up to the next dollar to determine the dues for the upcoming dues period.

EXAMPLE:

Calculating the dues for 2016 based on the 2012 and 2014 CPI-U numbers and dues of \$85:

	CPI-U Annual Average
2012	229.594
2014	236.736
Difference	7.142

Rate of increase: $7.142 \text{ divided by } 229.594 = 0.031107084$

$1.031107084 \text{ times } \$85 = \$87.6441022$

The dues in this case would be \$88. (PPM 3.1.1).

Motion to amend approved
Motion approved as amended

MOTION: That effective July 1, 2016, the annual membership dues for a regular AMATYC member be \$88.00. (PPM 6)

Made by Hobbs and seconded by Lang

Motion approved

MOTION: That the annual dues for the Student Mathematics League be set at \$40, effective January 1, 2016.

Made by Hobbs and seconded by Danforth

Motion defeated

MOTION: Institutional member dues be set at \$508, effective July 1, 2016 through June 30, 2017. (PPM 3.2.1)

Made by Hobbs and seconded by Lang

Motion approved

MOTION: That the reduced retiree conference registration rate be continued for a second year at the 2015 AMATYC Conference in New Orleans. (PPM 8.12.3 #7).

Made by Ham and seconded by Rivers

Motion approved

MOTION: Effective January 1, 2016, for AMATYC travel, tips will be reimbursed up to \$5 per person per hotel night stay day. (PPM 6.10.2) (Attachment Q).

Made by Ham and seconded by Kozak

MOTION to amend to include as described in the PPM section 6.10.2

Made by Ham and seconded by Kozak

Motion now reads:

MOTION: Effective January 1, 2016, for AMATYC travel, tips will be reimbursed up to \$5 per person per hotel night stay day as described in the PPM section 6.10.2. (PPM 6.10.2) (Attachment Q).

Motion to amend approved

Motion approved as amended

MOTION: Effective January 1, 2016, the full day per diem rate will increase to \$41 and the partial day rates will be \$7.00 for breakfast, \$11.00 for lunch, and \$23.00 for dinner as described in the revised PPM section 6.10.2. (PPM 6.10.2 and 6.10.3) (Attachment R)

Made by Ham and seconded by Kozak

MOTION to eliminate the words “excluding alcoholic beverages” from 6.10.1 #5

Made by Fahringer and seconded by Kozak

MOTION remains the same; the proposed change is reflected in the attachment.

Motion to amend defeated

Motion approved as presented

Note: 6.10.3: In section 6.10.3, the current per diem rate of \$35 appears twice; it will be changed to \$41.

MOTION: Effective with 2016 annual AMATYC conference, AMATYC will reimburse the conference registration fee for all AMATYC personnel specified in policy 6.10.3, Section 1 (PPM 6.10.3)

Made by Ham and seconded by Kozak

Motion defeated

MOTION: That the following change be made to PPM 8.6.6 Local Events Coordinator, General Duties, #2

Current: Organize the local committee and make recommendations to the Conference Coordinator and the President-Elect. This committee is to be approved by the Executive Board two years prior to the date of conference. Persons appointed must maintain AMATYC membership for the duration of the appointment.

Proposed: Organize the local committee and make recommendations to the Conference Coordinator and the President-Elect. This committee is to be approved by the Conference Coordinator. Persons appointed must maintain AMATYC membership for the duration of the appointment. The list of members of this committee will be forwarded to the AMATYC President who will send a letter or email acknowledging their appointment. (PPM 8.6.6 and 8.2 #19)

Made by Roznowski and seconded by Lang

Motion approved

MOTION: That the selection of the conference theme and conference logo no longer need the approval of the AMATYC Executive Board. These decisions will be the responsibility of the Local Events Committee in consultation with the Conference Coordinator. (PPM . 8.2 #16 and 8.6.6 Year C-2 Duties #1).

Made by Roznowski and seconded by Danforth

Motion approved

MOTION: That the attached AMATYC Foundation Solicitation Policy form, currently housed on the AMATYC internal site be added to PPM section 2.15, Solicitation Policy. (PPM 2.15) (Attachment S).

Made by Orrange and seconded by Danforth

Motion approved

MOTION to reconsider archive motion posted on page M1

Motion made by Kozak and seconded by Lang

Motion to reconsider approved

MOTION: To amend archive motion posted on page M1 the current AMATYC stationery, item number 12 to the passworded section of the internal website.

Made by Rivers and seconded by Kozak

Motion now reads:

MOTION: Board meeting (SPO, SBM, SCC, and FBM) agendas posted at dropbox.com will be archived in internal.matyc.org before the following board meeting and that the new section, 12.4.4, be added to the PPM: (PPM 12.4.4)

12.4.4 Internal Website

The following information should be maintained on the AMATYC Internal Website by the AMATYC office. Open site:

1. Current Liaison Assignments
2. Current Administrative Committees
3. AMATYC Foundation Request for Fund Expenditure
4. Current Blank Motion Form

5. AMATYC Conference Call Request Form
6. Chart of Accounts
7. Current Travel Reimbursement Form
8. Memphis Office Address for Mailings
9. Current Template for Committee Chair Board Report
10. Current Template for Coordinators and Directors Report
11. Current Template for National Officers/Vice Presidents Board Report
13. Current Work Request Form
14. Committee chairs and Regional Reps spreadsheet
15. Training Videos in YM
16. Previous Delegate Assembly Packets
17. PPM

Password Protected:

1. Archive of Board meeting (SPO, SBM, SCC, and FBM) agendas
2. Current Approved Budget
3. VP resource site
4. Current AMATYC Stationery

Motion to approved as amended.

MOTION: Approve the changes to PPM 6.10.2 Part I, Rental Automobile

Replace

6.10.2 Reimbursable Expenses

1. Rental Automobile

Rental automobiles are not normally reimbursed. Their use is limited to circumstances where it is necessary in order to meet time schedules, where no other mode of transportation is available, or where the cost is less than that for other authorized transportation. Rental cars can also be arranged through the AMATYC office. Prior approval of the AMATYC Treasurer is required.

With

6.10.2 Reimbursable Expenses

I. Rental Car

Rental cars are reimbursed under 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. 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 prior to travel. (PPM 6.10.2 Part I)

Made by Kozak and seconded by Lang

MOTION: to amend as follows:

MOTION: Approve the changes to PPM 6.10.2 Part I, Rental Automobile
Replace

6.10.2 Reimbursable Expenses

2. Rental Automobile

Rental automobiles are not normally reimbursed. Their use is limited to circumstances where it is necessary in order to meet time schedules, where no other mode of transportation is available, or where the cost is less than that for other authorized transportation. Rental cars can also be arranged through the AMATYC office. Prior approval of the AMATYC Treasurer is required.

With

6.10.2 Reimbursable Expenses

I. Rental Car

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. (PPM 6.10.2 Part I)

Made by Kozak and seconded by Lang

Motion to amend approved
Motion approved as amended

MOTION: Approve the attached changes to PPM 5.1.2, Procedures for Board Reports (PPM 5.1.2)(Attachment T)

Made by Fahringer and seconded by Roznowski

3.1.2 Motion approved

MOTION: The Board approve the change of title of the AMATYC position statement titled UNDERGRADUATE TEXTBOOKS AND INSTRUCTIONAL MATERIALS to UNDERGRADUATE MATHEMATICS TEXTBOOKS AND INSTRUCTIONAL MATERIALS effective immediately. (PPM 15.10.1 and PPM 15.10.2)

Made by Danforth and seconded by Ham

Motion approved

MOTION: That there will be a no-host bar for the Ignite Event at the 2015 AMATYC Conference in New Orleans.

Made by Rivers and seconded by Lang

MOTION to amend to include the words “provided no minimum purchase is required.”

Made by Tanner and seconded by Rivers

Motion now reads:

MOTION: That there will be a no-host bar for the Ignite Event at the 2015 AMATYC Conference in New Orleans provided no minimum purchase is required.

Motion to amend approved

Motion defeated as amended

Note: the Traveling Workshop Coordinator is working on a few initiatives and is to report back to the board by the summer conference call with the results of those activities.

Return to postponed motion:

MOTION: To amend postponed motion as follows (page CC44 of agenda)

Made by and seconded by

MOTION: That PPM section 8.2, #12,15, & 19 Conference Timetable, be changed: (PPM 8.2 #12, 15 &19)

From:

12. Sign (or request in writing that the Executive Director of Office Operations sign and mail) hotel contract. The written authorization shall be filed in the office with the signed contract.	Spring, C-5	President
15. Recommend and approve Local Events Coordinator.	Fall, C-3 or after contract is signed	Regional VP, Executive Board
19. Approve conference appointments.	Spring, C-1	Executive Board

To:

12. Sign (or request in writing that the Executive Director	Spring, C-5	President
---	-------------	-----------

sign and mail) hotel contract. The written authorization shall be filed in the office with the signed contract.		
15. Recommend and approve Local Events Coordinator.	Fall, C-3 or after contract is signed	Regional VP and Conference Coordinator, Executive Board approves
19. Appoint other local event committee members.	Spring, C-1	Conference Coordinator, after verifying AMATYC membership

Motion to amend approved
Motion approved as amended

Meeting adjourned at 2:30 PM.

Mary Beth Orrange, Secretary 2014-2015
Date: April 27, 2015

Nancy Sattler, President 2014-2015
Date: April 27, 2015

ATTACHMENTS

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

The American Mathematical Association of Two-Year Colleges (AMATYC) mission is to promote and increase awareness of the role of two-year colleges in mathematics education, and to:

- Ensure the preparation of mathematically and technologically literate citizens who are capable of making informed decisions, who have skills needed by business and industry, and who will continue to grow in their quantitative literacy;
- Lead the development and implementation of curricular, pedagogical, technological, and assessment standards for two-year college mathematics education;
- Offer multiple opportunities for the preparation and continuing professional development of a competent and diverse mathematics faculty skilled in a variety of teaching modalities addressing different learning styles;
- Provide a forum that facilitates professional networking, communication, policy determination, and action among individuals, affiliates, and other professional organizations; and
- Communicate the perspectives of two-year college mathematics education to public, business, and professional sectors.

Adopted by the Board on April 12, 2010.

AMATYC's Vision: Opening Doors Through Mathematics**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.

Core Value:	Operational Definition:
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.



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

AACC	American Association of Community Colleges
ACCESS	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)
APA	AMATYC Project ACCESS: Advancing Community College Careers: Education, Scholarship, Service, a professional development program offered by AMATYC beginning with Cohort 4 in 2007.
AMS	American Mathematical Society, who along with MAA and SIAM host the Joint Mathematics Meetings each January
AMTE	Association of Mathematics Teacher Educators
ARG	Association Review Group. NCTM successfully used an ARG process to conduct a formal review of the Standards 2000 drafts.
ASA	American Statistical Association
ASL	Association for Symbolic Logic
ASSM	Association of State Supervisors of Mathematics
AWM	Association for Women in Mathematics
BBA	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.”
BMS	Board of the Mathematical Sciences, a Board of the National Research Council.
CAMC	Committee on the American Mathematics Competitions. CAMC develops and sponsors the exams which lead to the identification of the USAMO team.
CBMS	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.
CCSSM	Common Core State Standards for Mathematics
COWIN	Committee on Women in Mathematics
CRAFTY	Curriculum Renewal Across the First Two Years Committee, an MAA Subcommittee of the MAA Committee on the Undergraduate Program in Mathematics (CUPM).
CSSP	Council of Scientific Society Presidents
CTYC	Committee on Two-Year Colleges, an MAA Committee. The AMATYC President is an ex officio member.
CUPM	Committee on the Undergraduate Program in Mathematics, an MAA Committee.
ICME	International Congress on Mathematical Education. Held every four years. (Seoul, Korea 2012 and Hamburg, Germany 2016)
IMS	Institute of Mathematical Statistics
INFORMS	Institute for Operations Research and the Management Sciences
JCW	Joint Committee on Women in Mathematical Sciences
JMM	Joint Mathematical Meetings hosted each January by AMS, MAA, and SIAM.
JPBM	Joint Policy Board for Mathematics. A coalition of AMS, MAA, and SIAM.

MAA	Mathematical Association of America. Executive Director is Michael Pearson.
MAC³	Mathematics Across the Community College Curriculum was an NSF grant to AMATYC.
MathFest	MAA's Summer Meeting
MET	The Mathematics Education of Teachers document, written for college mathematics departments outlining the mathematics that K-12 teachers ought to know.

