

AMATYC

Policy and Procedures Manual

January 2021

Table of Contents

0. Preface	11
1. About AMATYC	13
1.1 Bylaws of the American Mathematical Association of Two-Year Colleges (AMATYC)	13
1.2 Mission Statement	13
1.3 Core Values	13
1.4 Vision Statement	14
1.5 Strategic Plan	14
1.5.1 Strategic Planning Cycle.....	14
1.6 Organizational Charts	17
1.6.1 Executive Board <SBM 2020>	17
1.6.2 Appointed Leadership <SBM 2020>.....	18
2. General Policies	19
2.1 Codes of Conduct	19
2.1.1 Conflict of Interest <FBM 2009>	20
2.1.2 Policy on Gifts and Services	21
2.1.3 Compliance with <i>American</i> with Disabilities Act (ADA)	21
2.1.4 Statement on Equity and Diversity	21
2.1.5 Whistle Blower Protection Policy	21
2.1.6 Document Retention and Destruction Policy.....	23
2.2 Privacy Policy	23
2.3 Intellectual Property Rights	25
2.4 Endorsement Policy	25
2.5 Awards and Plaques	26
2.5.1 Plaque Awards <SBM 2019>	26
2.5.2 Wanda Garner Presidential Student Scholarship <SBM 2020>.....	27
2.5.3 Herb Gross Presidential Award <FBM 2015>	28
2.5.4 Recognition of Long-term and Lifetime Members <SCC 2016>.....	28
2.5.5 The Leila and Simon Peskoff Award <SCC 2016>	28
2.5.6 The Margie Hobbs Award <FBM 2016> <SCC 2017> <SBM 2019>.....	29
2.6 Committee Policies	30
2.6.1 Procedure for Establishing a Committee	30
2.6.2 Procedure for Disbanding a Committee <SBM 2007>	31
2.7 Appointment Process	32
2.7.1 Presidential Appointments	32
2.7.2 Application Positions	33
2.7.3 Course Release <FBM 2019>	33
2.8 Data and Document Security <FBM 2008>	34

2.9	Equipment Repair	34
2.10	Questionnaires or Surveys <FBM 2016>	34
2.11	Conference Calls <SBM 2008>	35
2.12	Partnership Policy <SBM 2008><FBM 2020>	36
2.13	Miscellaneous Policies	37
2.15	Solicitation Policy <SBM 2009>	37
2.16	Public Disclosure Policy	40
2.17	AMATYC Crisis Plan <FBM 2013>	40
3.	Membership	44
3.1	Individual Membership	44
3.1.1	Individual Membership Rates.....	44
3.1.2	Benefits of Individual Membership.....	45
3.2	Institutional Membership	46
3.2.1	Institutional Membership Rate.....	46
3.2.2	Benefits of Institutional Membership.....	47
3.3	Membership Recruitment and Retention	47
3.3.1	Individual Membership Drive	47
3.3.2	Institutional Membership Drive	48
4.	Delegate Assembly	51
4.1	Delegates	51
4.1.1	Delegate Composition	51
4.1.2	Delegate Duties	51
4.1.3	Delegate Communications <FBM 2008>	52
4.2	Delegate Assembly Meetings	53
4.2.1	Delegate Assembly Seating <SBM 2020>.....	53
4.2.2	Rules of Conduct for Delegate Assembly	54
4.2.3	Delegate Assembly Minutes Approval Procedure	54
4.3	Delegate Assembly Committees	55
4.3.1	Teaching Excellence Committee <SBM 2018>	55
4.3.2	Mathematics Excellence Committee <FBM 2020>	60
4.3.3	Nominating Committee	63
5.	Executive Board	69
5.1	General Board Policies <FBM 2018>	69
5.1.1	Open Board Meetings	70
5.1.2	Procedures for Board Reports.....	70
5.1.3	Procedures for Email Motions <FBM 2008><FBM 2010><FBM 2019>.....	70
5.1.4	General Responsibilities.....	73
5.1.5	Conference Responsibilities (Exec Board) <SBM 2018>	73
5.1.6	Academic Committee Responsibilities.....	75
5.1.7	Liaison Responsibilities	76

5.1.8	Executive Board Minutes <FBM 2012>	76
5.1.9	Advertising Open Appointed Positions <FBM 2015>	77
5.2	President <FBM 2019>	78
5.3	President-Elect <FBM 2018>	81
5.4	Immediate Past President <FBM 2018>	84
5.5	Secretary <FBM 2018>	85
5.6	Treasurer <FBM 2018>	87
5.7	Regional Vice-President	93
5.8	Board Committees	99
5.8.1	Personnel Committee	99
5.8.2	Finance Committees.....	100
5.8.3	Membership Committee.....	101
5.8.4	Professional Development Committee	101
5.8.5	Organizational Assessment Committee	102
6.	Financial Policies <FBM 2017>	103
6.1	General Financial Policies <SBM 2017>	103
6.2	Insurance Coverage <FBM 2015>	105
6.3	AMATYC Credit Cards	106
6.4	Purchasing Procedure	106
6.5	Budget Preparation	107
6.6	Chart of Accounts	110
6.6.1	Income	110
6.6.2	Expenses.....	115
6.7	Officer and Chairperson Identification Numbers <SBM 2019>	133
6.8	Support for Elected and Appointed Positions	134
6.8.1	Compensation for Reassigned Time <FBM 2019>	134
6.8.2	Presidential Financial Support Policy	135
6.9	Expense Reimbursement	135
6.9.1	Eligibility <SBM 2018>	135
6.9.2	Reimbursable Expenses.....	136
6.9.3	Conference Reimbursement <FBM 2015>, <SBM 2018>, <FBM 2018> <email motion #2 and SBM 2020>	140
6.10	Current Fees and Dues	145
6.10.1	Membership Dues	146
6.10.2	Conference Registration Fees	146
6.10.3	Conference Exhibits <Email Motion Summer 2019>	146
6.10.4	Advertising Fees <SBM 2018>.....	147
6.10.5	Corporate Partner Program	148
6.11	Investments and Investments Board <FBM 2013>	149

6.11.1	Investment Policy Statement <Email 2016>	149
6.11.2	AMATYC Investments Board.....	150
6.12	Banking Resolutions.....	150
6.12.1	Cadence Bank	150
6.12.2	Morgan Stanley.....	153
6.13	Investment Guidelines <Email 2016>.....	155
6.13.1	Background and Fundamental Precepts	156
6.13.2	Prudent Investor Rules	156
6.13.3	Standard of Care, Portfolio Strategy, and Risk and Return Objectives.....	156
6.13.4	Diversification	157
6.13.5	Loyalty.....	157
6.13.6	Impartiality	158
6.13.7	Investment Costs.....	158
6.13.8	Reviewing Compliance	158
6.13.9	Delegation of Investment and Management Functions	158
6.14	Investment Policy <Email 2016>	159
6.14.1	Investment Objectives.....	159
6.14.2	Investment Funds Operation	162
6.14.3	Types of Funds.....	162
6.14.4	Investment of Funds.....	163
6.14.5	Investment Requirements.....	163
6.14.6	Investment Guidelines	164
6.14.7	Review Process	164
6.14.8	Funds Growth and Purchasing Power Retention	165
6.15	Calendar Requirements <SCC 2020><FBM 2020>	168
6.15.1	Checking Account Balances.....	168
6.15.2	Yearly Revaluation of Foundation Investment Accounts	168
6.15.3	Procedure for the Transfer of Monies from One Investment Fund to Another..	168
7.	National Office	169
7.1	General Office Policies.....	169
7.1.1	Electronic Services	171
7.1.2	Printing Services	172
7.1.3	Conference Services	175
7.1.4	Membership Services.....	176
7.1.5	Office Equipment Replacement Cycle <FBM 2012><FBM 2019>	178
7.2	Office Personnel	179
7.2.1	Office Personnel Policies.....	179
7.2.2	Executive Director <Email 2017>	179
7.2.3	Office Director Duties	184
7.2.4	Publications Director Duties	184
7.2.5	Accounting Director Duties.....	184
7.2.6	Technical Clerk Duties <FBM 2015>	184
8.	Conference.....	185
8.1	Conference City/Hotel	185
8.1.1	Selection Policy.....	185

8.1.2	Contract Requirements	187
8.2	Conference Timetable	189
8.3	Conference Committee	198
8.4	Conference Coordinator <SBM 2017>	199
8.5	Assistant Conference Coordinator	202
8.6	Local Arrangements	203
8.6.1	Local Information for Participants	203
8.6.2	Information Desk	204
8.6.3	Signs	204
8.6.4	Hospitality Activities.....	205
8.6.5	Tours	206
8.6.6	Local Events Coordinator <SPO 2008>	206
8.7	Exhibit Policies	210
8.7.1	Promotional Exhibits	210
8.7.2	Exhibit Cancellation Policy <SCC 2020>	211
8.7.3	Commercial Presentations	211
8.7.4	Focus Group Policy <SBM 2011>	211
8.7.5	Exhibits Chair	213
8.8	Advertising Policies	218
8.8.1	AMATYC Corporate Partner Program	218
8.8.2	Conference In-the-Bag Advertising	220
8.8.3	Conference Advertising <SPO 2007>	220
8.8.4	Advertising Cancellation/Refund Policy.....	221
8.8.5	Advertising Chair.....	222
8.9	Conference Publications.....	226
8.9.1	Registration Form	228
8.9.2	Call for Papers and Presiders	228
8.9.3	Mailing Miniprograms and Flyers	229
8.10	Conference Program.....	229
8.10.1	Conference Program Definitions <SBM 2008>	229
8.10.2	Program Proposal Review Committee	232
8.10.3	Guidelines for Program Construction <SBM 2008>	233
8.10.4	Audio-Visual Guidelines	234
8.10.5	Speaker Guidelines.....	234
8.10.6	Invited Speaker Guidelines.....	235
8.10.7	Program Coordinator <SBM 2008> <SBM 2020>	238
8.11	Conference Presiders	242
8.11.1	Assistant Program Coordinator.....	242
8.12	Conference Registration	245
8.12.1	Responsibilities of the Executive Board	245
8.12.2	Responsibilities of the Conference Finance Committee	246
8.12.3	Registration Fee Formulas	246
8.12.4	Conference Discount Registration Fee History	250
8.12.5	Registration Procedures.....	251

8.13	Miscellaneous	252
8.13.1	Policy on Guests of Attendees	252
8.13.2	Computer and Internet Access.....	253
8.13.3	Alcohol.....	253
8.13.4	Guidelines for Photographs at AMATYC Conferences <FBM 2008>	253
8.13.5	Complimentary Suites.....	254
8.13.6	Roommate Network Director.....	255
8.13.7	Services Exposition	256
8.13.8	Pre-conference Events <SBM 2016><FBM 2020>	256
8.13.9	ASA Joint Committee Conference Registration	258
9.	Academic Committees	259
9.1	Voting Policies	259
9.2	Executive Committee	259
9.3	Academic Committee Chair	260
9.3.1	Guidelines for Board Reports <SBM 2009>	262
9.4	Regional Representatives <Email 2017>	263
9.5	Members-at-Large	263
9.6	Academic Committees	263
9.6.1	Developmental Mathematics (DMC)	264
9.6.2	Innovative Teaching and Learning <FBM 2008><SBM 2017>	264
9.6.3	Mathematics and its Application for Careers Committee <FBM 2015><SBM 2019>	264
9.6.4	Mathematics Intensive <SBM 2017>	264
9.6.5	Placement/Assessment <SBM 2020>	265
9.6.6	Teacher Preparation.....	265
9.6.7	Statistics	265
9.6.8	Research in Mathematics Education for Two-Year Colleges.....	265
9.6.9	AMATYC Equity Committee <FBM 2018>	265
9.7	AMATYC Networks (ANets) <FBM 2015><SPO 2016>	266
9.7.1	Division/Department Leadership ANet.....	266
9.7.2	Adjunct Faculty Issues ANet.....	267
9.7.3	International Mathematics ANet	267
9.7.4	Mathematics for Liberal Arts ANet.....	267
9.8	Position Statements	267
9.8.1	Procedure and Timeline for Development of New Position Statement <FBM 2017><FBM 2019>	267
9.8.2	Guidelines for Position Statements <FBM 2019>	272
9.8.3	Position Statement Review Process	273
10.	Services	275
10.1	Student Mathematics League	275
10.1.1	Student Mathematics League Goals.....	275
10.1.2	Student Mathematics League Rules.....	276
10.1.3	Student Mathematics League Coordinator.....	278
10.1.4	Student Mathematics League Test Developer	279

10.1.5	Student Mathematics League Test Development Team <FBM 2015>	280
10.1.6	Faculty Mathematics League Facilitator <SBM 2017>	281
10.2	Externally – Funded Grants <SCC 2019>.....	282
10.2.2	Externally-Funded Grant Management Policy for Level 2 Projects	283
10.2.3	Grants Coordinator.....	284
10.2.4	Glossary of Terms for Grants.....	284
10.3	Publicity	286
10.3.1	Policy on Media Records	286
10.3.2	Guidelines for Permissible Use	286
10.3.3	Guidelines for Pictures	287
10.3.4	Guidelines for Press Releases	288
10.3.5	Conference Publicity.....	288
10.3.6	Bulk Email Guidelines <FBM 2013><FBM 2015>	289
10.4	Editing Director	290
10.5	Legal Advisor	290
10.6	Mu Alpha Theta.....	291
10.7	Guidelines for Board Reports	291
10.8	Student Research League (SRL)<FBM 2019> <email motion #7 and SBM 2020>.....	292
10.8.1	Student Research League Goals	292
10.8.2	Student Research League Rules.....	292
10.8.3	SRL Coordinator	295
10.8.4	SRL Challenge Problem Design Team.....	296
10.8.5	SRL Thesis Defense Evaluation Team	297
10.8.6	SRL Duties and Timeline.....	297
11.	Professional Development.....	298
11.1	Professional Development Leadership.....	298
11.1.1	Professional Development Committee	298
11.1.2	Professional Development Coordinator <SBM 2010><12/2018>	299
11.1.3	Traveling Workshop Coordinator <05/2012><FBM 2017><FBM 2020>	300
11.1.4	Assistant Professional Development Coordinator <FBM 2015>	302
11.1.5	Webinar Coordinator <12/2018>	303
11.1.6	Online Community Coordinator <2020 Email Motion #2>	304
11.2	Summer/Winter Institutes.....	306
11.3	Regional Conferences	309
11.4	Beyond Crossroads	311
11.5	AMATYC Project ACCESS.....	311
11.5.1	AMATYC Project ACCESS Coordinator <12/27/2006>.....	311
11.5.2	AMATYC Project ACCESS Team Members <FBM 2016>	312
11.5.3	Fellow Selection <7/10/2011><SBM 2016><SBM 2017>.....	315
11.6	AMATYC Consulting Professor.....	315

11.7	AMATYC Research Associate	315
11.8	Traveling Workshops <FBM 2020>	316
11.8.1	Instituting New Traveling Workshop Strands	316
11.8.2	Traveling Workshop Honorarium	317
11.9	Guidelines for Board Reports	317
11.10	Social Networking Committee <Email 2013>	317
11.11	Webinars <SBM 2017>	318
11.12	Mathematics Standards in the First Two Years of College <SBM 2017>	318
11.12.1	Mathematics Standards in the First Two Years of College Ad Hoc Committee	319
11.12.2	Mathematics Standards in the First Two Years of College Chair.....	319
11.12.3	Standards Digital Coordinator.....	320
12.	Publications	322
12.1	Publications Committee	322
12.2	AMATYC News	322
12.2.1	Publication Policies <SBM 2016>	322
12.2.2	AMATYC News Topic List.....	324
12.2.3	Newsletter Editor	325
12.3	MathAMATYC Educator	326
12.3.1	MathAMATYC Educator Publication Policies	326
12.3.2	Journal Editor <FBM 2007>	328
12.3.3	Journal Production Manager <FBM 2007>	329
12.3.4	Journal Editorial Panelists <FBM 2008>	330
12.3.5	Publication Guidelines for <i>MathAMATYC Educator</i> <SBM 2013><SBM 2018> ..	331
12.3.6	Journal Assistant Editor <SBM 2017><SBM 2018>	334
12.4	AMATYC Website	337
12.4.1	Website Content.....	337
12.4.2	Website Coordinator	341
12.4.3	Affiliate Websites	344
12.4.4	Internal Website.....	344
12.5	Logos and Seals	344
12.5.1	Terms of Use	345
12.5.2	Technical Guidelines	349
12.6	AMATYC History <FBM 2020>	349
12.6.1	Historian.....	350
12.7	Guidelines for Board Reports	350
13.	Affiliates	351
13.1	Affiliation Procedure <FBM 2020>	351
13.2	Responsibilities of Affiliate Organizations	351
13.3	AMATYC Services to Affiliates	352

13.4	Campus Contacts	354
13.5	List of Affiliates	355
14.	<i>AMATYC Foundation <FBM 2017></i>	357
14.1	Name of Administrative Committee	357
14.2	Mission	357
14.3	Governance	357
14.3.1	AMATYC Foundation Board Membership.....	358
14.3.2	Directors’ Insurance and Bonding	359
14.4	Gift Giving/Receiving Management	359
14.4.1	Receipt of Gifts	359
14.4.2	Gift Making.....	360
14.4.3	Gift Solicitation	360
14.4.4	Unacceptable Gifts.....	361
14.4.5	Duties at Receipt of Gift	361
14.5	Disbursement	361
14.5.1	Identification and Establishment of Projects.....	361
14.5.2	Project Implementation Process	362
14.6	Scope and Amendment	362
14.7	Dissolution	363
14.8	Supplemental Material	363
14.8.1	List of Accounts and Funds.....	363
14.8.2	List of Duties for Foundation Leadership.....	363
14.9	Conflict of Interest	364
14.9.1	Definition of Conflict of Interest.....	364
14.9.2	Examples of Conflict of Interest.....	364
14.9.3	Methods for Mitigating Conflicts of Interest.....	364
14.9.4	Disclaimer Form for Conflict of Interest	365
14.9.5	Procedure for Dealing with Conflicts of Interest.....	365
15	<i>Appendix</i>	367
15.1	Appointments <FBM 2018>	367
15.2	Businesses <FBM 2018>	367
15.3	Endorsements	367
15.4	Conference History	367
15.5	Guidelines for AMATYC representation at national meetings	367
15.6	Strategic Plan Timeline	369
15.7	<i>AMATYC News Submission Guidelines <FBM 2013> <SBM 2019></i>	369
15.8	Guidelines for Logo Development	371
15.9	Press Release Guidelines and Protocol	372

15.10 Position Statements	374
15.10.1 Position Statement Review Timeline.....	374
15.10.2 List of Position Statements	376
16. Institutional Review Board	377
16.1 Definition.....	377
16.2 Registration.....	377
16.3 Composition	377
16.4 Term Length.....	378
16.5 Training.....	378

0. Preface

About the online Policy and Procedures Manual

This online AMATYC Policy and Procedures Manual contains all of the latest additions, updates, and corrections to the manual, up to the date indicated in the footer. Previous versions will be archived on the internal site. Please report any errors or suggestions to the AMATYC Secretary. <SBM 2017>

The Policy and Procedures Manual will be updated each time a motion is passed that impacts it, as soon as reasonably possible, once the meeting (SBM, FBM), conference call, or email ballot has concluded. Each new edition of the Policy and Procedures Manual will be posted online on the AMATYC internal website. <SBM 2014>

The President-Elect shall serve as the Editor of each new edition of the Policy and Procedures Manual and collaborate with the Secretary and AMATYC office to prepare the new edition. No other formal board approval is needed for the revision, as updates should reflect actions already taken by the board. <FBM 2018>

Guidelines for Policy and Procedures Manual <SBM 2009>

AMATYC policies and procedures shall be collected in the "AMATYC Policy and Procedures Manual" that includes the following information:

- AMATYC's constitution and bylaws, structural aspects, officer duties, committee objectives, operational policies, strategic plan, listing of educational policy statements, and other miscellaneous general policies and procedures;
- Internal and external policies and procedures relating to the operation and responsibility of the national office;
- Financial policies including account numbers, accounting policy, and financial policy;
- Conference policies and procedures relating to the production of the annual conference;
- Foundation policies including the constitution and bylaws of the AMATYC Foundation, and other miscellaneous information important to the operation of the Foundation.

The Policy and Procedures Manual will be updated at least twice each year after the Spring and Fall Board meeting. Each new edition of the Policy and Procedures Manual will be posted online on the internal website as an electronic, downloadable file. <FBM 2018>

The following AMATYC individuals are responsible for proofing the various chapters of each new edition of the "AMATYC Policy and Procedures Manual."

Preface	Secretary
About AMATYC	Secretary

AMATYC Policy and Procedures Manual

General Policies	Secretary
Membership and Marketing	Lead Regional Vice-President
Delegate Assembly	Secretary
Executive Board	President-Elect
Financial Policies	Treasurer
National Office	Executive Director Office Director
Conference	Conference Coordinator
Academic Committees	President-Elect
Services	Secretary
Professional Development	Secretary
Publications	Secretary
Affiliates	President-Elect
Foundation	Foundation Chair

1. About AMATYC

1.1 By-Laws

1.2 Mission Statement

1.3 Core Values

1.4 Vision Statement

1.5 Strategic Plan

1.6 Organizational Charts

1.1 Bylaws of the American Mathematical Association of Two-Year Colleges (AMATYC)

The AMATYC Bylaws are available on the AMATYC website. [<FBM 2018>](#)

1.2 Mission Statement

To provide high-quality professional development, to advocate and collaborate at all levels, and to build communities of learners for all involved in mathematics education in the first two years of college.

Note: The mission statement was adopted by the Board on April 1, 2016, as the official content and formatting of the AMATYC Mission Statement.

1.3 Core Values

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.

Note: The Core Values were approved by the Board at the 2006 Spring Board meeting and are listed in alphabetical order.

1.4 Vision Statement

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

Note: The Vision Statement was approved by the Board at the 2016 Spring Board meeting.

1.5 Strategic Plan

The AMATYC Strategic Plan is available on the AMATYC website. [<FBM 2018>](#)

1.5.1 Strategic Planning Cycle

Year	Spring Board Meeting	Fall Board Meeting	Conference	Delegate Assembly	January Board Retreat (even years)
1	Review/revise strategies for Year 1 Board motions/ President directs for Year 1 strategies	Report on Year 1 strategies		Report to DA on Year 1 strategies	NA

AMATYC Policy and Procedures Manual

2	<p>Review/revise strategies for Year 2</p> <p>Board motions/ President directs for Year 2 strategies</p>	Report on Year 2 strategies		Report to DA on Year 2 strategies	Identify strategies to be done in Year 3 and Year 4
3	<p>Review/revise strategies for Year 3</p> <p>Board motions/ President directs for Year 3 strategies</p>	Report on Year 3 strategies		Report to DA on Year 3 strategies	NA
4	<p>Review/revise strategies for Year 4</p> <p>Board motions/ President directs for Year 4 strategies</p> <p>Strategic Planning Committee includes President, Past President, President-Elect, the President-Elect designate once the results of an AMATYC election are known, and VP Liaison to VPs</p> <p>Board Review of Mission Statement</p> <p>Board SWOC analysis of specific areas in current Strategic Plan</p>	Report on Year 4 strategies	<p>Input for new SP through Forum(s)</p> <p>Focus group(s) for committee chairs</p> <p>affiliate Presidents</p> <p>delegates</p> <p>members</p> <p>Focus groups to do SWOC analysis</p> <p>Project Team sits in on all sessions and asks follow-up questions</p> <p>Audio record sessions</p>	<p>Report to DA on Year 4 strategies</p> <p>Report on SP Planning Timeline for the next SP</p>	<p>Review/revise strategies for Year 5 and Year 6</p> <p>Modify Mission, if necessary</p> <p>Use input to start to develop goals and possible objectives</p> <p>Consider extra day for SPO</p> <p>Consider additional people for one day; past president, committee chair, affiliate president, delegate, member, CR Editor</p> <p>SWOC analysis</p> <p>Consultants, as necessary</p>

AMATYC Policy and Procedures Manual

	and major AMATYC activities and Mission Statement				
5	<p>Review/revise strategies for Year 5</p> <p>Board motions/ President directs for Year 5 strategies</p> <p>Continue to work on goals and objectives for new SP</p> <p>Draft of Goals and Objectives for new SP</p>	Report on Year 5 strategies	<p>Input on Draft for next SP</p> <p>Focus groups at conference for new SP</p> <p>Forum feedback from members</p> <p>Feedback from committees, affiliate Presidents, delegates</p>	<p>Report to DA on Year 5 strategies</p> <p>Report on Draft of new SP</p>	NA
6	<p>Review/revise strategies for Year 6</p> <p>Board motions/ President directs for Year 6 strategies</p> <p>Adopt Goals and Objectives for new Strategic Plan</p> <p>Draft strategies for new Strategic Plan</p>	Report on Year 6 strategies	<p>Present new Strategic Plan</p> <p>Invite delegates, committees, affiliates, members to submit prospective strategies for new SP</p>	<p>Report to DA on Year 6 strategies</p> <p>Present new Strategic Plan to Delegates</p>	<p>Develop strategies for new SP</p> <p>Identify strategies to be done in Year 1</p>

Acronym Key:

DA = Delegate Assembly

CR = *Crossroads* Revisited

NA = Not applicable

SP = Strategic Plan

SPO = Strategic Plan Orientation

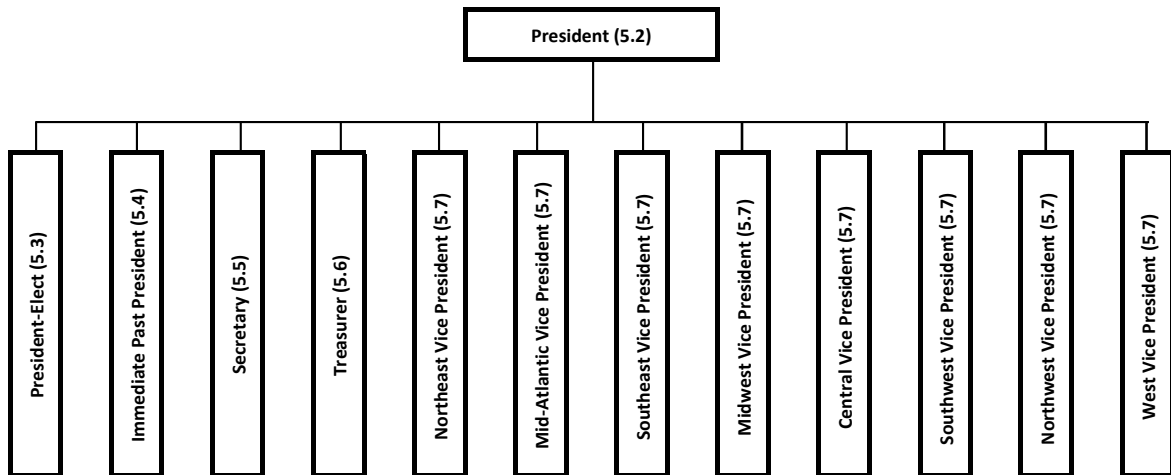
SWOC = Strengths, Weaknesses, Opportunities and Challenges

1.6 Organizational Charts

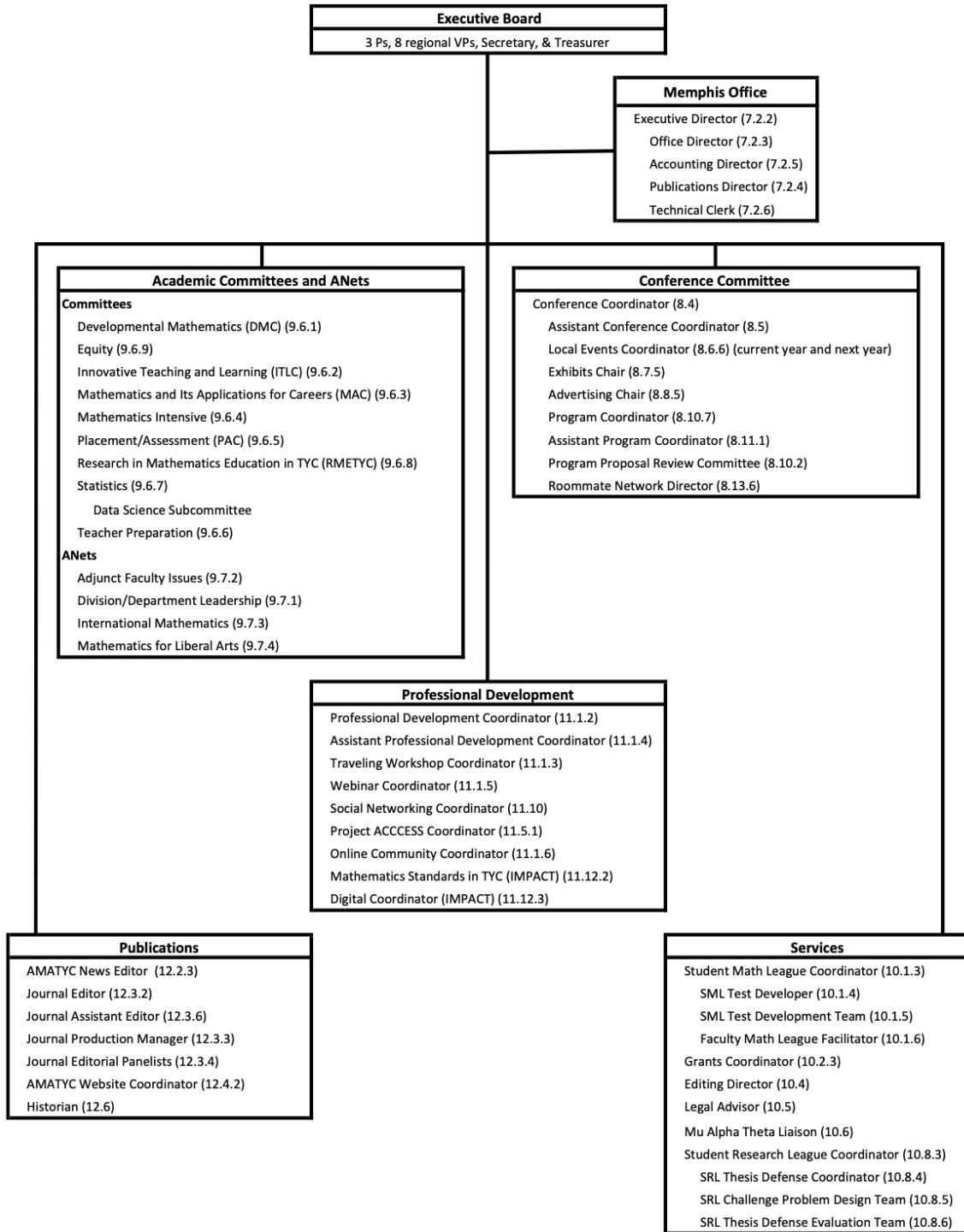
[1.6.1 Executive Board](#)

[1.6.2 Appointed Leadership](#)

1.6.1 Executive Board <SBM 2020>



1.6.2 Appointed Leadership <SBM 2020>



2. General Policies

[2.1 Codes of Conduct](#)

[2.2 Privacy Policy](#)

[2.3 Intellectual Property Rights](#)

[2.4 Endorsement Policy](#)

[2.5 Awards and Plaques](#)

[2.6 Committee Policies](#)

[2.7 Appointment Process](#)

[2.8 Data and Document Security](#)

[2.9 Equipment Repair](#)

[2.10 Travel Agency](#)

[2.11 Questionnaires or Surveys](#)

[2.12 Conference Calls](#)

[2.13 Partnership Policy](#)

[2.14 Miscellaneous Policies](#)

[2.15 Solicitation Policy](#)

[2.16 Public Disclosure Policy](#)

[2.17 Crisis Plan](#)

2.1 Codes of Conduct

[2.1.1 Conflict of Interest](#)

[2.1.2 Policy on Gifts and Services](#)

[2.1.3 Compliance with American with Disabilities Act \(ADA\)](#)

[2.1.4 Statement on Equity and Diversity](#)

[2.1.5 Whistle Blower Protection Policy](#)

[2.1.6 Document Retention and Destruction Policy](#)

2.1.1 Conflict of Interest <FBM 2009>

AMATYC Board members, committee chairs, editors, appointed or elected leaders, principal investigators on a grant or contract administered by AMATYC as well as AMATYC staff, should carefully avoid conflict of interest and its appearance. A conflict of interest may exist when these individuals or members of their immediate family have an allegiance or duty that may be seen as competing or conflicting with the interests or concerns of AMATYC.

Individuals should not be offered, nor should they accept responsibilities to AMATYC that are known to be in conflict with their individual employment, or financial or personal interests, or those of their loved ones or close relatives.

Conflict of interest is defined as:

- any situation where such a person in authority's private interests may be incompatible or in conflict with their duties and responsibilities to AMATYC;
- any situation where such a person in authority's membership in another organization may, or may be perceived to, influence his/her carrying out of duties and responsibilities to AMATYC;
- conflicts of interest may be real, potential, or apparent.

Potential conflicts may be resolved by one or more of the following actions:

1. Disclosure of the conflict;
2. Non-appointment to the position where a conflict is likely to occur;
3. Withdrawing from any official duties affected by a conflict of interest; or
4. Resignation from the relevant position.

Where a conflict exists, the parties involved should consider the four alternatives above and resolve the actual or potential conflict at the earliest opportunity.

Furthermore, in cases of search and selection committees, when an applicant is from the same college or has a close professional or personal relationship with the committee member, one of the following two actions must be taken:

1. For an appointed ad hoc search or selection committee, the committee member should be replaced once the conflict is apparent, or the person will be excused from the selection/scoring of a person where a conflict exists.
2. For elected or appointed committees of the membership, the committee member should recuse him/herself from the scoring for that applicant. Prior to disclosure of the names of the applicants/nominees, the committee will agree to a process that makes the scoring fair and equitable in such cases. <FBM 2007>

This statement should be sent, by the AMATYC President, to each AMATYC Board member, committee chair, editor, principal investigator for a grant or contract administered by AMATYC, and AMATYC staff. All Board members should be reminded of this policy at the beginning of each Board meeting.

Each AMATYC appointed or elected leader will sign the Conflict of Interest Agreement annually in order for the appointment to the position to be confirmed. <SBM 2010>

2.1.2 Policy on Gifts and Services

Any non-perishable gifts with a retail price of more than US \$50 received by AMATYC members while doing business on behalf of AMATYC must be donated to the AMATYC Foundation for use in its fund-raising efforts.

Offers of services, such as (but not limited to) spa services, manicures, greens fees, or massages, offered to an AMATYC member while doing business on behalf of AMATYC should not be accepted. The vendor should be advised that AMATYC's policy is to obtain the best deal for the organization and that personal gifts and gratuities are discouraged.

2.1.3 Compliance with *American with Disabilities Act (ADA)*

AMATYC will choose conference sites that adequately accommodate the needs of physically challenged members and make known in conference announcements that such accommodations are available. Also, in support of the AMATYC mission statement, the AMATYC Board will only consider site visitation for conferences in cities that do not take discriminatory political stands on human rights issues. (see also [section 8.1.2](#))

2.1.4 Statement on Equity and Diversity

The American Mathematical Association of Two-Year Colleges (AMATYC) respects the contributions that all individuals can make within the organization, the profession and as mathematics students. AMATYC is committed to promoting equal opportunities in membership, appointment, employment, recruitment, scholarship, training and other professional practices for its members, the profession, and mathematics students without regard to age, color, creed, disability, economic or social status, ethnic origin, gender, marital status, national origin, political belief, race, religion, or sexual orientation. <8/17/2007>

2.1.5 Whistle Blower Protection Policy

General <SBM 2010>

The American Mathematical Association of Two-Year Colleges (AMATYC) will not tolerate intimidation, coercion, or discrimination of any kind against employees or other individuals who file complaints or who testify, assist, or participate in any manner in an investigation or hearing. All such acts against complainants or other participants should be reported immediately to the Executive Director.