PMET	Preparing Mathematicians to Educate Teachers Project, a CBMS Project, offering workshops to college and university faculty.
MSEB	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,
NACCTEP	National Association of Community College Teacher Education Programs.
NADE	National Association of Developmental Education
NAS	National Academy of Sciences
NASSMC	National Alliance of State Science and Mathematics Coalitions
NCTM	National Council of Teachers of Mathematics. Kichoon Yang is the Executive Director.
NCSM	National Council of Supervisors of Mathematics
NRC	National Research Council, organized by the NAS in 1918. NRC is the umbrella organization of the NAS, the National Academy of Engineering (NAE), and the Institute of Medicine (IOM).
NSF	National Science Foundation. Provides government funding for scientific endeavors.
PAEMT	Presidential Award for Excellence in Mathematics Teaching
RUME	Research in Undergraduate Mathematics Education, a special interest group of the MAA.
SIAM	Society of Industrial and Applied Mathematics. One of the three sponsors of the Joint Mathematics Meetings held each January.
SOA	Society of Actuaries
SUMMA	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.
TODOS	TODOS: Mathematics for all – advocate for equity and high quality mathematics education for all
Triangle Coalition	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.
USAMO	USA Mathematical Olympiad. Through a series of competitions taken by thousands, a team of 8 is identified for participating in the International Mathematical Olympiad (IMO). The team is honored at a special event in Washington each June.
USNCMI	United States National Committee on Mathematics Instruction

Liaison and Committee Assignments, Pre-FBM 2014

Assignment	Chair/Coordinator/Director	Board Member
Affiliate Presidents		Jane Tanner
AMATYC Executive Director	Wanda Garner	Nancy Sattler
AMATYC Legal Advisor	Peter Georgakis	Nancy Sattler
<i>AMATYC News</i>	Diane Koenig	Kate Kozak
AMATYC Project ACCESS	Laura Watkins	Dan Fahringer
Editing Director	Steve Wilson	Ernie Danforth
Grants Director	John Pazdar	Mark Harbison
Historian	Russell Simmons	Mary Beth Orrange
<i>MathAMATYC Educator</i>	David Tannor – Editor George Alexander – Production Manager	Liz Hylton
Website Coordinator	George Hurlburt	Jim Ham
Mu Alpha Theta	Kathy Mowers	Jim Roznowski
Professional Development Coordinator	Jon Oaks	Mary Beth Orrange
Traveling Workshop Coordinator	Ana Jimenez	Mary Beth Orrange
Student Mathematics League	Susan Strickland Steve Blasberg	Dan Fahringer
Vice-Presidents (Senior VP)		Nicole Lang
Academic Committees		
Developmental Mathematics	Linda Zientek	Margie Hobbs
Division/Department Issues	Sean Simpson	Jane Tanner
Innovative Teaching and Learning	Fred Feldon	Nancy Rivers
Mathematics Intensive/College Mathematics	Sandy Poinsett	Jim Ham
Placement & Assessment	Behnaz Rouhani	Liz Hylton
Research in Mathematics Education in TYC	April Ström	Nicole Lang
Statistics	Mary DeHart	Kate Kozak
Teacher Prep	Andy Jones	Dan Fahringer
Technical Mathematics/AAS	Ned Schillow	Ernie Danforth

Administrative Committees – SBM 2015

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: Hobbs

Members: Garner, Danforth, Dockter, Ham, Sattler, & Tanner

Foundation Board

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

Chair: Roznowski

Members: *Angel, Black, Garner, *Hobbs, Lang, *McKeague, Sattler, & *Steenken, (*Investment Committee Member)

Membership Committee

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

Chair: Ham & Rivers (co-chair)

Members: Garner, Danforth, Faringer, Harbison, Hobbs, Hylton, Kozak & Lang

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: Roznowski

Members: (Northeast), (Mid-Atlantic), (Southeast), (Midwest), (Central), (Southwest), (Northwest), (West), (At-Large), (At-Large), (At-Large),

Organizational Assessment Committee

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

Chair: Tanner

Members: Ham, Kissick, Kozak & Wilhite

Personnel Committee

Charge: PPM, Section 5.9.1

Chair: Harbison

Members: Garner (nv), Hobbs, Roznowski, Sattler, & Tanner

Professional Development Committee

Charge: PPM, Section 5.9.4

Chair: Orange

Members: Dockter, Fahringer, Harbison, Jimenez, Oaks, & Rivers

Strategic Planning Committee

Charge: Develop and publish the AMATYC Strategic Plan

Chair: Tanner

Members: Hylton, Roznowski, & Sattler

Ad Hoc Committees

Going Green Committee

Charge: Review information and make recommendations to the board about going paperless or having paperless options.

Chair: Roznowski

Members: Fahringer, Kozak

Make up of Delegate Assembly Committee

Charge: Review current makeup of the AMATYC Delegate Assembly and make recommendations for possible changes to this makeup.

Chair: Rivers

Members: Lang & Tanner

Naming Committee

Charge: Gather information and make recommendations to the board defining the terms of whom the AMATYC organization represents (two-year college versus community college versus first two years of college, etc.).

Chair: Fahringer

Members: Hylton, Orrange

Professional Networking Committee

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

Chair: Orrange

Members: Sattler, Lang, Kozak, Ham, Hurlburt

Website Committee

Charge: Review website proceeds and make recommendations to the board

Chair: Ham

Members: Barnett, Garner, Hurlburt, Lang, Shott, Vance, Yoshiwara

Other Committees

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: Strickland

Members: Fahringer, Roznowski, Sattler

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: Hobbs

Members: Garner (nv), Hunsucker (nv), Roznowski, Sattler & Tanner

Task Forces

AMATYC Academic Committee Structure

Charge: To review and make recommendations regarding the AMATYC academic committee structure.

Chair: Orrange

Members: Roznowski, Feldon, Hovis, Zientek, Simpson, Schillow

Standards – Beyond Crossroads

Charge: Make recommendations on the reaffirmation or updating of the AMATYC standards document, Beyond Crossroads (2006). The Task Force will submit a recommendation at the SBM 2013.

Chair: Farinelli

Members: Cleaves, Duranczyk, Garner, Grasier, Hobbs, Hovis, Hylton, Kozak, Orrange, Rotman, Sattler, & Yoshiwara

Awards and Recognition Task Force

Charge: Review current awards and make recommendations for future AMATYC awards and recognitions

. Chair: Tanner

Members: Garner, Hobbs, Rivers

ATTACHMENT B

Email motion report for SBM 2015. Motions addressed since the FBM 2014 follow. Each motion passed.

Submitted by Mary Beth Orrange, Secretary

12/04/14	Committees	Motion #16: To change the PPM section 9.3, Term of office of Academic Committee Chair, from “The term limit is two consecutive terms” to “The term limit is three consecutive terms.” This change will be effective January 1, 2015 and includes currently serving chairs.
12/18/14	FBM minutes	Motion #17: That the Fall Board Meeting minutes be approved
1/2/15	Website coordinator training	Motion #18: To support the AMATYC Website Coordinator to attend a training session in early 2015.
1/10/15	Grant	Motion #1: That AMATYC supply level one support to the attached Raising Calculus grant. <i>[Contact the office for details regarding the grant.]</i>
1/20/15	Budget	Motion #2: That the 2015 Annual Budget that shows the change in net assets to be \$9,783.83 be approved as amended.
2/3/15	Advertising	Motion #3: That the category “Webinar Sponsorships” with a fee of \$1500 be added to the list of advertising fees in the PPM section 6.11.4 under Other Advertising Opportunities, item number 2.
2/11/15	AMATYC/ASA	Motion #4: Pending membership verification, effective immediately Mary Dehart be appointed to the AMATYC/ASA Joint Committee until December 2017.

ATTACHMENT C

Affiliate Visits 2014-2015

Affiliate	2014 Meeting Dates	Who Visited or Plans to Visit?	2015 Meeting Dates	Who Plans to Visit?
MATYCONN	4/25	No one		
NEMATYC	4-5/4-6	No one		
NYSMATYC	April 4-6	Danforth Orrange Tanner	April 17-19	Orrange Tanner
OCMA	5-21/ 5-23	No one		
DelMATYC	May 16	Dan Fahringer	May 1	Fahringer
MMATYC	May 30	Dan Fahringer		
MATYCNJ	April 12			
PSMATYC	April 5	Dan Fahringer	April 11	Fahringer
VMATYC	March 28 & 29	Dan Fahringer	March 20 & 21	Fahringer
WVMATYC	April 4			
AlaMATYC	2/28		3/6	Rivers
FTYCMA	2/21-2/22 10/10 – 10/11	Nancy Rivers - Ill	1/23-1/24	Tanner
GMATYC	2/21 – 2/22	Nancy Rivers	2/13	
La-MsMATYC	9/27 or 10/4	Nancy Rivers	9/26	Rivers
NCMATYC	3/6 – 3/7	Nancy Rivers	3/12-3/13	Rivers
SOCAMATYC	3/29	Conflict with TMATYC	4/17-4/18	Rivers
TMATYC	3/28 – 3/29	Nancy Rivers	3/20-3/21	
IMACC	April 3-5	Ham	April 9-11	
INMATYC	April 11		April 17	
KYMATYC	Feb 28 – March 1	Ham	February 27-28	Ham
MichMATYC	May 2-3 October 3-4	Ham Ham	April 10-11 October	Ham
OhioMATYC	April 11-2		April 10-11	Ham/Sattler
WisMATYC	September 27	Ham	September	Ham
ARKMATYC	?????			
ColoMATYC	February 21	Lang: flight canceled	March 6	Lang
IMATYC	October(?)		October (?)	
KAMATYC	March 8		March 7	Tanner: flight canceled; Steve Wilson did my presentation
MinnMATYC	May 2 & 3	Lang	May 1-2	Lang?
MOMATYC	April 4-6	Lang: possible e-visit	April 9-11	Lang
NEBMATYC	April 11	Lang	April 11	
NDMATYC	October 3	Lang	October (?)	
WYMATYC	April 4	Lang: send greeting		
ArizMATYC	April 4-5 October 10	Kate Kozak Kate Kozak	February 20	
NMATYC	May 23-24	Kate Kozak	April 18-19	Kozak
OKMATYC				
TexMATYC	Feb 6-8	Kate Kozak	February 19-21	Kozak
AKMATYC	May 8			
ORMATYC				
WAMATYC				
CMC ³	Dec 5-6	Mark	Dec. 11-12	Mark
CMC ³ South	Feb 28 – March 1	Mark	Mar. 13-14	Mark
π MATYC	n/a		Mar. 17	Nancy Sattler
NEVMATYC	n/a		n/a	n/a
UMATYC	September(?)		Probably Sep. 26	Mark

Rules of Conduct

Parliamentary Motions Guide

Based on *Robert's Rules of Order Newly Revised (10th Edition)*

The motions below are listed in order of precedence. Any motion can be introduced if it is not on the table and is not pending.

YOU WANT TO:	YOU SAY:	INTER- JECT?	2ND?	DEBATE?	AMEND?	VOTE?
Incidental Motions	no order of precedence. Arise incidentally and decided immediately.					
§21 Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20 Take break	I move to recess for	No	Yes	No	Yes	Majority
§19 Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18 Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17 Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16 Close debate	I move the previous question	No	Yes	No	No	2/3
§15 Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14 Postpone to certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13 Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12 Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11 Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10 Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority
Incidental Motions-	no order of precedence. Arise incidentally and decided immediately.					
§23 Enforce rules	Point of order	Yes	No	No	No	None
§24 Submit matter to assembly	Bring to the decision of the chair	Yes	Yes	Yes	No	Majority
§25 Suspend rules	I move to suspend the rules which ...	No	Yes	No	No	2/3
§26 Avoid main motion altogether	Object to the consideration of the question	Yes	No	No	No	2/3
§27 Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29 Demand rising vote	I call for a division	Yes	No	No	No	None
§33 Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
§33 Request for information	Point of information	Yes	No	No	No	None
Motions That Bring a Question Before the Assembly- no order of precedence. Introduce only when nothing else pending.						
§34 Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35 Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 maj. w/ notice
§37 Reconsider motion	I move to reconsider the vote ...	No	Yes	Yes	No	Majority

AMATYC 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.

Signature of AMATYC Leader or Staff Member _____

Date _____

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.]

Adopted April, 2013

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AMATYC Executive Board Sunshine Fund

At the Spring 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 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.

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 (February 15) must have atleastoneco-sponsor.

C. 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.

D. 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.

E. The following individuals are asked to track items throughout the meeting. Although Keven, Margie, and Wanda will be present for much of the SBM; it is important that the individuals indicated monitor their designated topic to make sure nothing is overlooked.

1. Items relating to Conference: Mark Harbison and Nancy Rivers (Report to the Conference Coordinator at the end of SBM 2015.)
2. Items relating to Budget: Jim Ham and Ernie Danforth. (Report to the treasurer at the end of SBM 2015).
3. Items relating to the Office: Kate Kozak and Jim Roznowski. (Report to the Executive Director at the end of SBM 2015).
4. Items relating to VPs: Nicole Lang and all VPs.
5. Items to return to at the Spring Board Meeting: Margie Hobbs and Jane Tanner. (Report to the President at the end of SBM 2015.)

F. F. Draft minutes will be available electronically each morning beginning on Saturday morning, unless otherwise requested by Mary Beth. 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 Mary Beth by the following morning, either handwritten or electronically.

1. Friday's Minutes: Tanner, Ham & Rivers
2. Saturday's Minutes: Lang, Roznowski, Fahringer
3. Sunday's Minutes: Danforth, Kozak, Harbison
4. Monday's Minutes: Hylton, Ham, Hobbs

ATTACHMENT E

**Order of Business
AMATYC Executive Board
SPRING 2015**

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

- YM Training on Computers: on Saturday 8:30-10:30 a.m.
- Conference Coordinator Report on Saturday - 10:30 – 11:30 a.m.
- Treasurer's Report on Saturday - 1:00 – 3:00 p.m.
- Strategic Planning session on Sunday – 10:30 – 12:00 p.m.
- Office Report on Monday 10:00 – 11:00 a.m.

Committee meetings during SBM:

- Finance Committee meeting on Tuesday - 9:00 – 11:30 a.m.
- Membership Committee – Friday – 2:30 – 4:30 p.m.
- Personnel Committee – Friday – 12:00 – 1:30 p.m.
- Professional Development Committee on Saturday – 5:00 – 6:00 pm

Reports (R): 5 minutes
minutes

Discussion (D): 10 minutes

Motions (M): 15

A. Agenda			Notes
Reference Materials			
	Call to Order	Sattler	
A1	Meeting Plans	Sattler	
A2	AMATYC Mission Statement		
A3	AMATYC Core Values and Vision		
A4	AMATYC Strategic Priorities		
A7	Email Ballots since FBM 2014	Orrange	
A15	Affiliate Visits		
A8-A15	Delete pages		
A7A	Expenditure Approval Committee Report	Hobbs	Move from C1
A19	Board Liaison Assignments		
A20	Administrative/Ad Hoc/Other Committees		
A23	Brief Robert's Rules of Order		
A24	Conflict of Interest		
A26	Welcoming Environment Statement		
A28	Sunshine Fund Guidelines	Orrange	
A29	Rules of Conduct	Sattler	
A30	M: Adopt Rules of Conduct	Sattler	
A31	Order of Business	Sattler	
A40	M: Adopt Order of Business	Sattler	

B. Consent Calendar – Reports (items removed from this section will be discussed before Section D)			
National Officers			
B1	President	Sattler	
B3	President-Elect	Tanner	
B5	Past President	Roznowski	
B6	Secretary	Orrange	
B7	Treasurer	Hobbs	
Regional Vice Presidents			
B8	Northeast	Danforth	
B10	Mid-Atlantic	Fahringer	
B12	Southeast	Rivers	
B14	Midwest	Ham	
B16	Central	Lang	
B17	Southwest	Kozak	
B18	Northwest	Hylton	
B19	West	Harbison	

C. Consent Calendar- Motions (items removed from this section will be moved to sections indicated)			
C1	EAC Report	Hobbs	Move to A7A
C1	Audit Review Committee Report	Hobbs	
C2	M: Approve PPM edits	Orrange	
C25	M: Accept Consent Calendar Reports	Sattler	

CC. Items Removed from Consent Agenda – PPM changes			
CC1	M: Revision of PPM 6.7.2, Expenses	Hobbs	
CC3	M: PPM 5.1.5 #6 & 5.1.5 #12 #8, Conference Responsibilities	Orrange	
CC4	M: PPM 5.8& 7.2.2, ED Duties	Orrange	
CC18	M: PPM 8.10, Conference Program	Orrange	
CC42	M: PPM 8.1.1 #4, Selection Policy	Orrange	
CC44	M: PPM 8.1.2 #9, #2, Contract Requirements	Orrange	
CC45	M: PPM 8.2 #12, 15 & 19, Conference Timetable	Orrange	

D. Academic Committees			
D1	Developmental Mathematics Report (DMC)	Zientek Hobbs	
D3	Division/Department Issues Report (DDIC)	Simpson Tanner	
D7	Position Statement on Working Conditions of Adjunct Faculty	Simpson Tanner	
D8	Innovative Teaching and Learning Report (ITLC)	Feldon Rivers	
D12	M: Ignite Event at New Orleans Conference	Feldon Rivers	

D13	Mathematics for AAS Programs Report	Schillow Danforth	
D18	Mathematics Intensive/College Mathematics Report	Poinsett Ham	
D20	Placement and Assessment Report (PAC)	Rouhani Hylton	
D22	Position Statement on Time Limits for Course Prerequisites	Rouhani Hylton	
D25a	M: Position Statement on Time Limits for Course Prerequisites	Rouhani	
D26	Research in Mathematics in Two-Year Colleges (REMATYC)	Ström Lang	
D40	Statistics	DeHart Kozak	
D44	Teacher Preparation	Jones Fahringer	

E. Services / Coordinators/ Directors / Publications			
E1	Editing Director Report	Wilson Danforth	
E5	AMATYC News Editor Report	Kozak	
E6	MathAMATYC Educator Editor Report	Tannor Hylton	
E11	M: Bulk email to AMATYC members	Tannor Hylton	
E12	MathAMATYC Educator Production Manager Report	Alexander Hylton	
E14	Webmaster Report	Hurlburt Ham	
E18	Grants Coordinator Report	Pazdar Harbison	
E20	Historian Report	Simmons Orrange	
E21	SML Report	Strickland Fahringer	
E22	M: SML Coordinator Length of Term	Fahringer	
E24	SML Test Developer Report	Blasberg Fahringer	
E25	M: SML Test Development Committee	Fahringer	
E27	Professional Development Coordinator Report	Oaks Orrange	
E31	M: PPM Language for Webinars	Orrange	
E33	Traveling Workshop Coordinator Report	Jiménez Orrange	
E35	Mu Alpha Theta Report	Mowers Roznowski	

F. Staff			
F1	Executive Director Report	Garner	
F3	Office Report	Garner/ Garner Vance	
F8	M: Revision of PPM Section 7.1.5	Garner	

G. Conference			
G1	Conference Coordinator Report	Dockter	
G12	Assistant Conference Coordinator Report	Kirk Dockter	
G14	Presider Chair Report	Winnington Dockter	
G15	Exhibitor Chair Report	Goulard Dockter	
G16	Program Coordinator Report	Williams Dockter	
G19	Advertising Coordinator Report	Olshan Dockter	
G22	2015 LEC Report	Hughes Dockter	
G24	2016 LEC Report	Hastert Dockter	
G25	M: 2016 AMATYC Conference Registration	Hobbs Dockter	
G26`	2017 LEC Report	Marshall Dockter	
G27	M: Appointment of AT-Large Program Review Committee Member	Dockter	
G28	M: Discounts for Corporate Partners for Conference Sponsorships	Olshan	
G30	M: Increase 2015 Friday lunch and Saturday breakfast budget	Dockter	
G31	M: Reappointment of Assistance Conference Coordinator	Dockter	

GG. Conference - Experient			
GG1	Experient Report from Nashville	Dockter	

H. Administrative Committees			
H1	Nominating Committee Report	Roznowski	
H3	M: Election Process/Timeline	Roznowski	
H6	ME Award Report	Roznowski	
H8	TE Award Report	Tanner	
H10	M: Clarification of qualifications for TE Award	Tanner	
H11	M: Reception for TE Award Winner	Tanner	
H12	Professional Development Committee	Orrange	

H14	Foundation Report	Roznowksi	
H16	Personnel Committee	Harbison	Placeholder
H17	Organizational Assessment Committee	Tanner	
H23	Past Presidents Advisory Board Report	Roznowski	
H26	Membership/Marketing Committee	Ham Rivers	
H30	M: VP Lapsed Member Letters	Ham	
H32	M: Newsletter Publication and Webinar Library Addition	Ham	
H34	M: Member Access to AMATYC Live Webinars	Membership Committee	
H35	M: Add Webinar Recordings to Members-only Section of AMATYC Website	Membership Committee	
H36	M: Add Committee Resources Pages to Members-only Section of AMATYC Website	Membership Committee	
H37	M: Add Conference Proceedings to Members-only Section of AMATYC Website	Membership Committee	
H38	M: Add SML Past Test to Members-only Section of AMATYC Website	Membership Committee	
H39	M: Add online version of MathAMATYC Educator as a benefit of Retired and Adjunct Members	Membership Committee	
H40	M: Website Subscription	Membership Committee	
H41	Membership Report	Vance	

I. Treasurer/Budget			
I1	M: Approval of Expenditures	Hobbs	
I1A	Federal IRS Documents Review	Hobbs	
I3	Chart of Accounts	Hobbs	
I4	Expenses	Hobbs	
I7	2015 Approved Budget	Hobbs	
I16	2016 Draft Budget	Hobbs	
I24	2014 Financials	Hobbs	
I32	Historical Data & Graphs	Hobbs	
I45	Reserve Fund	Hobbs	
I46	Contract Obligations	Hobbs	
I48	Foundation Report	Hobbs	
I54	Insurance	Hobbs	

J. Ad hoc Committees / Projects			
J1	AMATYC Project ACCCESS (APA) Board Report	Watkins Fahringer	
J3	M: Recruitment of Project ACCCESS Coordinator	Watkins	
J4A	Professional Networking Committee Report	Orrange	
J5	Joint Committee on Women in the Mathematical Sciences	Tanner	
J12	M: Link to JCW website	Tanner	
J14	Task Force to Review Committee Structure	Orrange	

J17	M: Task Force Report	Orrange	
J18	Standards – Beyond Crossroads Task Force	Farinelli	
J20	Going Green Committee	Roznowski Fahringer & Kozak	
J22	Dana Center STEM Prep Pathway Report	Roznowski	
J24	Awards and Recognition Task Force Report	Tanner	
J26	Website Committee	Ham	
J27	Naming Committee	Fahringer, Hylton, & Orrange	
J30	Common Vision	Farinelli	
J31	Make Up of Delegate Assembly	Rivers Lang & Tanner	

K. Strategic Planning			
K1	Strategic Planning Cycle	Tanner	
K3	AMATYC Mission Statement & Suggested Changes	Tanner	
K5	Strategic Priorities & Initiatives	Tanner	
K12	SWOT Analysis	Tanner	

L. Executive Session			
L1	M: Slate of Candidates 2015 Election	Roznowski	
L3	M: Term Limits	Blasberg	
L5	M: SML Coordinator	Fahringer	
L6	M: Legal Advisor	Tanner	
L7	M: AAS Program Committee Chair	Tanner	
L8	M: Statistics Committee Chair	Tanner	
L9	M: Teacher Prep Committee Chair	Tanner	
L10	M: DDIC Committee Chair	Tanner	
L11	M: PAC Committee Chair	Hylton	
L12	M: Math Intensive Committee Chair	Tanner	
L13	M: ITLC Committee Chair	Tanner	
L14	M: Research in Mathematics Education Committee Chair	Tanner	
L15	M: Dev Math Committee Chair	Tanner	
L16	M: SE Rep to Statistics Committee	Kozak	
L17	M: SW Rep to ITLC	ITLC Committee & Rivers	
L18	M: NW Rep to PAC	Rouhani	
L19	M: SW Rep for Test Dev. Committee	Fahringer	
L20	M: SML Test Dev. Team: Regions 1-4	Fahringer	
L22	M: Reappointment of MathAMATYC Educator Editorial Panelists	Hylton	
L24	M: SE Rep for Editorial Panel	Tannor	
L32	M: Mu Alpha Theta Liaison Appointment	Roznowski	
L33	M: Website Coordinator Reappointment	Ham	
L34	M: Grants Coordinator Reappointment	Harbison	
M14	M: Professional Dev. Coordinator Reappointment	Orrange	
L36	M: Traveling Workshop Coordinator	Orrange	
L37	M: Investment Committee Appointment	Sattler	
L41	M: McKeague Appointment Extension	Roznowski	
L42	M: Peskoff Appointment	Roznowski	
L43	M: Steenken Reappointment	Roznowski	
L45	M: Speakers for 2017	Tanner	
L56	M: TE Award winner	Tanner	Placeholder
L57	Personnel Committee Report (verbal)	Harbison	Placeholder

[illegible]

ATTACHMENT F**March 10, 2015****Expenditure Approval Committee (EAC) Report****Margie Hobbs , Treasurer****Prepared for the 2015 AMATYC Spring Board Meeting****For activity occurring September 1, 2014 through February 28, 2015****Submitted February 28, 2015**

Members of the 2014-2015 committee: Margie Hobbs, Chair; Jim Roznowski, Nancy Sattler, and Jane Tanner

As reported by the Treasurer and approved by 2014-2015 EAC:

October 8, 2014	Approved the over budget expenditure in account #7095 Other Expense in the amount of \$75 to pay for Internet connection at the Foundation Desk in Nashville. (Internet connection required to accept gifts in YM)
January 6, 2015	Approved the over budget expenditure in account #3860 Friday Food Event in the amount of \$2,796.20. The EAC requested a SBM discussion of budgeting/expenditures for meal functions at the annual conference
February 18, 2015	Approved the over budget expenditure in account #6100 Beyond Crossroads Planning (up to \$25) for a subcommittee of the Beyond Crossroads planning team to make a conference call.

Federal IRS Documents Review and Audit Review Committee Report

Margie Hobbs, Treasurer

The auditor audited the 2014 financials in February. The audit report is being prepared at this time. The teleconference to review the federal IRS documents and review the audit report will be scheduled when the audit report and IRS Form 990 are completed.

ATTACHMENT G

PPM changes for 2015 SBM:

3.1.2 Benefits of Individual Membership

A. A regular member has the right to vote, hold elected office, be appointed to leadership positions, nominate candidates for office, serve on committees, and be appointed as a delegate in the Delegate Assembly. Other benefits include: subscriptions to the *AMATYC News* and *MathAMATYC Educator* journal, priority seating in AMATYC webinars, and qualify for member conference registration rates.

B. A lifetime member is entitled to all the privileges of a regular member.

C. Adjunct, retired, and student members have the right to nominate candidates for office and serve on committees, but do not have the right to vote, hold elected office, be appointed to leadership positions, or be appointed as a delegate in the Delegate Assembly. Other benefits include: subscription to the *AMATYC News*, priority seating in AMATYC webinars, qualify for member conference registration rates. Student members also receive the *MathAMATYC Educator*.

D. Individuals who are eligible for adjunct or retired membership may choose to complete the proper forms and pay the established dues to become a regular member to obtain all the privileges of a regular member.

E. The representative of an institutional member has the right to nominate candidates for office, but does not have the right to vote, hold elected office, be appointed to leadership positions, serve on committees, or be appointed as a delegate in the Delegate Assembly, unless that individual is also a regular member of the association.

Change 5.9.2 Expenditure Approval Committee

To 5.9.2 Expenditure Approval Committee (EAC)

5.9.4 Add Traveling Workshop Coordinator as Ex-Officio member as was done in 11.1.1 (*approved at SBM 2014*)

12.2.1 Publication Policies

Proofing <SBM 2008>

The *AMATYC News* should be proofed before printing by the President, the President-Elect, the Secretary, and the Board liaison. Membership forms included in the *AMATYC News* should be approved by the Treasurer.

The proofing schedule for the *AMATYC News* is:

1. For the first draft, the Editor will proof and edit all articles submitted, then send the edited copy to the Publications Director.
2. The first draft will be sent electronically to each proofreader and the Editor on the day indicated on the production schedule. The first draft will also be sent electronically by the *AMATYC News* liaison to the Executive Board, Website Coordinator, Executive Director, and Conference Coordinator. Comments or corrections should be e-mailed to the *AMATYC News* liaison no later than 24 hours before the *AMATYC News* editing deadline. *<SBM 2007>*

12.2.2 AMATYC News Topic List

Issue #3: Articles due June 1 (receipt date: 8/01)

- Highlights of Spring Board Meeting

- Conference information
- AMATYC membership form
- Student Mathematics League information
- Call for nominations for ME Award (odd years)
- Call for nominations for TE Award (even years)
- Call for nominations for Executive Board (even years)
- Encourage AMATYC members to vote in the election (odd years)
- Call for proposals for an AMATYC mini-grant

12.3.1, *Distribution* section, #5 of the PPM.

Change *memebers* to *members*

Section 6: Financial Policies

6.1 General financial Policies #5

Remove the repeated Executive director from last sentence.

6.3 Insurance Policies

Remove item #2 as it is a repeat of 6.3 #1, 3

6.6 Budget Preparation

Item 4 sub item #4; “the budget shall NOT project a deficit” is repeated. Remove the first occurrence.

6.10.3 Conference Reimbursement

Remove second bullet; Executive Director is listed twice on list.

In chart, under office, Executive Director is listed under office and Other. Remove from Other.

6.11.3 Commercial Presentations

Change from 1.5 hour presentation to 75 minutes (Change made at FBM 2014 but not reflected in PPM)

6.11.5 Corporate Partner Program (both these change made at FBM 2014 but not reflected in PPM)

Change “1 priority booth” to “1 prime booth”

Change charge for prime booth from 1100 to 1200

7.1 General Office Policies

Communicating with the Office item #: Insert a space between internal and website.

7.1.2 Printing Services

Change “Agenda booklets are distributed to officers, Conference Coordinator, Executive Director, and Executive Director of External Relations.” To “Agenda booklets are distributed to officers, Conference Coordinator and Executive Director.

8.1.1 Selection Policy

Change “beither” to “either.”

8.7.3 Commercial Presentations

Item #1: Add to the end of the item “Beginning with the 2015 New Orleans Conference, Commercial Presentations will be 75 minutes in length. <Email Motion 14>

Delete item #4: Beginning with the 2015 New Orleans Conference, Commercial Presentations will be 75 minutes in length. [*<Email Motion 14>*](#)

8.7.4 Focus Group Policy

Item #1: “regional breakfast” to “regional meetings”

Item #2: Remove repeated 2

Item #2A: Remove the extra space after the word Publishers; change “fee of \$300” to a “fee of \$400 for day time slots and \$200 for late afternoon / Evening time slots. See section 8.7.4”

8.8.5 Advertising Chair

Item #9: change “will be assess” to “will be assessed”

8.10.1 Conference Program Definitions

Remove the heading **Commercial Session** and leave the text as is refers to non-commercial sessions.