Reporting Responsibility

It is the responsibility of all members and employees to report violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No member or employee who in good faith reports a violation shall suffer harassment, retaliation or adverse employment consequences. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. A volunteer may be removed from an appointment or elected position.

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within AMATYC prior to seeking resolution outside AMATYC.

Reporting Violations

AMATYC has an open-door policy and suggests that employees and members share their questions, concerns, suggestions or complaints with someone who can address them properly. Members or employees should report suspected violations to the Executive Director or to the President if the violation involves the Executive Director.

Accounting and Auditing Matters

The Finance Committee of the Board shall address all reported concerns or complaints regarding accounting practices, internal controls, or auditing.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Policy and Procedure Manual. Any allegations made by staff members that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense and will be handled accordingly. Allegations made by members that prove to be malicious or knowingly false will be reported to the Board and the member may be censured and relieved of AMATYC duties.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Executive Director will notify the sender and acknowledge receipt of the reported violation or suspected violation within one month. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

2.1.6 Document Retention and Destruction Policy

<SBM 2010>The American Mathematical Association of Two-Year Colleges (AMATYC) shall retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference or to comply with contractual or legal requirements. Records and documents outlined in this policy include paper and electronic files. An AMATYC employee shall not knowingly destroy a document with the intent to obstruct or influence an "investigation of any matter within the jurisdiction of the United States." If an official investigation is underway or even suspected, document purging must stop in order to avoid criminal obstruction. In order to eliminate accidental or innocent destruction, AMATYC has the following document retention requirements:

Type of Document

Accounts receivable & payable ledgers & schedules -7 years

Articles of Incorporation, charter, bylaws, minutes and other incorporation records - permanently

Audit reports, Financial Statements: general/private ledgers, trial balance, journals - permanently

Bank Reconciliation - 3 years

Bank statements, deposit records, electronic fund transfer documents, & cancelled checks - 3 years

Chart of accounts - permanently

Checks (for important payments & purchases) Permanently

Correspondence (general) - 3 years

Correspondence (legal and important matters) Permanently

Donations - 7 years

Grants (funded) - 7 years after closure

Internal audit reports - 7 years

Purchase orders - 7 years

Tax returns and worksheets - permanently

2.2 Privacy Policy

The following is the AMATYC Privacy Policy. It is included on the AMATYC website.

Your privacy is important to us, so we do everything possible to protect any information provided to us online. The following policies are meant to help you enjoy the time you spend here.

We use the information we collect to improve the content of our Web page and to notify members and prospective members about AMATYC activities. Our Web server automatically recognizes the domain name and IP addresses of individuals who visit our site. Apart from this information, we collect only the email addresses of those who communicate with us via email and any information that an individual volunteers through conference registrations and membership applications. We do not share any personal information we collect with any party except as may be necessary to complete a transaction in the ordinary course of business, or as described below, or as required under an applicable law, or with your concurrent notice and approval.

We understand that you may want to participate in these activities and membership but may not want us to send you email or postal mail. Accordingly, as part of these forms, we will always give you the option of declining to receive information from AMATYC. If you don't want to receive email or postal mail, just let us know, and we won't send it.

email Addresses

You may receive periodic email notifications from us about services or upcoming events. If you prefer not to receive email from us, please email Office@AMATYC.org and ask to be removed from the emailing list. You may also contact us at the AMATYC Office mailing address.

Postal Addresses

If you supply us with your postal address on-line you may receive periodic mailings from us with information about news, AMATYC openings, new services, and upcoming events. If you prefer not to receive such mailings, please email Office@AMATYC.org and let us know. Please provide us with your exact name and address, and we will be sure to remove your name from the list we share with other organizations.

Combined Membership List

The Combined Membership List (CML) includes the names and addresses of all persons who were members of the American Mathematical Society (AMS), Mathematical Association of America (MAA), Society for Industrial and Applied Mathematics (SIAM), American Mathematical Association of Two-Year Colleges (AMATYC), or the Association for Women in Mathematics (AWM) as of the last update. To have your name removed from this list, please contact cust-serv@ams.org.

Conference Lists

If you supply us with your email address and postal address as part of your conference registration, you should know that exhibitors may request these addresses for pre-conference publicity to announce activities at the conference. If you do not wish to receive such mailings, please check the appropriate box on the conference registration form or let us know by sending an email to us at amatyc@AMATYC.org.

We also produce a list of the names of conference attendees. This list is posted at the conference for the benefit of other conference attendees. If you would prefer that your name not be included, please email amatyc@AMATYC.org at least two weeks before the conference.

Other Lists

Occasionally, other related organizations or companies with mathematics-related products request mailing or emailing lists. You can have your name put on our do-not-share list when you complete your membership application by checking the appropriate box or at other times by sending email to us at amatyc@AMATYC.org. Please provide us with your exact name and address. We will be sure your name is removed from the list we share with other organizations.

2.3 Intellectual Property Rights

AMATYC should retain all intellectual property (IP) rights to materials, e.g. the copyright holder and owner for all materials produced by AMATYC, including *Beyond Crossroads* document and associated digital products, AMATYC publications, and any other materials, published to support AMATYC's mission.

2.4 Endorsement Policy

An endorsement by AMATYC may be requested by the sponsor(s) of a meeting, workshop, or conference. The endorsement requires Board approval. In order to obtain an endorsement, the sponsor must show that the meeting, workshop, or conference

1. Supports the mission of AMATYC;
2. Provides direct benefits to AMATYC;
3. Exposes AMATYC to no liability; and
4. Does not conflict with the AMATYC Strategic Plan, *Crossroads*, or *Beyond Crossroads*.

In addition, the sponsor may need to show how the meeting, workshop, or conference

5. Encourages membership in AMATYC; or
6. Supports an AMATYC publication, position statement, grant, or similar endeavor.

If approved, the sponsor may use a statement of AMATYC's endorsement along with the AMATYC logo on

1. Promotional material;
2. Material provided to participants; or

3. Materials constructed as a result of the meeting, workshop, or conference.

In order to evaluate the endorsement and to provide feedback to the Board on the meeting, workshop, or conference, the Board may request that either the sponsor

1. Provide the Board with a copy of all publications that contain the statement of endorsement; or
2. Provide financial support to enable a member of the Board, selected by the sponsor, to attend the meeting, workshop, or conference.

A listing of Board endorsements with beginning and ending dates will be in the Policy and Procedures manual. The President-Elect will bring the endorsements to the Board for review at the Spring Board meeting in even-numbered years.

2.5 Awards and Plaques

See 6.1 section 5 for policy on board members receiving awards and nominating others for awards. <FBM 2018>

[2.5.1 Plaque Awards](#)

[2.5.2 Wanda Garner Presidential Student Scholarship](#)

[2.5.3 Herb Gross Presidential Award](#)

[2.5.4 Recognition of Long-term and Lifetime Members](#)

[2.5.5 The Leila and Simon Peskoff Award](#)

[2.5.6 The Margie Hobbs Award](#)

2.5.1 Plaque Awards <SBM 2019>

A plaque is awarded to a person completing AMATYC service according to the following guidelines.

1. Each plaque should display the term(s) of service.
2. Recognition for the following is awarded on a single plaque at the completion of at least one term of service in that position. All consecutive service in a position is recognized on a single plaque. Plaques are given out at the AMATYC annual conference.:
 - a) Executive Board members
 - b) Committee chairs and ANet leaders
 - c) Members of the conference committee
 - d) *MathAMATYC Educator* Editor, Assistant Editor and Production Manager
 - e) *AMATYC News* Editor

- f) Website coordinator
 - g) Persons leaving similar positions designated coordinator, director, or chair, as determined by the President
3. A plaque should be given to the incoming President by the outgoing President at a general session of the AMATYC annual conference.
 4. The incoming President will present the outgoing President with the Past President's Medallion at the AMATYC Annual Conference in odd-numbered years. The medallion should say AMATYC on the top and Past President on the bottom. On the reverse side there is engraving with the name of the Past President and the term of the presidency. The box that holds the medallion should have a metal plate on top of the box that says the name of the outgoing president, AMATYC President, term of presidency.
 5. Student Mathematics League and Student Research League plaques will be given out at as follows:
 - a) The Student Mathematics League scholarship winner (or moderator) will be awarded the plaque at a general session of the AMATYC annual conference
 - b) Regional winner plaques will be given out at the regional meetings and announced by the President at a general session of the AMATYC annual conference. <9/24/2007>

2.5.2 Wanda Garner Presidential Student Scholarship <SBM 2020>

Purpose of the Award

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

Criteria

1. Each affiliate may submit one nomination for a student attending a qualifying institution. To be a qualifying institution, the institution must either be an AMATYC institutional member or employ at least one individual or adjunct member of AMATYC.
2. The student must be nominated by an AMATYC member who is an employee of the qualifying institution.
3. The student must have an overall GPA of at least 3.0.
4. The nominated student must be planning to major in mathematics, mathematics education, statistics, or a STEM field, and enrolled full-time at the qualifying institution during the spring term (January-May) preceding the AMATYC Annual Conference when the scholarship is awarded.

Nomination

The nomination form is found on the AMATYC website. <FBM 2018>

Method of Selection

1. The AMATYC President-Elect will notify the affiliate presidents each year in the spring about the scholarship.
2. Each affiliate will notify their membership and determine the affiliate nominee, whose nomination form must be received by the AMATYC President by October 15.
3. The scholarship recipient will be determined by a random draw. The drawing will take place at the Affiliate President's Luncheon at the AMATYC Annual Conference.
4. The scholarship recipient's name will be announced at a general session of the AMATYC Annual Conference and the scholarship money will be sent to the recipient after the conference.

2.5.3 Herb Gross Presidential Award <FBM 2015>

The Herb Gross Presidential Award, formerly the Presidential Award, was established during SBM 2014. The selection of the recipient of this award is at the discretion of the President. Further, it is not limited to one award per year. The intent of this award is for it to be the top service award to recognize exceptional service to AMATYC and to the profession. It has been common practice, although not required, to award a plaque to the recipient of this award.

2.5.4 Recognition of Long-term and Lifetime Members <SCC 2016>

Beginning with the annual AMATYC Conference in 2016, members who have either maintained membership in AMATYC for at least 20 years or are lifetime members will be recognized. Recognition pins will be presented at the regional meetings.

In 2016 all non-lifetime members of 20 or more but less than 30 years of membership will receive a silver pin and lifetime members or those with 30 or more years of membership will receive a gold pin. In subsequent years, all non-lifetime members reaching 20 years of membership will receive a silver pin and all new lifetime members or members reaching 30 years of membership will receive a gold pin. No member shall receive more than one silver and one gold recognition pin.

2.5.5 The Leila and Simon Peskoff Award <SCC 2016>

The Leila and Simon Peskoff Award

The Leila and Simon Peskoff Award, made possible through a contribution to the AMATYC Foundation by Fred Peskoff, in memory of his parents, is given annually to an AMATYC Project ACCESS fellow who has contributed to the education profession in an area of mathematics taught during the first two years of college.

The Award

The award consists of a lifetime membership in the American Mathematical Association of Two-Year Colleges (AMATYC).

Eligibility and Selection Criteria <FBM 2017>

The Peskoff Award is given to an individual who has:

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

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

Nomination and Award Dates

Nominations for the award are due by May 1. The award is presented at the AMATYC annual conference.

How to Submit a Nomination

Nominations should be submitted as a single pdf file that contains the following:

- A nomination letter, no longer than two pages, addressing points in the selection criteria.
- A letter from the nominee addressing why the candidate feels he/she deserves the award.
- The nominee's curriculum vitae.
- A maximum of two support letters, each no longer than two pages. One letter should be from a supervisor.

Please email the completed nomination package to: amatycfoundation@amatyc.org

If you have questions, please email the AMATYC Foundation chair: amatycfoundation@amatyc.org.

Project ACCESS (Advancing Community College Careers: Education, Scholarship, and Service) is a mentoring and professional development initiative for two-year college mathematics faculty sponsored by the American Mathematical Association of Two-Year Colleges (AMATYC). The goal of Project ACCESS is to facilitate current and continued professional growth for a cohort of two-year college mathematics faculty who will become the leaders of their profession.

2.5.6 The Margie Hobbs Award <FBM 2016> <SCC 2017> <SBM 2019>

The Margie Hobbs Award, made possible through contributions to the AMATYC Foundation, is given annually to an AMATYC member who has been selected for the first time to do a reviewed session or workshop.

The Award

The award is to be used by the winner to offset conference expenses. The amount will be established by the Foundation Board during the budgeting process.

Selection Criteria

The Margie Hobbs Award is given to an individual who meets the following criteria:

- Is a member of AMATYC.
- Has submitted and been accepted to speak for the first time at the annual conference (either reviewed session or workshop).
- Is the sole presenter at the accepted session.
- Has completed a nomination packet.

Additional consideration will be given to individuals who can:

- Show evidence of engagement in professional development at college, state, and/or national levels.
- Show evidence of developing as a speaker.

Nomination and Award Dates

Nominations for the award are due by June 1 to the AMATYC Foundation (amatycfoundation@amatyc.org). The recipient will be featured in the conference program. The award will be presented at a general session of the AMATYC annual conference.

How to Submit a Nomination

Nominations should be submitted to amatycfoundation@amatyc.org as a single pdf file that contains the following:

- A letter from the nominee addressing why he/she deserves the award.
- A copy of the speaker's acceptance letter.
- The nominee's curriculum vitae.
- A support letter from his/her supervisor.

2.6 Committee Policies

[2.6.1 Procedure for Establishing a Committee](#)

[2.6.2 Procedure for Disbanding a Committee](#)

2.6.1 Procedure for Establishing a Committee

1. Any member of AMATYC may suggest that a committee be established.
2. The suggestion for a committee should be presented to a member of the Executive Board.
3. The Executive Board shall consider the suggestion and, if the initial reaction is positive, then the president shall appoint an interim chairperson of the proposed committee. If the initial reaction of the Executive Board is negative, the Delegate

Assembly may reconsider the suggestion and by a 2/3 vote of those present, override the decision of the Executive Board. <SBM 2007>

4. The interim chairperson shall be responsible for:
 - a. Recruiting members for the proposed committee (at least 7).
 - b. Identifying goals and objectives (both short and long range) for the proposed committee.
 - c. Developing any further information pertinent to the final approval of the committee. All such information should justify that the purposes of the proposed committee are consistent with the goals and objectives of AMATYC and that there is a need for the committee.
5. The interim chairperson submits the committee proposal to the Executive Board for its discussion and approval.
 - a. If approved, the President shall appoint a chairperson of the new committee.
 - b. If disapproved, the Delegate Assembly may reconsider the proposal and, by a 2/3 vote of the delegates present at a conference Delegate Assembly, override the decision of the Executive Board.
6. If the committee proposal is for the creation of an academic committee, the Executive Board will determine if the new committee should be a regular academic committee or an emerging issue academic committee. <SBM 2007>
7. The chairperson of the new committee shall be held responsible for the committee's goals and objectives as approved above.
8. If the approved committee should be a standing committee (i.e. necessary for the smooth functioning of AMATYC), then the appropriate modification to the constitution and/or bylaws and/or Policy and Procedures manual shall be initiated by following the usual procedures.
9. Liaison officers - The President may appoint particular people as liaison officers for various committees.

2.6.2 Procedure for Disbanding a Committee <SBM 2007>

1. If a committee is not functioning or meeting its objectives, the Executive Board will prepare an action plan for the committee containing measurable outcomes to be achieved and a time line. The committee's work on the action plan will be monitored by the committee's Board liaison.
2. If the committee fails to complete the action plan, the Executive Board will investigate the possibilities of disbanding the committee. Members of the committee will be asked to submit ways to improve the work of the committee and reasons for

continuation of the committee. If such justification is not presented or fails to support the need for the committee, then the Executive Board shall vote to disband the committee. The Delegate Assembly has the right to question the disbanding of any committee. If two-thirds of the delegates present at a conference Delegate Assembly meeting vote to reestablish the committee, then the committee will be reestablished by the President by appointing a new chairperson.

3. If a disbanded committee is a standing committee, then the appropriate modification to the constitution and/or bylaws and/or policy handbook will be initiated by the usual procedures.

2.7 Appointment Process

Types of Appointments

There are two types of appointments that the AMATYC Board approves, normally at a Board meeting. The first type begins with Board input to the President who recommends for Board approval. The second type is one for which any AMATYC member may apply.

Term Limits

1. The term limit for all appointed positions (except the Executive Director, Legal Advisor, and Academic Committee chairs) shall be the lesser of three consecutive terms or 10 consecutive years. If a term limit of three consecutive terms would result in a total of more than 10 consecutive years in the same position, then the term limit would be lowered so that the total number of consecutive years is 10 or less.
2. 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>

[2.7.1 Presidential Appointments](#)

[2.7.2 Application Positions](#)

[2.7.3 Course Release](#)

2.7.1 Presidential Appointments

1. President requests input from the Board
2. President makes a tentative decision
3. Presidential inquiry of interest from potential appointee
4. Confirmation of membership
5. Board approval

6. Presidential notification of appointee by letter that details the responsibilities/expectations and support, if any, associated with the position and includes an acceptance form.
7. President notifies external organization for which appointment was made
8. President notifies the Board
9. Announcement in the next *AMATYC News*

2.7.2 Application Positions

1. Appoint selection committee and chair
2. Call for applications in the *AMATYC News*
 1. Position expectations
 2. Deadline or until position is filled
 3. Request vita and cover letter
 4. Consider requesting letter of support or recommendation depending on the position
 5. Letter of support from individual's supervisor for time-intensive positions
3. Committee reviews application materials. If conducted via email, members should begin process independently by sending the Chair a list of strengths and weaknesses for each candidate. [<SBM 2010>](#)
 1. Chair sends compiled lists without attribution to committee members.
 2. Discussion continues until one candidate emerges. The Presidents may be consulted if the committee needs additional input. This input should be in the form of strengths and weaknesses.
 3. If one candidate does not emerge, the committee may consider a conference call with the top candidates.
 4. If there are no candidates, or a qualified candidate does not emerge, the search will continue until there is a qualified candidate. People in leadership positions should personally encourage members who are thought to possess the qualifications to apply. The appropriate materials will then be required to be sent to the search committee.
4. Confirmation of membership
5. Recommendation to the Board includes name, contact information, and supporting reasons.
6. Board approval
7. President informs the appointee by phone or email with a following letter that details the responsibilities/expectations and support, if any, associated with a position and acceptance form.
8. President or designee sends other applicants a letter or email informing them of the resolution of the process. [<FBM 2018>](#)
9. Announcement in the next *AMATYC News*.

2.7.3 Course Release [<FBM 2019>](#)

This PPM entry has been removed. *Details about course release time can be found in PPM 6.8.1*

2.8 Data and Document Security <FBM 2008>

1. Electronic copies of the Policy and Procedures manual, affiliate manual, conference manual, and any lengthy document subject to updating on an infrequent basis should be monitored by the AMATYC officer or employee responsible for the updating procedure and posted on the internal AMATYC website by the Website Coordinator. <FBM 2015>
2. Important hard copy documents will be kept by the office, and copies of all these documents will be kept by the President, the Treasurer and other AMATYC leadership as appropriate. This will include Articles of Incorporation, original signed contracts, government documents, insurance policies, etc.
3. Membership and financial transaction data will be managed online at the site of an association management vendor (currently Yourmembership.com). The officer(s) or employee(s) of AMATYC responsible for managing membership and financial transaction data will keep backup files of the data. Backing up membership and financial transaction data should occur monthly. <FBM 2015>
4. The AMATYC office is the designated storage site for all official AMATYC documents, including official copies of the Executive Board minutes, attachments, and official Delegate Assembly minutes.
5. Files are backed up electronically and stored either in the office fire-proof cabinet or off-site in a secure location.

2.9 Equipment Repair

AMATYC equipment is covered by insurance and service contracts when practical. When repairs are necessary, the office will need a letter from the individual charged with the equipment stating its type, serial number, and the problem rendering the equipment inoperable. If the equipment is covered and permission is obtained for service, the office will need an invoice from the repair facility stating the nature of the problem and the cost of repair. The AMATYC insurance policy only covers equipment while it is in the care and control of an authorized AMATYC person. Damage resulting in mailing a computer from one place to another is NOT covered.

2.10 Questionnaires or Surveys <FBM 2016>

Surveys should exhibit professional standards. They should have a central focus or a main theme. They should be non-biased and should solicit desired information in a non-intrusive and neutral manner. They should be grammatically correct, direct, and exhibit an easy-to-follow layout.

Guidelines for submitting surveys

The survey and the following information should be submitted to the AMATYC President:

1. Identify the committee or group collecting the data and the name, email address, and phone number of a contact person.
2. Clearly state why the information sought is significant and what broad educational or organizational purpose that it will serve. Also identify:
 - The audience to which the survey will be sent.
 - Who will have access to the data.
 - How this information will be used. If it will be published or distributed, explain how and where.
3. Accurately estimate the total cost of administering the survey. Include:
 - The method used to administer the survey (online or mailed). If using an online survey method, specify the person responsible for creating and managing the online version of the survey.
 - The time involved in conducting the survey including the tentative date the survey will be sent out and the date the data collection will end.
 - The costs associated with conducting the survey, including costs for duplication, paper and postage, costs for organizing, summarizing, and interpreting the data, and the cost of distributing the results.
4. Outline efforts verifying that the information is not available from other sources such as AMATYC, MAA, or NCTM.

Timeline for approving surveys

1. If the President approves the concept of the survey, it will be forwarded to the Executive Board, Executive Director, and Editing Director for review.
2. After sufficient time has been given to review and improve the survey the President or Executive Board will decide whether or not to approve the survey.
3. If approved, the survey will be administered following the guidelines submitted to the President.

2.11 Conference Calls <SBM 2008>

Conference calls are to be used to facilitate communication among Board members and appointed leadership as they enact AMATYC business between face-to-face meetings, and are intended to enhance, not replace, other forms of virtual discussions, such as email.

Vendor

1. The Office will obtain pricing and service details from at least two conference call vendors and present the results of their research to the President.

2. The President, in consultation with the Executive Director, will select the conference call vendor.
3. Once the vendor is selected, the Office will create a "Request for Conference Call Setup" form. This form will be made available electronically to Board members and appointed leadership.

Setup

1. At least one week prior to the conference call, the individual who will be hosting the conference call will complete the conference call request form and submit to the Office Director.
2. Conference calls should be limited to 60 minutes in length, unless there are extenuating circumstances that require a longer length. The President must approve all conference calls longer than 60 minutes.
3. Within 2 business days of the request, the Office Director will make the necessary arrangements to set up the conference call and send written confirmation (including both moderator and participant codes) to the call host.

Hosting

1. The conference call host will designate one call participant as the note-taker.
2. Within 2 business days of the call, the note-taker will send a summary of the discussion to all call participants and also to individuals who did not participate in the call but who are directly involved in the discussion.

2.12 Partnership Policy <SBM 2008><FBM 2020>

An organization, institution, or commercial enterprise (hereafter referred to as "entity") may choose to enter into a formal "partnership" with AMATYC. Partnerships between AMATYC and the entity could include, but not be limited to offering professional development activities jointly, using existing services of AMATYC for an activity of another organization, or contracting for other services of AMATYC. A partnership may involve some financial obligation on the part of the partner entity and/or AMATYC. Any partnership with AMATYC requires Board approval. To enter into a partnership with AMATYC, the entity must provide documentation that shows the partnership will:

1. Support the mission of AMATYC;
2. Provide direct benefits to AMATYC;
3. Outline the specific details of the partnership AMATYC, including timeline, activities, and any financial commitments of AMATYC and the partner entity;
4. Has approval of the appropriate board/executive officer of the partner entity and the AMATYC board; and
5. Does not conflict with the AMATYC Strategic Plan, *Crossroads*, *Beyond Crossroads* or *IMPACT*.

A partnership approved by the Board will become official when a written contract or Memorandum of Agreement is signed by the AMATYC president or Executive Director and the appropriate executive officer of the partner entity. This contract will outline the details

of the partnership agreement. Requests for partnerships should be sent to the AMATYC President or Executive Director at least two months in advance. It is recommended that partnerships be discussed in a meeting of the board at either the spring or fall board meeting.

To evaluate the partnership and to provide feedback to the Board on the activities of the partnership, the Board may request that the partner entity:

1. Provide the Board with a copy of all partner activities; and/or
2. Provide financial support to enable a member of the Board, selected by the partner and AMATYC, to attend an activity.

If approved, the partner may use a statement of AMATYC's partnership along with the AMATYC logo on:

1. Promotional material;
2. Material provided to participants, if appropriate; and/or
3. Materials constructed as a result of the activity.

The President-Elect will bring existing or current partnerships to the Board for review at the Spring Board meeting in even-numbered years.

2.13 Miscellaneous Policies

1. The official colors of AMATYC are black and gold.
 - a. AMATYC should register (service mark) its logo.
 - b. AMATYC should register (trademark) associated goods in commerce.
2. In all AMATYC publications and forms regional information should be listed in numerical order as listed in the Bylaws Article XI Section 1.
3. In making appointments, AMATYC officers, committee chairs, and other functionaries should endeavor to provide for balanced representation with regard to ethnicity, gender, and geography. These appointments include committee chairs, members of standing committees, delegates, editorial panels, and members of other delegations of national scope. It is assumed that conference committees will be predominantly from the locale of the conference. Affiliate organizations are urged to follow these guidelines.
4. ERIC (Education Resources Information Center) is included in the AMATYC data base for a library subscription as a life member.
5. AMATYC merchandise purchased from the AMATYC online store by Board members or AMATYC office staff for AMATYC events (door prizes, gifts, etc.) will have the AMATYC commission waived. <SBM 2007>

2.15 Solicitation Policy <SBM 2009>

Policy Purpose

All funds should be used to uphold the mission and values of AMATYC. Solicitation of gifts should be promoted in a manner that reflects coordination between the AMATYC Foundation, the Conference Committee, and the AMATYC president. To maintain positive donor relationships and protect the integrity of AMATYC's work, frequent solicitations of the same donors should be avoided. This policy provides the guidelines and procedures to be followed.

Solicitations Review Committee

A Solicitations Review Committee shall consist of the AMATYC President (chair of the Solicitations Review Committee), AMATYC Foundation Chairperson, Executive Director, AMATYC Advertising Chair, and AMATYC Exhibits Chair. The Solicitations Review Committee will provide the AMATYC Board with a list of all approved requests along with the purpose of the request.

General Policies

1. Fund raising requests are approved by the Solicitations Review Committee.
2. The AMATYC Foundation is the official fund-raising body and exists to encourage greater private support for AMATYC initiatives. All contributions to the Foundation are tax deductible to the extent allowed by law. Gifts from individuals, foundations and corporations can be solicited and used to finance AMATYC programs. The AMATYC Foundation manages and allocates gift funds, and is also a repository for other gifts to AMATYC.
3. The AMATYC Foundation accepts both unrestricted and restricted gifts. Restricted gifts are used as the contributor stipulates; the only control the Foundation exercises over restricted gifts is whether to accept them and whether they can be administered in accordance with good business practices and applicable laws. The Foundation recognizes individuals or corporations, as required by givers, so long as requests for recognition are considered reasonable. Memorial gifts are also accepted, with appropriate recognition.
4. Any gift, bequest or other contribution, which in any way distinguishes between individuals or groups on the basis of race, color, sex, religion, creed or national origin, even though the intent of the donor may not be prejudicial to the interests of individuals or groups will not be accepted by the AMATYC.
5. Gifts to the Foundation can be directed to projects and initiatives but not toward specific individuals.

Fund-raising Request Application Policies

All fund-raising requests should be submitted to the AMATYC President using the Solicitation Request Form. No fundraising will be accepted or approved through any different means. The request form should be submitted to the AMATYC President at least one month in advance of the actual solicitation. The AMATYC President will distribute the request to the Solicitation Review Committee for review. When completing the form, AMATYC members should consider the following:

- The solicitation's "fit" with AMATYC's mission and strategic priorities,
- If the solicitation prospect is an annual donor to the AMATYC Foundation,
- If the prospect has been solicited during the calendar year,
- If there has been ongoing or recent discussion with the prospect that might lead to a major or planned gift,
- The likelihood of positive response to the proposed solicitation, and
- If two parties are soliciting the same body, which gift is of most value to AMATYC.

The AMATYC President will communicate the decision of the Solicitations Review Committee to the requester within three weeks of receiving the request form. Unapproved solicitation of gifts in the name of AMATYC is expressly prohibited.

Recognition of Donors

The president, in conjunction with the Foundation Board, will determine the appropriate recognition of donors to the Foundation.

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

2.16 Public Disclosure Policy

AMATYC will supply the following documents to the public on request:

- IRS Form 1023: Application for Recognition of Exemption Under Section 501 (c) (3) of the Internal Revenue Code and supporting documents.
- Letter from the IRS granting exemption.
- IRS Form 990: Return of Organization Exempt from Income Tax, for the previous three years.

The request for any or all of the three documents may be in person or in writing. If the request is made in person at the AMATYC Office in Memphis, TN., the request will be acted on the day of the request and requested documents will be provided to the requester before the close of business on the same day provided copying costs are paid in advance.

If the receipt is made in writing, the requested documents will be postmarked (if mailed) within 30 days of the receipt of the request.

AMATYC will charge 20 cents per page for copying costs and actual postage for the documents that are mailed and those costs will be paid in advance by check or cash.

[<SBM 2012>](#)

2.17 AMATYC Crisis Plan <FBM 2013>

Purpose of a Crisis Plan

The purpose of the Crisis Plan is to outline how AMATYC will respond to crisis. The bylaws of AMATYC, the PPM, and contractual agreements address any processes that need to take place in a crisis. This Crisis Plan describes who responds and how the leadership and members of AMATYC are informed of the crisis and process that is being followed.

1. What is a crisis?

A crisis is any situation that causes a massive interruption to AMATYC's operation. These situations may threaten the integrity or reputation of AMATYC. Examples of these situations are:

- Death, serious illness, resignation, or removal of president, treasurer, conference coordinator, Executive Director, secretary, or any of the regional VPs
- Natural disaster at AMATYC Office Location and office is down for an extended period of time
- Loss of records
- Publication error
- Mailing error
- Natural disaster in conference city
- Natural disaster prior to conference
- Computer system compromised
- Member information lost or stolen
- Negative article written about AMATYC

2. Who responds to a crisis?

When a situation happens, the president and executive director should be informed as soon as possible. The president and executive director will decide if the situation needs a crisis team to address it. It is the team's responsibility to determine the appropriate course of action. Teams should refer to any past reports that have been filed on a similar crisis to learn what that team did, and what lessons they learned. The crisis teams for a situation should include the members that are listed after each crisis example:

- Death, serious illness, resignation, or removal of president, treasurer, conference coordinator, executive director, secretary, or any of the regional VPs – **the president, president-elect, past president, and executive director (if one of these positions is the one vacated, then a regional VP will be included instead)**. The bylaws specify how these positions are filled. A vacant position should be filled according the bylaws and current AMATYC policy within three months of occurrence.
- Natural disaster in Memphis and the office is closed for an extended period of time – **executive director and president**.
- Loss of records – **executive director and president**. AMATYC Legal Advisor should be contacted before action is taken.
- Publication error – **president, executive director, liaison for publication, and legal council** (if needed). If retraction is needed, then editor of the publication will be included.
- Mailing error – **executive director, office staff, liaison for publication, editor of publication**.
- Natural disaster in conference city – **president, executive director, conference coordinator**. If refund is given to attendees or vendors then the treasurer needs to be included.
- Natural disaster prior to conference – **president, executive director, conference coordinator**. If refund is given to attendees or vendors, then the treasurer needs to be included.
- Computer system compromised – **executive director, president, and legal advisor**.

- Member information lost or stolen – **executive director, president, and legal advisor.**
 - Negative article written about AMATYC – **president.**
 - Other crises – the most appropriate positions for the crisis.
3. How does AMATYC communicate with its members?

Most crises can be communicated to the members through email, web posting, physical mailings, and social media based on preference of the members. In the event of a negative article, a press release should be sent to the publication that published the negative article in addition to emailing members, physical mailing, web posting, and social media. In the event that the computer system is compromised, a physical mailing should also go out to members.

4. How will AMATYC respond to the needs of its members?

Each crisis has a team that will respond. It is that team's responsibility to determine how to respond to each crisis. When determining the response, the team will consider how the members are affected and how best to meet the needs of the members. AMATYC members should be informed in a time period determined by the crisis team.

5. How will records be preserved?

Currently all records of AMATYC are stored on the Cloud or the website. This should include any financial records, membership records, emails sent to members, memos sent, publications, PPM, Bylaws, contracts, positions statements, press releases, and conference history.

6. How do we recover from a crisis?

Each crisis is unique, so each recovery will depend on the crisis. The crisis team will outline how to recover from the particular crisis that they address. Current AMATYC policy should be followed when developing and implementing recovery. If no policy is in place that provides guidance in recovery, the responsible persons should seek executive board approval when possible. (Margie doesn't know the words to write that would give the President, Executive Director, or whomever sole authority to act on behalf of the EB)

Insurance claims for crises that are covered under AMATYC insurance policies should be filed by the Executive Director and Office Director in collaboration with person(s) responsible for resolving the crisis.

7. How are "lessons learned" included in the plan?

After the crisis has been addressed, the crisis team should write up a report of what the crisis was, how they addressed it, how AMATYC should recover from it, and any suggestions for how to handle the crisis better in the future. After each crisis, the team report should be disseminated to all members of the executive board, the executive director, the conference coordinator, and the office staff. The Crisis Plan should be reviewed every SPO, so all Executive

Board members understand their roles.

8. When should we conduct training?

If the team report suggests some changes to processes, then training that addresses issues raised should be suggested at that time. Appropriate persons will undergo training at that point.

3. Membership

3.1 Individual Membership

3.2 Institutional Membership

3.1 Individual Membership

Individual membership in the association is defined in the [Bylaws, Article III, Section 1.](#)

3.1.1 Individual Membership Rates

3.1.2 Benefits of Individual Membership

3.1.1 Individual Membership Rates

Membership Type	Formula
Regular*	Established per Article III, section 4 of the Bylaws 2-year membership rate: is two times the one-year membership rate minus \$5. The 3-year membership rate is three times the one-year membership rate minus \$15.
Student (Associate)	\$10
Life	Twenty times one-year membership rate
Adjunct	One-half (1/2) of one-year regular membership rate rounded up to the nearest dollar
Retired	One-half (1/2) of one-year regular membership rate rounded up to the nearest dollar

*All other types of membership dues derived from Regular AMATYC Membership dues shall be rounded up to the nearest dollar.

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 calculations 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
CPI-U Annual Average 2014	236.736
Difference:	7.142

Rate of increase: 7.142 divided by 229.594 = 0.031107084

Increase Amount: 1.031107084 times \$85 = \$87.6441022

The dues, in this case, would be \$88 (rounded to the nearest dollar).

3.1.2 Benefits of Individual Membership

1. 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 qualifying for member conference registration rates.
2. A lifetime member is entitled to all the privileges of a regular member.
3. 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, and qualifying for member conference registration rates. Student members also receive the *MathAMATYC Educator*.

4. 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.
5. 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.
6. Members will receive access to all past Student Mathematics League tests that are available on the AMATYC website.
7. The online version of the *MathAMATYC Educator* becomes a member benefit of the Retired, Adjunct, and Associate memberships, effective May 1, 2015.
8. Members will receive priority registration for all live webinars.

3.2 Institutional Membership

Institutional Membership in the association is defined in the [Bylaws, Article III, Section 1E](#).

[3.2.1 Institutional Membership Rates](#)

[3.2.2 Benefits of Institutional Membership](#)

3.2.1 Institutional Membership Rate

1. The rate for institutional membership shall be set at the Spring Board Meeting each year, with the change taking place on July 1 of the following year. The rate for institutional membership is the sum of the annual regular individual membership dues on July 1 of the following year plus the discount member conference registration for the following year conference plus the current SML dues plus \$25.

The Institutional Dues will remain at \$455 until December 31, 2014. The Institutional Dues will be set at \$480 for the period of January 1, 2015 through June 30, 2015. The Institutional Dues will be set at \$495 for the period of July 1, 2015 through June 30, 2016. <7/23/14>

The Institutional member dues will be set at \$508, effective July 1, 2016 through June 30, 2017.

The institutional member dues will be set at \$508, effective July 1, 2017 through June 30, 2018. <SBM 2016>

The institutional member dues will be set at \$510, effective July 1, 2018 through June 30, 2019. <SBM 2017>

The institutional member dues will be set at \$530, effective July 1, 2020 through June 30, 2021. <SBM 2019>

2. The benefits of institutional membership continue to be as stated in the Policy and Procedures Manual and are not affected by the nature of the items used in the calculation of the institutional membership rate.

3.2.2 Benefits of Institutional Membership

- Two complimentary job ads for faculty or administrative positions on the AMATYC Website <SBM 2014>
- Access to the AMATYC Leadership Database.
- One complimentary discount conference registration to the annual AMATYC conference.
- One complimentary AMATYC Adjunct Membership. <SBM 2019>
- 50% discount on a one-year, individual AMATYC membership for each employee of the member institution who will be a first-time member of AMATYC. <SBM 2019>
- Receipt of AMATYC publications: *MathAMATYC Educator* (published three times per year), the *AMATYC News* (published four times per year), and position statements.
- Announcements about professional development opportunities for mathematics faculty teaching in the first two years of college, including institutes, workshops and conferences.
- Complimentary membership in (1) the AMATYC Student Mathematics League and (2) one team for the AMATYC Student Research League. <FBM 2018>
- Access to all past Student Mathematics League tests that are available on the AMATYC website.

3.3 Membership Recruitment and Retention

The Membership Committee is an administrative committee (Bylaws, Article VIII, Section 2, Item B) and the Membership Committee shall develop and implement strategies to solicit new members and retain existing members. (Bylaws, Article VIII, Section 2, Item C.2.)

[Membership Committee](#)

[3.3.1 Individual Membership Drive](#)

[3.3.2 Institutional Membership Drive](#)

3.3.1 Individual Membership Drive

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 data base 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.
4. Membership drive should include institutional members.

3.3.2 Institutional Membership Drive

1. Mailing of the revised Institutional Membership brochure began in Fall 1994 to all two-year college Mathematics Department Chairpersons (in U.S. and Canada) and AMATYC affiliate presidents. This mailing will occur every four years henceforth (1998, 2002, 2006, etc.)
2. Announcements will be made (verbal and in print) wherever possible about the Institutional Membership and the additional benefits it now affords. Specifically, the following will occur immediately:
 1. The AMATYC Office will:
 1. Place an advertisement/announcement of Institutional Membership in each issue of the *AMATYC News* and *MathAMATYC Educator*.
 2. Supply brochures for distribution on a table at every annual conference.
 3. Send 20 copies of the brochure to each AMATYC affiliate president.
 4. Send 100 copies of the brochure to each AMATYC Regional Vice President.
 2. Each Regional Vice President will:
 1. Announce at the regional meeting at the annual conference the availability of the revised Institutional Membership.
 2. Ask that affiliate presidents announce the availability of the revised Institutional Membership at each affiliate meeting and include information in affiliate newsletters.
 3. Include information about the Institutional Membership in letters welcoming new AMATYC members and in letters to members who have allowed their individual AMATYC membership to expire.
3. Once an institution has asked to become an Institutional Member, the AMATYC office will send a packet of information to the institutional contact person including:
 1. A letter from the President of AMATYC welcoming the institution to AMATYC institutional membership, including a list of the benefits that accompany institutional membership.

2. All necessary information about participation in the Student Mathematics League.
3. A form to be completed if an institution wishes to post a position announcement. The form should be as simple as possible with "fill in the blanks," so that each institution uses a similar format.
4. Instructions for signing on to the AMATYC electronic bulletin boards for the experienced and the inexperienced Internet user.

4. Delegate Assembly

4.1 Delegates

4.2 Delegate Assembly Meetings

4.3 Delegate Assembly Committees

4.1 Delegates

4.1.1 Delegate Composition

4.1.2 Delegate Duties

4.1.3 Delegate Communications

4.1.1 Delegate Composition

Please see Article VII, Section 2 of the AMATYC Bylaws for details about the delegate composition. <SBM 2020>

4.1.2 Delegate Duties

Responsibilities of the Delegate Assembly

1. To vote on all dues changes as submitted by the Executive Board.
2. To vote on constitution changes approved by the Executive Board prior to submission for membership ratification.
3. To present written recommendations to the Executive Board to be considered at the following Executive Board meeting.
4. To approve position statements as presented by the Executive Board. Policy-making procedure has been formalized. Each committee chair submits statements (position statements, etc.) to the AMATYC Editing Director. Following its approval, the statement can be submitted to the Executive Board for its review. An open hearing is then held at an AMATYC conference. The statement is then brought before the Delegate Assembly. If the Delegate Assembly approves, the statement will then become AMATYC policy. The Delegate Assembly has the option of overriding a Board decision if 2/3 of the AMATYC delegates present approve bringing it to the Delegate Assembly for vote. Documents submitted must have the word "draft" written on every page until approval is granted.

Duties of state/province delegates

1. Attend Delegate Assembly (no reimbursement).
2. Appoint campus representatives for the colleges assigned to him/her by the Regional Vice President.

3. Actively solicit membership in AMATYC, especially membership of campus representatives.
4. Assist the Regional Vice President in updating the list of potential AMATYC members from his/her state/province.
5. Assist the Regional Vice President in updating the directory of two-year colleges in his/her state/province.
6. Furnish the Regional Vice President with a calendar of activities and concerns of members from the state/province for possible inclusion in the regional page of the *AMATYC News*.
7. Encourage articles for the *MathAMATYC Educator* and other AMATYC publications.

Duties of campus representatives

1. Assist the state/province delegate in promoting the activities of the association at his/her campus.
2. Forward a list of possible candidates for AMATYC membership to the assigned state/province delegate.
3. Assist the assigned state/province delegate and/or the Regional Vice President in updating the directory of two-year colleges in the state/province.
4. Keep the Regional Vice President aware of the changing curriculum patterns at his/her college by sending news related items to the assigned delegate.
5. Furnish the Regional Vice President items of interest from his/her school for the *AMATYC News* according to schedule.
6. Encourage colleagues to submit articles to the *MathAMATYC Educator*.
7. Solicit AMATYC institutional membership at home institution.

4.1.3 Delegate Communications <FBM 2008>

Beginning in 2009, an email mailing list will be set up to encourage electronic communication among delegates prior to and after the delegate assembly.

1. The list will be set up on or about October 1 of each year using the delegate contact information from the delegate lists maintained by the AMATYC Secretary.
2. The President will appoint one of the VPs to be in charge of obtaining contact information, setting up the email mailing list, and sending out the initial communication to the delegates. All VPs will be responsible for monitoring the email mailing list.

- The email mailing list will remain active until the minutes of the delegate assembly have been approved by the Delegate Assembly Minutes Approval Committee, or 6 weeks after the Delegate Assembly, whichever comes first. In an election year, the incoming VPs will be included in the email discussion list after the election results are official. After the change of officers, the new and returning VPs will be responsible for monitoring the email discussion list.

4.2 Delegate Assembly Meetings

One meeting of the Delegate Assembly will be held at each conference. Non-routine agenda items to be voted on by the delegates will be presented early in the conference in the form of a hearing or a forum. What is non-routine will be determined by the President.

[<FBM 2015>](#)

Beginning with the 2012 Jacksonville Conference, the AMATYC Delegate Assembly packet will be made available to all conference attendees 30 days prior to the delegate assembly.

[<SBM 2012>](#)

[4.2.1 Delegate Assembly Seating](#)

[4.2.2 Rules of Conduct for Delegate Assembly](#)

[4.2.3 Delegate Assembly Minutes Approval procedure](#)

4.2.1 Delegate Assembly Seating [<SBM 2020>](#)

Delegates will be seated by region, as shown in the tables below. (Region 1 - Northeast, Region 2 - Mid-Atlantic, Region 3 - Southeast, Region 4 - Midwest, Region 5 - Central, Region 6 - Southwest, Region 7 - Northwest, Region 8 - West)

2020			2021			2022			2023		
Front			Front			Front			Front		
8		3	3		7	7		2	2		4
7		2	2		4	4		1	1		6
4		1	1		6	6		5	5		8
6		5	5		8	8		3	3		7

2024			2025			2026			2027		
Front			Front			Front			Front		
4		1	1		6	6		5	5		8
6		5	5		8	8		3	3		7
8		3	3		7	7		2	2		4
7		2	2		4	4		1	1		6

The rotation order shall be 8, 3, 7, 2, 4, 1, 6, 5.

4.2.2 Rules of Conduct for Delegate Assembly

1. Three microphones are set up for participant use. On the left and right sides of the room are pro and con microphones, respectively. In the middle is the "process" microphone. The middle microphone is used to make an original motion, to call for the question, to clarify, or to rise to a point of order. If the maker of the original motion wishes to speak to the motion, he/she may do so after the motion is stated by the chair. In the interest of time, the maker of the motion ONLY may speak to the motion from the center microphone. All other speakers, pro and con, must use the pro and con microphones. All persons who speak must give their name and delegate status before speaking.
2. Amendments and motions to table are considered "con" and must be made from the con microphone. Debate begins with the maker of the original motion. Debate alternates between pro and con with the maker of the original motion considered pro. When there are no speakers left, debate ends and the vote is taken. No speaker may speak to a motion more than two times. Time limits may be imposed on debate either by the chair or by a vote of the body.
3. Only members of the Delegate Assembly are permitted to sit at the front of the room.
4. Delegates must have delegate passes in order to vote.
5. Note: These rules are in effect any time a motion is on the floor. If no motion is under consideration, speakers may use any of the three microphones.
6. Open Discussion

It has been traditional to include a time for open discussion by delegates at the end of the Delegate Assembly. At this time, delegates may present topics for consideration (two-minute limit per delegate). After hearing the topic and rationale, the President may open discussion on the topic, move to the next topic, or assign the topic to an appropriate committee for further discussion. Topics presented must be clearly related to the purposes of AMATYC. The President shall interrupt and rule a speaker out of order if remarks do not lie within these guidelines.

4.2.3 Delegate Assembly Minutes Approval Procedure

1. At each Delegate Assembly a Minutes Review Committee of five voting members shall be recommended by the President and approved by motion of the Delegate Assembly. The committee chair shall be a continuing Regional Vice President, or if none, another continuing officer other than the President, and the other members shall include a state delegate, an affiliate delegate, an affiliate president and an AMATYC Past President. This committee will meet briefly at the close of the Delegate Assembly.

2. The AMATYC Secretary shall supply a draft copy of the minutes to the committee within 14 days after the Delegate Assembly. The chair should have an electronic document version for editing.
3. The committee chair shall receive suggestions from the committee, collate and synthesize the suggestions and forward suggestions to the Secretary. The chair should use a review process which ensures that a majority of the committee members are satisfied with the proposed changes.
4. The committee chair will conduct an email ballot to approve the minutes. A majority of the committee must approve the minutes. These approved minutes will be sent to the AMATYC Secretary within 60 days of the Delegate Assembly. <DA 2008>
5. A copy of the approved minutes will be included in the delegate packet.
6. At the following Delegate Assembly the committee chair will report that the minutes were reviewed, corrected, and approved by the Minutes Review Committee.

4.3 Delegate Assembly Committees

[5.2 Teaching Excellence Committee](#)

[4.3.2 Mathematics Excellence Committee](#)

[4.3.3 Nominating Committee](#)

4.3.1 Teaching Excellence Committee <SBM 2018>

The AMATYC Teaching Excellence Awards (TE AWARDS) may be given in odd-numbered years to outstanding AMATYC two-year college mathematics full-time and adjunct instructors. <7/10/2011>

1. Committee Objectives
 1. Encourage nominations by placing articles in the *AMATYC News*.
 2. Collect data supporting the nominations.
 3. Determine the awardee(s) of the TE Award and forward names to the Executive Board.
2. Guidelines
 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, statistics, or mathematics education at a two-year college. 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.

2. This award is also open to AMATYC members whose primary assigned duties are the delivery of instruction of mathematics courses in the first two years of college. <SPO 2018>
 3. Nominees must have a minimum of five (5) years of full-time equivalent mathematics teaching experience at a two-year college or in an associate degree-granting program. For example, five years of full-time equivalent may be 150 semester hours. These years may have been at multiple institutions. Nomination materials should include an explanation of how this requirement has been met.
 4. The award will be given every two years (in odd-numbered years.) The TE Award and ME Award are given in alternate years.
 5. The TE Award Committee is composed of the President-Elect and a representative from each region elected at the regional meetings at the annual conference in odd-numbered years and an adjunct member appointed by the President.
 6. The President-Elect becomes chair of the committee.
3. Procedures - The deadlines for the following are in the TE Award Timeline.
1. Nomination Procedures:
 - a. All business of the committee is strictly confidential.
 - b. Current Board members are ineligible to be nominated and remain ineligible until at least two years have elapsed since leaving the Board.
 - c. Nominations may be received from anyone except AMATYC Board members or Teaching Excellence Award Committee Members.
 - d. Members may nominate themselves.
 - e. Board members and TE Award Committee members may not write letters of recommendation for any candidate, even if they are a direct supervisor of the nominee.
 - f. The nominator is responsible for securing the necessary documents to support the nomination. The nominees will NOT be informed by the committee chair that they have been nominated.
 2. Second Committee Meeting: The Committee will meet at the annual conference in even-numbered years with the President-Elect to discuss guidelines for ranking and the tally process.
 3. Rating: Each member of the TE Award Committee will receive a copy of the documents described in section 6 and will rate the nominees according to guidelines 4. (The President-Elect does not rate the nominees.)

4. Determining the number of awards: Each member of the TE Award Committee will determine the number of awards to be given using the following criteria:
 - a) Number of total applicants

1-9	applicants	2 awards maximum
10-15	applicants	4 awards maximum
16-22	applicants	6 awards maximum
23+	applicants	8 awards maximum
 - b) Strength of the applicant pool.
 5. Committee members will send their ratings and recommended number of awards to be given to the President-Elect. The number of awards given will be determined by averaging the recommended number from each of the committee members, rounded up to the next whole number.
 6. Selection of awardees: The President-Elect will total the points and rank the candidates based on their totals. The President-Elect will write a report for the Spring Board meeting presenting the awardees.
 7. Awardee notification: The President will notify the awardees that they have been selected for the award. The President will notify anyone who was not selected.
 8. Support for travel: The President-Elect will write a letter to the president of the college of each awardee. The president of the college will be informed of the award and be encouraged to provide support for the faculty member to attend the conference to accept the award.
 9. Presentation of Award: The President-Elect of AMATYC will secure the award for all recipients. (The President of AMATYC, or designee, will present the award and any monetary prize at the AMATYC annual conference in odd-numbered years.) [<FBM 2019>](#)
 10. TE Award awardees will be invited (with no review) as speakers for the annual conference following the year of the TE Award. The chair of the TE Award Committee invites the awardees on behalf of the Executive Board. The invitation-to-speak letter will be delivered no later than the time the award is received. The President-Elect will notify the Program Coordinator of the names of the TE awardees so their proposals will not be reviewed. TE awardees who accepted the invitation to present are required to register for the conference and will observe appropriate deadlines for submission of forms.
4. Guidelines for Ranking: Teaching excellence is the main focus of the award.
- A. Instructional Effectiveness and Support of Students (innovative 25 points teaching strategies, alternative assessment methods, curriculum development, creating a learning environment for all students, accessible to students in and out of the classroom, etc.)

- B. Professional Involvement and Professional Development/Renewal Activities (active participation in professional organizations, speeches, articles, conferences, etc.) 10 points
- C. Interaction with Colleagues (sharing and discussing ideas with other colleagues, mentor/mentee relationships) 10 points
- D. Service to Departments/Division/College/Community (active contributor to College community or community activities related to mathematics education) 5 points

Nominees must be AMATYC regular, life, or adjunct members whose primary assigned duties must be delivering instruction in an associate degree granting program. Nominees must have a minimum of 5 years of full-time equivalent mathematics teaching experience. Individuals can receive the award only once.

5. Timetable

TIME	SUPPORT ACTIVITIES	COMMITTEE ACTIVITIES
At Conference odd # year	Regional representatives are elected at regional meetings and the time of the committee meeting at the conference is announced: names of the representatives are forwarded to President-Elect. Call for nominations made (forms distributed) at regional meetings and affiliate presidents' luncheon.	Committee meets and process explained
Early even # year	Article in <i>AMATYC News</i> and letters sent to affiliates asking for nominations. VP's generate nominations in their respective regions.	Committee Members contact affiliate presidents and delegates asking for nominations.
About December 10 even # year	Nomination materials due to President-Elect.	
At Conference even # year	President-Elect meets with committee to discuss ranking process. Based on attendance, the discussion may be done through a conference call or some other method.	Committee meets to discuss guidelines for ranking & the tally process.
About December 17 even # year	President-Elect sends materials to Committee.	Committee receives materials & ranks nominees.
March 1 odd # year	President-Elect receives tallies, totals tallies, selects awardees based on total tallies, and writes report for spring Board meeting and committee.	Committee sends tallies to President-Elect for selection of awardees.
Spring Board Meeting odd # year	Board is informed of awardees of the TE Awards; President notifies the awardees.	
Post Spring Board Meeting odd # year	President-Elect invites awardees to submit a not to be reviewed proposal to speak at the annual conference following the year of the TE Award. President-Elect provides the Program Coordinator of the names of the awardees so their proposals will not be reviewed.	
Conference odd # year	Awards presented. President-Elect prepares an introduction for each awardee to be read during the presentation session.	
Post Conference odd # year	President-Elect prepares an article for the <i>AMATYC News</i> announcing the awardees.	

6. Nomination Materials

1. In an effort to compare all candidates on the same basis, any additional information WILL NOT be considered.
2. The letters of support that elaborate on those qualities mentioned in the resume or that point out additional exemplary characteristics of the nominee are more helpful to the committee than letters that simply reiterate items mentioned in the resume.

4.3.2 Mathematics Excellence Committee <FBM 2020>

A. Committee Objectives

1. Encourage nominations by placing articles in the *AMATYC News*.
2. Collect data supporting the nominations.
3. Make recommendations to the Executive Board according to established guidelines.

B. Guidelines

1. The Mathematics Excellence Award (ME Award) is intended for educators who have made outstanding contributions to mathematics or mathematics education in the first two years of college.
2. The award may be given every two years (in even-numbered years).
3. The ME Award Committee is composed of the Past President and a representative from each region elected at the regional meetings at the annual conference in even-numbered years.
4. The Past President is the chairperson of this committee. When officers change on January 1 in even years, the immediate Past President becomes a non-voting member of the committee and the retiring Past President remains the chair of the committee until the committee's work concludes.

C. Procedures - the deadlines for the following are in the ME Award Timetable.

1. Solicitation of Nominations: Announcements of the Award, selection criteria, and nomination procedure will be made in the *AMATYC News* early in odd-numbered years. This information also will be forwarded to affiliate presidents and will be distributed in regional meetings and at the affiliate presidents' luncheon at the conference in even years. Each affiliate should be encouraged to nominate a qualified individual of national prominence. The nomination and award information will also be published on the *AMATYC* website and should use identical wording to that in the policy.
2. Nomination Procedures:
 - a. The list of nominees and all business of the committee is strictly confidential.

- b. Current Board members are ineligible to be nominated, and remain ineligible until at least three years have elapsed since that individual last served on the Board. In addition, in the event that a nominee is elected to the Board after the nomination packet has been submitted, the nomination for this individual must be withdrawn. <SBM 2009>
 - c. Any interested person may submit a letter of nomination.
 - d. Members may nominate themselves.
 - e. Board members and members of the ME Award Committee may not write letters of recommendation for any candidate. At least one letter of recommendation should be from outside the nominee's AMATYC region.
 - f. The nominator is responsible for securing documents to support the nomination. The nominees will NOT be informed by the committee chair that they have been nominated.
3. First Committee Meeting: The Committee will meet at the conference in even-numbered years and discuss the process for selection and for soliciting nominations and gathering materials. The meeting of the ME Award committee should be scheduled on Saturday of the conference.
4. Solicitation of nominations and supporting documents: The Past President and members of the committee will solicit nominations through the methods outlined in C1 and through personal contacts.
5. Second Committee Meeting: These materials are duplicated by the Past President and distributed to the committee members at a committee meeting on Saturday at the fall annual conference in odd-numbered years. The President attends the meeting if possible. The rating process is discussed.
6. Rating: The members of the ME Award Committee will rate the nominees according to guidelines listed in section D and will send their ratings to the committee chair by December 15th in the odd-numbered year. (The committee chair does not rate the candidates.)
7. Selection of top three candidates: The committee chair writes a report for the spring Board meeting presenting the top three candidates to the Board. The selection of the top three will depend on factors such as the relative point totals, the number of committee members rating a candidate number one, etc.
8. Selection of Winner: The Executive Board will select the recipient of the ME award at the spring Board meeting.
9. Winner notification: The President will notify the winner that he/she has been selected for the award. The Past President shall notify the nominators of anyone not selected.
10. Presentation of Award: The Past President of AMATYC will secure the award for the recipient. The President of AMATYC presents the award and a life membership

to the recipient at a general session of the annual conference in even-numbered years.

11. The recipient of the ME award will have travel, meals, and single room reimbursed according to Board policy.

D. Guidelines for Ranking

National reputation	15 points
Leadership and activities in professional organizations	15 points
Professional talks and presentations	15 points
Awards and grants received	15 points
Publications	15 points
Professional activities on a regional, state, and national scale	10 points
Teaching expertise	15 points

E. Timetable

TIME	SUPPORT ACTIVITIES	COMMITTEE ACTIVITIES
At Conference even # year	Regional representatives are elected at regional meetings and the time of the committee meeting at the conference is announced: the names of the representatives are forwarded to the Past President. Call for nominations made (forms distributed) at regional meetings and affiliate presidents' luncheon.	Committee meets and process explained
Early in odd # year	Article in <i>News</i> and letter sent to affiliates asking for nominations.	Committee members contact affiliate pres. and delegates in their region asking for nominations
Nov 1 odd # year	Nomination materials must be received by the Past President. <SBM 2011>	
At Conference odd # year	Past President meets with committee; President (soon to be Past President) attends when possible.	Committee meets to receive materials and discuss the rating guidelines and selection process
Dec. 15 in odd # year	(New) Past President receives tallies and writes report for the Spring Board meeting.	Committee sends tallies to Past President
Spring Board Meeting even # year	Board selects winner of ME Award; President notifies the winner.	

Conference, even # year	Award presented.	
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F. Nomination Materials <SBM 2018>

The following information is to be submitted for each nominee. The nominator may submit all items (1-3) below to the Past President as a pdf document. All letters require a signature. Electronic signatures are acceptable.

1. A formal cover letter and letter of recommendation from nominator. The letter of recommendation may not exceed 3 pages.
2. A resume or vita, not to exceed 3 pages.
3. Two additional formal letters of recommendation, each no longer than 3 pages.

The letters of recommendation should be submitted on college letterhead, when appropriate. Ideally, the letters of recommendation will elaborate on items from the resume or point out additional exemplary characteristics of the nominee, rather than reiterating items from the resume.

In an effort to compare all candidates on the same basis, any additional materials submitted will not be considered. Incomplete nominations will not be considered.

4.3.3 Nominating Committee

[4.3.3.1 Membership](#)

[4.3.3.2 Nominating Committee Procedures](#)

[Election Procedures](#)

4.3.3.1 Membership

The Nominating Committee will consist of twelve persons.

1. At the conference in an election year the current President, who will chair the next Nominating Committee, will appoint three members who have served in AMATYC leadership positions (AMATYC Board, AMATYC Committee or Subcommittee Chair, or other leadership role) and/or represent the diversity of the AMATYC membership to the Nominating Committee prior to the Delegate Assembly. The person who will be President Elect during the election year, may not serve on the committee.
2. The other eight members will be selected by the President from a list of regional candidates elected at the conference's regional meetings in the election year. Each region will elect one affiliate president, one delegate (who is not an affiliate president), and one member-at-large as the region's slate of candidates for the Nominating Committee. The member-at-large may be any AMATYC member, including one who is a delegate or an affiliate president. The President will select one candidate from the slate of each of the eight AMATYC regions prior to the Delegate

Assembly. The eight regional members selected must include at least one affiliate president and two delegates. The President should consider ethnicity and gender when forming this committee. The President will present the list of Nominating Committee members to the Delegate Assembly for their information.

3. Members of the Nominating Committee cannot be candidates in the election.
4. The chair of the Nominating Committee is a non-voting member of the committee except in the case of a tie.

4.3.3.2 Nominating Committee Procedures <FBM 2009>

1. The Nominating Committee should immediately begin the work of compiling a list of persons to consider for each office. During the next year, the work of the Committee should continue by mail/email/phone. The Committee should meet at the next AMATYC conference one year prior to the election. Recommendations for nominations should be made to the Past President prior to the fall conference of the year preceding the elections.
2. Call for nominations should be made in all issues of the *AMATYC News* in even years.
3. Nomination materials must be submitted as a PDF document to the chair of the Nominating committee by Feb 1 of the election year according to the following guidelines: <SBM 2011>
 - A complete nomination packet consists of the following materials in this order:
 - (1) a formal letter of intent, which may be signed electronically by the nominee/candidate;
 - (2) a resume/vita for the nominee/candidate no longer than four pages; and
 - (3) a letter of support from the college supervisor of the nominee/candidate on college letterhead which may be signed electronically.
4. Nomination materials include a letter of intent that should indicate what strengths the nominee/candidate will bring to the position, why they are interested in the position, and how they will help promote the mission of AMATYC. The letters should also state that they will allow their name to be considered by the Nominating Committee and the Board to be a candidate for the specified office(s), that if selected to be a candidate they would allow their name to be on the ballot, and that if elected, they will serve. Members who are willing to serve in more than one position should state their preferred order for the positions listed. Only one nomination packet is needed. In addition to the letter of intent, a nomination packet includes a resume/vita of no more than 4 pages, and a letter from the nominee's supervisor acknowledging the need for the individual to be away for up to a week in the fall and spring, if elected. Only the first 4 pages of the vita will be considered by the Nominating Committee.

5. As soon as possible after February 1st in an election year and prior to the spring Board meeting, the Past President should send a listing of the names of all of the nominees and a copy of the nomination packet for each nominee to the committee for their consideration.
6. The chair of the Nominating Committee may initiate a conference call with the committee following the closing of nominations so that the committee can discuss the nominees.
7. The Nominating Committee recommends a slate of candidates (preferably the names of two qualified members for each position) to the Executive Board for consideration at the spring Board meeting of an election year. The report on the nominating process will include the names of all persons considered for each position. In recommending the slate, the Nominating Committee must follow the term limits for each office as defined in the Bylaws.
8. By February 7 of the election year, the Nominating Committee chair will send the members who have submitted nomination packets (potential candidates) a sample vita (ballot) from the previous election, a copy of the uniform vita format guidelines, and a copy of the Bylaws and duties of the office to which they are being asked to serve. The potential candidates will be asked to send electronically by March 1 a draft of their vita using the uniform vita format guidelines to be used to introduce themselves to the Executive Board. Current Board members may request from the AMATYC Office a copy of their vita from the previous election. The chair will also explain to the potential candidates that this material is only for the Executive Board, and that the Nominating Committee will read their complete nomination packet.
9. The Executive Board should come to the spring Board meeting of an election year prepared to discuss and decide on a final slate of candidates. This slate must be approved before the end of this spring Board meeting.
10. A plan for conducting the electronic voting will be submitted by the chair of the Nominating Committee to the Executive Board for their approval during their spring meeting of an election year.
11. After the Executive Board approves the slate, the chair of the Nominating Committee will write to the candidates asking for final confirmation of the candidate's desire to run. Candidates are asked to maintain confidentiality at this point. They should notify the chairperson of the nominating committee in writing of their willingness to serve within 30 days of being notified, but in no case after May 31. They may also supply an updated vita to be included with the ballot.
12. After finalization of the slate, the chair will inform the non-candidates who had expressed interest in running that they will not be on the slate.
13. Once all candidates and non-candidates have been informed, the chair will share the slate with all candidates and the Board, and release these persons from maintaining confidentiality.
14. After the final slate is determined, the Chair of the Nominating Committee will announce the slate to the AMATYC membership electronically and write an article for

the August *AMATYC News* (issue #3) in odd-numbered years. The announcements should include a description of the voting process, clarify the status of institutional, adjunct, and student members, and encourage AMATYC members to vote in the election.

4.3.3.3 Election Procedures

The following procedures have been established by the Executive Board for elections:

1. Information on each candidate will be made available to members. Candidates' vitae and ballots for all positions will be listed in alphabetical order. A picture of each candidate (mugshot, black/white) should accompany the vita. Each President-Elect candidate will offer his/her platform regarding AMATYC philosophy and long-range goals for AMATYC. (Limited to typed one-page, double-spaced.)
2. Uniform Vita Format Guidelines: A uniform vita format must be used for consistency and efficient space utilization. (The form is limited to two typed pages: 1.75-inch margins, double spaced, 12-point Times New Roman font.) The following should be observed in completing the uniform vita form:
 1. AMATYC, MAA, and NCTM, and AMATYC affiliate abbreviations should be used.
 2. U should be used instead of University
 3. CC, JC, TC, or CTC should be used instead of community college, junior college, technical college, or community and technical college.
 4. Zip codes should not be listed; states should not be listed when a city reference is obvious; e.g., Memphis; and two letter abbreviations of states be used, when necessary.
 5. At the option of the nominee, URL(s) may be included.
 6. "Hobbies" and/or reference thereto should not be part of the vita.
 7. The state of the institution of the present position should be included for each candidate.
 8. For officers and memberships on committee, list those as "office, organization, dates" or "member, [organization if other than AMATYC], committee, dates."
 9. For purposes of uniformity, do not include dates for degrees under "Education."
3. Candidates for Regional Vice President may receive, for one time use only, one set of regional labels or email addresses without cost for use in the election process. Similarly, candidates for national office may receive one set of national labels or email addresses for one time use only.

4. All individual AMATYC members as of June 30 of an election year compose the voting membership for the AMATYC election.
5. The results of the election must be delivered to the chair of the Nominating Committee at least one month prior to the annual conference of the election year.
6. Space will be provided on the ballot for a write-in candidate for each position.
7. A draft of the ballot will be prepared by the Office and forwarded to the chair of the committee. The ballot drafts will be sent to the President and the President-Elect by the chair of the Nominating Committee for proofing. After approval, the revised ballot should be converted to a format appropriate for electronic voting.
8. Members may request from the AMATYC office a hardcopy of the appropriate ballot. The name of the member making the request will be removed from the electronic voting process.
9. The voting period for all regular AMATYC Executive Board elections will conclude on September 30th in an election year.
10. The person receiving the greatest number of votes will be declared the winner. If two or more candidates tie with the greatest number of votes, then a random process shall be used to determine the winner.
11. The chair of the nominating committee will notify the current President of the election results immediately, so that the new officers may be invited to the next Executive Board meeting (prior to their taking office). [<FBM 2019>](#)
12. The President will notify the winners and losers as soon as possible after the ballots are tallied. This notification will include election tallies for their race only. The entire slate of new officers should be provided to winners and losers.
13. Once all winners and losers have been notified, an email announcing the results will be prepared by the chair of the Nominating Committee and sent to all AMATYC members. The election results will also be officially announced at the Delegate Assembly and at least one other general session at the annual conference. [<FBM 2019>](#)
14. A photo and list of the newly elected board members will be included in issue #1 of the *AMATYC News* following an election.
15. The chair of the Nominating Committee should prepare a report for the first Board meeting following an election. This report should include the actual tallies for each position. The names and positions of the newly elected board shall be certified by inclusion in the official minutes of the meeting.
16. The President-Elect shall write letters to the supervisors of incoming Board members notifying them that individuals have been elected to serve a two-year term on the AMATYC Executive Board.

5. Executive Board

5.1 General Board Policies

5.2 President

5.3 President-Elect

5.4 Immediate Past President

5.5 Secretary

5.6 Treasurer

5.7 Regional Vice-President

5.8 Board Committees

5.1 General Board Policies <FBM 2018>

1. The Fall Executive Board meeting schedule is travel on Saturday; full day meetings on Sunday and Monday; half-day meeting on Tuesday, with remainder of day for subcommittee meetings; full day meetings Wednesday with committee chairs. Thursday through Sunday, the Board will attend conference activities.
2. Members of the Executive Board can hold only one position at a time for the organization unless the Executive Board gives special approval.

5.1.1 Open Board Meetings

5.1.2 Procedures for Board Reports

5.1.3 Procedure for email Motions

5.1.4 General Responsibilities

5.1.5 Conference Responsibilities (Exec Board)

5.1.6 Academic Committee Responsibilities

5.1.7 Liaison Responsibilities

5.1.8 Executive Board Minutes

5.1.9. Advertising Open Appointed Positions

5.1.1 Open Board Meetings

1. All AMATYC Executive Board meetings are open to all AMATYC members except in the following circumstances:
 - a. During discussion of personnel issues;
 - b. During discussion of award winners; and
 - c. During discussion of candidates for elections or the results of elections prior to the general announcement.
2. The AMATYC Executive Board agenda is set by the President in advance of each meeting. The President shall designate any agenda items that will require the Board to meet in executive session. Any individual whose AMATYC-defined duties require participation in Executive Board meetings as a nonvoting advisor may be invited by the President to attend executive sessions, with the concurrence of the Executive Board. Visitors will be asked to leave the Board meeting during such executive sessions.
3. Anyone other than AMATYC members who wishes to attend a Board meeting must make such a request to the President in advance of the meeting.
4. A visitor to AMATYC Executive Board meetings may voice an opinion only when recognized by the President.

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 headings found on the appropriate forms found on the internal site.

5.1.3 Procedures for Email Motions <FBM 2008><FBM 2010><FBM 2019>

Motions

Motions requiring the use of the motion form should include an author who will be present during the discussion of the motion, specifically, a board member, the Executive Director, or the Conference Coordinator. The motion form can be found on the AMATYC internal board website.

Voting

1. Only Executive Board members are eligible to vote. For Executive Session motions, any Executive Board member who is absent from the discussion is ineligible to vote.

2. For email motions and paper ballot motions, the President and Secretary will track the votes, verify tallies of recorded votes, and report results to the Executive Board. If the President or Secretary is unavailable, a designee may be appointed.

Email Motions

1. Guidelines

1. All rules for motions apply to email motions.
2. Email motions are used in between regular Executive Board meetings to allow the Executive Board to approve motions that are determined to be time-sensitive and cannot be postponed until the next regular Executive Board meeting.
3. The President, in consultation with the Past President and/or President-Elect, will determine when an email motion is needed.

2. Procedures and Timeline

1. Motions, together with rationale and budget implications, shall be initiated by the President.
2. The Secretary sends out the email motion to all Board members, the Executive Director, and the Conference Coordinator. Executive session email motions are only sent to the individuals who would normally be invited by the President to attend executive sessions at a regular Executive Board meeting (see PPM 5.1.1) The email announcing the motion will contain:
 1. the motion,
 2. the time periods for discussion and voting, and
 3. a reminder to the Executive Board members to confirm receipt of the email motion.
3. Executive Board members will confirm receipt of each email motion within 48 hours of the initial distribution of the motion. The discussion period will begin immediately after distribution of the email motion, and end at 9:00 pm Eastern four days following the distribution of the motion. The number of days for the discussion period will be increased so that the ending date falls on a business day.
4. The voting period will begin at 12:01 am Eastern on the first business day following the end of the discussion period, and end three business days later at 9:00 pm Eastern.
5. Any Board member may send in an early vote if circumstances prevent them from sending in their vote during the voting period.
6. At the conclusion of the voting period, the Secretary will announce the voting results, including tallies only to those eligible to participate in the discussion.
7. The Secretary will include a listing of all initiated email motions (including email motions that were withdrawn), the decision, and decision dates in a report for the next regular Executive Board meeting.
8. Only one email main motion shall be considered in each email session/meeting. Each email session shall be considered a separate email

meeting. If more than one email main motion is to be considered, the President shall originate a separate email session for each email motion. Each email session shall be titled with a unique title which will include the motion title. The President shall ensure that discussion pertains to only one motion.