8.12.3 Registration Fee Formulas (make consistent with 8.12.5)

Item #4: change “\$10 service charge” to “\$25 service charge” and “\$10 service fee” to “\$25 service fee” (this was written twice)

8.12.5 Registration Procedures

Item #1: change “converts” to “convert”.

(Section 6.6 Budget Preparation, #5. General)

6. The AMATYC President is permitted to extend complimentary registration to up to 12 official representatives of other professional organizations and college officials.

[*<SBM 2008>*](#)

8.1.1 Selection Policy

1. [*<SBM 2008>*](#) [*<FBM 2011>*](#) To meet the needs of all AMATYC members, the location of the AMATYC Conference will move through different geographic locations in the United States and Canada (effective with the planning for the 2019 conference).

Effective December 2006, the site selection visit will be performed by a team consisting of the President-Elect, Conference Coordinator and a professional conference planner. Should either the President-Elect or the Conference Coordinator be unable to visit a city, the President or Past-President should be invited. If any individual is shadowing the Conference Coordinator during the site selection visit, they should accompany the team.

The President-Elect will chair the Conference Site Selection Team. This team is to be selected the spring or summer before the annual conference seven years prior to the conference which will be held in the given district. For example, the 2005 conference site selection team will be formed prior to the 1998 conference. From the time of the formation of the team until the current year's conference, the site selection committee should obtain the names of at least three appropriate cities capable of hosting the conference. The following information should be included with each city proposal:

- A. Description of facilities available to host the conference.
- B. Names of host colleges.

C. Hotel checklist (see Hotel Contract Requirements) for each possible host hotel or convention center/hotel combination.

2. The Site Visitation Team members will visit two or three conference cities and corresponding hotel sites and begin the hotel evaluations and contract negotiations.

3. The Conference Coordinator is responsible for negotiating contracts for the annual conference meeting facilities and should give a full report at the spring Board meeting including the most current hotel and convention center contracts information for each city. The Executive Board will rank the meeting facilities and direct the Conference Coordinator to work with the professional conference planner and AMATYC legal advisor to refine the preferred contract.

When all hotel and conference center contracts are duly signed for a city selected for a given conference year, the city will be added to the list of future sites in the next newsletter and all subsequent newsletters. No other special notice is required.

4. The hotel contract should be completed at least four (preferably five) years prior to the conference. The final proposed contract should be sent to all Board members, Executive Director and AMATYC's legal advisor before signing. If any reviewers Board member or the legal advisor still has questions or reservations, he/she should contact the President. When all is in order, the President will sign (or request in writing that the Executive Director sign and mail) the contract on behalf of AMATYC. The written authorization shall be filed in the office with the signed contract.

<SBM 2007>

5. The Executive Board, Conference Coordinator, and Executive Director should not advise informally a city of its status until a contract is signed by all parties involved. The organization needs the option of proceeding with an alternate selection if negotiations with the first-ranked city reach an impasse.

8.1.2 Contract Requirements

5.1.5 Conference Responsibilities (Exec Bd)

The Executive Board is primarily responsible for decision making for AMATYC conference policy. Adhering to the master time-table will ensure smooth functioning for upcoming conferences. Responsibilities are to be performed by the Board proper, as well as by individuals within the Board. The following are Board duties: (Year C represents the year of the future conference.)

1. Participate in the city and hotel selection as outlined in the Conference section of the Policy and Procedures Manual. (Conference, years C-7 and C-6)
2. Approve a Local Events Coordinator. The appointment of co-chairs is discouraged. However, if co-chairs are appointed, one person should be designated as the contact person and all communications and reimbursements should flow through that person. All co-chairs and their institutions should be published in all publications. (Conference, year C-3)
3. Approve recommendation of the Conference Site Visitation Team of the cities which will be visited. (Fall Board Meeting, year C-6)
4. Approve a list of persons to be considered as keynote and breakfast speakers. Conference Committee may provide suggestions.

5. Appoint Conference Coordinator, Program Coordinator, Local Events Coordinator, Exhibits Chair, Advertising Chair, Presider Chair and Program Proposal Review Committee.
6. Register for the conference by the discount registration deadline. Reimbursement policies do not include conference registration.
7. Make personal flight reservations according to policy.
8. Be present and act as greeters at all general sessions and social functions sponsored by AMATYC at the conference. Availability of Executive Board members is important during conference time. Attend as many sessions and workshops as schedule permits.
9. An AMATYC board member shall not be a speaker or presider at the annual AMATYC conference for any presentation published in the conference miniprogram and/or program, other than sessions outlined in the duties listed in the Policy and Procedures Manual or requested by the AMATYC President or Board. Exceptions can be made by the AMATYC Board or President. Such exceptions will be included in the count of "non-reviewed presentations." [*<SBM 2008>*](#)
10. Visit exhibits and express AMATYC's appreciation to exhibitors.
11. Make specific decisions for the future conferences: (Fall Board Meeting, C-1).
 1. Determine fees for discount registration of members and non-members, registration for members, non-members, associate members, and students. This information should be included in the Spring flyer to be mailed in April but NOT in the December postcard. Determine fees for single-day registration.
 2. Approve conference committee chairpersons appointments made by the President or President-Elect and approve the appointment of the Local Events Coordinator for next conference in sequence. (Fall Board Meeting, C-3)
 3. Establish advertising charges for conference program. (C-2)
 4. Establish exhibit fees to be charged for exhibit booths.
 5. Establish policy for free or reduced fees for display space for other mathematics organizations or governmental agencies.
 6. Approve honorarium and expenses reimbursement of the keynote speaker, breakfast speaker, and other invited speakers as outlined in Financial Policies section of the Policy and Procedures Manual.
 7. Approve conference reimbursement policy as outlined in the Financial Policies section of the Policy and Procedures Manual.
 8. Approve the theme and strands of the conference program and approve a priorities list of prospective keynote and breakfast speakers as far in advance as reasonable and possible, ideally 18 months to two years. (Spring Board Meeting, Year C-2).
 9. Be prepared to schedule a last minute keynote or breakfast speaker in case of last-minute unavailability of scheduled speaker.

12. Approve conference details according to the master timeline. This should include, but not be limited to, a review of the following: (Spring Board meeting, C-1)

1. Make preliminary approval of proposed conference budget.
2. Establish policy for hotel master account (such as the nights that are to be covered by complimentary rooms and how the hotel master account will be used.)
3. Approve Continuing Education Units for workshops, if offered.

8.2 Conference Timetable

Year Notation: C=conference year, C-1 = 1 year before conference, C-2 = 2 years before conference, etc.

PCPC - Professional Conference Planning Company

Asterisks indicate the person(s) with the primary responsibility.

Task	Begin By	Complete By	Responsibility
1. Notify President-Elect and PCPC representative of the area of country to focus on for site selection.		Winter, C-7	Conference Coordinator
2. Make initial contact with convention bureau in each possible city and solicit information. Explain AMATYC's selection process to bureaus.	Summer, C-7		PCPC
3. Select cities to be visited and possible dates for visitation.		Fall, C-7	*Site Visitation Team (Conference Coordinator, President-Elect, PCPC representative)
4. Contact PCPC regarding setting up visits.	Fall, C-7	Winter, C-6	Conference Coordinator
5. Visit possible conference cities.	Winter, C-6	Spring or Summer, C-6	Site Visitation Team
6. Report progress to Executive Board.		Spring, C-6	*Conference Coordinator, Site Visitation Team
7. Solicit contract proposals from acceptable facilities.		Spring or Summer, C-6	PCPC

8. Review contract proposals.	Winter, C-6	Summer, C-6	*President-Elect, Site Visitation Team, Treasurer
9. Rank meeting facilities.		Summer or Fall, C-6	Executive Board
10. Continue fine-tuning hotel contracts if necessary.		Winter, C-6	*Conference Coordinator, PCPC, Legal Advisor, Site Visitation Team
11. Finalize hotel contract.	Fall, C-6	Spring, C-5	*Approved meeting planning vendor, Conference Coordinator, and others as per policy
12. Sign (or request in writing that the Executive Director of Office Operations sign and mail) hotel contract. The written authorization shall be filed in the office with the signed contract.		Spring, C-5	President
13. Send copies of signed hotel and convention center contracts that include meeting space provisions to the Program Coordinator. Contracts containing exhibit space provisions shall be sent to the Exhibitor Chair		Spring C-5	Conference Coordinator
15. Recommend and approve Local Events Coordinator.		Fall, C-3 or after contract is signed	Regional VP, Executive Board
16. Choose conference theme and strands.		Fall, C-2, or Spring, C-1	*Local Events Coordinator, Conference Coordinator (theme), Program Coordinator, and conference committee (strands)
17. Begin selection of keynote speaker.	Fall, C-3	Spring, C-2	*Executive Board approves with input from future Local Events Coordinator, Conference Coordinator, and Academic committee chairpersons.
18. Recommend local conference committee.		Spring, C-1	Local Events Coordinator.
19. Approve conference appointments.		Spring, C-1	Executive Board

20. Establish timeline for tasks of conference committee.	Fall, C-2	Spring, C-1	*Conference Coordinator, Local Events Coordinator
21. Establish conference guidelines.	Fall, C-1	Spring, C-1	Executive Board
22. Develop proposed conference budget.	Fall, C-2	Winter, C-1	*Treasurer, *Conference Coordinator, Local Events Coordinator
23. Submit proposed budget to Executive Board.		Spring, C-1	Treasurer
24. Modify proposed budget.		Spring, C-1	Executive Board.
25. Review proposed budget and submit modification to Treasurer and President for C-1 Fall Agenda.	Spring, C-1	Summer, C-1	*Conference Coordinator, Local Events Coordinator
26. Request support of local colleges and affiliates. Support can be donations, sponsorship of hospitality or food functions, or in-kind services.	Spring, C-1	Summer, C-1	Conference Coordinator with input from Local Events Coordinator.
27. Send call for proposals announcement to the <i>MathAMATYC Educator</i> and <i>AMATYC News</i> editors for inclusion in fall and winter issues.		Summer, C-1	*Conference Coordinator, Local Events Coordinator provides site specific copy.
28. Prepare call for proposals and presiders form for the website. Send an announcement of the call for proposals and presiders forms to current Local Events Coordinator for inclusion in packets.		Summer, C-1	AMATYC Office and Conference Coordinator with input from Local Events Coordinator and Program Coordinator.
29. Send call for proposals to Chronicle of Higher Education, College Math Journal, Mathematics Teacher, Mathematics Magazine, FOCUS		Summer or Fall, C-1	AMATYC Office
30. Contact hotel. Confirm hotel rates for conference. Determine earliest time hotel will guarantee food prices.		Spring, C-1	Conference Coordinator

31. Conduct Site Refresh Visit to determine best space utilization for conference events. Meet with local committee to plan conference events.		Spring, C-1	Conference Coordinator, Program Coordinator, Local Events Coordinator, President or President-Elect (whichever will preside) and any individuals who are shadowing these positions.
32. Send conference announcement article to the <i>MathAMATYC Educator</i> and <i>AMATYC News</i> for inclusion in Winter issues.		Fall, C-1	Conference Coordinator
33. Contact PCPC about a contract for official airline for next conference.		Fall, C-1	Conference Coordinator
34. Review conference timeline and specific deadlines for all tasks considering the exact conference dates.		Fall, C-1	*Conference Coordinator, Local Events Coordinator, Executive Director, and AMATYC Office
35. Coordinate preparation, printing and mailing of December postcard.	Summer, C-1	Fall, C-1	*Conference Coordinator, Executive Director, and AMATYC Office
36. Prepare space utilization plan.		Fall, C-1	Conference Coordinator, Program Coordinator, Local Events Coordinator
37. Select tours to be offered. Obtain tour descriptions, cost information, and contract.		Winter, C-1	Local Events Coordinator with Conference Coordinator.
38. Select menu for food functions and submit to Conference Coordinator for negotiation by PCPC.		Winter or Spring, C	Conference Coordinator with Local Events Coordinator
39. Develop draft of conference miniprogram schedule.		Spring, C	*Conference Coordinator with AMATYC Office.
40. Send update on planning and resolutions to be included in spring agenda to Conference Coordinator.		January 15, C	*Conference Coordinator, Local Events Coordinator
41. Submit conference progress report to Board.		February 1, C	*Conference Coordinator
42. Tentatively select registration packet materials with cost breakdown per packet.		February 1, C	*Conference Coordinator with Local Events Coordinator and Office Staff

43. Deadline for submission of proposals to AMATYC Office		February 1, C	AMATYC Office
44. Send website link to all speaker proposals to Program Coordinator and Program Review Committee.		Soon after Feb 1, C	AMATYC Office
45. Begin review process for program proposals.		February 1, C	*Program Coordinator, Program Committee, Academic Committee Chairs
46. Order registration packet materials.		February 1, C	AMATYC Office
47. Send e-mail with an assigned receipt number to acknowledge delivery of proposal to each prospective speaker when the proposal is received electronically.		Proposal Window (November 1 - February 1, C	AMATYC Office
48. Build database of speaker and proposal information.		February 1, C	AMATYC Office
49. Prepare report on breakdown of type and number of proposals received to Conference Coordinator.		February 15, C	*Program Coordinator, Conference Coordinator
50. Send proposal evaluations to Program Coordinator.		March 1, C	Program Review Committee, Program Coordinator, Academic Committee Chairs (for pertinent sessions only)
51. Prepare article for spring issue of <i>AMATYC News</i> , submit to Conference Coordinator.		March 1, C	Local Events Coordinator with Conference Coordinator.
52. Request picture of keynote and breakfast speakers, President and Local Events Coordinator		March 1, C	Conference Coordinator
53. Send draft of speaker and time assignments to Conference Coordinator, and Program Committee.		March 15, C	*Program Coordinator, Conference Coordinator, Local Events Coordinator, Program Committee
54. Follow-up ads and exhibits solicitation.		March, C	Exhibits Chair and Advertising Chair