9. No email motions will be entertained between January 1 of even numbered years and the Strategic Planning and Orientation meeting of that year. <SBM 2016>

3. Quorum

- a. A majority of the members of the Executive Board shall constitute a quorum for email motions. This majority must include at least two of the national officers.
- b. If a quorum is not achieved within 48 hours of the initial distribution of the email motion, the motion will be considered invalid and will be withdrawn by the President.

4. Discussion

- a. Discussion will be primarily by email sent to the distribution list for the email motion.
- b. A conference call can be scheduled at the request of at least two Board members. The request for a conference call must be made no later than the fourth day of the discussion period. If the conference call cannot be scheduled during the discussion period, the President, without objection, may extend the discussion period up to seven days after the original discussion deadline.
- c. Any Executive Board member may make a motion to extend the discussion period. This motion must be seconded by another Executive Board member. Without objection, the President may extend the discussion period as stated in the motion. The maximum extension allowed is seven days after the original discussion deadline.

5. Amendments

- a. A maximum of one amendment may be approved for any email motion. If, during a motion's discussion period, it is determined that the motion will require more than one amendment, the motion should be withdrawn. A new motion may be presented for an email vote if the President determines it is needed based on the criteria above.
- b. Any Executive Board member may make a motion to amend the original motion. This motion must be seconded by another Executive Board member. The amendment motion will have a discussion period of four days, followed by a voting period of three business days. All the policies that apply to the original email motion will apply to the amendment motion.
- c. If the amendment is approved, the amended motion will be sent out by the Secretary to all individuals on the distribution list of the original email motion. The amended motion will have a discussion period of four days, followed by a voting period of three business days. All the policies that apply to the original email motion will apply to the amended motion.

- d. No amendment to an amendment of a motion can be offered. If an amendment needs to be amended, it is expected that the initial amendment will be withdrawn, at which point a new amendment may be offered.

5.1.4 General Responsibilities

1. Approve the chairperson of each committee.
2. Approve all honorary memberships.
3. Recommend dues changes to the Delegate Assembly.
4. Recommend changes to the Bylaws to the Delegate Assembly.
5. Approve any expenditures not covered by the budget.
6. Approve the annual budget.
7. Approve all letters, reports, surveys, etc. that involve correspondence with the membership of AMATYC after those documents have been approved by the Editing Director. Documents submitted either to the Executive Board or the Delegate Assembly for approval must have the word "draft" written on every page until such approval is granted.
8. Recommend position statements to the Delegate Assembly.
9. Establish and systematically review the strategic plan, circulating drafts to affiliate presidents, committee chairs and other delegates. When major changes are proposed, the Board may hold at least one open hearing at the subsequent conference gathering input from all constituencies. The strategic plan will be presented to the Delegate Assembly for their input and suggestions, with formal approval being the responsibility of the Board. Any resulting changes in the constitution, bylaws, or policy of the organization must follow normal approval procedures.
10. Provide the AMATYC office with a dated copy of all forms used as revised. A cover letter should be included describing the usage of the form and its distribution.
11. Perform all other duties as outlined in the Policy and Procedures manual.
12. Perform all other duties that are necessary for the functioning of the association.
13. Act on behalf of AMATYC in any partnership that has been approved by the Board in writing and may be general or confined to specific instances. <SBM 2008>

5.1.5 Conference Responsibilities (Exec Board) <SBM 2018>

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. (Summer Conference Call, year C-6) <FBM 2018>
4. Appoint Conference Coordinator, Program Coordinator, Local Events Coordinator, Exhibits Chair, Advertising Chair, Assistant Program Coordinator and Program Proposal Review Committee.
5. Register for the conference by the discount registration deadline. Reimbursement policies do not include conference registration.
6. Make personal flight reservations according to policy.
7. 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.
8. 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 could be a reviewed session or be included in the count of "non-reviewed" presentations.
9. Visit exhibits and express AMATYC's appreciation to exhibitors.
10. Make specific decisions for the future conferences: (Fall Board Meeting, C-1).
 - a. Determine fees for discount registration of members and non-members, registration for members, non-members, student (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.
 - b. 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)
 - c. Establish advertising charges for conference program. (C-2)

- d. Establish exhibit fees to be charged for exhibit booths.
 - e. Establish policy for free or reduced fees for display space for other mathematics organizations or governmental agencies.
 - f. 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.
 - g. Approve conference reimbursement policy as outlined in the Financial Policies section of the Policy and Procedures Manual.
 - h. Approve a priorities list of prospective keynote and breakfast speakers as far in advance as reasonable and possible, ideally 18 months to two years. Conference committee may provide suggestions (Spring Board Meeting, Year C-2).
 - i. Be prepared to schedule a last minute keynote or breakfast speaker in case of last-minute unavailability of scheduled speaker.
11. 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)
- a. Make preliminary approval of proposed conference budget.
 - b. 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.)

5.1.6 Academic Committee Responsibilities

1. Evaluate present goals of all committees. Request the liaison officer for the committee to assist in setting new goals, and offer dates of completion of goals that would be consistent with Board policy.
2. Evaluate each AMATYC committee on a yearly basis. This should be done in collaboration with the committee chair. If the goals and/or projects are not being completed according to schedule, new avenues should be explored.
3. Disband the AMATYC committee whenever it is no longer needed.
4. Approve the budget for each committee as part of the budgeting process.
5. Select committee chairs for renewable two-year terms.
6. Conduct training and orientation for all incoming and returning academic committee chairs at the conference prior to which they take office. The purpose of this training is to inform/remind them of their role in conducting the business of AMATYC, organizational requirements and expectations including those around reporting and conference, support, budget issues, etc. This training shall be conducted in a manner designated by the President-Elect.

7. The AMATYC President may appoint a liaison officer for each committee. Each liaison officer should work closely with the AMATYC committee chair and report to the Board on the effectiveness of his/her assigned committee and its leadership.

5.1.7 Liaison Responsibilities

1. Board members serve as liaisons as assigned by the President and officially communicate Board activities following each Board meeting with the appropriate chair/editor/director/coordinator/ANet leader. This communication should occur within three weeks following the Board meeting. Copies of all written correspondence or memos regarding conversations should be forwarded immediately to the President.
2. Board members acting as liaisons are to:
 1. Become acquainted with the objectives of the committee, coordinator, editor, ANet leader, or director with whom the Board member has been assigned as liaison.
 2. Attend any meeting of the liaison assignment at the AMATYC conference.
 3. Communicate with the liaison assignment at least every other month.
 4. Communicate with the President of AMATYC regarding the activities of the liaison assignment at least every other month.

5.1.8 Executive Board Minutes <FBM 2012>

1. The AMATYC Executive Board Secretary records the minutes of the Board meeting
2. The following should be included in the minutes:
 - a. Time the meeting began, a list of those present, who is the presiding officer. As individuals come and go at the meeting their presence is noted.
 - b. A record of email motions since the last full board meeting.
 - c. A record of nonbudgeted expenditures that are approved by the EAC.
 - d. A list of contracts and addenda signed since the last board meeting including the terms of the contract and where feasible, the cost of the contract.
 - e. A detailed list of the motions from the consent agenda and the results of the vote.
 - f. A notation of motions that were tabled or moved to later in the meeting at the original point in the agenda.
 - g. The exact wording of all motions presented to the board, the first is recorded and the second is technically optional as is the count. The exact recording of the motion, the maker of the motion, and if the motion was approved or defeated are required. Also, to be included as attachments are any additional files or information relevant to each motion.
 - h. Time of adjournment.

3. The minutes are to record the actions taken at the meeting, not the opinions expressed during the debate of the actions.

4. The official, signed copy of the minutes is to be filed in the AMATYC office. Copies are retained on the Secretary's computer and on the AMATYC website.

5.1.9 Advertising Open Appointed Positions <FBM 2015>

Since its beginning, AMATYC has depended on its members to fill leadership roles in the organization. To maintain AMATYC's tradition of volunteerism, members should be made aware of opportunities to assume leadership roles within the organization. Typically, all open positions in AMATYC leadership should be advertised to the appropriate members. Such advertisement may be done through the AMATYC web site, the *AMATYC News*, or through electronic communication.

1. Expected Vacancies

Twice a year, the Personnel Committee will provide the President with a list of positions that will be up for appointment/reappointment within the next 12 months. This should be done in a timely manner to allow for the open positions to be advertised to the appropriate members.

2. Unexpected Vacancies

When a position becomes open unexpectedly, the position does not need to be advertised to members.

3. Incumbents

- a. An incumbent, meeting the expectations of the position to which they have been appointed and not facing term limits, may be reappointed without advertising.
- b. When a position becomes open due to term limits, the position should be advertised to the membership as an open position. The incumbent may not apply.
- c. In the event that no qualified candidate can be found the board may choose to reappoint the incumbent by a 2/3 vote of the entire board.

4. Recruitment

Executive Board members and others in the AMATYC leadership should encourage/recruit members to apply for an open position.

5. Conference Team

Due to the importance to AMATYC of the annual conference, the Conference Coordinator will be involved in the selection of members of the Conference Team (as listed in 15.1.2).

6. Input

- a. As part of the process of reviewing applications for appointments, input will be solicited from individuals impacted by the appointment.
- b. The members of the local affiliate hosting a conference will be asked for input in the selection of the Local Events Coordinator. This recommendation comes from the Conference Coordinator and the Regional

- VP. (8.2 #15)
- c. In addition to the Conference Coordinator, the Program Coordinator will have input in the selection of the members of the Program Committee. These recommendations come from the Conference Coordinator, Assistant Conference Coordinator, Program Coordinator, and Assistant Program Coordinator. (8.10.2)
 - d. Academic Committee Chairs will have input in the selection of members of the committee's Executive Committee. The recommendations for regional members come from the regional vice- president and the committee chair. The recommendations for at-large members come from the committee chair.
 - e. The Student Mathematics League Test Developer will have input in the selection of members of the Test Development Team. These recommendations come from the SML Coordinator. (10.1.5)
 - f. The Journal Editor will have input in the selection of members of the Journal Editorial Panel. The recommendations for regional members of the Editorial Panel come from the regional vice- president and the Journal Editor. The recommendation for the at-large member comes from the Journal Editor.
 - g. The Chair of the AMATYC Foundation will have input in the selection of the Foundation Members-at-Large. These recommendations come from the AMATYC Foundation Board. (14.3.1)

7. Selection

When not specified by current policy, the AMATYC President will appoint individuals or committees to manage the recruitment, review the applications, and make recommendations for appointment. Normally, the process for filling positions receiving AMATYC financial support will be handled by a committee

5.2 President <FBM 2019>

Term of Office

The term of office for President is two years in this office beginning January 1 in an even numbered year to December 31 in the next odd numbered year. The President-Elect automatically succeeds the President at the end of the President's term or when the President leaves office permanently. The President automatically succeeds the Immediate Past President at the end of the President's term.

General Duties

1. Prepare the agenda for all Executive Board meetings and submit to the AMATYC Office for distribution. Proposals from non-Board members should be accepted. If present at the open Board meeting session, the presenter may be asked questions regarding the proposal.
2. Prepare the agenda for the Delegate Assembly and submit to the AMATYC Office for distribution.
3. Preside at all general meetings of the association, the Delegate Assembly, and the Executive Board.
4. Assist the President-Elect in overseeing the Strategic Planning process.
5. Oversee management and implementation of all grants. Annually, the President, in collaboration with the Executive Director, Accounting Director,

Grants Coordinator, and Treasurer, reviews, updates and submits a new rate proposal for AMATYC's negotiated indirect cost rate agreement with the appropriate federal agency. Write appropriate letters of support for proposals, per policy. <SBM 2020>

6. Initiate an email ballot on policy changes and other issues during times when the Board is not meeting.
7. Schedule time during a Board meeting at the conference for academic committee chairs, coordinators, editors, and other appointees to meet with the Board.
8. Schedule time at the Strategic Planning and Orientation Meeting and the Spring Board Meeting for Strategic Planning and participate in the activities planned by the President-Elect.
9. Perform all duties as outlined in the Policy and Procedures manual.

Office/Budget Duties <FBM 2008>

1. In conjunction with the Executive Director, oversee office operations and work assignments of AMATYC staff.
2. Oversee and authorize cost of living and longevity salary increases to AMATYC staff.
3. Review the annual performance evaluations of the AMATYC staff provided by the Executive Director.
4. Verify that officers, chairs, coordinators, editors, and other appointees have access to the AMATYC Policy and Procedures Manual. Send new officers the previous meeting's minutes.
5. Appoint members to the Finance Committee according to policy and serve as a member of the committee.
6. Serve as a member of the Foundation Board, the Expenditure Approval Committee, the Strategic Planning Committee, and the Tax Review and Audit Committee.
7. Initiate an Executive Board motion on unanticipated expenditures, if necessary.
8. Sign checks on the AMATYC checking account, as appropriate.

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*, 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 partnerships and national 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.

Conference Duties

1. Carry out the duties of the President as indicated in the master conference timetable.
2. Execute the policies established for the conference by the Executive Board, including invitation to keynote speakers for conferences over which the President will preside.
3. Participate in the determination of cities to be visited by the conference site selection team.
4. Participate in the first site visit with the conference site selection team after assuming office, if requested by the new President-Elect.
5. Verify that the conference site selection process is functioning properly.
6. Participate in the conference site refresh visit for the conferences over which the President will preside.
7. Sign all conference contracts after any necessary approvals are obtained. The President may request in writing that the Executive Director on behalf of AMATYC sign and mail an approved conference contract. The written authorization shall be filed in the office with the signed contract.
8. See that a conference progress report for all future conferences in the planning cycle is included as part of each Board agenda to all members of the Executive Board.
9. Prepare the President's message for the conference program booklet. Send an electronic copy to the AMATYC Office and Conference Coordinator.
10. Preview the conference miniprogram and program drafts for appropriateness of content and quality of document preparation. Check names of Executive Board members and committees as listed in the conference miniprogram and program for accuracy before they are submitted to the printer.
11. Be responsible for designing and ordering plaques or certificates for hosting institutions, Local Events Coordinator, presidential awards, and all other awards given by the organization including outgoing officers, academic committee chairs, etc.
12. Assist the vice president of the region hosting the conference in preparing materials to be sent to department chairs for colleges within a reasonable driving distance of the annual conference. These materials should ask chairs to encourage and provide support for all their faculty members to attend the conference, both full-time and adjunct.
13. Review the Meeting Event Guide with the Treasurer, the Conference Coordinator, and the Executive Director during its creation.
14. Meet with the hotel personnel, Treasurer, Conference Coordinator, and Executive Director at the beginning of the conference to review the Meeting Event Guide.
15. Be available during the conference to assist the Conference Coordinator with any problems that might arise.
16. Preside at the Delegate Assembly Meeting, the Thursday Keynote Session, the Saturday Awards Breakfast Session, and the Closing Session.
17. Write a thank-you letter after the conference to the Local Events Coordinator.
18. Send an email, through the office, to all conference attendees within two

weeks of the conference closing. The email should thank the attendees for attending the conference, encourage them to complete the conference evaluation form online, and ask them to tell a colleague about AMATYC and direct them to membership information on the AMATYC website.

Liaison/Committee Duties

1. Act as ex-officio member of all committees except the Nominating Committee, the Teaching Excellence Award Committee, and the Mathematics Excellence Award Committee.
2. Nominate the chairperson of all committees except the Nominating Committee, Strategic Planning Committee, Organizational Assessment Committee, ad hoc committees, and task forces for approval by the Executive Board.
3. Appoint chairs of ad hoc committees and task forces.
4. Appoint an acting chairperson of a committee when necessary.
5. Write a letter asking unproductive officers or committee chairs to resign.
6. Distribute Board reports from all academic committees to all the chairs of these committees.
7. Appoint a Board member as liaison to each committee, coordinator, editor, or director.
8. Coordinate efforts to obtain funding from public and private organizations.
9. Attend meetings and meet with the executive directors and/or presidents of other organizations who share similar concerns and interest to discuss items of mutual benefit and to establish a working relationship with them; this includes (but is not limited to):
 - a. Mathematical Association of America (MAA)
 - b. National Council of Teachers of Mathematics (NCTM); attend the annual meeting;
 - c. Conference Board of Mathematical Sciences (CBMS); attend the semi-annual meetings of this organization.

5.3 President-Elect <FBM 2018>

Term of Office

The President-Elect is elected to office by the membership, in accordance with the procedures detailed for the Nominating Committee. The term of office is two years, beginning on January 1 in the even year and ending on December 31 of the following year. The President-Elect automatically succeeds the President at the end of his/her term.

General Duties

1. Act as president in the absence of the President.
2. Plan and facilitate Strategic Planning discussions at the Strategic Planning and Orientation and spring and fall Board meetings, in consultation with the President.
3. Serve as a member of the Personnel Committee.

4. Proofread the election ballots prepared by the chair of the Nominating Committee.
5. Serve as chair of the Organizational Assessment Committee and Strategic Planning Committee.
6. Serve on Tax Review and Audit Committee.
7. Serve as a member of the Expenditure Approval Committee. <FBM 2018>

Conference Duties

1. Carry out the duties of the President-Elect as outlined in the master conference timetable.
2. Work with the Conference Coordinator and professional conference planning company on the site inspection visit for future conferences. <FBM 2018>
3. Review all contracts related to the site selection process.
4. Solicit keynote and breakfast speaker information from the Executive Board, Executive Director, Conference Coordinator, Conference Committee, Local Events Coordinator, academic committee chairs, academic subcommittee chairs, and affiliate presidents. At the Spring Board Meeting in year C-2, identify and rank at least three potential speakers for each year C conference keynote for Executive Board consideration. <FBM 2016>
5. Invite keynote and breakfast speakers for conferences over which the President-Elect will preside.
6. Coordinate an affiliate sharing session at each annual conference by inviting at least two AMATYC affiliate presidents to plan and facilitate the discussion session at the conference.
7. Organize the affiliate presidents' function in collaboration with the President. The President-Elect will invite the affiliate presidents, the AMATYC Secretary, the regional vice-presidents, and others who will contribute at the meeting. <SCC 2017>
8. Attend the Delegate Assembly. <FBM 2008>
9. Report to the Delegate Assembly, on behalf of the site visitation team and the Board, the cities to be visited for the next future conference being planned. The President-Elect may assign this duty to the Conference Coordinator or other designee.
10. Present the list of AMATYC endorsements to the Board for review at the spring Board meeting in even-numbered years.
11. As part of the strategic planning process, the President-Elect may hold one or more focus sessions for invited AMATYC members at the annual conference.

Office/Budget Duties

1. Coordinate with the AMATYC office the purchase of technology equipment or software, up to a maximum expenditure of \$2000. This equipment and software is to be used by the President-Elect in the performance of his/her duties and becomes the property of that person at the completion of his/her term as Past President. It is expected that the President-Elect have a laptop computer, and that all equipment purchased for the President-Elect by AMATYC will be available for use during the conference, Board meetings, and other AMATYC events.
2. Meet with the AMATYC Executive Director and Office Staff at the AMATYC office for an orientation. This orientation may be held before the Strategic Planning and Orientation meeting.
3. Sign checks on the AMATYC checking account, as appropriate.

Publications Duties <FBM 2008>

1. Direct one or more Regional Vice-Presidents during the summer and fall of odd-numbered years to compile an electronic document which contains sample letters and forms useful to Regional Vice-Presidents. This information shall be distributed to all incoming Regional Vice-Presidents at the new officers' session at the annual conference.
2. Proofread various AMATYC publications and other materials prepared for distribution to the membership. <FBM 2015>
3. Review with appropriate persons recommended changes in the AMATYC Policy and Procedures Manual and chair the periodic review of the manual at the beginning of even numbered years.
4. Remind the AMATYC leadership to provide the AMATYC office with a dated copy of all forms used as revised. A cover letter should be included describing the usage of the form and its distribution.

Liaison/Committee Duties

1. Serve as the Board liaison for AMATYC affiliate organizations.
2. Write a news update to all affiliate presidents four times a year, to keep affiliates abreast of current information which may have an impact on them or their state.
3. Serve as chair of the Teaching Excellence Award Committee. Remind Regional Vice-Presidents to elect a member for this committee during the regional meeting held at the annual conference in odd-numbered years. Secure and present the awards.
4. Direct any position statement that has not been reviewed within the past 5 years back to the appropriate committee for possible revisions.
5. Attend meetings and accompany the President and Executive Director on Washington visits to contacts of NCTM, MAA, NSF, US Department of Education and other organizations during odd-numbered years.

Duties Just Prior To End Of Term

The following duties are to be performed after the results of the election and prior to assuming the office of President.

1. Write appropriate letters notifying the supervisors of the new Board members of their election to office.
2. Request that each outgoing officer begin copying the incoming officer in that office on all routine correspondence, including email, as soon as the election results are official.
3. Send the link to the AMATYC internal website with emphasis on the AMATYC Policy and Procedures Manual to newly elected officers as soon as the election results are official. <FBM 2018>
4. Send copies of the minutes of the most recent spring Board meeting to all newly elected officers before the fall Board meeting.
5. Send copies of the rough draft of the fall Board meeting minutes to the incoming officers as well as the ones who are continuing office.
6. Invite newly elected Board members to Board sessions at the fall meeting as visitors. Coordinate with the President to be sure incoming Board members receive copies of the fall Board agenda in advance of the meeting.
7. Contact each outgoing officer, academic committee chair, and appointee with a request that the outgoing person individually contact the incoming person in that position to turn over all pertinent information. Suggest to the outgoing person that they arrange a meeting with the incoming person during the conference. <FBM 2018>
8. Schedule and conduct a briefing session at the conference with all incoming and returning officers. Contact academic committee chairs and board members with specifics about the Strategic Planning and Orientation session.

5.4 Immediate Past President <FBM 2018>

Term of Office

The term limit for the Immediate Past President is one full elected term in the same office (January 1 in an even numbered year to December 31 in the next odd numbered year). The President automatically succeeds the Immediate Past President at the end of the President's term. The Immediate Past President may not be elected as President-Elect.

The Immediate Past President shall be awarded a lifetime membership upon completion of that person's term as Immediate Past President. <SBM 2013>

General Duties

1. Administer the election procedures as outlined in the Policy and Procedures manual.
2. Sign checks on the AMATYC checking account, as appropriate.
3. Accompany the President and President-Elect on Washington visits to contacts of NCTM, MAA, NSF, US Department of Education and other organizations, as appropriate.
4. Perform all duties as outlined in the Policy and Procedures manual.

Conference Duties

1. Attend the affiliate presidents' function.
2. Attend all conference planning meetings.
3. Attend the Delegate Assembly. <FBM 2008>
4. Attend the closing general business session.

Committee/Chair Duties

1. Serve as chair of the Nominating Committee.
2. Serve as chair of the Past Presidents Advisory Council.
3. Serve as chair of the Mathematics Excellence Award Committee.
4. Serve on the Strategic Planning Committee.
5. Serve as a member of the Personnel Committee.
6. Serve on the AMATYC Foundation.
7. Serve as a member of the Expenditure Approval Committee.
8. Serve on the Tax Review and Audit Committee

5.5 Secretary <FBM 2018>

Term of Office

The Secretary is elected to office by the membership, in accordance with the procedures detailed for the Nominating Committee. The term of office is two years, beginning January 1 in even-numbered years and ending December 31 of the next odd numbered year. The term limit is three consecutive terms in the same office.

General Duties

1. Keep an accurate, permanent record of the proceedings of meetings of the association, Delegate Assembly, and Executive Board. In case of emergency when the secretary cannot take minutes, the secretary in consultation with the Executive Director will make arrangements for the minutes to be taken.
2. Distribute and receive all mail and email ballots at the direction of the President. Report results to the President.
3. Review the AMATYC History annually, and provide feedback to the Historian.
4. Post the minutes of the AMATYC SPO, SBM, FBM, and Delegate Assembly on the AMATYC website, beginning with the 2012 SPO minutes, and the board motions, beginning with the 1991 list of motions.
5. Maintain a Sunshine Fund to send congratulations or condolences to board members, staff, and leadership with money collected from Board members.

Board Meeting Duties

1. Distribute a rough draft of the Executive Board minutes within 30 days of the conclusion of the Board meeting and a final version within 60 days. Approval of these minutes should be by email. The Executive Board members present and seated at an Executive Board meeting shall constitute a minutes approval committee for that meeting. The chair of the committee shall be the Secretary seated at that meeting. That individual is responsible for initiating and tracking this approval process and informing the current Secretary and President that the minutes were approved.
2. After approval of the minutes, a dated original, which includes all attachments, shall be signed by the President and the current Secretary and shall be sent to the AMATYC office to become a part of the official records of the organization. The Secretary shall maintain copies of all previous minutes of the association and provide the AMATYC Office with a set of official minutes and attachments of every meeting. The approved minutes of each AMATYC Board meeting shall be distributed in unalterable electronic format to the AMATYC leadership, including the conference coordinator.
3. Assist with the Delegate Assembly agenda and prepare supplemental delegate materials as directed by the President.
4. From the official minutes and the assistance of others as assigned by the President, compile an addendum for the Policy and Procedures Manual after each Board meeting. The addendum will consist of all changes that were approved by the Executive Board along with page numbers and placement information for the changes. Forward the addendum to the President-Elect, Treasurer, Conference Coordinator, and Executive Director for review before electronic publishing. For the first revision before the change of offices, the President-Elect shall assist the Secretary with the Policy and Procedures manual revisions.

Delegate Assembly Duties

1. In collaboration with the Regional Vice-Presidents and the Office, the secretary will maintain an updated list of delegates.
2. Make sure that all past presidents are delegates in their appropriate regions.
3. In collaboration with the Office and regional Vice-Presidents certify that the master delegate list is correct and complete. Authorize the posting on the website the delegate packets containing the Delegate Assembly agenda and other materials as specified by the President to all delegates at least 30 days prior to the annual meeting of the Delegate Assembly.
4. The Office will prepare delegate ballots which contain four generic ballots to be used for action items listed on the agenda, and an information verification form. The secretary gives these ballots to the Regional Vice-Presidents for distribution to their delegates prior to the Delegate Assembly meeting. Vice-presidents will assist in collecting ballots and two Vice-presidents and a delegate will serve as tellers to count ballots, as needed. <FBM 2008>
5. The Secretary will see that the delegate form tops are delivered to the Office Personnel at the Registration Desk after the delegate assembly so that delegate attendance can be verified. This is to ensure that only those with voting privileges actually vote at the Delegate Assembly.
6. Record minutes of the Delegate Assembly and supply a draft copy of the minutes to the Delegate Assembly Minutes Approval Committee by email.
7. After approval by the Delegate Assembly Minutes Approval Committee, ensure that a signed set of official Delegate Assembly minutes is sent to the AMATYC office to be filed and posted on the AMATYC website.

Conference Duties

1. Attend and record attendance at the affiliate presidents' function.
2. Attend and record the minutes of the Closing/General Business Session. Distribute these minutes with the minutes of the Fall Board meeting.

5.6 Treasurer <FBM 2018>

Term of Office

The Treasurer is elected to office by the membership, in accordance with the procedures detailed for the Nominating Committee. The term of office is four years beginning on January 1 of the even year and ending four years later on December 31. The term limit is two consecutive terms in the same office.

Guidelines for Personnel Change

The following are guidelines for transferring the activities and equipment associated with the AMATYC Treasurer's position when a new treasurer takes office.

1. The budget in the first year should reflect travel expenses for the newly elected treasurer to attend an orientation at the AMATYC office.

General Duties

The office will assist the Treasurer with many aspects of the duties of the position, so it will be important for the Treasurer, Executive Director, and the office staff to work closely together.

1. Update the Financial Policies section of the "AMATYC Policy and Procedures Manual" after each Board meeting by reviewing the addendum prepared by the Secretary. Other changes that do not require Board approval should be sent to the Secretary for inclusion in the addendum.
2. Annually, the Executive Director, in consultation with the Treasurer, the Accounting Director and Legal Advisor, reviews the adequacy of the insurance policies and brings recommendations for any adjustments to the Board. A review of insurance coverage is included in the Treasurer's report at the Spring Board Meeting.
3. Present an overview of AMATYC's insurance coverage at the Strategic Planning Orientation, and briefly explain how the coverage impacts the Board.
4. Annually, the Treasurer, in collaboration with the Executive Director, Accounting Director, President, and Grants Coordinator, reviews and updates a new rate proposal for AMATYC's negotiated indirect cost rate agreement with the appropriate federal agency. <SBM 2020>
5. Proofread and verify any financial reference in all AMATYC publications and forms, including the membership brochure.
6. Regularly notify AMATYC leadership on policy for reimbursement.
7. Chair the Tax Review and Audit Committee.
8. Chair the Finance Committee.
9. Serve on the Investments Board.
10. Serve on the Foundation Board.

Financial Duties

1. Coordinate the maintenance of all financial records, funds, receipts, approve disbursements of the association, and keep accurate records of the same.
2. Coordinate with the office, the preparation and presentation of a written financial report at each regular business meeting and each Executive Board meeting; the Delegate Assembly Treasurer's report should include a summary of the previous fiscal year report.

3. Prepare an annual organizational budget and present it to the Executive Board at the spring Board meeting with final approval at the fall Board meeting.
4. Obtain approval of the Executive Board or designee for expenditures that exceed budget items.
5. Secure Board approval for expenditures for the six months prior to any Board meeting, for the periods March through September and October through February through a motion at the spring and fall Board meetings.
6. Prepare the annual conference budget to ensure a surplus each year for AMATYC
7. Maintain AMATYC Investments in accordance with AMATYC investment policy. The AMATYC Treasurer, with direction from the AMATYC Investments Board, may reallocate AMATYC funds according to the guidelines stated in AMATYC investment policy. However, in order to withdraw funds from any of the AMATYC investment accounts, a written request signed by any two of the following officers is required: President, President-Elect, Treasurer, and Past President.
8. Review AMATYC's monthly investment statements for accuracy of record keeping.
9. Review the Cash Disbursement Journal monthly to check for accuracy.
10. Receive the bank statement and associated documents, and review the checking account monthly.
11. Review checking account records and determine if current services are meeting the needs of the organization. A recommendation to the Board should be made when a change is needed. It is recommended that at least \$40,000 be maintained in this account. Since two signatures are required to withdraw money from AMATYC's investment accounts, the Treasurer must be sure to maintain enough money in a checking account to pay bills. The Treasurer may allow registration monies for the annual conference to accumulate in the checking account until the bills of the conference have been paid. Checks for more than \$10,000 require two signatures of the following: The Treasurer's electronic signature and the hand written signature of one of the President, President-Elect, Past President.
12. Ensure that three financial reports are filed with governmental agencies. The first report is Form 1099 which must be filed with the IRS and provided to any individual to whom AMATYC has paid over \$600 for services performed. This form must be filed by January 31. The second report is the IRS Form 990, which is to be filed by the 15th day of the 5th month after our accounting period ends. An extension of this filing may be required by the AMATYC auditor and, if so, the auditor will file the extension with the IRS on behalf of AMATYC. Such extension is automatically granted by the IRS and does not impact the organization in any negative manner. Currently, the AMATYC fiscal year is a calendar year, running from January 1 to December 31. The third report is the form and filing fee to be filed with the New York State Department of Law Charities Bureau as soon as the IRS form 990 is completed. A copy of the sworn statement to be filed by the Accounting Director, once it has been notarized, is available from the office. This form, a copy of the IRS form 990, and currently a payment of \$250.00 are sent to New York State Department of Law,

Charities Bureau, 120 Broadway, New York, New York 10271. The fourth form is the Renewal of Registration of a Charitable Organization sent to the State of Tennessee annually with a payment of \$300.00.

13. All income for AMATYC and the AMATYC Foundation (which is a Committee of AMATYC) is sent to the AMATYC office, which is responsible for logging its receipt, making copies of all checks, retaining records of all other forms of receipt of funds such as debit or credit cards, preparing journal entries to update the general ledger, doing all accounting and updating of all databases affected. A monthly case disbursement journal report is sent to the Treasurer. The Treasurer receives a copy of all financial statements and reconciles them to the income designation worksheet received from the office.
14. Prepare any grant related financial reports, with the assistance of the office staff.
15. Act as a signatory on all AMATYC financial accounts as appropriate. Serve as a member of the Expenditure Approval Committee.
16. Chair the Tax Review and Audit Committee.

Reimbursement Procedure

1. The Treasurer receives all requests for reimbursement, except for routine bills that the Treasurer may pre-approve. These exceptions are referred to as office check disbursement forms, and are sent to the Treasurer for review after the check has been issued.
2. All requests should be accompanied by appropriate documentation and should be signed and dated. It is recommended that reimbursement request forms (available from the Treasurer, the AMATYC internal website, or the AMATYC office) accompany requests for reimbursement. However, should appropriate documentation (statements, bills, receipts, etc.) accompany the request and be approved in writing by the appropriate budget manager, the Treasurer, at his/her discretion, may authorize the check to prevent unnecessary delays in payment.

Reimbursement forms and appropriate documentation may be submitted to the Treasurer electronically (preferably) or by sending paper documents. It is frequently necessary for the Treasurer to change the account numbers that the person requesting reimbursement uses as others may not be familiar with neither the accounting system nor the account numbers which they manage. The Treasurer may also need to make adjustments to the reimbursement request. When this occurs, the Treasurer should notify the person submitting the request of the changes prior to submitting the documentation to the Accounting Director for payment.

3. When approval is granted for reimbursement requests (other than office check disbursement forms), the Treasurer will attach a copy of the reimbursement form, all receipts and reimbursement documentation, and the AMATYC Check Disbursement Form (with part I completed) in Smartsheet. The Treasurer keeps a copy of the documentation for the reimbursement for his or her records.
4. The Treasurer and Executive Director approve all requests for reimbursement,

including routine bills that the Treasurer may pre-approve. Requests for reimbursement are sent to the Treasurer who verifies the amount and account numbers, completes a disbursement form and attaches electronic copies of the reimbursement request, disbursement form, and all receipts in the Smartsheet. The Accounting Director prepares and issues (mails) the reimbursement check which has been electronically signed with the Treasurer's signature and posts a copy of the check in Smartsheet with the reimbursement documents. The Executive Director approves payment of these reimbursement requests after reviewing all documents, including the amount of the check. For routine bills/invoices that are received into the office, the Office Director prepares the check and attaches copies of the invoice, an office check disbursement form, and the printed check in Smartsheet and awaits approval of either the Treasurer or Executive Director before issuing (mailing) the check. The Treasurer or Executive Director who did not approve the payment prior to mailing also reviews and approves the payment within a reasonable period of time. Checks that are greater than \$10,000 require the approval in Smartsheet of BOTH the Treasurer and Executive Director before they are issued. Additionally, checks greater than \$10,000 require a hand-written signature of one of the President, President-elect, or Past President before issuing payment.

5. The office staff prepare the check and complete part II of the AMATYC Check Disbursement Form and attach it in Smartsheet for the Executive Director's completion and approval.
6. The Executive Director completes part III of the disbursement form and attaches it in Smartsheet. The white copy of the check is used by the office for accounting purposes. The office mails the original of the check to the recipient.
7. The budget director, Treasurer, Executive Director, and Accounting Director ensure that all disbursements are within budget. Otherwise, approval by the Expenditures Approval Committee is required.

Yearly Timeline

January

- Coordinate the preparation of the final financial report for previous year's conference before the Spring Board meeting.
- Prepare updated reimbursement form using current year IRS mileage rate and provide to office for posting on the internal website and send to appropriate AMATYC leaders.
- In odd years, use the Consumer Price Index - All Users to calculate dues increases. Include this information in the Spring Board agenda for Board consideration.
- Begin budgetary process for next year - January 15.

February

- In preparation for next year's budget, consult all budget managers.

- Prepare an article for the *AMATYC News* announcing dues increase in even-numbered years if appropriate.

March

- Have the auditor prepare the IRS Form 990, in conjunction with the AMATYC Office (based on auditor's availability, this may be delayed until May when an IRS extension is filed).
- Have the office prepare the NYS Form and include a copy of the IRS 990 with it.
- Continue to develop the budget proposal for next year.

April

- Submit next fiscal year proposed budget for Executive Board review at the spring Board meeting.
- Submit a preliminary financial report for previous year at spring Board meeting.

November or December

- Submit balanced budget proposal to Board for next year for adoption during fall Board meeting - October/November.
- After budget has been approved, send notices to all budget managers of their budgetary allotment. Also send a current reimbursement form.
- Submit final audited financial report for previous year at the Fall Board Meeting.

Conference Duties

1. Review all conference contract proposals and contracts and make suggestions to the Conference Coordinator.
2. Bring a copy of the hotel contract to the conference for reference.
3. Approve the design of the registration form for the annual conference.
4. Together with the Conference Coordinator, arrange the master account with the appropriate conference facilities (e.g. hotel, convention center) with signatory rights given to the President, Executive Director, Conference Coordinator, and Treasurer. All AMATYC leadership and guests entitled to single room reimbursement should be placed on the master hotel account for room and tax only. Single room rate only will be placed on the master hotel account. If there is a difference in cost of a single and double room, guest is expected to pay the difference.
5. Together with the Conference Coordinator, verify that the proper number of complimentary rooms is credited to AMATYC's account.

6. Review the Meeting Event Guide with the President, the Conference Coordinator, and the Executive Director during its creation.
7. Meet with the hotel personnel, President, Conference Coordinator, and Executive Director at the beginning of the conference to review the Meeting Events Guide.
8. Together with the Executive Director and the Conference Coordinator, meet with the hotel staff regarding payment of the bill at the beginning and conclusion of the conference.
9. Notify persons eligible for conference reimbursement (including breakfast and keynote speakers) of the specific policies and procedures.
10. In odd-numbered years, conduct a meeting with academic committee chairpersons, editors, and other budget managers to discuss financial policies.
11. Attend Delegate Assembly. <FBM 2008>
12. Give Treasurer's report at the Delegate Assembly and the Closing/General Business Session.
13. Prepare a financial report on the conference for the spring Executive Board meeting.

5.7 Regional Vice-President

Term of Office

The Regional Vice-President is elected to office by the membership, in accordance with the procedures detailed by the Nominating Committee. The term of office is two years, beginning January 1st after election. The term limit is three consecutive terms in the same office.

If a Regional Vice-President is no longer a member of the region he/she represents, he/she must resign. If a Regional Vice-President moves from his/her region, the process of filling the vacancy is as follows.

If the election period has begun, wait until the election results have been verified and appoint the Regional Vice-President-elect to serve the remainder of the term.

Otherwise, the AMATYC President appoints a replacement after input from the regional affiliate presidents. In both cases Executive Board approval is needed.
<SBM 2009>

General Duties

1. Incoming Regional Vice-Presidents are encouraged to attend any part of the Fall Executive Board meeting, if possible, and must attend an orientation session during the conference to be briefed for the coming term.

- 2 Regional Vice-Presidents are required to attend all parts of the Strategic Planning and Orientation meeting, Spring Executive Board meeting and Fall Executive Board meeting.
<FBM 2018>
- 3 The incoming Regional Vice-President will be furnished with the following information:
 - a A directory of delegates and campus representatives within the region.
 - b Access to sample letters and forms assembled by the Regional Vice-Presidents, as well as a copy of major and regular correspondence used within the region during the term of office.
 - c All records relating to the region.
- 4 The Regional Vice-President will:
 - a Communicate touchpoints with regional members approximately six times per year.
<FBM 2018>
 - b Promote and coordinate AMATYC activities by:
 - Furnishing the nominating committee with the names of possible candidates for officers of AMATYC.
 - Soliciting advertising, reviewers, and articles for the *MathAMATYC Educator*.
 - Sharing pertinent information and newsletters with Executive Board members.
 - c Serve as liaison for an assigned committee, coordinator, editor, or director.
 - Attend meetings of the liaison assignment at the Conference or find a substitute.
 - Communicate with liaison assignment(s) on a regular basis.
 - Remind liaison assignment(s) of deadlines, including to turn in Board reports, and *AMATYC News* articles.
 - Present motions on behalf of liaison assignment(s).
 - Report Board actions back to liaison assignment(s).
 - d Represent AMATYC at meetings including affiliate conferences.
 - e Represent AMATYC on projects with other organizations.
 - f Perform all duties as outlined in the Policy and Procedures Manual.

Board Meeting Duties

1. Send in reports to the President for agenda by deadline.
2. Solicit items for the agenda from affiliates and liaison assignments.
3. Prepare motions as needed.
4. Read agenda and board packet before the start of the meeting. <FBM 2018>
5. Handle special assignments designated by the President.
6. Participate on committees.
7. Participate in discussions and voting during the meetings per the order of conduct of the meeting. <FBM 2018>

Delegate Assembly Duties

1 Appoint and support state/province delegates

a Appointment

- In the spring of even-numbered years, update the list of the names and the number of two- year colleges by state and province. The state count of two-year colleges will be defined as in Article VII of the AMATYC Bylaws. Forward the list by August 1 to the President for inclusion in the Fall Board Meeting agenda for approval at the Board meeting. These numbers determine the number of state/province delegates for each state/province for the two years following the Board meeting.
- In the spring of odd-numbered years, appoint at least two state/province delegates from each state and province by April 1 per the bylaws.

b Support

- Write to the delegates' immediate supervisor and his/her president to announce the appointment.
- Help delegates develop and maintain a list of campus representatives
- Furnish delegates with information which can be passed on to the campus representatives. This would include, but not be limited to, such things as conference flyers, membership application forms, bylaws, President's reports, upcoming position statements, and other information for the Delegate Assembly as it becomes available.
- Send letters to prospective state/province delegates outlining their duties.

2 Support affiliate delegates

- a In the spring of even-numbered years, determine the number of affiliate members who are also AMATYC members for each affiliate, effective June 30, and send these numbers to the President for inclusion in the Fall Board Meeting agenda for approval at the Board meeting. These numbers are used to determine the number of affiliate delegates for the two years following the fall Board meeting in even-numbered years.
 - b After the Fall Board Meeting in even-numbered years, notify each affiliate of the number of delegates to which the affiliate is entitled for the next two years, and request that the affiliate make the appointments and forward the names to the Regional Vice-President.
- 3 Report and recruit delegates
- a. By September 1 each year, send the Secretary a current list of state/province and affiliate delegates including affiliate presidents. The Secretary shall use this list in mailing out all Delegate Assembly materials.
 - b. Verify that the "Call for State and Province Delegates" is published in Issue #4, articles due August 15 of the *AMATYC News* during even-numbered years.
- 4 Assist during the Delegate Assembly
- a. Assure that delegate ballots, and information verification forms are distributed to delegates prior to the opening of the Delegate Assembly.
 - b. Collect information verification forms at the Delegate Assembly and give the forms to the Secretary before the start of the Delegate Assembly.
 - c. Assist in collecting ballots at the Delegate Assembly.
 - d. Turn in to the AMATYC Office personnel region signs, left-over delegate ribbons if possible, and other materials that are stored for the next conference.

Conference Duties

1. Assist the conference committee in this capacity:
 - a. Submit to the Program Coordinator the names of persons who are effective speakers.
 - b. Assist the Program Coordinator and Local Events Coordinator at the annual conference to help ensure a successful conference.
2. When the annual conference is in the Regional Vice-President's region, develop a mailing list of department chairs for colleges within a reasonable driving distance of the annual conference. The AMATYC Office will send specially developed conference information to everyone on the list for distribution to all instructors.
3. The Regional Vice-President in whose region the AMATYC annual conference will occur should attend the affiliate meeting of the host affiliate preceding the

conference or find a substitute if possible. In the case of multiple host affiliates, the Regional Vice-President will determine which one to visit under this policy.

4. Be visible during the conference in the following ways:
 - a. Be available in the registration areas at peak times to welcome conference attendees.
 - b. Greet, meet, and interact with as many attendees as possible, particularly those who are attending by themselves.
 - c. Attend the Thursday Keynote Session, Regional Breakfast/Luncheon, Affiliate President Luncheon, Saturday Awards breakfast session, and Delegate Assembly. <FBM 2018>
 - d. Attend, chair or preside at sessions as assigned by the President.
 - e. Attend all social functions sponsored by AMATYC.
 - f. Attend forums when possible.
 - g. Attend all sessions sponsored by your liaison assignment(s), including the committee or ANet meeting. In the cases of conflict, a substitute can attend instead. <FBM 2018>
 - h. Visit the Exhibit Hall, speaking with vendors, especially those to which you have been assigned by the president. <FBM 2018>

5. Chair a regional meeting of all registrants from the region.
 - a. Develop or revise agenda or other communication for the regional meeting, and bring copies to the conference for distribution.
 - b. Discuss any position statements that are being discussed at the Delegate Assembly.
 - c. In odd-numbered years, select a representative to serve on the Teaching Excellence Award Committee.
 - d. In odd-numbered years, select one affiliate president, one delegate (who is not an affiliate president), and one member-at-large as the region's slate of candidates for the Nominating Committee.
 - e. In even-numbered years, select a regional representative to serve on the Mathematics Excellence Award Committee.
 - f. Solicit nominations for both the Teaching Excellence Award (given in even-numbered years), and the Mathematics Excellence Award (given in odd-numbered years.)

- g. Publicize next year's AMATYC conference and encourage attendees to visit the AMATYC website to submit proposals or volunteer to serve as presiders.
6. Be alert for potential exhibitors . <FBM 2018>

Affiliate Duties

1. Become a member of regional affiliates.
2. Try to visit each regional affiliate at least once during the two-year term.
3. As directed by the editor of the *AMATYC News*, facilitate the *Focus on Affiliates* article for your region. <FBM 2018>
4. Collect affiliate meeting information and change in affiliate officers. Share this information with the AMATYC office, the AMATYC News, and the AMATYC website using online form. <FBM 2018>
5. Encourage members to submit proposals to present and/or preside at the conference.
6. Write articles for affiliate newsletters when applicable.
7. Work with affiliate presidents:
 - a. Solicit input from affiliates concerning Board meeting agenda items.
 - b. Send a summary of Board meeting actions that pertain to affiliate presidents.
 - c. Remind affiliates of any upcoming deadlines.
8. Attempt to obtain affiliates in states where none exist.

Membership Duties

1. Organize a biannual membership drive that includes: Serve on the AMATYC Membership Committee.
2. Promote new individual and institutional memberships in the following ways:
 - a. 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.
 - b. Write articles and editorials for affiliate newsletters to keep the AMATYC name before faculty who teach mathematics in the first two years of college. <FBM 2018>
 - c. Keep in regular communication with state and affiliate delegates. <FBM 2018>

- d. Identify key people and solicit their help within the AMATYC organization. <FBM 2018>
- e. Send letters and brochures to affiliate members who are not AMATYC members.
- f. Send an email to former AMATYC members whose memberships have lapsed.

5.8 Board Committees

An ad hoc committee is a committee that consists mostly of executive board members and ends at the end of the executive board's term that created the committee or earlier if the job is completed. A task force can consist of executive board members and others that would have a vested interest in the task. A task force is charged to work until the task is completed. <FBM 2018>

[5.8.1 Personnel Committee](#)

[5.8.2 Finance Committees](#)

[5.8.3 Membership Committee](#)

[5.8.4 Professional Development Committee](#)

[5.8.5 Organizational Assessment Committee](#)

5.8.1 Personnel Committee

Membership

The Personnel Committee consists of the Past President, President, President-Elect, Treasurer, a Vice President elected by the Board, and the Executive Director, who serves as a non-voting member. This committee is advisory to the President; it is chaired by a member of the committee recommended by the President and approved by the board. The Chair will provide a written report to the President before each Board meeting, and this report will be delivered to the Board in Executive Session at the meeting.

Purpose

The purpose of the Personnel Committee includes:

1. Employee Related
 - a. Review job performance evaluations of AMATYC office staff performed by the Executive Director, prior to each conference Board meeting

- b. Review office staff personnel issues including salary requested by the President or the Executive Director and make necessary recommendations to the President on these issues
2. Member Appointee Related
 - a. Create and review job descriptions for appointed positions, such as directors, coordinators and chairs
 - b. Assist the President as needed in candidate selection, acting as a selection committee or participating in a selection committee, as directed by the President
 - c. Provide the President with a list of positions that will soon be up for appointment / reappointment. This should be done in a timely manner to allow for the open positions to be advertised to the appropriate members. <FBM 2015>
3. Assist the President in dealing with Board requests or actions that are related to personnel issues, as requested by the President

5.8.2 Finance Committees

Finance Committee

The Finance Committee shall be composed of the Treasurer, the President, President-Elect, two Regional Vice Presidents (one of whom is serving a second term and one who is serving a first term), Conference Coordinator, and Executive Director. The Finance Committee shall be chaired by the AMATYC Treasurer. The Finance Committee shall be responsible for coordinating and presenting a budget to the Executive Board. <9/24/2007>

Expenditure Approval Committee (EAC)

The President, President-Elect, Past President, and Treasurer form an Expenditure Approval Committee to approve over-budget line item expenses between Board Meetings. If the expenditure involves any of these officers, that officer will decline to vote on the issue. The Expenditure Approval Committee may only approve single expenditures less than \$5000 and expenditures totaling no more than \$10,000 in any fiscal year. Larger overbudget expenditures require approval of the entire Executive Board.

Tax and Audit Review Committee

The Tax and Audit Review Committee consists of the President, the President-Elect, the Past President, the Treasurer, the Accounting Director, and the Executive Director. Its annual charge is as follows: 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; review the

results of the annual audit, answer questions, and consider recommendations from the auditor. <FBM 2014>

5.8.3 Membership Committee

Membership

The membership committee is composed of the eight Regional Vice-Presidents of AMATYC the Treasurer, and the AMATYC Office Director, chaired by one or two Regional Vice-President(s), selected by the President. The Executive Director is an ex officio member of this committee. <FBM 2018>

Purpose

1. The membership committee shall be responsible for marketing and promoting the organization. This includes, but is not limited to:
 - a. Planning targeted membership drives
 - b. Initiating membership promotional activities
 - c. Arranging for sale of memorabilia
 - d. Reviewing the membership reports received from the Office <FBM 2008>
 - e. Facilitating distribution of flyers and brochures
 - f. Welcoming members to the annual conference at registration
 - g. Being visible to conference exhibitors
2. The membership committee shall assist the office in maintaining accurate membership lists by:
 - a. Reviewing regional lists and correcting typographical and other obvious errors
 - b. Updating the full-time faculty prospective member lists
 - c. Informing the office of any name or address changes of colleges
 - d. Coordinating membership projects with the office
 - e. Holding a joint meeting at the Spring Board Meeting with the office staff member who is primarily charged with maintaining membership lists and generating membership reports.

5.8.4 Professional Development Committee

Membership <SBM 2010>

The Professional Development Committee shall be composed of at least three Regional Vice Presidents and at least one national officer besides the President. The President, the Conference Coordinator, the Professional Development Coordinator, and the Traveling Workshop Coordinator are ex officio members of this committee.

Purpose

Monitor, coordinate, and evaluate AMATYC's professional development efforts in order to provide the membership with high quality opportunities and a wide breadth of activities.

5.8.5 Organizational Assessment Committee

The purpose of the Organizational Assessment Committee is to coordinate the planning and implementation of assessment of AMATYC programs and activities. The Committee reports to the AMATYC Board on its findings and the implications for maintaining and improving the quality of AMATYC programs and activities.

The Committee is chaired by the AMATYC President-Elect and is composed of two additional board members and two members-at-large. The length of appointment is two years.

6. Financial Policies <FBM 2017>

[6.1 General Financial Policies](#)

[6.2 Insurance Coverage](#)

[6.3 AMATYC Credit Cards](#)

[6.4 Purchasing Procedure](#)

[6.5 Budget Preparation](#)

[6.6 Chart of Accounts](#)

[6.7 Officer and Chairperson Identification Numbers](#)

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

[6.9 Expense Reimbursement](#)

[6.10 Current Fees and Dues](#)

[6.11 Investments and Investment Board](#)

[6.12 Banking Resolutions](#)

[6.13 Investment Guidelines](#)

[6.14 Investment Policy](#)

[6.15 Calendar Requirements](#)

6.1 General Financial Policies <SBM 2017>

1. The President, Past President, President-Elect, Executive Director and Treasurer shall be authorized to sign checks on the AMATYC checking account.
2. Any check over \$10,000 requires the signatures of any two of the President, Past President, President-Elect, Treasurer, and the Executive Director except that the Treasurer and the Executive Director may not both cosign the same check over \$10,000.
3. Two signatures are required to withdraw funds from an investment account. Any two persons holding the following positions within the organization are qualified to sign approval to make such transactions: Treasurer, President, Past President, President-Elect, and the Executive Director. Further, the investment firm should

be notified of this change in policy in writing by the Secretary and should ensure that AMATYC receive in writing a response from the investment firm that these instructions have been appropriately noted on all records and accounts related to all AMATYC funds held there. The Accounting Director coordinates these transactions.

4. All cash donations, including those made to the AMATYC Foundation, are required to be sent to the AMATYC Office. The Accounting Director will then channel the money to the appropriate account. The Local Events Coordinator will provide the Conference Coordinator, Treasurer, and Accounting Director with information regarding donations of cash, goods, and/or services for conferences. The Conference Coordinator in consultation with the Treasurer will approve conference related donations of cash, goods, and/or services. They will make decisions regarding the acceptance of ordinary conference-related donations, in consultation with the Expenditure Approval Committee if necessary. Final decisions regarding extraordinary conference-related donations will be made by the Executive Board. Exceptions to this policy are favors distributed directly to attendees by conference exhibitors. In the event that either the Conference Coordinator or the Treasurer is unavailable for an extended period of time the President shall replace the absent party in the decision-making process. Policy Chapter 14 describes receipt of donations to the AMATYC Foundation.
5. Since AMATYC is a non-profit 501(c)3 organization whose officers, committee chairs, coordinators, directors, and editors serve as volunteers, in order to maintain consistency and avoid a conflict of interest,
 - a. If an officer, committee chair, coordinator, director, or editor whose transportation and expenses are paid in part or in full by AMATYC, receives an honorarium for speaking, the person receiving the honorarium will reimburse AMATYC that portion of the honorarium that will compensate AMATYC for its expenditures. This policy also includes the Executive Director and Conference Coordinator.
 - b. Executive Board members cannot receive an honorarium for presenting an AMATYC webinar, for leading an AMATYC Traveling Workshop, or for presenting at a symposium, unless prior approval is given by the Executive Board or President. The President will report any exceptions to the Executive Board and Executive Director.
 - c. Executive Board members are ineligible to be nominated for any AMATYC award and remain ineligible until at least two years have elapsed since that individual last served on the board.
 - d. No Executive Board member may nominate or write a letter of support for any candidate for any AMATYC award. This does not include the Presidential Student Scholarship, since the Affiliate President submits the nomination based on input from members of the affiliate. If the Affiliate President happens to also be an Executive Board member, the nomination can be submitted by the Executive Board member in the role of Affiliate President. [<FBM 2017>](#)
6. When any life member becomes eligible for the complimentary Past President Life Membership, the full amount of money paid for the Life Membership shall be refunded to that individual upon request by the individual and upon verification of the amount paid for the Life Membership.
7. Funds cannot be transferred among expense accounts.

8. A financial audit will be performed in every year on the financial records of the previous year. The Board will receive and review the Auditor's Report at the Board meeting following the report's completion. <FBM 2018>

9. The Office Director will retain a copy of the Executive Director's (ED) monthly report forwarded to the Office by the President with the President's approval of the activity report as evidence that the Executive Director's activity for the month meets the organization's expectations. Further, any changes to the process established to authorize payment for the services of the Executive Director, including any changes in the gross amount of the payment, must be approved by both the AMATYC President and the AMATYC Treasurer.

6.2 Insurance Coverage <FBM 2015>

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

6.3 AMATYC Credit Cards

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

Use of AMATYC Credit Cards:

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

Process for Receipts and Billing

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

6.4 Purchasing Procedure

The Purchasing Procedure of the American Mathematical Association of Two-Year Colleges (AMATYC) is designed to balance the efficient running of AMATYC and maximize the value of every dollar expended. To that end, the value of the purchase determines the procedure that should be followed. Depending on the dollar value of the order, the bidding process

may take the form of a telephone or email quotation, a written bid, or a formal request for proposal. In all cases, purchases must be made from approved allocations.

Tier 1 (purchases totaling less than \$2000)

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

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

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

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

Tier 3 (\$5000 or more)

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

Conflict of Interest

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

6.5 Budget Preparation

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

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

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

- 3 Expense Projection: Each Executive Board member, all committee chairs, the Conference Coordinator, the Executive Director, the *MathAMATYC Educator* Editor and Production Manager, and the *AMATYC News* Editor each submit expense requests for the fiscal year. These requests are only for the operation of the office, committee or function under the direction of that person. The *MathAMATYC Educator* Editor must coordinate requests for the entire production of the *MathAMATYC Educator*. The Conference Coordinator will coordinate with all chairs for the conference operation.
- 4 Timeline
 - a At the conference having the year number two less than the budget year or immediately thereafter the budget development process begins with the distribution of standardized forms to each of the above named budget managers. These forms will be accompanied by a cover letter stating the instructions for the process.
 - b The proposed budget should be ready for the Executive Board at the Spring Executive Board Meeting. If there are areas that need to be adjusted either up or down, the Board members should discuss and recommend adjustments at this meeting.
 - c Prior to the Fall Board Meeting, the Treasurer will send a copy of the tentative budget document to each budget manager prior to the presentation of the budget at the annual conference.
 - d At the Fall Board Meeting, the tentative budget for the upcoming year will be presented by the Treasurer. Before adjournment the Board will approve and adopt the budget for the upcoming fiscal year. This budget shall NOT project a deficit but a previous increase in net assets can be used to balance the budget <SBM 2011>.
- 5 General
 - a When this process is complete, each budget manager should be sent a copy of the adopted budget.
 - b If, during the course of the year, a budget manager determines that expenditures will exceed the allocation, the manager must contact the Treasurer for authorization prior to incurring these over budget expenses. The following criteria will apply:
 - Necessity
 - Funds available
 - Approval by the Executive Board or the Expenditure Approval Committee (President, President-Elect, Past President, and Treasurer)
 - c AMATYC shall budget all national travel, excluding AMATYC Conferences, site visits, and Spring Board Meetings, at \$1,000 per trip unless there is reason to believe that actual cost will be substantially less than \$1,000.
 - d AMATYC shall include in the annual budget funds so that the AMATYC Office Director, Publications Director, Accounting Director, Secretary, and Project Director will each receive \$100 annually as a holiday gift. <SBM 2003, FBM 2007>
 - e \$500 will be dedicated in the budget in 2009 and annually thereafter to support professional development for the Website Coordinator. The professional development funds could be used to reimburse course tuition, course fees, books, workshops and/or webinars to support the work of web design, coding, or other website work related to AMATYC needs for the website. The President and Treasurer will approve the expenditure. <SBM 2009>
 - f The President is permitted to extend complimentary registration to up to 12 official representatives of other professional organizations, college officials or others at the President's discretion. <SBM 2008><FBM 2018>
 - g Regular income is defined as all income except income from grants. <7/2/2008>
 - h Line items that are budgeted with a per-person (such as conference attendees) amount will be increased automatically as the number of persons exceeds the base estimate of persons.

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

6.6 Chart of Accounts

[6.6.1 Income](#)

[6.6.2 Expenses](#)

6.6.1 Income

General Income (Accounts 1610 to 1950)

Acct	Name	Description
General Income		
1610	Regular Member Dues	Income received for regular member dues. Regular members are individuals, not institutions. Regular members have voting privileges.
1620	Regular Member Dues Refund	Refund of regular member dues.
1625	Adjunct Membership Dues	Income received for adjunct member dues. Adjunct members are individuals. Adjunct members do not have voting privileges.
1630	Retired Membership Dues	Income received for retired member dues. Retired members are individuals. Retired members do not have voting privileges.
1635	Adjunct Membership Refund	Refund for adjunct membership dues
1640	Life Membership Dues	Income received for life membership dues. Life members are individuals, not institutions. Life members have voting privileges.
1645	Discount – Membership Dues	Discount on membership dues.
1650	Associate (Student) Member Dues	Income received for dues from student members. To become an associate member, the individual must be a full-time student and have a sponsor that is a regular member in good standing. Associate members have no voting privileges.
1655	WebScription	Income received from webscriptions
1670	Institutional Member Dues	Income received for dues from institutions. The dues entitle the institution to one complimentary early registration for the conference. The person who uses the complimentary registration for the conference shall become the contact person until notified in writing otherwise. Contact persons for institutional members have no voting privileges unless they are also regular members.
1680	Institutional Member Dues Refunds	Refunds of institutional member dues.

1700	Library Subscriptions	Income received for library subscriptions. Library and learning resource centers receive the <i>MathAMATYC Educator</i> and newsletter as published. Library Subscriptions have no voting privileges.
1710	Library Subscriptions Refunds	Refunds of Library Subscriptions.
1740	CD Interest	Interest from organizational funds invested in CD's with the company of Smith Barney.
1742	Investment (Unrealized Gain/Loss)	Unrealized gain or losses on investments.
1743	Investment Income	Interest, Dividends, and gains or losses on investments.
1745	Interest Grants	Interest earned from grant funds held in the AMATYC Checking Account is posted to this account.
1750	Interest Income Checking	Interest earned from checking account at First Tennessee Bank that is not a result of NSF grant funds.
1800	<i>MathAMATYC Educator</i> Advertising	Income received from advertisements placed in the <i>MathAMATYC Educator</i> .
1805	<i>MathAMATYC Educator</i> Advertising Refund	Refunds of the <i>MathAMATYC Educator</i> advertising fees.
1810	Discount - <i>MathAMATYC Educator</i>	
1815	Finance Charges - <i>MathAMATYC Educator</i> Advertising	
1860	Other Advertising Income	Income from any form of advertising other than <i>MathAMATYC Educator</i> , <i>AMATYC News</i> , or Conference Program Booklet.
1862	Webinar Sponsorship	
1865	Corporate Partnership	
1873	Grant Indirect Costs	Income derived from indirect costs associated with the administration of grants.
1910	Grants	Income received from grants.
1920	Donation/Contributions	Income received from donations or contributions for general income. Values of contracted services provided by Southwest Tennessee Community College are credited to this account.
1940	Miscellaneous Income	Income received from any source other than assigned accounts.
1945	Online Store Income	
1950	Student Mathematics League	Funds received from participants for the Student Mathematics League competition.

Conference Income (Accounts 2030 to 2370)

Acct	Name	Description
Conference Income		
2030	Registration	Registration income in an approved budget is based on a projected number of attendees, speakers, and institutional member representatives.
2035	Discount – FTA Conf Reg	Discounts on conference registration for first time attendees.
2040	Registration Refunds (ED/T)	Refund for conference registration.
2060	Exhibitor Booths	Income from exhibit booths is based on a projected number of booths, which is determined by recent history and space constraints at the upcoming hotels.
2070	Commercial Presentations	Income from commercial presentations at the AMATYC conference.
2075	Exhibit Hall Product Presentation/Focus Groups	Income from exhibit hall product presentations and focus groups at the AMATYC conference.
2080	Exhibitor Refunds (CC)	Refund for Exhibit Booths
2090	Commercial Presentations Refund (CC)	Refund for commercial presentations
2120	Hospitality Donations	Hospitality income is used to fund the hospitality room at the annual conference and is received from affiliates and other sources. This account is budgeted at \$0 since donations are uncertain.
2140	Hospitality Refund (ED)	Refund for hospitality.
2200	Symposia	Account serves as a clearing account for symposia income.
2280	Conference Program Advertising	Advertising income for the conference is generated through the sale of ads for the conference program booklet. If a special package is offered that combines conference and <i>MathAMATYC Educator</i> advertising, the income that is credited to the conference is pro-rated.
2285	Discount - Conference Program Advertising	Discounts are offered to advertisers according to the pricing policy.
2286	Finance Charges - Conference Program	

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

Sale of Publications (Accounts 2440 to 2540)

Acct	Name	Description
Sale of Publications		
2440	Labels, Non-College	Publishers and other for-profit businesses often request labels or lists that are generated from one of the database files. All such requests must be approved by the President prior to sending or billing for labels or lists.
2460	Labels, College	Colleges and other professional organizations often request or lists that are generated from one of the database files. All such requests must be approved by the President prior to sending or billing for labels or lists. Note: Authors who purchase labels for the promotion of published materials shall be charged at the Non-College rate.

2470	Books Non-College	Publishers and other for-profit businesses may request to purchase items other than labels or lists from AMATYC. Even though the price may be the same to all, income from for-profit groups should be entered in this account.
2480	Books College	Income from the sale of items other than labels or lists to faculty, colleges or other professional organizations.
2500	Journals Non-College	Sale of <i>MathAMATYC Educator</i> and/or <i>AMATYC News</i> to for-profit businesses.
2520	Journals College	Sale of <i>MathAMATYC Educator</i> and/or <i>AMATYC News</i> to faculty, colleges or other professional organizations.
2540	Returns & Allowances	This account is used for disbursing funds for other than the refund accounts otherwise set up.

Foundation Donations (Accounts 2700 to 2710)

Acct	Name	Description
Foundation Donations		
2700	General Donation 2700-01 Magic Show 2700-02 Musical	
2701	MMF Earnings	
2702	Investment Income	
2703	Investment (Unrealized Gain/Loss)	
2704	Marketing Promotions	
2705	<i>Beyond Crossroads</i>	
2706	Endowment Investment Income	
2710	AMATYC Project ACCCESS	
2715	Developmental Mathematics	
2720	Mini Grants	
2722	Presidential Student Scholarships	
2725	Research in Mathematics	
2730	Endowment	

6.6.2 Expenses

Operating Expenses (Accounts 3030 to 3415)

Acct	Name	Description
Operating Expenses		
3030	Clerical & Casual Labor (ED)	Casual labor contracted to perform the clerical functions necessary to maintain AMATYC office records. Casual labor may also be hired through this account to assist the Secretary (S) or Treasurer at their respective locations (T).
3032	Clerical & Casual Labor - President (P)	Funds budgeted for the President which may be used for casual labor or reassigned time to be used for carrying out the duties of the office.
3033	Clerical & Casual Labor - President-Elect (PE)	Funds budgeted for the President-Elect which may be used for casual labor or reassigned time to be used for carrying out the duties of the office.
3034	Clerical & Casual Labor - Past President (PP)	Funds budgeted for the Past President which may be used for casual labor or reassigned time to be used for carrying out the duties of the office. (effective with the PP who assumes office at the end of the conference in 2007)
3035	Contract Labor (ED)	Staff salaries for the AMATYC Office contracted through Southwest Tennessee Community College. This account includes one-half of the total salary and benefits as billed for employees of the host institution who are assigned to the AMATYC Office. The other half is charged to Conference Account 3760.
3036	Staff Development (ED/T)	Funds professional development opportunities for which staff may apply.
3037	Executive Director Salary	Salary for the Executive Director
3038	Executive Director Travel	Travel Expenses for the Executive Director.
3040	Treasurer Reassigned Time (T)	Funds used to purchase reassigned time for the Treasurer to perform general duties. (one/year)
3060	Accounting Expenses (ED)	Expenses incurred for the preparation of federal income tax returns (yearly) and for audits (even-numbered years).
3070	Consulting Fees (T)	Expenses for various consultants such as professional editors, legal consultants, etc.
3080	Investment Fee	Fee incurred from the investment company.
3090	Postage & Delivery (ED)	Expenses incurred for postage and delivery of mailings resulting from normal business operations.
3110	Telephone (ED)	Telephone expenses incurred for general operating functions.

3130	Transportation (ED)	Transportation expenses incurred by AMATYC staff members, the Executive Director or extraordinary local transportation expenses incurred by Executive Board members (T).
3150	Stationery & Forms (ED)	Expenses for AMATYC business cards, stationary, envelopes and forms used by AMATYC officers and the AMATYC Office. Greatest expense occurs at change of officers.
3170	Office Supplies (ED)	Expenses for supplies used in the day to day office functions of the AMATYC office, such as binders and computer supplies, including paper, ribbons, floppy discs, etc. Includes supplies for Executive Board members (T).
3190	Duplication (ED)	Expenses for duplication or printing incurred by the Executive Board members or the AMATYC Office.
3200	Membership Services (ED)	Expenses such as printing and postage for membership cards, first, second, and third dues notices, and membership brochures.
3205	Payroll Taxes	Taxes associated with salaries that an employer pays to governments (federal, state and local).
3206	Payroll Preparation Charges	Fees incurred from a payroll company to process monthly payroll, quarterly taxes and year-end reports.
3210	Bank Service Charge (ED)	Expenses charged by the bank for checks, deposit tickets, returned check fees, and other miscellaneous bank charges.
3212	Credit Card Charges	All costs and transaction fees related to accepting non-conference related payments by credit card.
3215	Miscellaneous Service Charges (ED)	This account includes service charges for AMATYC credit cards by the credit card company.
3220	Returned Checks (ED)	Clearing account to post returned checks until check is replaced with cashier's check or money order.
3230	Library & Subscriptions (ED)	Subscriptions to publications or purchase of materials that provide information to the organization. Includes expenses related to maintaining the listing of the AMATYC membership in the AMS/MAA/SIAM Combined Membership List.
3260	Computer Software, Hardware, and Repairs (ED)	Expenses for the purchase of new software and hardware, along with computer paraphernalia, for Executive Board members or the AMATYC office, as budgeted. Expenses for the repair and maintenance of existing hardware. (T)
3270	Elimination of Asset (ED)	If an asset which has been set up on a depreciation account becomes unusable prior to being fully depreciated, the remaining book value of the asset is removed from the books through this expense account.

3275	Bad Debt Expenses	
3280	Depreciation Expense (ED)	Annual expense for items purchased as assets and with depreciation schedules. Note, computer equipment and other equipment may be expensed in a single fiscal year up to an amount specified by the IRS, thus, alleviating the need for a depreciation schedule.
3320	Licensing Fees (ED)	Annual renewal of corporate license fee. The Executive Director files notarized certification and remits \$100 to New York Charities Bureau.
3360	Other General Office (ED)	Expenses of an office nature that are not appropriate for any other account in the general office category. General office expenses incurred by the Vice Presidents are charged to this account (T).
3365	Online Database	
3370	Software Annual Fee	
3382	Liability Insurance (ED)	Premiums for General Liability Insurance (renewal date: August 1) and for Professional Liability Insurance (renewal date: August 1).
3383	Workers Compensation Insurance	
3385	STCC Admin Services (ED)	AMATYC pays STCC for admin services per contract agreement.
3395	Awards/Plaques (P/ED)	Special awards, including Presidential awards such as plaques presented to colleges or individuals. ME, TE and conference awards are charged elsewhere.
3400	Postage - Southwest Tennessee Community College (ED)	
3405	Duplication - Southwest Tennessee Community College (ED)	
3410	Telephone - Southwest Tennessee Community College (ED)	
3415	Rent Expense - Southwest Tennessee Community College (ED)	

Annual Conference

General Conference Planning (Accounts 3440 to 3595)

Acct	Name	Description
General Conference Planning		
3440	Advance Planning Visit (CC)	This account is for the site visit by the Conference Coordinator, the presiding President for the conference, , and the Program Coordinator and others as designated by the Conference Coordinator Expenses associated with local planning meetings are charged to this account. This visit occurs in the year prior to the conference.
3482	Site Selection Visits (CC)	This account is for expenses incurred by the Site Selection Committee during site selection visitations for the conference that is normally six years out.
3520	Telephone (CC)	This account should be used for telephone expenses associated with conference planning. All telephone expenses for the entire conference committee are charged to this account. Unless prior notification is given, it will be assumed that telephone expenses of conference committee chairpersons will be minimal and this account will generally be used to cover the telephone expenses of the Conference Coordinator.
3530	Postage (CC)	This account is used to cover postage costs associated with conference planning. Included in this account are all postage expenses of the conference committee except for the bulk mailing of the December postcard and the miniprogram Each conference committee chairperson should submit a request to the Conference Coordinator if he or she anticipates a need for funds for postage.
3535	Duplication (CC)	This account covers duplication costs incurred by the conference committee as well as incidental photocopying by the conference committee during the conference.
3540	Supplies (CC)	This account is used for supplies associated with conference planning and supplies for the conference committees. This includes computer and printer supplies, paper products, etc. This account is also used to cover the cost of preparing signs and posters for the conference.
3550	Conference Marketing	This account covers costs of the next year's local committee incurred in marketing the upcoming conference at the current conference.
3560	Program/Presider Meeting (CC)	This account funds travel and expenses for a meeting of the Program Coordinator, the Assistant Program Coordinator, and the Assistant Conference Coordinator to establish the annual conference program.
3570	Exhibit Marketing (CC)	This account is used to cover expenses, including travel, incurred by the Exhibits Chair in efforts to secure exhibitors for the AMATYC conference.