55. Compile contents for miniprogram (except for grids) and enter into a word processing text file. Submit disc or e-mail attachment to AMATYC Office with a copy to the Conference Coordinator.		April 1, C	*Local Events Coordinator
56. Begin layout and design of miniprogram. Have general information and forms typeset. Send draft of miniprogram (with program schedule and format, but no specific speaker information) to the Local Events Coordinator, Program Coordinator, President, President-Elect, and Treasurer.		April 1, C	*AMATYC Office and Conference Coordinator
57. Review miniprogram draft.		April 15, C	*Conference Coordinator, Program Coordinator, Local Events Coordinator, President, President-Elect, Treasurer
58. Send comments of first draft of miniprogram to AMATYC Office.		May 1, C	*Conference Coordinator, Program Coordinator, Local Events Coordinator, President, President-Elect, Treasurer
59. Select first round of proposals to accept. Send letters of invitation with time assignments.		April 15, C April 30, C	Program Coordinator, AMATYC Office
60. Send conference announcements to Focus, Chronicle, etc., for inclusion in summer and fall issues.		April, C	*Conference Coordinator, AMATYC Office
61. Compile program and make time and room assignments. Send letters of regret to speakers not invited.		April 30, C	*Program Coordinator, AMATYC Office
62. Send revised copy of miniprogram to Conference Coordinator, Program Coordinator, Local Events Coordinator, President, President-Elect, Treasurer, and Presider Chair.		May 10, C	*AMATYC Office, Conference Coordinator

63.	Insert program information into miniprogram and send out for proofing.		May 20, C	*AMATYC Office, Conference Coordinator
64.	Proof miniprogram.		June 1, C	*Local Events Coordinator, Program Coordinator, President, President-Elect, Treasurer, Program Committee, Proofers
65	Assign presiders to each program session and notify AMATYC Office and presiders.		June 1, C	Presider Chair
66	Mail or e-mail letters to presiders. Send to designated address.		June 10, C	Presider Chair
67.	Send last minute miniprogram changes to Conference Coordinator and AMATYC Office.		June 10, C	*Conference Coordinator, Program Coordinator, Local Events Coordinator, Presider Chair
68.	Send to printer.		June 15, C	AMATYC Office
69.	Confirm hotel arrangements		June 15, C	Conference Coordinator with PCPC
70.	Finalize meal, food and reception arrangements.		June 15, C	*PCPC with Conference Coordinator
71.	Revise master schedule of space utilization for hotel.		June 30, C	Conference Coordinator with Program Coordinator and PCPC
72.	Begin layout and design of conference program booklet. Gather local information, President's message, etc., for program booklet.		June 1, C	AMATYC Office with *Conference Coordinator, Program Coordinator, Local Events Coordinator, Presider Chair, President, President-Elect, Treasurer, Region VP, Exhibits Chair, Advertising Chair
73.	Request conference information for next conference for postcard.		April 1, C-1	*Conference Coordinator , Next Local Events Coordinator
74.	Deadline for camera ready ads.		July 15, C	Advertising Chair
75.	Send conference booklet advertising (camera ready) to AMATYC Office.		July 20, C	Advertising Chair

76. Compile breakfast program information and send to AMATYC Office.		July 15, C	*President, Local Events Coordinator with Conference Coordinator
77. Have breakfast program prepared for mailing.		July 15, C	Conference Coordinator, AMATYC Office
78. Prepare article for fall issue of <i>AMATYC News</i> and <i>MathAMATYC Educator</i> .		July 15, C	Conference Coordinator with Local Events Coordinator
79. Mail miniprogram.		August 1, C	AMATYC Office
80. Send extra copies of miniprogram to President, President-Elect, Treasurer, Secretary, Region VPs, Exhibits Chair, Local Events Coordinator		August 1, C	AMATYC Office
81. Complete conference program booklet and send out for proofing.		August 15, C	Conference Coordinator, AMATYC Office
82. Proof conference program booklet and return to AMATYC Office.		September 1, C	*Conference Coordinator, Conference Chair, Program Chair, Presider Chair, President, President-Elect, Secretary, Treasurer, Proofers
83. Finalize conference program booklet and send to printer.		September 15, C (6 weeks before conference)	Conference Coordinator, AMATYC Office
84. Arrange for conference pictures.		October 1, C	Local Events Coordinator with Conference Coordinator.
85. Receive program booklet from printer. Set aside extra copies for Conference Coordinator and next Local Events Coordinator. Ship bulk to conference site.		October 1, C (2 to 3 weeks before conference)	AMATYC Office
86. Send local media announcements to local newspaper, radio, and television.		2 to 3 weeks before conference, C	Conference Coordinator, AMATYC Office
87. Stuff registration packets.		Tuesday, Conference Week	Local Events Coordinator with local committee

88. Prepare name tags and tickets for registered conference attendees.		2 weeks before conference	AMATYC Office, Executive Director
89. Meet informally with hotel staff.		Monday, Conference Week	*Conference Coordinator, Executive Director, Treasurer
90. Move equipment and materials into hotel.		Tues/Wed, Conference Week	*Conference Coordinator, AMATYC Office, Local Events Coordinator
91. Organize registration materials, tickets, etc.		Tues afternoon, Conference Week	AMATYC Office, Executive Director, Conference Coordinator
92. Formal meeting with hotel staff.		Tuesday, Conference Week	PCPC, Conference Coordinator, Executive Director, President, President-Elect, Treasurer, Local Events Coordinator, Program Coordinator, Exhibits Chair
93. Set up registration area.		Wednesday morning, Conference Week	AMATYC Office, Executive Director, Treasurer, Conference Coordinator, Local Temporary Contract Personnel
94. Open registration desk.		Late Wed afternoon	AMATYC Office, Local Temporary Contract Personnel
95. Troubleshooting		Conference	*Local Events Coordinator, Conference Coordinator, Executive Director
96. Meet with AMATYC Committee chairs		Conference	*Conference Coordinator, AMATYC Committee Chairs, President, President-Elect, Treasurer, Secretary
97. Attend planning meeting.		Conference, C-1	*Conference Coordinator, Current Conference Committee, Next Conference Committee, Executive Board
98. Set fees for C-1 conference		Conference, C-1	Executive Board
99. Send thank you notes.		November, C	Local Events Coordinator, Conference Coordinator, Program Coordinator, Presider Chair, Exhibits Chair, Advertising Chair

100. Send tear sheets, program, invoices, and thank you to publishers.		November, C	AMATYC Office with Advertising Chair
101. Submit travel reimbursement forms to receipts to Treasurer.		December 15, C	All eligible for reimbursement.
102. Submit all conference bills to Treasurer.		December 15, C	Conference Coordinator
103. Notify Treasurer of outstanding bills that will not be received by December 15 deadline.		December 15, C	Conference Coordinator
104. Send evaluation report to President and Executive Board		January, year following C	Conference Coordinator

3.2.1 Heading change

When you click on the link to 3.2.1 the heading text reads 3.1.1. Change it to 3.2.1

13.4 Campus Contacts

Remove the following text:

In practice, most affiliates use their annual conference as a means of soliciting names for campus contacts as well as for updating a list once done the first time. Therefore, it may take a calendar year before each affiliate can meet and begin this process.

Timeline for implementation:

April - May, 2005	Vice presidents send a letter to each affiliate president asking for them to support this initiative.
Summer, 2005	Regional web pages created
October, 2005	The first set of campus contacts are placed on the web.
November, 2005	The President, at the Affiliate President's luncheon, encourages affiliates to make this happen.
January - May, 2006	Affiliate meetings used to obtain campus contacts. AMATYC office codes campus contacts.
September, 2006	First e-mail from Regional Vice Presidents to test the system.

12.4.3 Affiliate Websites

AMATYC may offer to host websites for affiliates. The manner of implementation and annual fee shall be decided by the President in consultation with the Website Coordinator and website liaison.

ATTACHMENT H

PPM ED duties revised sections 5.8 and 7.2.2

7.2.2 Executive Director

The Executive Director is the representative of the Board and is responsible for ensuring the smooth and efficient operation of the office and, in conjunction with the AMATYC President, is responsible for the successful operation of the organization. The Executive Director is responsible for implementing Board policy and directing the work of the staff.

Appointment Process

The Executive Director is recommended by the President and appointed by the Executive Board.

Term Of Office

The term length is five years with an initial term of two years from the date of initial appointment. The starting date of each term is January 1 and the ending date December 31. There is no term limit for this position. At the discretion of the Board, if the incumbent wishes to continue for another term, this position will not be advertised. <FBM 2007>

Minimum Qualifications

1. The candidate must have a Bachelor's Degree from an accredited educational institution. This person should be a self-starter with good organizational and communication skills, and the ability to facilitate the efforts of others. The candidate should be knowledgeable about mathematics education at two-year colleges and have a passion for mathematics education improvement. The candidate should be able to show evidence of budget management. Be conversant about AMATYC's mission, goals, strategic plan, and activities.
2. Be able to travel regularly.
3. Maintain a flexible schedule.
4. Be able to work without direction and possess good interpersonal skills.
5. Be able to communicate effectively orally and in writing.

Desired Qualifications

Preference will be shown for candidates with experience with non-profit organizations. Successful grant writing experience is preferred. Preference will be given to candidates who have taught two-year college mathematics and are a regular/life member of AMATYC. The ideal candidate will be versed in standards-based mathematics education.

This position will require travel on a regular basis to the AMATYC national office in Memphis, to Washington DC, and to other locations as needed. The successful candidate will have a working knowledge of electronic communications.

Duties

1. Oversee the operation of the organization;

2. Maintain awareness of mathematics education issues in two-year colleges;
3. Ensure ongoing, effective communications among members;
4. Recommend initiatives to the Board and implement activities that support Board initiatives;
5. Represent AMATYC at meetings/conferences/events throughout the country; as designated by the President, The President may or may not attend these meetings. The Executive Director's role at these meetings is to gather information useful to AMATYC, to be a visible AMATYC presence, and to build relationships with representatives of these organizations/agencies;
6. Communicate and collaborate with executive directors of other professional mathematics organizations to network, gather information, and share concerns
7. Attend AMATYC Board meetings, including the Strategic Planning Orientation Meeting, as a non-voting member;
8. Attend the AMATYC annual conferences;
9. Serve as an ex-officio member of the AMATYC Foundation Board and work to establish and maintain relationships with outside funding sources, public and private;
10. Submit Board reports for the Fall and Spring Board meetings, submit a monthly report to the President to be placed on file in the office, and brief the three Presidents on important items as necessary;
11. Serve as general liaison with Southwest Tennessee CC .
12. Serve on the Finance Committee.
13. Assist the President as needed and as requested with routine as well as major organization projects and with business requiring office assistance.
14. Prepare written reports and motions for all Executive Board meetings. Participate in these meetings as a nonvoting advisor, keeping track of all office related decisions. Ensure that appropriate equipment and office supplies are made available where Board meetings are held.
15. Update the Office portion of the Policy and Procedures manual as necessary before the change of officers. Changes that do not require Board approval should be sent to the Secretary for inclusion in the addendum.
16. Be responsible for data and document security.
17. Ensure that names and signatures on all AMATYC financial accounts are transferred after the change of Executive Board officers. Since old and new officers are sometimes required to sign the forms, the signature forms should be secured prior to the conference and brought to the conference for signatures.
18. With the approval of the President, sign and forward contracts for entities other than Southwest Tennessee Community College.

19. Serve as the Sponsored Research Office (SRO) for grant proposal submissions and grant reports, at the direction of the President.
20. In conjunction with the President, place an ad in the AACC convention issue of the Community College Times advertising the AMATYC Conference and the Traveling Workshops. The Executive Director and Conference Coordinator, in conjunction with the President, will also send AACC, by July 1st of each year, a conference announcement to be posted on the AACC website. (It is expected that this announcement does not involve a fee.)
21. In conjunction with the President, place an ad in the mid-August issue of the Community College Times advertising the AMATYC Conference and the Traveling Workshops.

Office Duties

1. Oversee the AMATYC office and supervise AMATYC staff. Prioritize and monitor the work assignments of staff members. Serve as liaison between the office staff and all AMATYC officers, committee chairs, and editors.
2. Establish and maintain clear communication lines between the AMATYC Board and the office.
3. Conduct performance evaluations of the Office Director, Accounting Director, Publications Director, Technical Director, and other employees as appropriate. Share these annual performance evaluations with the AMATYC President prior to the Spring Board Meeting each year. The performance evaluations shall include indicators of performance levels as aligned with AMATYC's strategic priorities with documentation of exceptional work.
4. Send the President and Treasurer any documentation of cost of living and longevity increases for Southwest Tennessee Community College staff when they are authorized by the college. As required, the AMATYC President sends a letter authorizing these increases for AMATYC employees.
5. Ensure that appropriate inventory records are maintained in the office. This record should include proof of ownership of all property owned by AMATYC which exceeds \$500 in purchase price. This includes computer hardware, software, and related equipment, and all office equipment and other equipment that is not considered consumable such as supplies. This record shall include a depreciation schedule for each item (work with the Treasurer on this), the name of the person currently responsible for the item, and the physical location (address) of the item.
6. Certify to the Board that all records of the association are maintained by the Office. As directed by the Treasurer, sign checks for amounts less than \$10,000 and, as needed, serve as one signature for checks greater than \$10,000. In conjunction with the Treasurer, see that the financial records of the organization are up-to-date and maintained in a professional manner.
7. Be responsible for having the bookkeeping of the organization done. The books are kept on the AMATYC computer using the software package called Peachtree. A copy of the chart of accounts for income and expenses for AMATYC should be kept in both hard copy and electronic form at the office.

Conference Duties

1. Review hotel conference-related contracts to see that all details are covered in full before the contract is signed.
2. Assist the Conference Coordinator in facilitating conference program planning among the Assistant Conference Coordinator, Program Coordinator, Presider Chair, Local Events Coordinator, and the AMATYC Office to ensure timely completion of program staffing and conference publications.
3. Coordinate with the Conference Coordinator the preparation of conference publications.
4. Assist in review of conference timeline and specific deadlines for all tasks considering the exact conference dates.
5. In conjunction with the Conference Coordinator and the office staff, communicate by email with all attendees and exhibitors warning them of Internet poachers/spammers who may seek to book rooms on their behalf. The communication should also reiterate the procedure for making guest room reservations at the conference hotel and the benefit to AMATYC for attendees using the AMATYC-sponsored room block.
6. In conjunction with the Treasurer and Conference Coordinator, meet with hotel staff immediately prior to the annual conference to clarify issues surrounding payment of the bill at the beginning and conclusion of the conference.
7. In conjunction with the Treasurer and Conference Coordinator, guarantee the amount of food needed for each conference food function of AMATYC.
8. Attend the conference, along with appropriate full-time office staff members, to assist with conference registration and conference operations.
9. Meet informally and formally with hotel staff as needed.
10. Be responsible for safeguarding all monies from the conference. Ensure that an appropriate amount of money is available at the beginning of the conference to make change at the registration desk.
11. In conjunction with office staff, supervise the preparation of name tags and tickets for registered conference attendees, movement of equipment and materials in the conference hotel, organization of registration materials, tickets, etc., and organization of the registration area.
12. Supervise the following: acceptance of registration monies from participants, preparation of deposits, and maintenance of a computer database of conference information.
13. Assist in conference troubleshooting.