3580	Conference Coordinator (CC)	Unscheduled conference planning expenses as determined by the Conference Coordinator are charged to this account.
3595	Conference Planning Portion of Spring Executive Board Meeting (T) Virtual (Hybrid) Conference	Expenses of the Executive Board members for the portion of the Spring Executive Board Meeting that is spent on matters concerning conference planning. The budgeted amount is based on 25% of the predicted cost of the Spring Executive Board Meeting. This account covers the cost incurred when streaming live sessions at an AMATYC conference. Among the items included are internet connections, necessary equipment, a CDN (content delivery network) if needed, a streaming webpage, and labor for necessary technicians. <FBM 2018>

General Conference (Accounts 3665 to 3845)

Acct	Name	Description
General Conference		
3665	Credit Card Charges (ED)	All costs and transaction fees related to accepting conference related payments by credit card.
3670	Conference Insurance (ED)	Premiums for Conference Cancellation Insurance
3680	Supplies (ED)	This account includes items used by the office for conference registration such as envelopes for mailing registration receipts, computer paper for printing receipts, computer ribbons, etc. and Delegate Assembly materials.
3700	Postage (ED)	This account includes postage expenses incurred for mailing receipts for conference registration and other mailings to speakers, officers, committee chairs, or Delegates directly related to the conference.
3705	Office Shipping (ED)	This account is used to cover the cost of shipping all required office equipment and supplies to and from the conference.
3720	Duplication (ED/T)	These funds cover conference related duplication expenses incurred by the Executive Board and office staff.
3730	Conference Reassigned Time (T)	Funds used to buy reassigned time for the Conference Coordinator (two/year), Program Coordinator (one/year), and Treasurer (one/year).
3740	Transportation (T)	This account is used to cover the transportation costs for all persons, except the Keynote and Breakfast speakers, receiving transportation reimbursement for attending the conference.
3745	ANets	The account covers costs associated with ANets

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

Conference Food (Accounts 3860 to 3970)

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

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

Conference Publications (Accounts 4030 to 4095)

Acct	Name	Description
Conference Publications		
4030	Advertising/Exhibitor Folders	
4040	December flyer - Printing (ED)	This account is to be used to cover the cost of the typesetting and printing of the Call for Papers that is included in the previous conference packet and the December postcard.
4050	December flyer - Postage (ED)	The December postcard is mailed bulk rate to all AMATYC active and prospective members and to department chairpersons at all two-year colleges. (Mailings to Canada must be first class and include active members only.)
4060	Miniprogram - Printing (ED)	This account is used to cover the cost of the typesetting and printing of the Miniprogram.
4070	Miniprogram - Postage (ED)	The miniprogram is mailed first class to all AMATYC members and conference speakers and to Canadian prospective members in regions as determined by the Executive Director. It is mailed bulk rate to prospective members and TYC department chairpersons excluding Canada.

4080	Conference Program (ED)	This account is used to cover the cost of the typesetting and printing of the Conference Program.
4090	April Flyer - Printing (ED)	This account is used to cover the cost of the typesetting and printing for a conference promotional flyer that is mailed in the spring.
4095	April Flyer - Postage (ED)	This account is used to cover cost of mailing the conference flyer.

On-Site Expenses (Accounts 4100 to 4240)

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

On-Site Labor (Accounts 4280 to 4320)

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

Other On-Site Expenses (Accounts 4500 to 4780)

Acct	Name	Description
Other On-Site Expenses		
4500	Symposia (CC)	This account is for any expenses associated with Board approved symposia events.
4540	Hospitality (CC)	This account is used for the AMATYC professional networking/hospitality suite. AMATYC budgets \$1 per projected attendee to this account. This amount will not be included when determining the conference registration fee. Additional hospitality expenses may be covered by contributions from affiliates, local colleges, and publishers. These amounts are not included in the projected budget.
4600	Exhibitor Refreshments (CC)	Exhibitor's refreshment costs are charged to this account.
4620	Photography/Video (CC)	This account covers the expenses for film and developing, and photographer honorarium, to record conference events.
4640	Exposition Services (CC)	This account covers the cost of setting up the exhibit area and registration area, and any cost for exhibit area carpeting or common space such as aisles.

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

Strategic Planning/Orientation Meeting (Accounts 4940 to 4990)

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

Spring Executive Board Meeting (Accounts 5040 to 5120)

Acct	Name	Description
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Spring Executive Board Meeting

The following accounts are used to pay 75% of the expenses of the Executive Board Members, Conference Coordinator, and Executive Director for the Spring Executive Board Meeting. The remaining 25% is charged to conference account number 3650.

5040	Transportation (T)	Air and/or ground transportation, and all other expenses related to the transportation of members of the Executive Board, Conference Coordinator and the Executive Director for travel to and from the Spring Executive Board meeting.
5060	Lodging (ED)	Hotel room and tax for members of the Executive Board, the Conference Coordinator, and the Executive Director during the Spring Executive Board Meeting.
5080	Food (ED/T)	Food for members of the Executive Board, Conference Coordinator, and the Executive Director during the Spring Executive Board Meeting.
5120	Other (T)	Telephone or internet and other expenses incurred by the Executive Board, Executive Director, and Conference Coordinator for the Spring Executive Board Meeting that are not appropriate for other accounts in this section.

Publications

MathAMATYC Educator (Accounts 5180 to 5240)

Acct	Name	Description
<i>MathAMATYC Educator</i>		
5180	Editing	Expense incurred in the editing of the <i>MathAMATYC Educator</i> .
5182	Design	Expense incurred in the design of the <i>MathAMATYC Educator</i> .
5185	Reassigned Time	This account is to be used to purchase release time for the <i>MathAMATYC Educator</i> . (Delete, effective with new appointee, November 2008.)
5200	Printing	Expense incurred for the printing and binding of the <i>MathAMATYC Educator</i> .
5220	Shipping	Expense incurred in the shipping of the <i>MathAMATYC Educator</i> or postage expense incurred in the process of reviewing papers/articles for the journal.
5240	Other	Expenses incurred in the production of the <i>MathAMATYC Educator</i> which are not appropriate for other accounts in this section.

AMATYC News (Accounts 5280 to 5340)

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

Other Publications (Accounts 5380 to 5440)

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

Beyond Crossroads (Accounts 5450 to 5470)

Acct	Name	Description
<i>Beyond Crossroads</i>		

5450	Postage	
5455	Travel	
5460	Prizes	
5465	AV Equipment Rental	
5470	Preparation of CD's	

Committees & Summer Institutes (Accounts 5490 to 5720)

Acct	Name	Description
Committees & Summer Institutes		
* These funds will not be used to pay for stipends, travel, or food without approval of the President.		
5490	Division/Department Issues (CH)	Funds expenses incurred by the activities of the committee. *
5491	Developmental Mathematics (CH)	Funds expenses incurred by the activities of the committee. *
5492	Teacher Preparation (CH)	Funds expenses incurred by the activities of the committee. *
5493	Mathematics Intensive (CH)	Funds expenses incurred by the activities of the committee. *
5494	Mathematics for AAS Programs (CH)	Funds expenses incurred by the activities of the committee. *
5495	Innovative Teaching and Learning (CH)	Funds expenses incurred by the activities of the committee. *
5496	Emerging Issues	Funds expenses incurred by the activities of the committee. *
5497	Statistics	Funds expenses incurred by the activities of the committee. *
5498	RMETYC	Funds expenses incurred by the activities of the committee. *
5500	Nominating Committee (CH)	Funds are budgeted in this account in odd-numbered years and include printing of ballots, postage for mailing of ballots, post office box rental, and clerical assistance in preparing and processing ballots.
5545	Website Coordinator (CH)	Funds expenses incurred by expenses incurred by this position, including web hosting fee.
5550	Webinars	
5580	Math for AAS Program	Funds expenses incurred by the activities of the committee. *
5590	Professional Development Coordinator (CH)	Funds expenses incurred by the activities of the committee.

5600	Membership Committee (T)	Funds budgeted in this account are used to pay for expenses of maintaining active membership of the organization. Major membership drives which are not in conjunction with affiliate organizations, but are coordinated by Regional Vice Presidents or other officers of the Board should also be budgeted to this account.
5620	Constitution Committee (T)	Funds are budgeted in this account when there is a need for revising the AMATYC Constitution or Bylaws.
5640	Mathematics Excellence Award Committee (T)	Funds budgeted to this account in even-numbered years cover expenses for postage, printing, telephone, plaque and other expenses incurred by the ME Committee during their solicitation, selection and award process. Also included are expenses consisting of up to five days meals, up to four nights lodging at the single room rate, and travel expenses, all per AMATYC policy, for the ME Award recipient to attend the annual conference. NOTE: The ME awardee receives a life membership in AMATYC. <FBM 1999>
5645	Teaching Excellence Award (T)	Funds budgeted to this account in even-numbered years cover expenses for postage, printing, telephone, medallions and other expenses incurred by the TE Committee during their solicitation, selection and award process. Funds budgeted in odd-numbered years are for the awards.
5660	Placement/Assessment Committee (CH)	Funds expenses incurred by the activities of the committee. *
5670	Grants Coordinator (CH)	Funds expenses incurred by the activities of the committee, including newsletter and postage.
5675	<i>Beyond Crossroads</i> Digital Products Coordinator	
5677	<i>Beyond Crossroads</i> Implementation Coordinator	This position was discontinued at the end of the Fall 2008 AMATYC conference. <7/2/2008>
5680	Student Mathematics League (CH)	This account is for expenses incurred in the process of administering the contest. Expenses may include telephone, postage, and printing.
5685	Student Mathematics League Awards (CH)	This account is specifically for awards presented to Student Mathematics League student winners.
5690	Regional Meetings (T)	When regional meetings are approved by the Executive Board, funds may be budgeted by the Board to support these approved regional meetings. Items such as postage, printing, etc. may be included. Generally, the Board will require the Region sponsoring the meeting to solicit membership for AMATYC in all publications that publicize the regional meeting. This amount has not exceeded \$500 per meeting.

5700	Summer Institute (ED)	Funds budgeted in this account are used to pay expenses of printing and postage for one flyer that advertises all AMATYC Summer Institutes.
5705	Traveling Workshops (ED)	Funds budgeted in this account are used to pay expenses of printing and postage for one flyer for the Traveling Workshop program.
5710	AMATYC History (T)	This account is to cover the costs associated with a periodic update of the AMATYC history.
5720	Grant Seed Fund (T)	This account provides funds to defray the costs of preparing grant applications, including meeting and travel expenses.

Liaison (Accounts 5740 to 5980)

Acct	Name	Description
Liaison		
5740	American Association of Community Colleges (AACC) - Membership (ED)	Funds are budgeted here for AMATYC membership in the AACC.
5745	AACC Travel (T)	
5800	American Mathematics Competition (AMC) (ED/T)	Funds are budgeted for AMATYC membership in AMC, for representation at the Math Olympiad ceremonies and gifts for the 12 winners, and for the travel expenses of one individual to write the tests for the AMC.
5820	Conference Board of Mathematical Sciences (CBMS) (ED/T)	Funds are budgeted for AMATYC membership in the CBMS. Funds are also budgeted for two trips by the President each year and one trip by the President-Elect in odd-numbered years.
5860	Mathematical Association of America (MAA) (T)	Funds are budgeted for travel and registration at the January meeting of the MAA. The President makes this trip each year and the President-Elect makes this trip in odd-numbered years.
5870	Joint Women in Mathematics	
5875	TODOS	
5880	National Council of Teachers of Mathematics (NCTM) (T)	Funds are budgeted for travel and registration at the annual NCTM conference held in the spring. The President makes this trip each year.
5885	Mu Alpha Theta	
5890	Advertising (ED)	This account is used for advertising on behalf of AMATYC other than for the annual conference.

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

Special Projects

Crossroads Revisit Project (Accounts 6110 to 6190)

Acct	Name	Description
Crossroads Revisit Project (PP/T)		
The following accounts are to be used for expenses related to the <i>Crossroads</i> Revision Project and its guidelines.		
6110	Labor and Stipends	
6130	Duplication Expense	
6140	Office Supplies	
6150	Postage & Delivery	
6155	Publication/Dissemination	
6170	Telephone	
6175	Lodging	
6180	Travel	
6185	Food	
6190	Other	

Planning Digital Products (Accounts 6210 to 6280) (Completed)
 MAC^3 (Accounts 6310 to 6380) (Completed)
 The Right Stuff (Accounts 6410 to 6480) (Completed)
 AMATYC Project ACCCESS (Accounts 6505 to 6560)
 Project ACCCESS (Accounts 6910 to 6976) (Completed)

Foundation (Accounts 7010 to 7395)

Acct	Name	Description
General Foundation		
7010	Clerical & Casual Labor	
7015	President Fund	
7018	Investment Fee	
7020	Computer Supplies	
7024	Opportunity Projects	
7030	Duplication	
7040	Supplies	
7045	Donor Recognition	
7050	Postage & Delivery	
7060	Telephone	
7070	Transportation	
7080	Lodging	
7090	Food	
7095	Other Expenses	
<i>Beyond Crossroads</i>		
7110	Labor and Stipends	
7130	Duplication Expenses	
7140	Supplies	
7150	Postage & Delivery	
7155	Publication/Dissemination	
7160	Telephone	
7170	Travel	
7180	Lodging	
7190	Food	
7195	Other	
Project ACCCESS		

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

6.7 Officer and Chairperson Identification Numbers <SBM 2019>

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

01	General	29	Developmental Mathematics
02	President	30	Teacher Preparation
03	President-Elect	31	Mathematics Intensive
04	Secretary	32	Mathematics and its Applications for Careers
05	Treasurer	33	Student Math League Coordinator
06	Past President	34	Student Math League Test Developer
07	Northeast VP	35	Placement/Assessment
08	Mid-Atlantic VP	36	Innovative Teaching and Learning
09	Southeast VP	37	Next Year's Local Events Coordinator
10	Midwest VP	38	Grants Coordinator
11	Central VP	39	Office Staff
12	Southwest VP	40	Student Research League Coordinator
13	Northwest VP	41	Student Research League Thesis Defense Coordinator
14	West VP	42	Professional Development Coordinator
15	Local Events Coordinator	43	Statistics
17	Exhibitor Chair	44	Website Coordinator
20	Program Coordinator	45	Webinar Coordinator
21	Assistant Program Coordinator	46	Legal Advisor
22	Assistant Conference Coordinator	47	AMATYC Project ACCESS Coordinator
23	Conference Coordinator	48	Executive Director
24	Advertising Chair	52	Research in Mathematics Education for Two-Year Colleges
25	<i>MathAMATYC Educator Journal</i> Editor	53	Equity
26	<i>MathAMATYC Educator Journal</i> Production Manager	54	Mathematics Standards in the First Two Years of College Chair
27	Newsletter Editor	55	Standards Digital Coordinator
28	<i>MathAMATYC Educator Journal</i> Assistant Editor	56	Traveling Workshop Coordinator

6.8 Support for Elected and Appointed Positions

[6.8.1 Compensation for Reassigned Time](#)

[6.8.2 Presidential Financial Support Policy](#)

6.8.1 Compensation for Reassigned Time <FBM 2019>

The intent of AMATYC reassigned time is to provide compensation to an employer for release of the volunteer from teaching or administrative duties. Reassigned time is to free up a person to work for the organization, not to provide monetary compensation. Adequate compensation for reassigned time for volunteer positions will always be beyond the means of AMATYC.

There may be situations where an individual cannot utilize reassigned time. In such situations the Personnel Committee may make a recommendation to the Board to deviate from this policy. This recommendation may include dispersing the allocated funds directly to the volunteer. The Executive Board will approve all deviations to this policy.

The following positions are eligible for reassigned time. Prior to the SBM in odd-numbered years, the Finance Committee will recommend the amount of remuneration for one semester hour. <9/24/2007>

<SBM 2010> Currently, the reassigned time support will be \$1000 per semester hour. <SBM 2010>

Position	Semester hours reassigned time per year	Account number(s)
President	Fifteen	3032
President-Elect	Six	3033
Past President	Six	3034
Treasurer	Six	3040, 3730
Conference Coordinator	Twelve	3730
Program Coordinator	Three	3730

6.8.2 Presidential Financial Support Policy

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

1. For each year of the individual's term of office, the individual will be provided with a budget not to exceed the current amount listed in policy 6.8.1, to be used at the discretion of the individual for reassigned time and/or clerical assistance. <9/24/2007><SBM 2010>
2. The individual's institution will be urged to supply additional, if not matching, funds and to continue to provide full benefits for the individual, but it will be under no obligation to do so.
3. The individual will prepare a budget for the utilization of these funds. The budget will be presented to the Financial Committee for review and approval prior to the FBM of the year preceding the year for which the funds will be used.
4. The president will be issued an AMATYC credit card to help reduce the amount of out of pocket expenses incurred on AMATYC's behalf.

6.9 Expense Reimbursement

[6.9.1 Eligibility](#)

[6.9.2 Reimbursable Expenses](#)

[6.9.3 Conference Reimbursement](#)

[6.9.4 Over Expenditures](#)

6.9.1 Eligibility <SBM 2018>

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

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

4. At the discretion of the Executive Board other members may have part or all of their expenses reimbursed. In particular, Board appointed members of committees AMATYC jointly sponsors with other organizations may present requests for reimbursement.
5. The ME Award recipient and other special guests, such as the Keynote Speaker and the Breakfast Speaker shall be eligible for all expenses as approved by the Executive Board.
6. Past Presidents receive complimentary registration to all national conferences after the end of their official term of office.
7. Appointed and elected leadership have a maximum of \$25 per year for miscellaneous expenditures <7/10/2011>.

6.9.2 Reimbursable Expenses

Expenses listed below are reimbursable.

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

The objectives of AMATYC's travel policies are twofold:

 1. Obtain the necessary travel at minimum expense to all parties and
 2. Avoid the necessity of a traveler having to pay a large amount in advance for travel and seek later reimbursement.
 2. General Considerations
 1. All air travel must be coach (tourist, economy, etc.). However, when representing AMATYC at the quadrennial International Congress on Mathematics Education, the AMATYC President or their representative may be reimbursed for travel in business class. <SCC 2015>
 2. Reservations made at least seven days in advance (21 days is preferred) of departure date.
 3. Efforts should be made to obtain super-saver or other discount fares. Tracking fares via Internet is encouraged.
 4. Persons authorized for travel reimbursement are eligible to stay over an extra night when the savings for airfare is greater than the cost of the extra stay over (hotel and any per diem food reimbursement).
 5. Individuals may be asked to fly on an airlines pass.
 3. Changes to Travel Arrangements

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

D. Procedures

- A. Normally all persons traveling at AMATYC expense should make their reservations. Be sure to carefully check your itinerary immediately upon booking, as you are responsible for accuracy once the ticket is issued. Note: Over the years and with various agencies, we have seen

itineraries issued for the wrong dates, even the wrong month. We have seen tickets issued for the wrong dates, even the wrong month. You should verify whatever is issued immediately upon receipt and notify the booking agency immediately if there are discrepancies.

- B. A traveler may book his/her own flight using a personal credit card; travelers are expected to make good-faith efforts to secure lower fares when traveling on AMATYC business. Holders of AMATYC credit cards may use their cards for approved trips. Authorization must be obtained in advance from the Treasurer if the fare, including taxes and fees, exceeds \$500 round-trip. In the absence of the Treasurer, the President may provide authorization. Failure to obtain authorization in advance may result in the traveler paying any amount in excess of \$500.
- C. All ticketing will be by e-ticket; any delivery costs incurred for paper tickets will not be reimbursed unless e-tickets are not available for that travel. The traveler must be sure to obtain a printed receipt at check in.
- D. A traveler may be reimbursed prior to travel by submitting a reimbursement form and the receipt with itinerary. A copy of the printed receipt obtained at check-in must be submitted with the post-travel reimbursement form as evidence of travel. If travel plans change after reimbursement for air travel, but before travel has occurred, the traveler will be held responsible for returning the full amount of the reimbursed airfare. <7/2/2008>
- E. Frequent Flyer Miles
 - A. AMATYC travelers may accumulate frequent flyer miles into their personal accounts.
 - B. No compensatory monetary reimbursement, except for actual cash outlay, shall be made if frequent flyer miles are used for AMATYC business.
 - C. Selection of flights shall be based on least cost to AMATYC, with consideration for reasonable convenience of the traveler, **and not on airline preferences due to ability to accumulate frequent flyer miles.**
- F. Ground Transportation

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

G. Baggage Handling and Tips <SBM 2008>

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

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

H. Private Automobile

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

I. Rental Automobile

Rental cars are reimbursed under any of the following criteria:

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

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

J. AMATYC Executive Board travel to Affiliate Meetings

- i. Members of the Executive Board may use a private automobile to travel to Affiliate Meetings if the round trip mileage is \leq 1000 miles per trip. Round-trip mileage must be verified by a web-based map service and must accompany reimbursement request.
- ii. When Executive Board members fly into a city and must travel outside the city to reach the affiliate meeting site, a rental car may be used to travel from airport to affiliate meeting site if cost of rental car, including cost of gasoline and rental car insurance, is less than the estimated cost of other means of transportation such as taxi or is the only means of accessing the affiliate meeting site.
- iii. Executive Board members desiring to travel by private automobile for

trips that exceed 1000 miles will be reimbursed for the lesser of two costs: round-trip mileage or total air travel cost. Total air travel cost will be calculated in the following manner: Predicted round-trip coach airfare (see also item D ii above) plus round-trip cost of 1 checked bag (if applicable) plus cost of transportation to and from both departure airport and destination airport plus airport parking (if applicable).

- Airfare must be verified by an itinerary from a travel or airline site with anticipated travel dates and must be dated at least 14 days prior to the planned date of departure. Other predicted air travel costs may require verification at the request of the Treasurer.
- Round-trip mileage must be verified by a web-based map service.
- Documentation related to airfare and round-trip mileage must accompany reimbursement requests.

K. Receipts

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

L. Reimbursement Form

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

4. Phone Calls

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

Office \$2.60 (M-F only)

Home \$1.60

Receipts are not required.

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

5. Meals<FBM 2010>

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

Full Day: \$41.00

Partial Day: \$7.00 Breakfast

\$11.00 Lunch

\$23.00 Dinner

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

These rates are effective January 1, 2016.

6. Lodging <SBM 2017>

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

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

7. Advance

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

6.9.3 Conference Reimbursement <FBM 2015>, <SBM 2018>, <FBM 2018> <email motion #2 and SBM 2020>

1. Travel expenses to the AMATYC Annual Conference and meal expenses up to \$41 (effective 1/1/2016) <SBM 2015> limit for each day that are incurred at the AMATYC Annual Conference will be reimbursed to the individuals holding the following positions:
 - a. Executive Director and staff personnel
 - b. Executive Board: President, President-Elect, Past President, Secretary, Treasurer, Regional Vice Presidents.
 - c. Conference Committee: Conference Coordinator, Assistant Conference Coordinator, Program Coordinator, Assistant Program Coordinator, Current Local Events Coordinator, Next Year's Local Events Coordinator, Exhibits Chair, Advertising Chair.

- d. Academic Committee Chairpersons: Developmental Mathematics, Innovative Teaching and Learning, Mathematics and its Applications for Careers, Mathematics Intensive, Placement/Assessment, Teacher Preparation, Research in Mathematics Education, Statistics, Equity, and Emerging Issues
- e. Services: Student Mathematics League Coordinator, Student Mathematics League Test Developer, Grants Coordinator, Legal Advisor, Mathematics Standards in the First Two Years of College Chair, Standards Digital Products Coordinator, Student Research League Coordinator, Student Research League Thesis Defense Coordinator
- f. Professional Development: AMATYC Project ACCCESS Coordinator, Professional Development Coordinator, Assistant Professional Development Coordinator, Traveling Workshops Coordinator, Online Community Coordinator, and Webinar Coordinator.
- g. Publications: AMATYC News Editor, Journal Editor, Journal Assistant Editor, Journal Production Manager, Website Coordinator.
- h. Keynote and Breakfast speakers, and Mathematics Excellence Award winner, when given.

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

2. Effective with the 2008 AMATYC annual conference, AMATYC leadership who are approved to drive to the conference will be reimbursed for mileage to the conference at the AMATYC rate from their home and parking at the rate per day of the conference hotel for the number of nights for which that person is supported by AMATYC. Prior approval is required by the Treasurer (or President), including a summary comparing the expenses that would be incurred if the person was to fly or drive. The total for mileage and parking reimbursement must be less than available airfare. The total of mileage and parking reimbursement will be no greater than the \$500 airfare maximum. <FBM 2008>
3. Ground Transportation <SBM 2008>

Persons being supported by AMATYC for travel to the conference will be reimbursed for ground transportation from the airport to the conference hotel at a maximum equal to the cost of one round trip on the Super Shuttle (or equivalent) plus 15% gratuity. This policy does not apply to invited speakers. The Treasurer must approve any request for ADA accommodations that exceeds the approved rate for the round trip.

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

4. Currently, AMATYC has four ANets (Adjunct Faculty Issues, Division/Department Leadership, International Mathematics, and Math for Liberal Arts). Each receives support in the amount of \$500 to offset conference expenses.
5. Individuals who qualify for lodging reimbursement must stay at the contracted hotel to receive reimbursement. This would include the SPO, spring and fall board meetings, and the annual conference. Reimbursements will not be made to individuals who choose to stay at a hotel other than the contracted hotel. Exceptions must have prior approval of the president.

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

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

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

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

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

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

- a. An individual who qualifies in more than one category can claim only according to one position.
- b. Persons who apply for reimbursement under any of the categories listed here are required to pay the conference registration fee. However, these persons are permitted to register under their college's institutional membership.

POSITION	Trans- portation	Single Room Lodging Nights	Double Room Lodging Nights	Meals - \$41/day
Executive Board				
President	1	8	0	9
President-Elect	1	8	0	9
Past President	1	8	0	9
Secretary	1	8	0	9
Treasurer	1	8	0	9
Regional Vice Presidents (8)	8	64	0	72
Conference				
Conference Coordinator	1	8	0	9
Assistant Conference Coordinator	1	6	0	7
Local Events Coordinator <SPO 2007>	1	6	0	7
Next Year's Local Events Coordinator <SPO 2007>	1	4	0	5
Program Coordinator	1	6	0	7
Assistant Program Coordinator	1	6	0	7
Exhibits Chair	1	6	0	7
Advertising Chair	1	6	0	7
Office				
Executive Director	1	8	0	9
AMATYC Staff (4)	4	4x6*=24	0	28*

POSITION	Trans- portation	Single Room Lodging Nights	Double Room Lodging Nights	Meals - \$41/day
Academic Committees				
Developmental Mathematics	1	1**	4***	5**
Innovative Teaching and Learning	1	1**	4***	5**
Mathematics and its Application for Careers	1	1**	4***	5**
Mathematics Intensive	1	1**	4***	5**
Placement/Assessment	1	1**	4***	5**
Statistics	1	1**	4***	5**
Teacher Preparation	1	1**	4***	5**
Research in Mathematics for Two-Year Colleges	1	1**	4***	5**
Equity	1	1**	4***	5**
Emerging Issues	1	1**	4***	5**
Services				
Mathematics Standards in the FTYC Chair	1	1**	4***	5**
Standards Digital Products Coordinator	1	1**	4***	5**
Student Mathematics League Coordinator	1	1**	4***	5**
Student Mathematics League Test Developer	1	1**	4***	5**
Student Research League Coordinator	1	1**	4***	5**
Student Research League Thesis Defense Coordinator	1	1**	4***	5**
Grants Coordinator	1	1**	4***	5**
Legal Advisor	1	4	0	5
Professional Development				
Professional Development Coordinator	1	1**	4***	5**
Assistant Professional Development Coordinator	1	1**	4***	5**
Traveling Workshop Coordinator	1	1**	4***	5**
Online Community Coordinator	1	1**	4***	5**
Webinar Coordinator	1	1**	4***	5**
AMATYC Project ACCESS Coordinator	1	1**	4***	5**

POSITION	Transportation	Single Room Lodging Nights	Double Room Lodging Nights	Meals - \$41/day
Publications				
AMATYC News Editor	1	1**	4***	5**
Journal Editor	1	1**	4***	5**
Journal Assistant Editor	1	1**	4***	5**
Journal Production Manager	1	1**	4***	5**
Website Coordinator	1	1**	4***	5**
Other				
Keynote Speaker	1	4	0	5
Breakfast Speaker	1	4	0	5
Mathematics Excellence Award Winner	1	4	0	5
Up to 60* ACCCESS Fellows			4 x 60 fellows = 240	
TOTAL	58	200 plus 28**	112 plus up to 240 for ACCESS	370

*Nights and number of days for per diem for AMATYC staff will be determined annually by the Executive Director and the Conference Coordinator.

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

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

6.9.4 Over Expenditures

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

6.10 Current Fees and Dues

[6.10.1 Membership Dues](#)

[6.10.2 Conference Registration Fees](#)

[6.10.3 Conference Exhibits](#)

[6.10.4 Advertising Fees](#)

[6.10.5 Corporate Partner Program](#)

6.10.1 Membership Dues

Effective July 1, 2018 through June 30, 2020.

Regular	\$90 for 1 year \$175 for 2 year \$255 for 3 years
Student (Associate)	\$10
Life	\$1,800
Institutional	\$510
Adjunct	\$45
Retired	\$45
Library	\$90

Effective July 1, 2020 through June 30, 2022. [<SBM 2019>](#)

Regular	\$95 for 1 year \$185 for 2 year \$270 for 3 years
Student (Associate)	\$10
Life	\$1,900
Institutional	\$530
Adjunct	\$48
Retired	\$48
Library	\$95

6.10.2 Conference Registration Fees

Details about conference registration fees can be found in 8.12.3. [<SBM 2019>](#)

6.10.3 Conference Exhibits [<Email Motion Summer 2019>](#)

Exhibit Booths

The following exhibiting booth fees are effective with the 2020 Spokane conference. The exhibitor fee is per 10 x 10 booth.

Booth Type	Continuing Exhibitors	First-time Exhibitors*
Regular In-line	\$1,050 each	\$650 each

Corner	\$1,200 each	\$750 each
Prime Booth**	\$1,300 each	\$800 each
Super Prime Booth***	\$1,500 each	\$1,000 each

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

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

***Super Prime Booths are booths that stand out from the rest of the booths and have extreme visibility, i.e., all must pass by them to get into the exhibit hall. This would be a minimal number of booths only and would depend upon the layout of the exhibit hall.

Commercial Presentations

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

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

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

6.10.4 Advertising Fees <SBM 2018>

Print Advertisements

		MathAMATYC Educator	Conference Program
1.	Regular Rates		
	Full Page	\$400	\$400
	Half Page	\$300	\$300
2.	Priority Requests		
	Inside Front or Back Cover (full page only) **	No extra charge	\$150 Additional per cover
	Centerfold (two pages only)	\$250 additional	\$250 additional
3.	Package Rates		
	A. One page in Spring and Fall <i>MathAMATYC Educator</i> and conference program		\$1050
	B. One page in Spring and Fall <i>MathAMATYC Educator</i> and two pages in conference program		\$1400

C. Half-page in Spring and Fall <i>MathAMATYC Educator</i> and one page in conference program	\$750
D. Additional pages (in combination with one of above)	
One page in <i>MathAMATYC Educator</i> or conference program	\$350/page
Half page in Spring or Fall <i>MathAMATYC Educator</i>	\$200/half page

**Effective with the 2015 New Orleans Conference

Web Advertisements

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

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

Other Advertising Opportunities

1. In-the-Bag Insert	\$600/single sheet, 8.5" x 11" \$750/small lightweight item \$1000/large bulky item \$300/single sheet, 8.5" x 11", non-profits
2. Labels or email addresses *	Commercial: \$36 per 100 Educational: \$18 per 100

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

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

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

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

6.10.5 Corporate Partner Program

*Core Benefits <SBM 2010>

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

[<SBM 2007>](#)

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

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

For items with a fee of \$1000-\$1499, Corporate Partners receive a discount of \$250.
For items with a fee of \$1500-\$2499, Corporate Partners receive a discount of \$500.
For items with a fee of \$2500 and above, Corporate Partners receive a discount of \$750.

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

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

Investment Policy

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

6.11.2 AMATYC Investments Board

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

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

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

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

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

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

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

6.12 Banking Resolutions

6.12.1 Cadence Bank

IT IS RESOLVED:

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

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

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

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

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

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

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

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

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

IT IS FURTHER RESOLVED THAT:

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

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

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

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

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

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

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

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

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

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

6.12.2 Morgan Stanley

Resolved:

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

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

- 1) give written or oral instructions to MSSB with respect to any securities in, or transaction or service offered in connection with, the Account;
- 2) deposit or withdraw money, securities and other property of the Corporation to and from the Account;
- 3) bind the Corporation to any contract, arrangement or transaction, which shall be entered into by any Authorized Person with or through MSSB;
- 4) make payments related to the Account by checks and/or drafts drawn upon the funds of the Corporation;
- 5) endorse any securities in order to pass ownership thereof or for any other purpose;

- 6) direct the sale or exercise of any rights with respect to securities therein;
- 7) sign releases and powers of attorney and enter into contracts and agreements, including but not limited to any MSSB account agreements and documentation relating to any debit or credit card, and check writing privilege, online services, electronic fund transfers and other services which are or may be offered in connection with the Account (where available), as such documents may be modified from time to time, and any documentation permitted to contemplated by such agreements, products and services, and to affix the corporate seal to same when necessary;
- 8) direct MSSB to surrender securities to the proper agent or party for the purpose of effecting any exchange or conversion, or otherwise; and
- 9) take any and all action in connection with the Account deemed necessary or desirable by any Authorized Person.

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

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

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

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

- (a) a true, correct and complete copy of these Resolutions;
- (b) specimen signatures of each Authorized Person and each Designated Person empowered by these Resolutions, if so requested by MSSB;
- (c) a certificate (which, if required by MSSB, shall be supported by an opinion of the general counsel of the Corporation, or other counsel satisfactory to MSSB) that the Corporation is duly organized and in good standing, that the corporate charter authorizes the action or business described in these Resolutions, and that no limitation has been imposed upon such powers by constitution, statute, regulation, charter, by-law or otherwise.

SEVENTH, that MSSB may rely upon any certification given in accordance with these Resolutions as continuing fully effective unless and until MSSB shall receive written notice of an amendment, modification or rescission of such Resolutions or certification. Further resolved that MSSB shall not be liable for any action taken or not taken upon instruction of any Authorized Person or Designated Person prior to MSSB's actual receipt of written notice of the termination or impairment of such person's authority. The failure to supply any

specimen signature shall not invalidate any transaction which is in accordance with authority previously granted. Further resolved that the Corporation shall indemnify and hold harmless MSSB and any of its subsidiaries and affiliates from any and all claims that a transaction was unauthorized or outside the scope of the Corporation's powers, if such transaction was authorized by any of the Authorized Persons or Designated Persons.

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

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

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

6.13 Investment Guidelines <Email 2016>

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

This section will:

1. Define and assign the responsibilities of all involved parties,
2. Establish a clear understanding for all involved parties of the investment goals and objectives of the various investment funds,
3. Offer guidance and limitations to all Investment Managers regarding the investment of fund assets,
4. Establish a basis for evaluating investment results,
5. Manage fund assets according to prudent standards as established in common trust law, and
6. Establish the relevant investment horizon for which the fund assets will be managed.

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

[6.13.1 Background and Fundamental Precepts](#)

[6.13.2 Prudent Investor Rules](#)

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

[6.13.4 Diversification](#)

[6.13.5 Loyalty](#)

[6.13.6 Impartiality](#)

[6.13.7 Investment Costs](#)

[6.13.8 Reviewing Compliance](#)

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

6.13.1 Background and Fundamental Precepts

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

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

6.13.2 Prudent Investor Rules

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

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

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

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

The Investments Board's investment and management decisions respecting individual funds must be evaluated, not in isolation, but in the context of the asset portfolio as a whole and

as part of an overall investment strategy having risk and return objectives suited to the funds.

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

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

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

The Investments Board may invest in any fund(s) that are consistent with the Act and these policies. Members of the Investments Board who have special skills or expertise, or who are named a member in reliance upon the member's representation that the member has special skills or expertise, have a duty to use those special skills or expertise.¹

6.13.4 Diversification

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

6.13.5 Loyalty

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

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

6.13.6 Impartiality

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

6.13.7 Investment Costs

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

6.13.8 Reviewing Compliance

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

6.13.9 Delegation of Investment and Management Functions

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

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

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

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

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

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

6.14 Investment Policy <Email 2016>

In general, the purpose of this section is to outline a philosophy and attitude that will guide the investment management of the AMATYC reserve fund and the AMATYC Foundation assets² toward the desired results. It is intended to be sufficiently specific to be meaningful, yet flexible enough to be practical.

[6.14.1 Investment Objectives](#)

[6.14.2 Investment Funds Operation](#)

[6.14.3 Types of Funds](#)

[6.14.4 Investment of Funds](#)

[6.14.5 Investment Requirements](#)

[6.14.6 Investment Guidelines](#)

[6.14.7 Review Process](#)

6.14.1 Investment Objectives

The objectives of the Investments Board shall be to:

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

² AMATYC Reserve Funds are not considered to be AMATYC Foundation assets, but AMATYC Foundation assets are to be considered to be owned by the AMATYC Corporation.

f) Achieve long-term growth.

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

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

[6.14.1.1 Allowable Assets](#)

[6.14.1.2 Prohibited Assets](#)

[6.14.1.3 Prohibited Transactions](#)

[6.14.1.4 Application of Paragraphs 14.6.1.1 - 14.6.1.3](#)

6.14.1.1 Allowable Assets

The following assets are allowed:

a) Cash Equivalent

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

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

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

c) Individual stocks consistent with Subsection 6.14.6 c

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

e) Exchange Traded Funds

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

6.14.1.2 Prohibited Assets

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

- a) Derivative Investments
- b) Commodities and Futures Contracts
- c) Private Placements
- d) Options
- e) Limited Partnerships including LLC's and LP's
- f) Venture-Capital Investments
- g) Real Estate Properties (except Real Estate Investment Trusts)
- h) Interest-Only (IO), Principal-Only (PO), and Residual Tranche CMOs
- i) Alternative Investments (e.g. long-short strategy funds)
- j) Sovereign Wealth Funds

6.14.1.3 Prohibited Transactions

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

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

6.14.1.4 Application of Paragraphs 6.14.1.1 – 6.14.1.3

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

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

6.14.2 Investment Funds Operation

6.14.2.1 Investment Definition

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

6.14.2.2 Gifts

The donor's intent is the overriding factor in determining how an investment gift is to be managed. Some donors specifically provide that any return from the gift that they establish together with original principal, become capital and therefore both principal and a portion of the return is "permanently restricted." Other donors are silent as to the character of the return. Often it is unclear whether those donors intended to retain any return with the principal or to have available the entirety for expenditure. The impact of failing to retain part of the return is to diminish the purchasing value of the underlying funds over time. It is the belief of the AMATYC Foundation that most donors who have established perpetual endowment funds are interested in preserving the purchasing power of those funds over time and therefore, the AMATYC Foundation shall treat such a portion of the return as restricted to the same purpose as the original gift. The return over and above that required to maintain purchasing power shall be available to be spent consistent with Section 6.14.3 of this policy. Where the intent of the donor is unclear or cannot be discerned, the AMATYC Foundation Board will make the determination on whether purchasing power of the gift is to be maintained.

6.14.3 Types of Funds

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

[6.14.3.1 Operating Funds](#)

[6.14.3.2 Investment Funds](#)

6.14.3.1 Operating Funds

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

6.14.3.2 Investment Funds

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

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

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

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

Endowment Funds (also known as permanently restricted funds): Endowment Funds are typically donations to the Foundation. They are those funds specified by the donor to be held in perpetuity and invested to produce income. The original principal, or corpus, of the fund must remain intact and unspent. The original principal (corpus) will retain its purchasing power over time by being indexed according to the annual CPI-All Users (See Subsection 6.14.8.3, Equation 2). Only income beyond the CPI growth may be spent.

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

6.14.4 Investment of Funds

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

6.14.5 Investment Requirements

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

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

The investment goal for the assets should be a minimum total return of three (3)

percentage points in excess of the rate of growth of the Consumer Price Index over the most recent three-year period.³

6.14.6 Investment Guidelines

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

- a) All classes of investment are to be held, invested, and reinvested in recognized, quality, marketable securities.
- b) Common stocks and equity-related securities are to be diversified as to industry and number of holdings.
- c) The Investments Board shall generally not purchase investments in a single company in a total amount exceeding 5% of the aggregate market value at the time of purchase of all assets under its control. Securities issued or guaranteed by the United States Government or its agencies may be held without limitation to the aforementioned five percent (5%) restriction. However, the Investments Board may purchase mutual funds as long as no one fund exceeds 25% of the market value at time of purchase of invested assets and meets the above requirements of this paragraph.
- d) Fixed income obligations are to have an average credit quality of investment grade or better (BBB-, Baa3, BBB- or better). Average maturity weighted average life should not exceed eight (8) years.

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

6.14.7 Review Process

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

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

³ Relative performance results are expected to exceed major financial yardsticks such as the S&P 500 Stock Index and/or the Lehman Bond indices over time.

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

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

The Investments Board recognizes that the capital markets are dynamic and that any statement of investment guidelines and objectives at any point in time may not be totally appropriate, applicable or meaningful. It is the responsibility of the investment manager to make appropriate recommendations in writing or in person to the Chairman of the Investments Board.⁴

6.14.8 Funds Growth and Purchasing Power Retention

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

[6.14.8.1 Goals and Objectives](#)

[6.14.8.2 Start-up Period](#)

[6.14.8.3 Funds Purchasing Power Retention](#)

[6.14.8.4 Emergency Use of Funds](#)

6.14.8.1 Goals and Objectives

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

⁴ Whenever the investment manager believes any guideline is too broad or too restrictive, requires further definition, or should be altered or deleted, it is the responsibility of the Investment Manager to address these issues in writing to the Chair of the Investments Board.

6.14.8.2 Start-up Period

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

6.14.8.3 Funds Purchasing Power Retention

The purchasing power of the Endowment Income Funds will be maintained by recognizing the impact of the consumer price index, the rate of return on invested funds, the costs associated with investing the funds, and controlling the rate of expenditure. Definitions of terms used in the equations⁵ of this section are:

- AE – Annual Expenditure
- ARR – Annual Rate of Return
- B – Base amount of funds invested
- CPI – Consumer Price Index – All Urban Consumers
- EA – Excess Available
- FA – Funds Available for Investment
- FG – Funds Growth
- IC – Investment Costs associated with investing the funds including purchase, sales, management fees, etc.
- NF – New Funds
- OF – Original Funds
- UE – Unanticipated Expenditure

Endowment Funds Growth

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

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

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

Base

The purchasing power of the Endowment Income Funds is maintained by annually

⁵ These equations are provided for guidance. In some circumstances, other or equivalent equations may be more appropriate.

incrementing the "Base" amount of funds and any new funds for the increase in the CPI (Consumer's Price Index – All Urban Consumers). The new annual "Base" is calculated as follows:

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

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

Available for Expenditure

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

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

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

In order to make this Investment Fund procedure work and be robust for the long term, the Excess Available must be maintained as a positive number under all circumstances and thus may require adjustments in the annual expenditure to ensure this result. In equation form:

$$EA = FG - B \quad (\text{Eq. 3}) \text{ Note that the Annual Expenditure (AE) has already been accounted for in the Funds Growth (FG).}$$

6.14.8.4 Emergency Use of Funds

If at any time it becomes necessary to use Endowment Income Funds in excess of the "Available Funds," any funds "borrowed" from the Endowment Income Funds must be replaced with the invested return on the remaining funds until the point at which the Endowment Funds plus invested funds equals the original Endowment Income Funds prior to borrowing and incremented by the annual CPI rate for the period during which the funds were borrowed.⁶ A form of Eq. 3 would apply in this situation.

⁶ Only up to 10% of the Endowment principle can be borrowed and this loan from the Endowment Fund must be repaid within one year.

6.15 Calendar Requirements <SCC 2020><FBM 2020>

Two items should be accomplished during the year to manage AMATYC financial accounts: 1) Moving funds from/to the checking account to/from the investment accounts or among investment funds to assure that appropriate operating fund balances are maintained for the AMATYC Executive Board and for the AMATYC Foundation, and 2) Foundation investment accounts are revalued at calendar year end.

[6.15.1 Checking Account Balances](#)

[6.15.2 Yearly Revaluation of Foundation Investment Accounts](#)

[6.15.3 Procedure for the Transfer of Monies from One Investment Fund to Another](#)

6.15.1 Checking Account Balances

In the case of the Executive Board, budgetary analysis should be accomplished to determine if the Executive Board checking account balance is sufficient to meet the needs of the organization. If additional funds are required from investments income, this information should be transmitted to the AMATYC President, the Treasurer, the Executive Director, and the Chair of the Investments Board. The need for the latter to be informed is so funds can be withdrawn in an optimal manner. Checking account monies that have accumulated and are not needed to support upcoming AMATYC expenses should be swept into the AMATYC Investment Account (Fund 1).

In the case of the Foundation, monies that have accumulated and are not needed to support upcoming Foundation expenses should be swept into the Foundation Investment Account (Fund 2). If monies are not available in the checking account to facilitate the transfer of accumulated funds to the Foundation Investment Fund (Fund 2), the monies will be transferred from the AMATYC Investment Account (Fund 1).

6.15.2 Yearly Revaluation of Foundation Investment Accounts

At calendar year end, the Foundation investment accounts should be revalued taking into account previous year-end adjustments, interest earned, dividends received, investment expenses, cash added or disbursed, credits, debits and unearned capital gains or losses. Each of these items, other than cash disbursed or added, will be proportionally allocated to each individual account in the Foundation Investment Fund based on the value of each account at the beginning of the year that currently ended. Cash added or disbursed will be assumed to occur on the last business day of the calendar year.

6.15.3 Procedure for the Transfer of Monies from One Investment Fund to Another

When necessary to transfer monies from one investment fund to another at year end (e.g., Fund 1 to Fund 2 or vice versa), the transfer is to be effective the last day of the calendar year and should take place as soon as possible thereafter, but no later than January 31st in the next year.

If the transfer does not take place by January 31st, then the principal amount to be transferred shall be adjusted based on the rate of return determined by the year-end total

balance shown in the Merrill Lynch fund statement and the total balance shown in the latest Merrill Lynch fund statement, both for the receiving fund to which the monies are being transferred.

The amount of monies to be transferred shall be the principal amount that was supposed to be transferred on December 31st multiplied by the ratio of the current balance shown in the latest statement for the receiving fund divided by the recent end-of-year balance in the receiving fund.

7. National Office

7.1 General Office Policies

7.2 Office Personnel

7.1 General Office Policies

This section delineates the assistance that the office provides for certain AMATYC functions. Use of the term, "The office", means that the office staff will carry out the task under the direction and supervision of the Executive Director. The appropriate section of the AMATYC Policy and Procedures Manual and other AMATYC documents should be consulted for specific deadlines not contained in this document and for further clarification.

Submission of Projects

1. All unscheduled work submitted to the office should be accompanied by a Work Request form (available on the AMATYC internal website) fully describing the work to be done and any deadlines involved.
2. Incomplete information will cause delay in both scheduling and completion of the project. The same Work Request form is used when ordering mailing labels or lists from the AMATYC database. The ordering of labels and lists must be approved in advance either by policy or by special approval of the President.
3. Technology should be utilized as much as possible to transmit information. Software used should be Microsoft Office compatible or Adobe pdf. Provide the office with as much detail as possible when submitting document (i.e., filename, software name, version, fonts, etc.).

Coordination of Work Assignments

1. The office staff is assigned tasks connected with conference, membership services, and financial matters, along with large publication projects and forms maintenance/distribution. The office will coordinate printing and mailing for large projects (generally regional or larger).
2. The office staff does NOT have discretionary power to add projects that would disrupt the planned work-flow. When such projects fall within the parameters established to utilize the services of the office, the AMATYC leader involved should contact the Executive Director. The Executive Director will either place the project into the work schedule of the office staff or consult the President for resolution.

Communicating with the Office

1. The AMATYC office should be kept informed regarding the date and location of all AMATYC events as well as name/address/e-mail/phone/fax information for chairperson(s) or other contact persons.
2. A copy of important memos, requests and other documentation regarding work to be performed by the office should be sent to the Executive Director. Communication with the Executive Director and Office Director regarding office matters is extremely important.
3. When forms or documents are revised, each member of the AMATYC leadership should provide the AMATYC office with a copy of documents and forms used by him/her in that position. Electronic copies should be provided. The month/year of revision should be placed at the bottom right hand side of the form. A cover letter describing the usage of the form or document and its distribution should be included when the form is sent to the office. The office will provide the most current form in its files to the AMATYC leadership upon request. Forms used by a wider variety of positions are available on the AMATYC internal website.
4. Whenever communications that contain information about special projects, procedures, etc. are sent from the AMATYC leadership to a significant group of leaders or members, a copy is forwarded to the AMATYC office to be placed on file.

Miscellaneous Policies

1. The office will send reminders about major deadlines as delineated in policy.
2. In the event of notification of the death of any AMATYC member, the office shall notify the officers and the *AMATYC News* Editor.
3. When traveling for AMATYC business, a full-time staff employee may request a cash advance to cover anticipated expense (i.e. baggage handling, tips, meals, etc.). The amount will be determined by length of travel and in consultation with the AMATYC Treasurer and Executive Director. <SBM 2012>

[7.1.1 Electronic Services](#)

[7.1.2 Printing Services](#)

[7.1.3 Conference Services](#)

[7.1.4 Membership Services](#)

[7.1.5 Office Equipment Replacement Cycle](#)

7.1.1 Electronic Services

The following "read only" electronic services are offered through the AMATYC office. All content of the AMATYC web page requires the prior approval of the liaison to the Website Coordinator in consultation with the President. <SBM 2009>

1. Employment Opportunity Database (see [Job Postings](#))
2. AMATYC Leadership Listing

An electronic version of the name, AMATYC position, professional address, phone, fax and email address as found in the AMATYC Directory, for officers, committee chairs, and conference chairs.

3. Conference and Event Information

A database containing speaker forms, program information, and registration forms for the annual AMATYC conference, institutes, and workshops.

5. Permission to link

Although the statement posted on the AMATYC website states that others may create links to any URL on the website without receiving prior permission, the AMATYC Office is empowered to approve requests asking for permission to link to www.amatyc.org. The requestor should be emailed a statement that describes the permission, asks them not to use the logo as a link or button, to share their URL with us, and thanks the person for their support. The Office will establish an acceptable and manageable process.

7.1.2 Printing Services

Procedure for Requesting Printing

1. The following information should accompany camera-ready documents that are to be printed and distributed at the AMATYC Office:
 1. Common call name for the document.
 2. Printing instructions (number of copies, paper size, type and color, ink specification, cover requirements, binding requirements, etc.) These instructions **MUST** be in writing. A Southwest Tennessee Community College Print Shop form can be used as a guide or in lieu of narrative instruction.
 3. Distribution requirements (first class, bulk rate, databases to use, etc.)
 4. Budgetary authorization from appropriate budget manager with account numbers for the posting of printing and postage accounts.
 5. Deadline for receipt of publication at final destination.
2. The scheduling of documents that are not listed in the office procedures section of this manual should be done through the Executive Director. The ideal arrangement is for the Board liaison for the requesting committee chairperson, institute director, etc. to receive the document, verify that it is ready for publication and then forward it to the AMATYC office. If circumstances make this arrangement impractical, the liaison must schedule the printing job with the Executive Director, communicate the necessity of strict adherence to deadlines to the appropriate persons, and follow up with the Executive Director to see that the deadlines have been met.
3. Keep in mind that the AMATYC staff cannot work on unscheduled projects without the approval of the Executive Director and the Executive Director cannot approve work that has not been budgeted for unless authorization is received by the AMATYC Treasurer. Please anticipate delays if approval must be solicited from the Expenditure Approval Committee.
4. Generally, printing and mailing of lengthy documents or publications being sent at least to the entire membership in a region should be done by the office, unless it is less expensive to do the printing and mailing elsewhere or special circumstances mean completion of the project at the office would be too awkward. The President, in consultation with the Executive Director, will make the final decision.
5. The office will assist in determining the number of copies of documents. When printing will be done other than at the office, the person in charge of the project should request mailing labels from the office in writing, using the Internal Label/List Order Form, approximately three weeks before the actual mailing date of the publication.

Distribution of AMATYC Promotional Materials

1. The AMATYC office will prepare and send packets of AMATYC promotional/informational materials to AMATYC and AMATYC-related event directors as indicated below. The initiator shall complete an AMATYC Work Request specifying the materials to be included:

Activity	Initiator	Send to	Request by	Quantity
AMATYC Summer Institute	SI Liaison	SI Directors	May 1	30/Institute
Traveling Workshop	TW Coordinator	TW Hosts	When TW scheduled	Information provided by initiator
AMATYC Regional Conference	Regional VP	Regional Conference Chair	3 months before conference	Information provided by initiator
Workshops. Steering Committees, Grant Activities, Special Projects, etc.	Grant PI s, others	Information provided by initiator	As soon as event info is finalized	Information provided by initiator

2. The office will send copies of the following documents to the appropriate position(s):
 - AMATYC Membership Brochures to each institute director for inclusion in the packets of attendees.
 - The office will duplicate and distribute the agenda booklet for Executive Board meetings, if requested by the President. Agenda booklets are distributed to officers, Conference Coordinator, and Executive Director.
 - Extra copies of the conference flyer and miniprogram, to officers, Local Events Coordinator, Advertising Chair and Exhibits Chair, and Program Coordinator.
 - Extra copies of summer institute and workshop mailing(s) to officers and summer institute directors;
 - Extra copies of the *AMATYC News* to officers and editor of the newsletter; an early copy of each newsletter should be sent to the Website Coordinator so that person can update the website, as needed.
 - AMATYC Policy and Procedures Manual, AMATYC Membership Brochures, stationary, important forms when revised and at the time of change in office to all officers, academic committee chairs, conference chairs, coordinators and directors, editors. Executive Board Members will receive the Policy and Procedures manual electronically and as a paper copy. Committee Chairs and other appropriate members of the AMATYC leadership will receive the Policy and Procedures manual only electronically. [<FBM 2008>](#)

Label and List Requests

Upon receipt of the approved request forms, the office will generate labels/lists for databases for use by an AMATYC leader in connection with executing the duties of that position. Some labels/lists are automatically generated and distributed by the office. See the Internal Office Procedures Manual for a listing.

The following labels/lists are generated by office upon request from any member of the Executive Board. Labels/lists may be printed and sent by mail or forwarded by email attachment to be printed by the requestor. Other labels/lists routinely generated by the office:

1. President, Past President, President-Elect, Secretary, Treasurer: labels for Executive Board
2. Secretary: labels/list for Delegate packet mailing
3. Regional Vice Presidents and Treasurer:
 1. Labels for Executive Board
 2. Active members list by region (quarterly)
 3. Non-renewals list by region (quarterly)
 4. Active membership list on June 1
 5. Two-Year Colleges list by region on June 1
 6. Prospective list as requested
 7. Pre-registered conference attendees list by region
4. *MathAMATYC Educator* Editor: one set labels (or file) to mailing service for AMATYC members in zip order (twice yearly)
5. *AMATYC News* Editor: one set labels (or file) to mailing service for AMATYC members in zip order sent to mailing vendor for each issue of the News. Additionally, labels for prospective list will be provided as requested for the January issue in even-numbered years.
6. Candidates for office may receive one set of labels without cost.
7. Committee chairs and AMATYC officers should receive labels/list free of charge when they are used for AMATYC business.
8. Committee mailing lists: all committee mailing lists should include members of the Executive Board.

9. Affiliates: may receive appropriate labels/lists on a complimentary basis upon request of their Regional Vice President.

Mailing Policies

1. Members of the organization who are entitled to mailing lists/labels can be found in the Label and List Requests section. The American Mathematical Association of Two-Year Colleges (AMATYC) has mailing labels/lists available on a one-time rental basis for sending announcements and other materials of a professional nature. An application form can be obtained from the office or the AMATYC Treasurer.
2. Free mailing labels of active AMATYC Members and/or the college database shall be complimentary to other national mathematical professional organizations for the purpose of mailing informational newsletters or policy statements. Preparation of these mailing labels must be approved by the AMATYC President.
3. Once the initial distribution of an official document is complete, a charge will be assessed for production and handling. Charges are to cover costs and postage only. These charges will be determined by the Executive Director in consultation with the office staff.
4. Whenever expedited, confirmed mailing or shipping is needed to ship AMATYC materials, FedEx shipping should be used. The mailer must contact the AMATYC Office to request a prepaid FedEx shipping label as an electronic file. For mailing of other large documents, use of USPS Priority Mail Flat Rate envelopes is strongly encouraged.

7.1.3 Conference Services

1. The Office Director will send an electronic message from the President to all AMATYC members on November 1 and January 15 each year from the AMATYC email account to remind members of the February deadline for submitting proposals for the subsequent conference.
2. Specially developed conference information and a cover letter written by the President should be sent to department chairs for colleges within a reasonable driving distance of the annual conference. (The Regional Vice President will provide a list of department chairs).
3. The office will assist with the following tasks.
 - Use of airline passes
 - Flyers/postcards (Call for proposals announcement - Spring announcement)
 - miniprogram
 - Financial preparation

- Data preparation
 - Speaker letters
 - Presider letters
 - Registration packets
 - Labels/lists
 - Conference program
4. The Executive Director and the appropriate full-time staff members will attend the conference to assist with the following tasks:
 - Conference registration
 - Transferring name and signatures on financial accounts
 5. The office will be responsible for receipt of all monies from conference participants, preparation of deposits, and maintenance of a computer database of conference information. Insurance billing and annual summary sheets are sent to the Accounting Director, who pays the premium by Office Check Disbursement form. The Accounting Director forwards the annual summary sheets to the President and Treasurer.
 6. The office will provide the following to the Exhibits Chair.
 - Information regarding the preparation of registration packets for the exhibitors at least two months prior to the conference.
 - Exhibitor database (electronically if possible) once yearly.

7.1.4 Membership Services

1. Each January the Office will identify all prospective and lapsed members whose records in the database show no activity in the previous four years. Once the names have been identified, a file reflecting the proposed inactive list will be emailed to the AMATYC Board. Any errors in the proposed inactive file will be sent to the Office.

Final notification letters will be sent by first-class mail to lapsed members on this list encouraging them to rejoin. These lapsed members will be moved into an inactive file in the database at the next purge cycle. The names of prospective members without any activity will be moved out of the prospective file and will not receive further mailings. The records will be kept for one year and will be purged the following January.

2. Membership reports will be generated quarterly, on January 1, April 1, July 1, and October 1, with the reporting period from January 1–December 31. The January 1 quarterly report will be included in the Spring Board meeting agenda. As an annual

report, the January 1 report will include historical data in addition to current membership numbers by region. The other three quarterly reports (April 1, July 1, and October 1) will include current membership data only and will be distributed to the Board electronically. <FBM 2008>

3. The office is responsible for preparing and mailing all membership renewal notices as indicated in the Policy and Procedures manual. The office then receives renewal monies, updates the membership database, and mails membership cards.

The AMATYC Office will notify members of their membership status according to the schedule shown.

Adopted calendar-based membership renewal method. <FBM 2012>

Target Implementation Date: 02/28/2013

+60 days Email renewal notification (1)

+37 days Email reminder

+30 days Mail hardcopy renewal notice (2)

0 days (expiration date) Email "oops" notice

-30 days Email notice of lapsed status and removal from mailing list

(1) Includes "re-greening," Bring-a-Friend, and discount on professional development statements.

(2) The design and content of the hardcopy notice will be agreed upon by the AMATYC Office and the Membership & Marketing Committee.

Given that a motion passes, the Office will produce a calendar for the other three expiration-date groups with an understanding of the need to take the Winter Break into account for the 2/28 expiration group. <SBM 2010>

After sending an email notice of lapsed status at the -30 point in the schedule, The AMATYC Office will no longer send the AMATYC *News* newsletter or the *MathAMATYC Educator* journal to lapsed members.

The AMATYC Office continues to send twice-yearly mailings to lapsed members for a period of three years.

1. The Office will mail materials marketing the annual AMATYC Conference according to the schedule for this mailing to lapsed members.
2. Six months after the conference mailing, the Office will send a "we've missed you" email to lapsed members. The content and design of this email will be agreed upon by the Office and the MMC.<SBM 2010>

4. The AMATYC Membership Brochure should be prepared by the Office and reviewed by the President, President-Elect, and Treasurer.

7.1.5 Office Equipment Replacement Cycle <FBM 2012><FBM 2019>

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.

EQUIPMENT REPLACEMENT CYCLE

Year 1: (2021/2025)	Budget
Replace Technical Director’s computer	\$1500
Replace Office laptop and travel printer	\$1800
Replace Office printer (color laser)	\$2000
Purchase Conference Coordinator’s laptop	\$1500
Year 2: (2022/2026)	
Replace Accounting Director’s computer	\$1500
Purchase Secretary’s laptop and printer	\$1800
Purchase President-Elect’s equip choice	\$2000
Purchase Executive Director’s equip choice	\$1800
Year 3: (2023/2027)	
Replace Office Director’s computer	\$1500
Replace Office laptop and travel printer	\$1800
Replace Office printer/fax (laser, multifunction, 11 x 17)	\$2500
Replace Office scanner	\$1000
Year 4: (2020/2024/2028)	

Replace Publication Director’s computer	\$1500
Replace Office laptop and travel printer	\$1800
Purchase Treasurer’s laptop	\$1500
Purchase President-Elect’s equip choice	\$2000

7.2 Office Personnel

[7.2.1 Office Personnel Policies](#)

[7.2.2 Executive Director](#)

[7.2.3 Office Director Duties](#)

[7.2.4 Publications Director Duties](#)

[7.2.5 Accounting Director Duties](#)

[7.2.6 Technical Clerk Duties](#)

7.2.1 Office Personnel Policies

1. AMATYC policy with respect to salaries for its employees is to support its employees at least at the same level as Southwest Tennessee Community College employees. This means that they will receive the same bonuses, cost of living increases, and longevity increases as are accorded Southwest Tennessee Community College’s staff. Currently Southwest Tennessee CC does not have a process for merit raises.
2. The Executive Director will promptly send the President and Treasurer any documentation of bonuses, cost of living increases, and longevity increases when they are authorized. As required, the AMATYC President sends a letter authorizing these increases for AMATYC employees.

See also [Section 6.6 Budget Preparation, holiday gift](#)

7.2.2 Executive Director <Email 2017>

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. Participate with others in the proofreading of all publications and communications from AMATYC.
5. Implement Board policy and activities that support Board initiatives, and recommend initiatives to the Board.
6. 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.
7. Communicate and collaborate with executive directors of other professional mathematics organizations to network, gather information, and share concerns.
 8. Attend AMATYC Board meetings, including the Strategic Planning Orientation Meeting, as a non-voting member.
 9. Attend the AMATYC annual conferences.
 10. 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.
 11. 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.
 12. Perform other duties as assigned by the AMATYC President.
 13. Serve as general liaison with Southwest Tennessee CC.
 14. Serve on the Finance Committee.
 15. Assist the President as needed and as requested with routing as well as major organization projects and with business requiring office assistance.
 16. 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.
 17. 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.
 18. Be responsible for data and document security.
 19. 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.
 20. With the approval of the President, sign and forward contracts for entities other than Southwest Tennessee Community College.
 21. Serve as the Sponsored Research Office (SRO) for grant proposal submissions and grant reports, at the direction of the President.
 22. Annually, the Executive Director, in collaboration with the President, Accounting Director, Grants Coordinator, and Treasurer, reviews, updates and submits a new rate proposal for AMATYC's negotiated indirect cost rate agreement with the appropriate federal agency. <SBM 2020>
 23. 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.)
 24. 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.
 25. Handle routine correspondence and communications with outside agencies, as directed by the President. <FBM 2018>

Office Duties <SCC 2020>

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 Clerk, and other employees as appropriate. Share these annual performance evaluations with the AMATYC President prior to the Fall 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. The performance evaluations shall meet the needs of the Southwest Tennessee Community College employee evaluation process.
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, Assistant Program Coordinator, 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.

7.2.3 Office Director Duties

Primary responsibilities are, but not limited to: membership database management and reporting, computer maintenance and upgrades, general office operations including conference preparations, and a working knowledge of other staff positions. Other duties as assigned by the Executive Director.

7.2.4 Publications Director Duties

Primary responsibilities are, but not limited to: preparing typeset presentation of AMATYC publications (i.e. newsletter, brochures, stationary, conference flyers, miniprogram and program), sending second draft of all publications to the Website Coordinator, coordinating with the printer to maintain production standards, and a working knowledge of other staff positions. Other duties as assigned by the Executive Director or Office Director.

7.2.5 Accounting Director Duties

Primary responsibilities are, but not limited to: managing and reporting accounts, working with the Treasurer to maintain appropriate fiscal policies, processing accounts receivable/payable, auditing financial records, and a working knowledge of other staff positions. Other duties as assigned by the Executive Director or Office Director.

7.2.6 Technical Clerk Duties <FBM 2015>

Primary responsibilities are, but not limited to: greeting visitors; answering the phone and directing calls; updating and maintaining the organization's policy manual, assisting with the database system – including but not limited to: the renewal process, posting and printing payments, collecting data and drafting summaries or reports; assisting with mailings and information requests; providing pre-and post-conference support by completing tasks as assigned and maintaining office supplies. Other duties as assigned by the Executive Director or Office Director.

8. Conference

[8.1 Conference City/Hotel](#)

[8.2 Conference Timetable](#)

[8.3 Conference Committee](#)

[8.4 Conference Coordinator](#)

[8.5 Assistant Conference Coordinator](#)

[8.6 Local Arrangements](#)

[8.7 Exhibit Policies](#)

[8.8 Advertising Policies](#)

[8.9 Conference Publications](#)

[8.10 Conference Program](#)

[8.11 Conference Presiders](#)

[8.12 Conference Registration](#)

[8.13 Miscellaneous](#)

8.1 Conference City/Hotel

The city in which the annual AMATYC conference is held, the support of area colleges and their administration, and an enthusiastic Local Events Coordinator will determine the success of a conference.

[8.1.1 Selection Policy](#)

[8.1.2 Contract Requirements](#)

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 Conference Coordinator 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 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

If one hotel can accommodate the entire conference, then all points should be addressed in the hotel contract. If a combination of one hotel and a conference center, or more than one hotel is necessary, the package proposal should address all points.

The following points should be addressed in a conference hotel proposal:

1. Room rate options (Board will eventually choose one option to publish)
 - Single/Double rate
 - Flat rate
 - Staff rooms discount
 - Room upgrades for VIPs
 - Rate guaranteed with a maximum increase specified
 - Maximum overall percent increase preferred, maximum increase per year acceptable
 - Conference rate honored 3 days before and after conference dates
2. Room reservation requirements
 - Cut-off date (14 days preferred, 21 days acceptable)
 - Conference rate honored on reservations received after cut-off date on space available basis
 - A one-night deposit charged by the hotel to secure a room reservation. Deposit is subject to hotel's cancellation policy.
3. Room block
 - Room block per night based on history of the two most recent conferences
 - Room block adjusted annually based on changes in conference history
4. Parking rate
 - Parking rate with maximum increase specified
5. Complimentary rooms
 - Complimentary room ratio (1:n) calculated on a cumulative basis (total room nights divided by n)
 - Complimentary suites in addition to comp room ratio
 - 1 luxury suite w/2 adjoining bedrooms for President
 - 1 luxury suite w/1 adjoining bedroom for Conference Coordinator

6. Meeting/exhibit space

- No charge for meeting space
- No charge for exhibit space
- Hold on all meeting space or include specific list of rooms being held
- Policy regarding bringing in audio-visual equipment
- Reasonable cancellation policy
- If a convention center is being used, hotel meeting space should be contracted for Sunday morning to save on rental costs.

7. Executive Board Meeting

- 16 executive chairs for the Executive Board meeting

8. Miscellaneous

- Health facility options
- Convention bureau services
- ADA Accommodations for persons with disabilities
- AMATYC will choose conference sites that adequately accommodate the needs of physically challenged members and make known in conference announcements that such accommodations are available. Also, in support of the AMATYC mission statement, the AMATYC Board will only consider site visitation for conferences in cities that do not take discriminatory political stands on human rights issues. (from [section 2.1.3](#))

9. Contract Negotiation Policy

10.

- AMATYC has retained the services of a professional conference planning company. That company is currently Experient.
- The primary responsibility for hotel and convention center contract negotiations lies with AMATYC's professional conference planning company (PCPC) representative, AMATYC's Conference Coordinator and AMATYC's legal advisor. The Conference Coordinator oversees and facilitates the negotiation process in collaboration with AMATYC legal advisor. Persons holding the positions of Conference Coordinator, AMATYC legal advisor, President, President-Elect, Past President, Treasurer, and Executive Director shall review these contracts and submit concerns to the Conference Coordinator by a reasonable date. Failure to reply shall not delay the negotiation process. 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). The written authorization shall be filed in the office with the signed contract. All signatures should be prefaced with "On Behalf of AMATYC."

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 planing vendor, Conference Coordinator, and others as per policy.
12. Sign (or request in writing that the Executive Director 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 and Conference Coordinator, Executive Board approves
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. Appoint other local event committee members		Spring, C-1	Conference Coordinator, after verifying AMATYC membership
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 email 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 email 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 Assistant Program Coordinator.		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	Assistant Program Coordinator
66. Mail or email letters to presiders. Send to designated address.		June 10, C	Assistant Program Coordinator
67. Send last minute miniprogram changes to Conference Coordinator and AMATYC Office.		June 10, C	*Conference Coordinator, Program Coordinator, Local Events Coordinator, Assistant Program Coordinator
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, Assistant Program Coordinator, 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, Assistant Program Coordinator, 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, Assistant Program Coordinator, 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		January, year following C	Conference Coordinator

8.3 Conference Committee

Membership

Conference Coordinator, Assistant Conference Coordinator, Program Coordinator, Current Local Events Coordinator, Next Year's Local Events Coordinator, Assistant Program Coordinator, Exhibits Chair, Advertising Chair.