Appraisal

The new Executive Director will be evaluated by a representative from the Personnel Committee appointed by the AMATYC President after 90 days on the job. The representative will use the AMATYC Appraisal Form.

After the first full year of service, the Executive Director will be evaluated annually by December 31st of each year using the AMATYC Appraisal Form by at least two representatives from the Personnel Committee, appointed by the AMATYC President.

Finally, the Executive Director can ask for a Feedback evaluation using the AMATYC Appraisal Form at any time. A representative from the Personnel Committee appointed by the AMATYC President will be chosen to do the evaluation.

ATTACHMENT I**PPM Section 8.10 Conference Program****8.10 Conference Program**[8.10.1 Conference Program Definitions](#)[8.10.2 Program Proposal Review Committee](#)[8.10.3 Guidelines for Program Construction](#)[8.10.4 Audio-Visual Guidelines](#)[8.10.5 Speaker Guidelines](#)[8.10.6 Invited Speaker Guidelines](#)[8.10.7 Program Coordinator](#)**8.10.1 Conference Program Definitions <SBM 2008>*****Session***

A session is a 50-minute presentation that may or may not have handouts. Session proposals are submitted electronically as part of the regular proposal submission process by the published proposal deadline, and go through the proposal review process.

Workshop

A workshop is a two-hour presentation that includes active attendee participation, an in-depth treatment of a topic, and substantial take-away materials, provided either electronically or as traditional handouts. Workshop proposals are submitted electronically as part of the regular proposal submission process by the published proposal deadline, and go through the proposal review process.

Symposium <SBM 2007>**Format and Schedule**

1. Symposia are of special national interest and consist of a session followed by one or more workshops.
2. The symposium session will be the same length as a conference session and precedes the symposium workshop(s). The session is designed to allow more members to hear the speaker, and will be presented by the symposium presenter.
3. Each symposium workshop will be the same length as a conference workshop, and includes active attendee participation, an in-depth treatment of a topic, and substantial take-away materials, provided either electronically or as traditional handouts
4. The symposium session and one workshop are typically scheduled on Thursday, but can be scheduled on any of the three primary conference days, if a different schedule works better for all parties involved and for program balance. If a second workshop is needed, it will be scheduled on the day following the session and first workshop. The times for the session and workshops will be scheduled in accordance with the conference schedule.

Application and Approval (note: numbering needs to be corrected)

6. Symposia are to be initiated by an AMATYC academic committee, project director, or grant principal investigator.

7. A proposal for the symposium must be submitted in writing by the sponsoring party to the AMATYC President no later than the deadline for agenda items for the fall Board meeting in the year prior to the symposium. The proposal will include the symposium theme, session and workshop(s) description(s), speaker information, budget, number of participants, and facility requests.
8. The AMATYC Board may approve at most one symposium per conference, and approval must be made no later than the fall Board meeting the year prior to the symposium.
9. After approval, details of the session and workshop(s) must be submitted electronically as part of the regular proposal submission process by the published proposal deadline.
10. Funding for symposia should not be paid out of the general conference expenses.
11. An approved symposium will receive a budget of up to \$3000 to cover speaker honorarium and travel expenses, and any audiovisual equipment, services, or supplies not typically offered to other conference concurrent session/workshop speakers. The budgeted amount will be in addition to the general conference budget. <6/27/2007>

Themed sessions

A series of short (usually 15 minute) presentations with a common theme typically scheduled for a two-hour period. A committee chair, institute director, or project director wishing to use this format must include the theme and proposed total length of the session in their fall Board report. The Board will review the proposed topics and decide which themed sessions to schedule for the conference in the following year. Sponsors will be notified by noon on Thursday of the conference so they can continue to recruit speakers and finalize plans during the conference. Themed sessions are to be submitted directly to the Program Coordinator by the general submission deadline using a provided form, and do not go through the proposal review process. The Program Coordinator will schedule these approved themed sessions on any day of the conference to create a balance program. The Program Coordinator may schedule two more themed sessions of either one or two hours to offer creative options for shorter presentations. <FBM 2008>

Other events not for review

Events such as the closing session, leadership session, first timers' session, or affiliate sharing session. These sessions are generally submitted by Board members to be published in the conference program, and do not go through the proposal review process. Event descriptions are to be submitted electronically through the appropriate URL by the program proposal deadline. Exceptions to this are events, (for example, forums) that depend on the outcome of the spring Board meeting, and the deadline for submitting the descriptions of these events is May 31.

References to Commercial Products Products which are available at no cost can be used and will not be considered commercial. This means that product is free to any user.

Anyone wishing to promote a specific product offered for sale is encouraged to contact the Exhibits Chair to schedule a commercial session.

A commercial product can be used in a presentation but the focus of the presentation cannot be on the power or features of the product. The presentation should not be a product demonstration. The presentation needs to focus on the pedagogical uses of the product. If a commercial product is used in any presentation, the product name will not be used in the title of the workshop or presentation.

The product will be listed in the description of the presentation to allow members to better choose the presentations they will attend. <SBM 2012>

Conference Poster Session <FBM 2011>

1. Number of posters set at a maximum of 40 for conference venues with limited space for the session. If more than 40 are accepted, there should be extra hours provided for attendees to browse the displayed posters.
 - A. To ensure quality material
 - B. To allow adequate time for attendees to view material and converse with presenters
2. Poster proposals will be screened by the Assistant Conference Coordinator with assistance provided by
 - A. Committee Chairs who may choose to read those related to their area
 - B. Project ACCCESS Coordinator for those Fellows seeking to use a poster to present information on their project
 - C. Program Chair to look for a balance in topics with the rest of the program
3. Those submitting a proposal will be asked to designate up to three strands from the program key to categorize their poster material
4. Selection of posters will be based on the following ranking:
 - A. ACCCESS fellows in their second year using a poster to present the results of their required project
 - B. Committee Chair
 - C. Others presenting topics from under-represented strands and those not already presenting elsewhere on the program
5. Submission website will be opened, and announced on the AMATYC website and via email, after the acceptance date for session proposal offers.
6. At the conference:
 - A. each poster presenter will be recognized with a ribbon for his or her name badge
 - B. each participant in the Poster Session will have half a six-foot table for display
 - C. AMATYC will provide a tri-fold poster board; mounting supplies will be available to check out and share with other participants
 - D. each presenter is responsible for removing his or materials at the end of the session or designated browsing period
7. Each participant will be assigned a numbered space for setting up his or her materials
 - A. To provide orderly preparation
 - B. To allow attendees to locate those posters in which they have the most interest
8. When space is available, posters will be set up at least two hours prior to the session:
 - A. Attendees may browse and read posters at their leisure

- B. Attendees can use session hours for in depth discussion with the creators of those posters in which they are most interested
- C. Presenters need only be in attendance during the hours of the Poster Session
- D. Presenters will be encouraged to provide handouts for browsing attendees

8.10.2 Program Proposal Review Committee

The Program Proposal Review Committee is chaired by the Program Coordinator and consists of the Presider Chair, the Assistant Conference Coordinator, and five AMATYC members appointed by the Board as follows:

1. Three regional representatives:
 1. A representative from the region of last year's conference
 2. A representative from the region of the current conference
 3. A representative from the region of next year's conference
2. Two at-large representatives.

Each of these appointments is for a three-year term, with the regional representative from last year's conference rotating off the committee at the end of the conference. The Conference Coordinator, Assistant Conference Coordinator, Program Coordinator, and Presider Chair shall jointly recommend names of individuals for Board approval. These positions are not supported by AMATYC funds.

Academic Committee chairpersons should also participate in the review process as ex-officio members of the Program Proposal Review Committee. While they may elect to review all the proposals, they are expected to review those proposals that relate to their specific committee function. [<SBM 2008>](#)

Every submitted proposal receives either a Letter of Decline or an Invitation Packet containing the Invitation listing title, summary, day, time, room, equipment: Visual guidelines; Speaker guidelines; the Policy and Fact statements; and shipping instructions for sending materials to the hotel

8.10.3 Guidelines for Program Construction [<SBM 2008>](#)

1. Maintain a balance among topics, strands or focus keys, regions of the country, two-year technical and two-year academic, continuing education topics, professional enrichment topics, etc.
2. Promote participation from all groups by encouraging academic committee chairpersons, the Executive Board, etc., to solicit proposals from members of under-represented groups.
3. Strive to have many presentations presented by two-year college professors.
4. Space strands throughout the conference, avoiding, when possible, two topics relating to the same strand at the same time. These areas of interest are announced for each conference in the Call for Presenters and Presiders form and identified by codes in conference publications for attendee information and use in selecting sessions.
5. Prepare program grids both for planning purposes and for participant use in selecting sessions to attend. Prepare a separate grid by session time identifying the sessions or workshops on each area of interest or focus to be provided to participants at the conference.

6. In general, speakers who have made recent presentations should not be given preferential consideration to make a presentation. If the returning speaker is to present the same or similar presentation as before, great caution should be taken. IF a particular speaker is requested by the participants of the conference to repeat the presentation. In all cases, before a former speaker is invited to make another presentation, check the evaluation of the previous presentation.
7. Weekend scheduling of presentations should be attractive to many two-year college instructors and secondary school teachers of mathematics. In particular, panel discussions could be addressed to problems common to both groups as ways to improve articulation between two-year college instructors and secondary school teachers.
8. The Local Events Coordinator may invite one or two speakers of local importance to present. A budget of \$1500 is available to the Local Events Coordinator to pay expenses/honorarium for their locally invited speakers. In all cases, ALL SPEAKERS must have a completed speaker proposal form on file with the AMATYC office by the published deadline for submission of proposals. The President issues a letter of invitation to any speaker who is to receive perks other than the standard speaker perks. Copies of these letters are provided to the AMATYC office, Treasurer, and Conference Coordinator. Any additional invitations made after the initial invited speaker list is established must be simultaneously forwarded the AMATYC office, Treasurer, and Conference Coordinator.
9. The President will extend invitations to the leaders of the organizations currently in the Presidential Exchange group: AMTE, MAA, NCSM, NCTM, TODOS: Mathematics for ALL, and NADE. They would each receive an invitation to submit a "not for review proposal" that would include the title and summary of the presentation along with contact information and would need to be submitted online by the deadline for submission of conference proposals. The President may also suggest, with advance notice to the Program Coordinator, a limited number of speakers to present "hot topics."

See also [5.1.5 Conference Responsibilities](#)

8.10.4 Audio-Visual Guidelines

1. During the submission process, speakers will indicate their first two preferences among multiple equipment choices including, but not limited to, computer projector, document camera, sound system to amplify computer sound, and Internet access for the speaker. The proposal itself must contain explanations of how the equipment is needed for the integrity of the presentation. The Program Coordinator will make the final decision on which equipment is placed in each room at the conference.
2. Other equipment requests may be granted as the budget permits, but at no time does AMATYC provide laptop computers, software, or graphing calculators or Internet access for all session attendees.
3. If a college loans AMATYC the use of equipment, AMATYC will be responsible for loss or damage to borrowed equipment while it is transported to and from the conference hotel and during the conference. The Conference Coordinator will provide a letter to any lending institution outlining AMATYC's responsibility if requested to do so. However, AMATYC does not encourage widespread solicitation of equipment use from a college.

8.10.5 Speaker Guidelines

The following speaker guidelines have been established by the AMATYC Executive Board in an effort to promote a professional atmosphere and provide an environment conducive to professional growth and positive interaction.

1. Speakers should start and end a session promptly according to times given in the program. A few minutes should be allowed before the end of the session for questions. A presider will be assigned to each session to facilitate the session. The presider will greet the attendees, start the session, introduce the speaker, end the session, assist the speaker in distributing handouts, and explain the system in use for evaluating the session.
2. Speakers should never use any form of language and/or jokes and examples that demean or portray stereotypical images of minorities, women, and/or persons with disabilities. Such references are detrimental to broadening the participation of under-represented groups in mathematics.
3. All projected materials should be clearly legible and visible to all attendees. Guidelines for visual materials and specific information on room assignments and sizes are included in the invitation packet for each accepted proposal.
4. Speakers should have enough handouts for the expected number of participants based on the room information provided in the Invitation Packet unless the speaker intends to provide a web address with materials available electronically. The provision of materials may be important for workshops in which the instruction will be of limited use to participants without handouts.
3. Any presentation that is a sales promotion for a service or product is strictly prohibited unless the session is a designated commercial presentation.

Equipment Guidelines

In an effort to control the costs of the conference and keep registration rates affordable, AMATYC must restrict the amount of equipment provided for sessions and workshops. All requests for equipment must be made on the initial proposal at the time it is submitted for consideration, and the Program Coordinator will confirm, on the letter of invitation to present, all equipment requests that can be granted. The submission site contains a link to a document explaining how to do an Internet presentation without the Internet connection by downloading websites to the speaker's computer.

[*<SBM 2008>*](#)

8.10.6 Invited Speaker Guidelines

Invited Speaker Protocol

Opening Session and Breakfast Speakers

The current President-Elect is responsible for developing a list of potential Opening Session and Breakfast speakers for the conferences for which they will preside as President. Input should be solicited from the future Local Events Coordinator, Conference Coordinator, academic committee chairpersons, and AMATYC Executive Board members. During its Spring Board Meeting two years prior to the conference (for example: SBM 2016 for conference 2018), the Board will rank three potential speakers for each of the two conference sessions.

As part of their next Board report, the President-Elect will include an update on the speaker invitation status.

The President-Elect Speaker is responsible for invitations and acceptances for the Opening Session and Breakfast speakers. (See "Invited Speaker Documents" below)

November 1 in the year before the conference	When the conference proposal submission process begins, all invited speakers will be asked by the Office to submit a speaker proposal online. The proposal to present includes the title and summary of the presentation along with biographical and contact information for the speaker. Proposals must be submitted by the deadline for submission of conference proposals using one of the speaker proposal forms at the AMATYC website.
December 10, in the year prior to the conference	The Office will send a Letter of Understanding to the Opening Session and Breakfast speakers, Symposium speakers, and LEC invitees. (See “Invited Documents” below.)
September 1, in the year of the conference	The Office sends information on the conference registration process, instructions on booking their air travel, AMATYC Travel Guidelines, and requests the office receives notification of travel dates. Conference Coordinator reserves room. The Office coordinates that the speaker has booked travel and has a room reserved and notifies the President and Conference Coordinator.
Speaker info is used in publications, including the miniprogram, leading up to the conference.	

Speakers Invited by the Local Events Committee

The Local Events Committee may recommend up to two session speakers who will receive complimentary discount registrations. Invitations to present are sent by the AMATYC President. (See “Invited Speaker Documents” below)	
November 1 in the year before the conference	When the conference proposal submission process begins, all invited speakers will be asked by the Office to submit a speaker proposal online. The proposal to present includes the title and summary of the presentation along with biographical and contact information for the speaker. Proposals must be submitted by the deadline for submission of conference proposals using one of the speaker proposal forms at the AMATYC website.
December 10, in the year prior to the conference	The Office will send a Letter of Understanding to the Opening Session and Breakfast speakers, Symposium speakers, and LEC invitees. (See “Invited Documents” below.)
September 1, in the year of the conference	The Office sends information on the conference registration process.
Speaker info is used in publications, including the miniprogram, leading up to the conference.	

Symposium Speakers

When a motion for a Symposium is submitted to the AMATYC Executive Board for
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approval, a summary of anticipated expenses (not to exceed \$3,000) will be included. The motion will also include the name of the person responsible for organizing the symposium. (See “Invited Speaker Documents” below)	
November 1 in the year before the conference	When the conference proposal submission process begins, all symposium speakers will be asked by the organizer to submit a speaker proposal online. The proposal to present includes the title and summary of the presentation along with biographical and contact information for the speaker. Proposals must be submitted by the deadline for submission of conference proposals using one of the speaker proposal forms at the AMATYC website.
December 10, in the year prior to the conference	The Office will send a Letter of Understanding to the Opening Session and Breakfast speakers, Symposium speakers, and LEC invitees. (See “Invited Documents” below.)
September 1, in the year of the conference	The Office sends information on the conference registration process to Symposium speakers receiving complimentary registration.
Speaker info is used in publications, including the miniprogram, leading up to the conference.	

Presidents of Professional Organizations

<p>The President is authorized to extend complimentary discount registrations to as many as 12 special conference participants, some or all of whom may also be invited to make presentations.</p> <p>These may include official representatives of professional organizations, including the Presidents of the MAA and NCTM, NADE, and the CBMS chair. At a minimum, the Presidents of NCTM and the MAA should be invited to make a presentation. The twelve presidential registrations would also include the college president of the local events coordinator and any other college officials at the AMATYC President’s discretion. This does not include the keynote or breakfast speakers or the two speakers recommended by the Local Events Committee.</p>	
November 1 in the year before the conference	These invited speakers receive verbal or written invitations from the President to submit a “not for review proposal” that includes the title and summary of the presentation along with contact information. Proposals must be submitted by the deadline for submission of conference proposals using one of the online speaker forms located at the AMATYC website. These persons receiving complimentary discount registration will receive special registration forms and correspondence. There will be no transfer of funds within the AMATYC budget for these complimentary registrations.
September 1, in the year of the conference	The Office sends information on the conference registration process.

Invited Speaker Documents

Speaker invitations and acceptances are done by the President-Elect (1 and 2) for the Opening Session and Breakfast speakers. Invitations for symposia speakers and local group invitees are done by the President with appropriate dollar changes for the honorarium.

I. Invitation - President-Elect

This may be done by letter, phone, or e-mail, and should include:

- a. Type of presentation (keynote, breakfast)
- b. Date of presentation
- c. Location of presentation
- d. Honorarium (\$1,000)
- e. Travel: coach airfare, AMATYC per diem for meals, hotel room supplied by AMATYC

II. Acceptance Letter - President-Elect

This is done by letter, with a copy to the office and Treasurer, and should include:

- a. Type of presentation (keynote, breakfast)
- b. Date of presentation
- c. Location of presentation
- d. Honorarium (\$1,000)
- e. Travel: coach airfare, AMATYC per diem for meals, hotel room supplied by AMATYC
- f. Statement that one year out the Letter of Understanding will be sent by the office as well as registration materials, and that the office and Conference Coordinator will deal with details after this.
- g. Statement that the recipient will be added to the AMATYC mailing list for newsletters and conference materials.

III. Letter of Understanding - Office

This is issued one year prior to the conference by the office, in collaboration with the President who will preside at the conference, Conference Coordinator, Program Coordinator, and Treasurer. The letter should include:

- a. Type of presentation (keynote, breakfast)
- b. Date of presentation
- c. Location of presentation
- d. Honorarium (\$1,000) - this may be different for symposium speakers and local group invitees
- e. Travel: coach airfare, AMATYC per diem for meals, hotel room supplied by AMATYC
- f. Speaker name, mailing address, SSN (for stipend)
- g. Special contact considerations in the three months prior to the presentation
- h. Any special equipment requests (most related info is in the speaker proposal)
- i. Request for publicity photo with permission to use the photo in AMATYC conference publications, press releases, and publicity
- j. Speaker signature

8.10.7 Program Coordinator <SBM 2008>

There is perhaps no other person more responsible for a successful conference than the Program Coordinator. Exciting speakers, workshops, innovative ideas, panels with lively discussions, strands of interest to the broad scope of our participants all are necessary ingredients of a stimulating program.

The conference program strands, or areas of interest or focus, are reviewed each year by the Program Chair. When submissions indicate the need for a revision of a strand or the introduction of

a new strand, changes will be announced in conference publications and updated for the next Call for Presenters and Presiders form.

The production of a conference program begins approximately 18 months in advance of the conference. The Program Coordinator's duties require attention year-round but are especially time intensive in February and March prior to the conference. Work on publications, in which the Program Coordinator participates, occurs during the summer. This position requires attention to details, strong editing skills, and extensive familiarity with the AMATYC conference.

Appointment Process

The Program Coordinator 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 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>

Duties Prior to the Conference

1. Participate in a site refresh visit approximately 18 months in advance of the conference. Based on information obtained, develop a detailed grid listing each room available per day from the arrival of the Executive Board prior to the conference through the last day of the conference. With the Conference Coordinator and while on site, develop a usage plan for each room on each day, including placing all major conference events and specifying realistic room settings and capacities.
2. With the assistance of the AMATYC Webmaster, update electronic proposal and review forms several months before the submission process begins.
3. Direct the proposal submission and review process working with the AMATYC office staff. Provide the office with a list of proposals or speakers that are to be accepted without review. Proposals are accepted electronically from Nov. 1 through Feb. 1 prior to the conference.
4. Chair the Program Proposal Review Committee consisting of five appointed reviewers, the academic committee chairs, the Assistant Conference Coordinator, and the Presider Chair. Ensure that members of the Program Proposal Review Committee receive all proposals subject to review as well as the link to the review form and directions for review, and provide a deadline for receiving committee member reviews.
5. Ensure that the following statement is included on all Presenter/Presider Proposal forms and on the letter of acceptance requested from potential presenters who are invited to speak. "I understand that this presentation is not to contain an endorsement of any commercial product or service."
6. Compile proposal reviews for use in making speaker selections.
7. Meet in March with the Assistant Conference Coordinator and Presider Chair to select proposals and lay out the annual conference program. Use all available information, including the speaker history, the compiled proposal reviews, topic balance of the program, and logistical requirements of presenters to select and schedule proposals. Prepare a draft of the program in matrix form, using the following guidelines.

- A. Include times, room assignments, capacity of rooms, and equipment needs for each session.
 - B. Make room assignments based upon the expected popularity of a presentation versus the capacity of the room.
 - C. Assign rooms for committee meetings according to attendance at the respective committee meetings at the previous conference. To achieve this, rooms not appropriate in size for regular sessions should be used for small committee meetings.
 - D. Include one to three meeting rooms per day (typically two rooms on Thursday, three rooms on Friday, and two rooms on Saturday) to accommodate commercial presentations.
8. Send a list of those speakers selected and those to be declined to the President and the Conference Coordinator for review before letters of invitation are sent.
9. Make editorial changes so that each selected presentation description is an appropriate length, grammatically correct, reflects the content of the presentation, and written in the second or third person. Send edited proposal titles and descriptions to the AMATYC office. This should occur before letters of invitation are sent and must occur before descriptions are entered into the first draft of the conference miniprogram.
10. Draft correspondence that will be sent, by the office, to all speakers. The following items should be included:
- A. Stress the importance of notifying the Program Coordinator in case of an emergency causing cancellation. The letter should include the Program Coordinator's phone numbers and e-mail address.
 - B. Encourage speakers to have handouts for participants in their session.
 - C. Speaker Guidelines .
 - D. List of the equipment that will be provided by AMATYC for their session or workshop.
11. Notify the office of speaker selections, so that the office can send out invitation letters to accepted speakers, along a copy of the edited title and presentation description for their review. Also, notify the office of proposals not selected so letters of decline can be sent.
12. Receive responses to the letters of invitation from speakers and maintain a record of acceptances and refusals. Enter edits to titles, descriptions, and contact information submitted by speakers on their returned letters of invitation, and periodically send the file of edits to the AMATYC office.
13. Advise the AMATYC office and Conference Coordinator of changes in the program, cancellations, replacements, and correction of errors.
14. Edit and proof for accuracy drafts of the conference miniprogram and program. This information should include the speaker's name, college affiliation, presentation title, description, day, time, and room assignment for each session.
15. Be responsible for the audio-visual equipment arrangements:
- A. Furnish the Conference Coordinator with the audio-visual requirements in keeping with the audio-visual agreed to in the letter of invitation to present.
 - B. Assist the Conference Coordinator in verifying that the necessary AV is available and that equipment charges will be within budget.

- C. Assist the Conference Coordinator in reconciling the invoice for equipment rentals.
16. Proof the room/day agenda prepared by the professional conference planning company for audio-visual equipment and room set-up.
 17. Notify the AMATYC office, Conference Coordinator, and President, as necessary, of any last-minute cancellations or changes in the program, so that announcements can be posted on bulletin boards and made in general meetings, and an errata sheet can be distributed.

Duties at the Conference

1. Set up the Speaker/Presider check-in station near the registration desk. If registration is completed, their registration package will be disbursed. If incomplete, speaker will need to process through the on-site registration line.
2. Track speaker check-in to identify speakers who have not checked in, and develop a contingency plan.
3. Coordinate with the Presider Chair to set up a schedule to work at the Speaker/Presider station. (A paid worker will also be available to assist with staffing of the Speaker/Presider check-in station.)
4. Welcome speakers whenever possible and assist them with any last-minute problems.
5. Check with the Local Events Coordinator to get information about copying facilities in close proximity to the hotel, and provide this information to speakers.
6. Participate in the planning meeting for the conference in year C during the conference in year C-1.
7. Attend sessions as time allows, paying particular attention to those that may be problematic.

Duties after the Conference

1. Draft thank-you letters to be sent by the office to speakers when conference is over. Update the speaker list maintained at the office to delete no-shows and add replacements.
2. Write thank-you letters to members of the Program Proposal Review Committee.
3. Update the speaker history file. Include evaluation rating and highlight strong speakers as well as those who should be avoided in the future.
4. Submit reimbursement request according to policy and using guidelines provided by the Treasurer.
5. Prepare reports and motions, as needed, for Spring and Fall Executive Board meetings.

ATTACHMENT J**Draft position statement “Time Limits for Course Prerequisites”****American Mathematical Association of Two-Y Colleges****Position Paper on Time Limits for Course Prerequisites**

Mathematics knowledge can decline when not used. Therefore, continuing students should be encouraged to take a mathematics course each term until their math requirements are completed.

Institutions should establish policies and procedures that encourage incoming students to make informed choices concerning initial mathematics course enrollment and a plan for completion of mathematics course sequences. The proposed time limits for course prerequisites in this position paper include both mathematics and statistics courses. Among these policies and procedures are those dealing with time limits for a variety of course prerequisites (e.g. placement tests, college entrance tests, CLEP, AP, IB, course credits from other institutions, college readiness exams, and others). The primary goal of these policies and procedures is the students’ successful and prompt completion of their mathematics and statistics requirements.

AMATYC recommends that each institution determine time limits for placement tests and prerequisite courses based upon their own mission and goals, unless otherwise mandated through a governing state. After establishing a process for initial placement into a mathematics course, the institution should develop systems to determine reasonable time periods for acceptance of prerequisites and placement test scores.

Policies and procedures established by institutions should be systematic and all-inclusive by specifying a time limit for all means of satisfying a prerequisite, including (if necessary) time limits on how long each of the following prerequisites is valid:

1. A math placement level determined by placement testing;
2. The successful completion of awarded credit (e.g., through CLEP or AP test score);
3. The successful completion of a prerequisite course;
4. An appropriate ACT or SAT score.

In establishing a prerequisite time limit policy, consideration should be given to these things:

1. The Historical data of performance in mathematics courses;
2. The appropriateness of a specific time limit, especially for courses in a mathematics sequence;
3. The challenges and implications for the college and students of implementing a specific time limit;
4. The possibility of an appropriate appeal process or waiver for students with special circumstances;
5. A plan to communicate and prepare for the effective implementation of the time limit policy.

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38 Colleges should recognize that it will take a significant amount of time to develop meaningful
39 and valid recommendations concerning time limits. The group making these recommendations
40 should include faculty, academic advisors or counselors, and administrators. Appropriate
41 institutional support for the collection and interpretation of data is important for success.
42 Colleges might also seek input from other colleges that have implemented time limits. Once a
43 recommendation is made and implemented, the data should be revisited periodically to assess
44 effectiveness.

ATTACHMENT K

PPM term length for the SML Test Development Committee section 10.1.5

10.1.5 Student Mathematics League Test Development Team

Members of the Student Mathematics League Test Development Team assist the Test Developer in the development of the questions, answers, and solutions for the Student Mathematics League examinations.

Appointment Process

The Student Mathematics League Test Development Team shall consist of eight members, one from each of the eight regions of AMATYC. Members are recommended by the Student Mathematics League Coordinator and appointed by the Executive Board.

Any members of the Test Development Team who are also Student Mathematics League Test Moderators will submit to the AMATYC Student Mathematics League Coordinator a completed AMATYC Student Mathematics League Coordinator Test Development Team Conflict of Interest Form each year. [*<FBM 2008>*](#)

Term of Office

The term length is three years on the following rotation schedule.

Regions 1, 2, 3, 4 - beginning in 2015.

Regions 5, 6, 7, 8 - beginning in 2016.

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 L

Process/Timeline for the 2015 AMATYC Election

Sunday, February 1	Nomination materials are due to Roznowski
Thursday, February 5	Nomination materials sent to Nominating Committee members.
Saturday, February 7	Potential candidates are asked by Roznowski to prepare vita that will be provided to the Board. [Since materials were submitted electronically, the entire resume/vita will be provided to the Board.]
Prior to March 1	A short article is included in the AMATYC News (issue #2) that clarifies the status of institutional, adjunct, and student members and encourages members to verify their contact information prior to June 30, 2015.
Prior to Tuesday, March 31	Nominating Committee recommends a slate of candidates that will be sent to the Board for their approval during SBM.
April 24-27	Spring Board Meeting, Board finalizes slate.
Prior to Thursday, April 30	Roznowski informs candidates of the approved slate and requests written confirmation of their willingness to serve.
Prior to Sunday, May 31	Candidates confirm in writing to Roznowski their willingness to serve.
Prior to Sunday, June 7	Roznowski notifies individuals who are not slated.
Prior to Sunday, June 14	Roznowski shares final slate with the AMATYC Executive Board, announces the slate and outlines the voting process via email to the AMATYC membership, and prepares an article for the AMATYC News (issue #3) which includes the slate and a description of the voting process. Members have the option of requesting a paper ballot by contacting Jim Roznowski prior to September 1, 2015.
June 30, 2015	Members, as of this date, are eligible to vote in the election.
Prior to August 15, 2015	Roznowski and Shott prepare election materials.
	Ken Mead, Professor of Mathematics and Computer Science at Genesee Community College, Batavia, NY (who will again manage the electronic voting process) receives the AMATYC member database with email address and AMATYC region and the candidate profiles. He will create a ballot for each of the 8 AMATYC regions. Each ballot includes the candidates for national offices and the candidates for VP in the given region. Space will be provided on the ballot for a write-in candidate for each position

	The profiles of all candidates will be posted on the AMATYC web site.
Prior to September 15, 2015	Candidates may request appropriate membership lists.
Tuesday, September 15, 2015	Voting period begins. Eligible members will receive an email to “register” to vote. Once the member is checked against the database, they receive a link to their individual ballot.
Wednesday, September 30, 2015	Voting period ends.
After results are tallied	Roznowski notifies Sattler of the election results. Tanner is also notified of the results to prepare Stationery/brochures.
Prior to Monday, October 5	Sattler notifies winners and losers, providing actual tallies for their race only.
Prior to Friday, October 9	Roznowski prepares an email to be sent to all members announcing the election results.
	Tanner writes letters to the supervisors of all incoming board members notifying them that individual have been elected to serve a two-year term (four-year term for Treasurer) on the AMATYC Executive Board.
November 15-18	Roznowski prepares report for FBM (Executive Session) including the tallies for each position. The list of incoming board members will be included as part of the FBM minutes.
November 19-22	New board is announced during the AMATYC conference at the opening session, the annual breakfast, and the Delegate Assembly.
	Roznowski prepares article for the AMATYC News (issue #1) including photo.

ATTACHMENT M

PPM 5.7 Vice President duties

5.7 Regional Vice-President

Membership Duties

1. Organize an annual membership drive that includes:
2. Update prospective members and college lists provided by the office at the conference and the Spring Board meeting, or upon request. Corrections, additions, and deletions should be made on the file and sent to the office by March 1 and September 1 or on a quarterly basis.
 1. Collection of a sound database including two- and four-year colleges, all two-year college full-time mathematics faculty, four-year college faculty who are most interested in and/or most responsible for freshman/sophomore level mathematics courses. List by college as well as by addresses (including street addresses).
 2. Development of this database should be done by Regional Vice President with support from the delegates or other sources.
 3. Updating by campus representatives; this updating should be every two years.
3. Membership drive should include an effort to gain new institutional members.
4. Promote new individual and institutional memberships in the following ways:
 1. Arrange for AMATYC brochures and materials, which are available from the office, and letters of invitation to membership to be placed into every packet for attendees at affiliate meetings.
 2. Write articles and editorials for affiliate newsletters to keep the AMATYC name before two-year college mathematics faculty.
 3. Keep in touch with delegates.
 4. Identify key people and solicit their help.
 5. Send letters and brochures to affiliate members who are not AMATYC members.
 6. Encourage the inclusion of AMATYC membership forms in affiliate newsletters.
The most current membership form can be obtained from the office.
 7. Send an email to former AMATYC members whose memberships have lapsed twice during the year, once in January, and once in July.

Yearly Timeline

January

- Set up electronic mailing for affiliate presidents, state and affiliate delegates, campus representatives, AMATYC members and possibly prospective members.
- Collect affiliate future conference/Board meeting dates.
- Send reminder to region about the February 1 conference proposal deadline.
- Send an email to former AMATYC members whose memberships have lapsed from June through November of the previous year.

July

- Send budget projections for use of VP funds to the Treasurer.
- Send an email to former AMATYC members whose memberships have lapsed from December of the previous year through May of the current year.

ATTACHMENT N**PPM 5.2 President - Publication Duties****5.2 President****Publications Duties**

1. Serve as final arbiter for all AMATYC publications.
2. Serve as a proofreader for various AMATYC publications, including AMATYC membership brochures, AMATYC News, Summer Institute postcard and electronic brochure, Traveling Workshop postcard, AMATYC History, AMATYC advertising materials, conference miniprogram, and conference program. <FBM 2008>
3. Write a President's message for every issue of the AMATYC News.
4. Write (or designate a writer to write) a regular article in the AMATYC News updating the membership regarding AMATYC's involvement in Washington, DC activities
5. Write other articles for the AMATYC News as appropriate.
6. Serve as final arbiter for all AMATYC website content and the implementation of websites to AMATYC affiliates.
7. Approve logos for AMATYC grants and projects, in consultation with the Publications Director.
8. Send an email to AMATYC members to announce new AMATYC publications as follows:
 - Within a week from the day a recorded webinar has been posted in the webinar library at the AMATYC website.
 - Within a week from the day the electronic version of the AMATYC News has been published on the website.

ATTACHMENT O**AMATYC Task Force on Academic committees****Task Force members:**

Mary Beth Orrange, AMATYC Board Secretary, Task Force Chair
 Jim Roznowski, AMATYC Past President
 Fred Feldon, Coastline Community College
 Mary Ann Hovis, Rhodes State College, retired
 Linda Zientek, Sam Houston State University
 Sean Simpson, Westchester Community College
 Ned Schillow, Lehigh Carbon Community College, retired

Charge: To review and make recommendations regarding the AMATYC academic committee structure.

Background and Process

The AMATYC board approved the creation of a task force to review the academic committee structure at the 2014 Spring Board meeting. The charge was written and the task force was formed by President Sattler with the above individuals as members. The task force discussed the existing committees via email and met in person at the 2014 annual conference in Nashville. The issues raised were discussed with the committee chairs at their meeting in Nashville; as four of the task force members are existing committee chairs (Feldon, Zientek, Simpson, and Schillow) the ideas were communicated and discussed. The chairs' input was shared with the rest of the task force members.

Discussion Summary

The first topic of discussion was the use of the word "committee" itself. After much dialog the members decided that the use of the word "committee" to describe the groups is appropriate.

Recommendation 1: That the use of the word committee remain.

With the naming convention established the task force moved on to discuss the structure of the committees. A report was generated for the task force regarding the status of the committees. The 2014 fall reports and the YM database were used as resources. This report was used to determine the viability of each of the committees.

Number of Members

Committee	Number of Members*	Chair
Developmental Math Committee	210	Linda Zientek
Division / Department Issues	47	Sean Simpson
ITLC	169	Fred Feldon
Math for AAS Programs	43	Ned Schillow
Math Intensive	63	Sandy Poinsett
Placement and Assessment	59	Behnaz Rouhani
RMETYC	94	April Strom
Statistics Committee	101	Mary Dehart
Teacher Preparation	77	Andy Jones

* From YM – AMATYC website on October 20, 2014

Establishing a tiered structure for committees was agreed on. After determining that two levels would be appropriate the task force returned to the naming discussion. The two-tiered structure consists of eight academic committees. The changes in the committee structure consists of

breaking up the Division and Department Issues Committee into three ANets and strengthening the existing Math for AAS programs to represent mathematics for applications and careers. This change parallels the NSF focus on ATE education as well as the report “The Mathematical Sciences 2025.” The ANets would resemble but not mirror the previous ANets.

Recommendation 2: That a two-tiered structure be established.

- Eight Committees (with less flexibility in creating more): Developmental Math, Innovative Teaching and Learning, Teacher Preparation, Statistics, Mathematics Intensive / College Mathematics, Placement and Assessment, Research in Mathematics Education for two-year colleges, and Mathematics and its Application for Careers. Each committee will have a chair supported at the current level for the conference.
- Reestablish ANETs (AMATYC Network) with the flexibility of adding more as the need arises: Division/Department Leadership, Adjunct Faculty Issues, International Mathematics, and Mathematics for Liberal Arts. Each ANET would have a leader with support for the conference at the \$500 level.

The committee chair position was discussed. The term limit from regional vice-presidents is three two-year terms; it was determined that academic committee chairs be the same term limits. This gives chairs the opportunity to shepherd long-term projects to completion.

Recommendation 3: That the term limit for academic chairs be three terms instead of the current two.

In fact the board unanimously passed the motion to approve this change in December 2014. The motion read as follows:

To change the PPM section 9.3, Term of office of Academic Committee Chair, from “The term limit is two consecutive terms” to “The term limit is three consecutive terms.” This change will be effective January 1, 2015 and includes currently serving chairs.

The specifics of the ANets were discussed. The language from the previous ANets was obtained and reworked to suit the new structure.

Recommendation 4: That section 9.8 in the PPM be replaced with the following language:

9.8AMATYC NETWORKS (ANETS)

1. An AMATYC Network (ANet) must have a focus that fits into the mission of AMATYC.
2. An ANet may be proposed by any AMATYC member or group of members.
3. Proposals should be sent to the AMATYC President for consideration by the board. The proposal will identify the purpose of the ANet and how it fits in with the mission of AMATYC, the name and email of a recommended ANet leader (or co-leaders), the names and emails of at least five AMATYC members interested in participating in the ANet.
4. AMATYC support for an ANet will include \$500 conference support for the ANet leader (the support is split in the case of co-leaders), assistance in identifying potential members, publicizing ANet activities, listing ANets on the open website under groups with the option of joining, assistance in finding locations for networks to meet during AMATYC national conferences, and a board liaison. Participation in a group will incur no additional cost for members.

5. The term length for the ANet Leader is two years. The starting date of each term is January 1 of an even-numbered year and ends December 31 of the following 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. In the event that a committee chair resigns or is removed by the Executive Board, the AMATYC President will appoint an interim leader to serve the remainder of the term.
6. The ANet leader will submit a board report for each FBM outlining initiatives to be pursued during the year and a post-conference report with the following information: minutes or report from meeting at annual conference, major topics discussed, and number of members.
7. All ANets will be reviewed every two years to see if their status needs to be changed.
8. Established ANets will include: Division/Department Leadership, Adjunct Faculty Issues, International Mathematics, and Mathematics for Liberal Arts.

Each of the new entities will require a chair or leader as appropriate. If this report is accepted and approved by the board, these individuals should be appointed at the 2015 SBM.

Recommendation 5: That individuals be appointed as:

Chair of the Mathematics and its Application for Careers Committee
 Leader of the Division/Department Leadership ANet:
 Leader of the Adjunct Faculty Issues ANet
 Leader of the International Mathematics ANet
 Leader of the Mathematics for Liberal Arts ANet

Each of the new entities will require a goal statement or purpose.

Recommendation 6: That the following be the mission for each group:

Mathematics and its Application for Careers Committee:

This committee focuses on the mathematical needs of students in careers outside of the traditional sciences.

Division/Department Leadership ANet:

This ANet provides a forum for the discussion of issues of relating to departmental and divisional leadership. Leadership includes chairs/coordinators, department committee chairs and individuals interested in departmental issues.

Adjunct Faculty Issues ANet:

This ANet provides a forum for the discussion of issues of relating to adjunct faculty; including the adjunct faculty perspective and the department's role in supporting adjunct faculty.

International Mathematics ANet:

This ANet provides a forum for the exchange of ideas related to international mathematics education.

Mathematics for Liberal Arts ANet:

This ANet provides a forum for the discussion of issues relating to Liberal Arts Mathematics.

The Task Force recognizes the need for additional PPM language changes to reflect the proposed committee structure.

Recommendation 7: The additional required PPM language be written and addressed at the 2015 FBM.

ATTACHMENT P**PPM 6.12 Foundation Investment 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 will be 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 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.

ATTACHMENT Q

Reimbursable Expenses Part I

6.10.2 Reimbursable Expenses

3. Travel (here and elsewhere refers to transportation expenses)

| G. Baggage 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 recovered in the per diem. Receipts are not required.

| 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.

ATTACHMENT R

Reimbursable Expenses Part II

6.10.2 Reimbursable Expenses

Expenses listed below are reimbursable.

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.

ATTACHMENT S**Solicitation Request Form**

Must be submitted to AMATYC president one month prior to event or solicitation

Contact Information

Organizer's Name: _____

Organizer's Email: _____

Organizer's Phone Number: _____

Solicitation Information:

Event Title: _____

Expected Date of Proposed Solicitation: _____

Full Description of Solicitation: _____

Will the fundraiser benefit: (check one)

____ AMATYC as a whole

____ Other (please list: _____)

Are you soliciting donations or sponsorships?

____ Yes. If so, please attach the request letter and a list of contacts.

____ No, not at this time.

Signatures

I understand AMATYC's policies and agree to follow them.

Organizer's Signature

Date Submitted

ATTACHMENT T

5.1.2 Procedures for Board Reports

Spring and Fall Board Meeting Reports - due February 15 and September 15

The Spring and Fall Board reports provide a detailed description of the current progress and upcoming plans of each Executive Board member and the Conference Coordinator. Reports should be structured, and comprehensive and include, but not be limited to, the following: <FBM 2010>

Name:

Office:

Since my last report dated _____, I have completed the following activities:

Board Activities

Conference

Liaison Assignments Publications Affiliates

Other

Reflections (concerns, future issues, highlights, etc)