Purpose

The Conference Committee is responsible for organizing, publicizing, and administering the annual conference.

Board Reports

1. By January 10 of each year in the planning cycle, submit to the Conference Coordinator an update of progress on conference planning and any resolutions that you would like included in the agenda.
2. By February 1, final version of report should be ready to send to the President by the Conference Coordinator for inclusion in the agenda for the spring Board meeting. The Conference Coordinator will send a copy of the final report and resolutions that were sent.
3. Conference Coordinator, Program Coordinator and Local Events Coordinator will jointly finalize space utilization plan, program schedule, and tours to be offered (if any). Do not release any hotel space that is being held. The Conference Coordinator will notify the professional conference planning company if space is to be released.

4. Make a request to the Executive Board in the form of a resolution if over-budget expenditures appear necessary. Include a rationale with each such request. Indicate accounts in which you anticipate a surplus to offset the over-budget amount. The accounting process will not allow the transfer of funds from one account to another. Instead, over-budget expenditures must be requested and approved by the Board.
5. Be available for a phone call during the spring Executive Board meeting, should issues needing discussion arise.

8.4 Conference Coordinator <SBM 2017>

Appointment Process

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

Term of Office

The term length is five years. The starting date of each term is January 1, and the ending date is December 31. The term limit is two 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>

General Duties

1. Oversee all AMATYC conference planning.
2. Serve as budget manager for the annual conference, and approve conference expenditures as designated in the financial section of the Policy and Procedures Manual. Work with the Executive Director and Treasurer to develop the conference budget.
3. Coordinate other AMATYC conferences as needed. This includes special events, summits, or meetings sponsored by AMATYC grants. Also, serve in an advisory capacity to summer institute directors, regional meeting organizers, or affiliates.
4. Serve as AMATYC's contact with the professional conference planning company, conference meeting facility (hotels and convention center), secondary hotels, convention and visitors' bureaus, and suppliers of audio-visual equipment, exhibition services, etc., and serve as liaison between these vendors and the AMATYC Board.
5. Ensure that the addendum to the Policy and Procedures Manual that is prepared by the Secretary is accurate and is distributed to the Assistant Conference Coordinator, all appointed Local Events Coordinators, and appointed conference committee chairpersons.

Duties Related to Conference Committee

1. Make recommendations for appointment of Assistant Conference Coordinator, Program Coordinator, Assistant Program Coordinator, Exhibits Chair, Advertising Chair, and Local Events Coordinator, to the President-Elect.
2. Meet with each newly appointed Local Events Coordinator and go over conference-related items listed in the Policy and Procedures Manual.
3. Inform new conference committee chairpersons that major changes as approved by the Board will be forwarded to them one month following the conference.
4. Serve as an advisor to the Local Events Coordinators, Program Coordinator, and all conference committee chairs.
5. Monitor activities of the Assistant Conference Coordinator.
6. Monitor activities of Local Events Coordinator to ensure quality and consistency of the annual conference. Provide the Local Events Coordinator with necessary information to facilitate the timely accomplishment of duties.
7. Ensure that all Local Events Coordinators function within the time table that has been established by the Executive Board.

8. Keep future Local Events Coordinators updated on policy changes and monitor progress in conference planning for all future conferences.

Duties Related to Conference Planning

1. Work with the conference planning company to prepare a list of cities to be visited in the site selection process for the coming year. The list of potential cities along with strengths and weaknesses of each should be provided at the Fall Board meeting.
2. Chair the site inspection team for future conferences. Work with the professional conference planning company and the President-Elect to initiate and coordinate the site inspection. In conjunction with the team, prepare a written report comparing the proposed cities and conference facilities for Board consideration.
3. Ensure the Exhibits Chair is consulted during the site selection process for future conferences.
4. Negotiate all contracts related to the conference facilities for future conferences, working with the professional conference planning company, President, President-Elect, Past President, Treasurer, AMATYC Legal Advisor, Executive Director, and Assistant Conference Coordinator.
5. Negotiate and review all contracts relating to conference business, such as audiovisual and exhibition services, before forwarding to the Executive Director for signature. Work directly with contracting agency or with the conference planning company to resolve any contract issues.
6. Prepare written reports showing the planning status of all conferences, and motions for all Executive Board meetings. Participate in these meetings as a nonvoting advisor, keeping track of all conference related decisions. Promptly communicate these decisions to the appropriate conference chair or sub-committee chair.
7. Report any concerns with conference planning or deadlines to the President or Executive Director.
8. Monitor conference program planning and general conference planning.
9. Facilitate conference program planning among the Program Coordinator, Assistant Program Coordinator, Exhibits Chair, Advertising Chair, Local Events Coordinator, Assistant Conference Coordinator, President, Executive Director, AMATYC office, and external vendors and agencies to ensure timely completion of program staffing and conference publications.
10. Work with the conference management company to write and negotiate to include a cancellation clause in future hotel contracts which gives AMATYC the right to cancel, without penalty, a contract if laws are passed in the state the conference hotel resides which are discriminatory and do not agree with AMATYC's Policy on a Welcoming Environment or AMATYC's Policy on Equity and Diversity.

Duties Prior to the Conference

1. Chair a site refresh visit team for each conference. Coordinate with the President or President-Elect (whichever will preside), Program Coordinator, Local Events Coordinator, and any individuals shadowing those positions to schedule the refresh visit 12 to 18 months prior to the conference to ensure physical arrangements are in agreement with the contract. Adjust space assignments as necessary.
2. Ensure that all conference-related contracts are reviewed by the President, President-Elect, Past President, Treasurer, AMATYC Legal Advisor, Executive Director, and Assistant Conference Coordinator prior to signing by the Executive Director.
3. Monitor hotel and convention center compliance with contract matters and apprise President and/or Executive Director, and professional conference planning company if problems arise.
4. Monitor guest room block, meeting space needs, overflow hotel needs, and technology access in consultation with the conference planning company and make adjustments as necessary. Keep the President, Executive Director, and Treasurer informed. [<FBM 2014>](#)
5. Coordinate with the Executive Director the preparation of conference publications.

6. Proofread or find some other qualified person to proofread the miniprogram and the conference program booklet.
7. Coordinate all orders for materials, printing, and supplies through the AMATYC Office. AMATYC is sales tax exempt in the states of Tennessee and New York and that status varies from state to state. Ensure the office selects and purchases pens, pad of paper, and a bag for each conference attendee's registration, as appropriate to the conference budget.
8. Ensure that all conference forms and printed and electronic copy pertaining to vendors comply with hotel or other vendor requirements and are approved in writing by such vendors prior to publication. Perform other duties as outlined on the master timeline.
9. The Conference Coordinator or President shall send name/address/phone/email information for keynote and breakfast speakers to the office for inclusion on the conference mailing list. This should also be done for any other special invited speakers, award recipients, or guests. Copies of all correspondence regarding invitations should be sent to the office simultaneously with the mailing of the invitation.
10. Provide the Executive Director and Office Staff with a timeline and wording to fulfill the following policy: AMATYC should 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.
11. Coordinate with the Treasurer, the listing of individuals whose guest rooms are to be placed on the AMATYC master hotel account. Ensure the Presidential Suite and any other suites listed as concessions in hotel contracts are filled according to AMATYC policy. Ensure all suites are booked for check-in on Saturday before conference week. Ensure sufficient persons are placed on the master hotel account to absorb all earned complimentary room nights associated with hotel contract.
12. When complimentary guest rooms are earned at multiple hotels, assign AMATYC personnel who receive reimbursement for hotel accommodations to a specific hotel to take maximum advantage of earned complimentary rooms.
13. Ensure the Exhibition Company prepares an exhibits floor plan layout. Layout should be approved by Exhibits Chair and Conference Coordinator and submitted electronically to the AMATYC office.
14. Preview resume (agenda or staging guide). Make any corrections prior to the beginning of the conference and discuss with the professional conference planning company representative.
15. Make menu selections for all food and beverage events (President may provide input).
16. In conjunction with the Executive Director, guarantee the amount of food needed for each conference food function of AMATYC. This guarantee is required anywhere from one to three days before the event. Be sure to have on site a copy of the hotel contract for reference.
17. Arrive at the conference hotel on Saturday prior to conference week to attend Executive Board meeting, meet with hotel staff, meet with the conference committee, assist in setting up registration and exhibits, and resolving any problems that arise.
18. In conjunction with the Treasurer, Executive Director, and others as designated, meet with hotel and convention center staff immediately prior to the annual conference to clarify issues surrounding conference events and payment of the bill at the beginning and conclusion of the conference.
19. Enter and manage conference schedule information and program details in the conference app or work with another qualified person identified to complete this task in a timely manner. <SBM2017>
20. Schedule focus groups and small meetings as requested within policy. <SBM2017>

Duties at the Conference

1. Ensure that space and a table is available for AMATYC Foundation fundraising near the registration area. <SBM2017>
2. Save all reusable signs and banners and give them to the AMATYC office personnel for use at the next conference.

3. Meet with conference committee chairs just prior to the annual conference to review their duties and responsibilities and to plan strategically for future conferences.
4. Conduct an annual conference planning session at each conference to foster planning for the upcoming conference.

Duties after the Conference

1. In conjunction with the Treasurer, Accounting Director, and Executive Director, review and approve the organization's final invoices related to the conference, including statements from the hotel, convention center, audiovisual company, exhibitor company, temporary labor and security, and the professional conference planning company. <SBM2017>
2. Write thank you letters to conference committee and send copies to their college presidents.

8.5 Assistant Conference Coordinator

The Assistant Conference Coordinator will be involved in the preparation and operation for the AMATYC annual conference and will work year round.

Appointment Process

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

Term of Office

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

Qualifications

1. Experience with the planning of professional development activities such as: workshops, institutes, affiliate meetings, and conferences for other organizations.
2. Ability to organize and work with multiple projects simultaneously.
3. Ability to work collaboratively with other individuals in a variety of settings.
4. E-skill with word processing, spreadsheets, email, and simple graphics.
5. Ability to monitor and work with a budget.
6. Initiative and ability to work without close supervision.

Duties

1. Participate in the annual site inspection and refresh visits, when requested by the President or President-Elect.
2. Participate in contract reviews and internal discussions.
3. Meet once in the spring with the Program Coordinator and Assistant Program Coordinator to lay out the annual conference program.

4. Assist in the preparation and proofreading of print and electronic conference materials including, but not limited to, the miniprogram and conference program.
5. Review resume (agenda and staging guide) and provide feedback to the Conference Coordinator.
6. Organize the Poster Session at the annual conference, including accepting and reviewing proposals, submitting materials for the miniprogram and program, and handling the on-site setup.
7. Assist the Conference Coordinator with on-site activities during the annual conference.
8. Participate in the meetings of the conference planning team and the conference planning meeting for future conferences that are held at the annual conference.
9. Submit a biannual report detailing activities to the AMATYC Executive Board.
10. Perform other duties as assigned.

8.6 Local Arrangements

[8.6.1 Local Information for Participants](#)

[8.6.2 Information Desk](#)

[8.6.3 Signs](#)

[8.6.4 Hospitality Activities](#)

[8.6.5 Tours](#)

[8.6.6 Local Events Coordinator](#)

8.6.1 Local Information for Participants

A committee designated by the Local Events Coordinator will prepare for the Local Events Coordinator, who will submit to the Conference Coordinator, the information that is to be included in the miniprogram or in the conference program. This information for participants should include, but not necessarily be limited to, the following:

1. Transportation: facilities by air, rail, bus, and automobile; local, and parking arrangements (miniprogram)
2. Weather and clothing necessary (miniprogram)
3. Points of interest in the city (BOTH)
4. Other information as requested by Local Events Coordinator or Conference Coordinator. Note that information needed regarding registration and tours will be delineated on separate pages.
5. Note to emphasize that hotel registration and conference registration are mailed to separate addresses.

8.6.2 Information Desk

An information desk should be established at each conference. <9/24/2007> There should be at least one person available at this desk during all session times throughout the conference. The person at this desk can answer many questions that would otherwise have to be answered by persons at the registration desk. Also, keep in mind that the registration desk is only open at limited times. At other times attendees need to know where they can go if they have questions or need assistance. The most critical times for a person to be at the information desk will be when the registration desk is not open. In particular, that includes Saturday afternoon and Sunday morning.

The following information is generally provided at the information desk:

1. Hotel map and dining facilities therein if this is not included in the general information that the hotel provides in each guest room.
2. An alphabetical list of restaurants and a list of restaurants by special categories.
3. A map of the city. (Locate the hotel in the general area.)
4. Free brochures available through the local convention and visitors bureau, conference managers, etc.
5. General information sheet. (General information sheets will necessarily be different for each conference.)
6. Information about nearby church services.
7. Information about nearby drugstore for emergencies.
8. Information about local businesses that provide copying service at a reasonable rate and that have office supplies.

The person at the information desk should be familiar with the conference city. In addition, he/she should:

1. Have information gathered by the local information committee available for registrants.
2. Be prepared to make impromptu signs/posters as necessary.
3. Prepare sign-up sheets for AMATYC members wishing to attend restaurants together. (If one of the persons has transportation facilities, have him/her note same.)
4. Assist the Local Events Coordinator and Conference Coordinator in any other way possible.

8.6.3 Signs

The Local Events Coordinator will designate one person or group to be responsible for the preparation and distribution of directional and informational signage. NOTE: Signage for sessions is not the responsibility of the Local Events Coordinator. Many hotels have policies regarding the location and method of placement of signs (pins, tape, easels, etc.), and it is the Local Events Coordinator's responsibility to determine and inform the proper persons of the hotel's policy regarding signs, as well as determine what signs the hotel will provide. It is also the Local Events

Coordinator's responsibility to see that signs are prepared and distributed properly. The committee should have material available at the conference to make signage needed on short notice.

In general, signs need to be in the following areas:

1. In the registration area stating the location of meeting rooms;
2. In the registration area stating the location of the hospitality room;
3. In the hotel lobby stating the location of the conference registration;
4. In the hotel lobby and conference registration area stating the location of the exhibit area;
5. Outside each meeting room indicating sessions;
6. Outside the registration area indicating registration hours;
7. Outside the exhibition area indicating exhibit hours;
8. Outside the registration and exhibit areas indicating "name badge is required to attend all sessions and all other conference functions".

8.6.4 Hospitality Activities

In general, AMATYC budgets limited funds for drinks, snacks, etc. in a hospitality room. Note that it is not mandatory that a hospitality room be available at a conference.

Funds for hospitality activities may be generated by affiliates and other donations. The Exhibits Chair, Advertising Chair, and Conference Coordinator will solicit publishers for their support of hospitality activities. If they would like to host a particular block of time in the hospitality room, acknowledgment should be made in the conference program and with a sign in the hospitality room. If they would like to host a function that is open to all AMATYC conference attendees, AMATYC will announce the function in its publications and include it on the program grid. However, publishers must understand that in order for AMATYC to do this, the arrangements must be made before publication deadlines.

The hospitality committee is a local committee and is responsible for the following:

1. Determine from the Local Events Coordinator what hospitality functions are desired. Arrange the dates and times for the hospitality room to be open and solicit support for hosting these times.
2. Arrange for the AMATYC sponsored hospitality functions, receptions, and meal functions at the conference.
3. Select the drinks, snacks, etc. for the hospitality functions. Note that AMATYC policy does not allow for the purchase of alcoholic beverages.
4. Solicit AMATYC affiliates and/or other groups to host the hospitality room at various times. Donations should be sent directly to the AMATYC office and credited to the hospitality income account.

5. Check with the Local Events Coordinator to determine if the hotel or convention center allows snacks and soft drinks to be brought into the facility.
6. Announce hospitality functions in the conference program and with signs.
7. Write thank-you letters to publishers and organizations that participated.
8. Prepare a voucher for all bills incurred within budget for hospitality at the AMATYC annual conference and send this voucher and bill to the Local Events Coordinator for approval. He/she will forward bill and voucher to Conference Coordinator for approval.

8.6.5 Tours

Local tours, if arranged, must be self-supporting. If it is the decision of the Executive Board that tours are to be part of the current conference, it will be the responsibility of the Local Events Coordinator (or designee) to choose what tours to offer. Following are some suggestions:

1. Confer with the local tour companies for particulars: price, number needed to "make" the tour, date of cancellation stipulated in writing, contracted requirements, etc. This information will be included in the miniprogram. Only one 8.5" by 11" page is allowed for tour descriptions and registration form.
2. Include information about tours and how to pay for tours through advance registration. Tour money is paid directly to the tour company. Emphasize that tour money is not refundable unless the tour is canceled, and fees for canceled tours will be refunded by the tour operator. AMATYC is not responsible for any canceled tours or for insuring tour attendance.
3. The tour company will handle all details for receiving money, issuing tickets, etc.
4. Make efforts to fill the tour so that members desiring the trip are not disappointed.
5. The tour company should be responsible for keeping tour timetables and insuring all who are ticketed. Tour companies frequently provide guides. AMATYC's role is to simply disperse the information to our attendees. If space permits, provide the tour company with a table near the registration area or information area for the tour company to sell additional tickets on-site and to give information to attendees. However, be sure that the table does not interfere with the flow of AMATYC registration.
6. Since AMATYC does incur indirect costs from providing space in the miniprogram and the conference program, typesetting, printing, and mailing, it is appropriate for these costs to be covered by a surcharge on tour tickets to be paid to AMATYC if the Executive Board so chooses.

8.6.6 Local Events Coordinator <SPO 2008>

The importance of a well-informed, well-prepared Local Events Coordinator cannot be overemphasized. This individual must be familiar with all aspects of the conference and have an in-depth knowledge of requirements of local planning.

Appointment Process

At least four years prior to the annual conference, the president(s) of the appropriate AMATYC affiliate(s) will be contacted by the Conference Coordinator working with the appropriate AMATYC Vice President(s) to request that the officers of the affiliate(s) recommend one to three persons for consideration for that Local Events Coordinator position. Whenever possible, the Local Events Coordinator should reside in or near the conference city. AMATYC strongly discourages the appointment of co-chairs for the annual conference. The Conference Coordinator will encourage the affiliate officers to inform the entire membership of the affiliate of this opportunity and solicit volunteers prior to making their recommendation. The Conference Coordinator will submit the names of persons recommended by the affiliate officers at the fall Board meeting three years prior to the conference date, for approval by the Executive Board.

Term of Office

The term length is three years. The starting date for the Local Events Coordinator for the conference in year C is immediately following the end of the conference three years prior to the conference, and the ending date is at the end of the conference in year C. The term limit is one term. <FBM 2007>

General Duties

1. Be accountable to the Executive Board through the Conference Coordinator and the President. Submit information to the Conference Coordinator for the preparation of a progress report for the Executive Board for all spring and fall Board meetings prior to conference.
2. 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.
3. Be responsible for seeing that all local conference committees function within the timetable and policy that has been established by the Executive Board.
4. Communicate all activities of local committees to the Conference Coordinator.
5. Submit materials pertaining to the local area for the conference publications (December postcard, spring flyer, miniprogram and conference program) according to the timetable and policy. (All flyers and other printed material pertaining to the conference are in this category.) Articles are also submitted to the *AMATYC News*. The Conference Coordinator and Executive Director will oversee the preparation of these publications. Information for publications should be entered as Microsoft Word files, and sent to the Conference Coordinator as email attachments.
6. Proofread publications and provide local publicity.

Year C-2 Duties

1. Provide a sketch of the conference logo to Conference Coordinator.
2. Attend the conference in year C-2, if possible. Note that there is no support provided by AMATYC for attending this conference.

Year C-1 Duties

1. Participate in the site refresh visit in the year prior to the conference, in conjunction with the Conference Coordinator, Program Coordinator, and any individuals shadowing these positions

to make final space assignments. A local planning committee meeting can also be scheduled at this time for planning purposes.

2. Attend the conference in year C-1. Some support is provided by AMATYC for attending this conference.
3. Observe the Local Events Coordinator as much as possible at the conference in year C-1, and provide assistance to the Local Events Coordinator wherever possible.
4. Concentrate on organizing regional support during the conference in year C-1.
5. Advertise the year C conference during the conference in year C-1 by providing materials from the Convention and Visitors' Bureau, and staffing a table in the conference registration area at designated hours.
6. Attend the planning meeting for the conference in year C during the conference in year C-1. Members of the Local Committee are invited to attend this meeting also. Prepare written recommendations for improvements for future conferences.
7. Summarize the evaluation report for the conference in year C-1 and submit a written report to the Conference Coordinator within six weeks of the end of the conference. (See Conference Evaluation Chair section for more details.)

Year C Duties

1. Form partnerships with local companies, local publisher and software representatives to sponsor special conference items or events provided that current policy relating to donations is followed. The Conference Coordinator approves all conference donations prior to receiving the donation.
2. Provide for local storage and inventory of and transportation to conference site of all conference materials arriving July - November prior to the conference.
3. Borrowing equipment from local colleges is not expected, but if such arrangements are made, AMATYC will assume the responsibility of damage or loss of equipment that is borrowed from local institutions. If a letter to school officials is needed, notify the Conference Coordinator.
4. Make arrangements for transportation of computer hardware to and from any off-site locations.
5. Select food and beverage from menu provided by hotel for the professional networking/hospitality room and provide to the Conference Coordinator at least six months prior to the conference. NOTE: Do not discuss prices with the hotel staff. (See Hospitality Activities section for more details.)
6. Plan guest program, if any.
7. Recommend tour company and tours (in collaboration with the Conference Coordinator who negotiates the contract, if any) to be offered and provide the proper information for inclusion in the miniprogram and the conference program. (See Tours section for more details.)
8. Advise on arrangements for transportation between conference sites (if appropriate) and off-site activities.
9. Secure local information from the Convention and Visitors' Bureau to be distributed at the information desk at the conference or placed in attendees' bags. Solicit and schedule

volunteers to work at the information desk throughout the conference. (See [Information Desk](#) section for more details.)

10. Review the hotel's resume of conference arrangements in writing. Make any corrections to the resume prior to the start of the conference and send to the Conference Coordinator.
11. Attend a meeting to be held just prior to the conference with hotel personnel, the Treasurer, Conference Coordinator, Executive Director, President, the professional conference planning company, and the Program Coordinator to review the hotel's resume prior to the conference.
12. Provide directional and informational signage for the conference. (See [Signs](#) section for more details.)
13. Make special accommodations for VIP speakers (airport arrival/departure) if requested.
14. Arrive at the conference hotel on Monday of conference week, and work with the Conference Coordinator to ensure that all local arrangements are carried out.
15. Allow the incoming Local Events Coordinator to observe and go over conference procedures with him/her as time permits.
16. Assemble and place materials in conference bags (Tuesday afternoon/evening).
17. Organize and staff the hospitality, professional/networking, and Internet access functions. (See [Hospitality Activities](#) section for more details.)
18. Select and place special items/gifts and decorations (if any) for the AMATYC-sponsored Saturday morning breakfast. When the item/gift has been selected, notify the Conference Coordinator, who will work with the office staff to get samples or order the item.
19. Plan and implement the Executive Board "thank you" event for members of the local committee. This event must be completed so that any bills can be received by the AMATYC office no later than December 15 following the conference.
20. Write thank-you letters to local committee chairpersons. Send copies to their college presidents.
21. Ensure all bills incurred by the local arrangements committee are within budget and policy; sign and forward vouchers and bills to the Conference Coordinator for approval. The Treasurer pays all bills that are budgeted for the conference, but only after approval by the Conference Coordinator. Any bills that are over the budgeted amount cannot be paid by the Treasurer unless Executive Board or Expenditure Approval Committee approval is obtained. Approval must be obtained PRIOR to expenditure. AMATYC is not responsible for expenditures that are over budget and not approved prior to the expenditure.
22. Send all bills to the Conference Coordinator as soon as possible after the conference. (Bills must be received by Conference Coordinator no later than December 10 in order to be submitted to the year-end close-out deadline of December 15.)

Conference Evaluation Chair

The Local Events Coordinator attends the conference in year C-1 and serves as the Conference Evaluation Chair for that conference to compile a written report that summarizes the conference evaluation of that conference. An evaluation of the conference is necessary to keep the Conference Coordinator, the Conference committee, and the Executive Board aware of the needs of the

participants. An effective evaluation process is necessary to maintain the level of quality expected at AMATYC conferences.

The distribution, collection, and processing of session evaluation forms will be coordinated by the Program Coordinator and has the following components:

1. Session Evaluation Form, to be distributed by the presider at the beginning of each session and picked up by the presider at the end of the session.
2. Presider's Report, enclosed in each presider's packet.
3. Evaluation forms and presiders reports should be returned to the speaker/presider check-in station or other designated location by presiders.
4. The Program Coordinator analyzes this data and compiles a report which is made available to the AMATYC President, Conference Coordinator, and Exhibits Chair.
5. The Exhibitor's Evaluation will be coordinated by the Exhibits Chair and given to each exhibitor on Friday or Saturday and collected and analyzed by the Exhibits Chair.

It is the duty of the Local Events Coordinator acting as Conference Evaluation Chair to:

1. Prepare a summary evaluation of the conference to send to all members of the Executive Board, the Conference Coordinator, and the next year's conference committee chairpersons within 2 months following the conference.
2. Observe as many aspects of the current conference as possible and offer comments and recommendations at the planning meeting and in the evaluation report.

8.7 Exhibit Policies

[8.7.1 Promotional Exhibits](#)

[8.7.2 Exhibit Cancellation Policy](#)

[8.7.3 Commercial Presentations](#)

[8.7.4 Focus Group Policy](#)

[8.7.5 Exhibits Chair](#)

8.7.1 Promotional Exhibits

Exhibitors whose mission is to sell promotional items such as T-shirts, jewelry, bags, or other similar such goods, but who are not directly involved in providing educational materials or services such as textbooks, software, calculators, or other such educational goods or services, shall qualify for a reduced promotional exhibitor fee. This fee shall be 50% of the regular booth rental fee and may not be applied to the special first time exhibitor fees. Requests for booths at this reduced fee would be added on a "space available" basis when not all booth space in the exhibit hall is expected to be rented otherwise. Reservations and payments at the reduced fee rate cannot be accepted prior to July 1 of the year of the conference. The Conference Coordinator and Exhibit Chair shall make the

determination regarding which companies qualify for the 50% fee reduction. The President shall be informed of the acceptance of each such exhibitor at the time of acceptance.

8.7.2 Exhibit Cancellation Policy <SCC 2020>

AMATYC agrees to refund 90% of the booth fee for one booth per exhibitor if a notice of cancellation is received in writing prior to four (4) months before the opening date of the annual conference. If a notice of cancellation is received in writing between one month and four months before the opening date of the annual conference, then AMATYC agrees to refund 50% of the booth fee for one booth per exhibitor. If a notice of cancellation is received within one (1) month before to the opening date, then no refund will be given. The Executive Director, in consultation with the President, Treasurer, Conference Coordinator, and Exhibits Chair, will approve any deviation from this policy.

8.7.3 Commercial Presentations

1. A maximum of twenty 1-1/2 hour commercial presentations will be accepted for any given annual conference. In the event that all commercial presentation slots are sold, and some firms are willing to stand by in case of cancellations at the conference, a waiting list of those vendors will be established. Beginning with the 2015 New Orleans Conference, Commercial Presentations will be 75 minutes in length. <Email Motion 14>
2. Refunds will be allowed for cancellation of presentation reservations as follows:
 1. 65% of rental cost ONLY IF there is a vendor willing to take the space.
 2. No refund if any time slot will remain unfilled.
3. Mailing labels, in the form of paper labels or a word file, or Email addresses will be provided for Commercial Presenters for a one time use to advertise the commercial presentation. The advertisement to be sent must be approved by the Exhibit Chair and the Conference Coordinator prior to the labels or emails being sent to the company. Attendees have the option to opt out when they register.

This change would take effect for the 2011 conference. <SBM 2007><FBM 2010>

8.7.4 Focus Group Policy <SBM 2011>

1. A focus group is a form of qualitative research in which a group of people are asked about their attitude towards a product, service, concept, or idea. A focus group at an AMATYC conference will consist of no more than ten to twelve AMATYC members and two or three representatives from the publishing company, exhibitors, or vendors. Focus groups will not be scheduled during the Thursday Keynote session, regional meetings, Saturday breakfast or other special conference events specified by the conference committee.
2. Focus groups held by various publishers, exhibitors, or vendors at AMATYC's Annual Conference provide the members of AMATYC with the opportunity to give feedback on textbooks and current trends in mathematics education. While AMATYC views the meetings as important, allowing too many focus groups to be scheduled in competition with the conference sessions detracts from session and committee participation. In order to maintain balance, the following guidelines will be followed by the Conference Coordinator when releasing space and setting up focus groups. The conditions listed are dependent upon the space available at the conference hotel.

A. The Conference Coordinator will arrange space for each publisher, exhibitor, or vendor up to 2 focus groups at no charge. Publishers, exhibitors, or vendors must notify the Conference Coordinator of their desire to have a focus group by September 1. Any requests received after the September 1 deadline will be charged a fee of \$400 for daytime slots and \$200 for late afternoon/evening time slots per focus group if space is available. Focus groups are assigned on a first come first serve basis if the number of focus groups exceeds the maximum space available on site.

B. Corporate Partners can have space for 3 additional focus groups arranged at no charge if the Conference Coordinator is notified by September 1.

C. For each 4 booths that a publisher, exhibitor, or vendor purchases, space for 1 additional focus group will be arranged at no additional charge if the Conference Coordinator is notified by September 1.

D. Space for additional focus groups will be arranged for a fee of \$200 per meeting provided they are requested by September 1.

E. Audio visual needs, internet connections, and food and beverage needs for focus groups are to be arranged with the hotel by the publisher, exhibitor, or vendor.

F. AMATYC agrees to refund the fees for arranging a focus group if notice of cancellation is received in writing or email by October 1. Any penalties or fines imposed by the hotel are not the responsibility of AMATYC.

G. Any group sponsoring a reception or other conference food event for at least 100 members of AMATYC may have a focus group arranged during prime time or late afternoon/evening at no charge. This is not part of the Corporate Partner Program.

H. The following 90-minute time slots will serve as guidelines when arranging for focus groups.

Prime Time (\$400 per session):

Thursday: 9:00 – 10:30 a. m.

Friday: 10:00 – 11:30 a.m.

11:00 a.m. – 12:30 a.m.

12:30 – 2:00 p.m.

1:00 – 2:30 p.m.

2:30 – 4:00 p.m.

Saturday: 10:00 – 11:30 a. m.

12:00 – 1:30 p.m.

Late afternoon/Evening (\$200 per session):

Thursday: 5:30 – 7:00 p. m.

Friday: 5:30 – 7:00 p.m.

7:30 – 9:00 p.m.

7:30 – 9:00 p.m.

Saturday: 3:30 – 5:00 p. m.

8.7.5 Exhibits Chair

Appointment Process

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

Term of Office

The term length is 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> <FBM 2017>

Duties and Timeline

The Exhibits Chair will make the contacts with publishers, computer software and hardware vendors, calculator companies, assessment companies and other potential exhibitors that will exhibit or make a commercial presentation at AMATYC conferences.

December

1. Work with the AMATYC Office to maintain (revise/update as needed) the exhibitor mailing list. This list of potential exhibitors is maintained in the AMATYC office. Note that this list is different from the list of advertisers, although many of the same companies will be found on both lists. With the larger companies, the contact person that makes decisions about exhibiting at trade shows is different from the person that makes decisions about advertising. With the smaller companies, this person may perform both functions. In addition to contacting the main offices, the following may be contacted in order to pass along information and obtain additional names of contact:
 1. A local representative of a national company should be able to supply the name of the conference manager for his/her company.
 2. Computer science department members of a local college may be able to supply names of computer hardware and software representatives.
 3. Names of companies or persons in other areas of non-print educational materials may be found in the library.
 4. Other professional journals can be examined for possible leads for potential advertisers.
 5. Other math conferences can be attended to recruit new exhibitors and commercial presenters.
2. Work closely with the Conference Coordinator to determine what is being furnished in the exhibit hall by the hotel or convention center - tables, chairs, etc. Most decorating firms will include setting up the registration area and providing registration booths for attendees and exhibitors complimentary in the decorating agreement. If the exhibit area is not carpeted, AMATYC will budget for carpeting aisles. Carpeting as well as furnishings (tables, chairs, etc.) for booths is the responsibility of the exhibitor. Obtain a floor plan of the exhibit hall showing numbered booths from the selected decorating firm. Be sure that the floor plan has been approved by the local fire marshal and the hotel.

3. Work with the AMATYC office to prepare the information for the mass mailing announcing exhibiting opportunities for the coming year. The Conference Coordinator should review and approve solicitation materials before they are sent. The exhibitor packet should include the following:

1. Invitation letter

This is a one-page letter describing the AMATYC conference with an invitation to exhibit or purchase a commercial presentation slot at the next conference. Some companies plan their trade show calendars a year in advance; therefore, the solicitation letter should also include dates and locations of future AMATYC conferences.

2. Exhibitor contract

3. Exhibitor guidelines

The guidelines should include, but not be limited to:

1. The name of the drayage firm.
2. What AMATYC will furnish without charge.
3. Set-up and dismantling time.
4. Exhibiting hours.
5. How booths are assigned (first-come-first-served basis as payment is received but noting that AMATYC reserves the right to reassign booth locations. Before any such reassignments are made, the exhibitors affected will be consulted. Corporate sponsors receive priority for booth assignments.)
6. Opportunity to be listed on AMATYC website (complimentary).
7. Cost and size of each booth.
8. Dates and location of conference.
9. Liability statement that requires approval by the conference hotel.
10. Refund policy.

4. Exhibit floor plan for next conference, if available

5. Commercial presentation guidelines

The guidelines should include, but not be limited to:

1. The name of the drayage firm.
2. What AMATYC will furnish without charge.
3. Presentation time hours.

4. How presentations are assigned (first-come-first-served basis as payment is received.)
 5. Cost and size of each presentation room.
 6. Dates and location of conference.
 7. Refund policy.
4. Work with the AMATYC Office to mail out the exhibitor packet. Send packets to the previous year's exhibitors a few days before the mass mailing to give these companies a head start on purchasing their booth space for the next conference. All potential advertisers and exhibitors will be sent an email from the AMATYC office announcing the opportunities for the upcoming year. Included in the email will be directions to the AMATYC website for forms and further information. All companies who have advertised or exhibited at least once in the previous three years will automatically receive packets in the mail. Companies that are not returning advertisers or exhibitors will be able to request a packet in response to the initial email.
 5. Mail out exhibitor packets throughout the year as new potential exhibitors are identified, and/or as potential exhibitors contact the Chair directly or through the AMATYC office. These "new" contacts are added to the mailing list for future mailings. When a product flyer comes in the mail from a company, consider that company to be a potential exhibitor at the AMATYC conference and send out the exhibitor packet. This spreads information about AMATYC. The process of contacting potential exhibitors and the selling of booth space for the conference stretches out over the year even more so than the selling of advertising. Typically, the first booth will be sold in January and the last sometime in late October. Calls asking about booth space may come in the week of the conference.

January

1. Submit the exhibit and commercial presentation packets to the AMATYC website coordinator for posting to the AMATYC website.

January - February (and throughout the year)

1. Assign booth space on a "first to pay, first to choose" basis, but not until the corporate sponsors' deadline for receiving priority booth assignments. In addition, the Exhibits Chair has the right to assign booth space based upon AMATYC's need to fill out the exhibit area. This may be necessary as some companies buy 4-6 booths while others buy one booth.
2. Send confirmation letters as exhibitor contracts and payments come in. The confirmation letter should include:
 1. Assigned booth number(s) and exhibit floor plan, for exhibitors who have sent in payment.
 2. Exhibit floor plan for exhibitors who have not sent in payment.
 3. Suggestion to place an ad in the Conference Program saying "Visit us in booth #xxx."
 4. Request for the list of names of people who will need name badges to work in the booths.
 5. Name and address of the AMATYC audio-visual vendor who can assist exhibitors with their audio-visual requirements.

3. Send confirmation letters to exhibitors who purchase commercial presentations. The confirmation letter should include:
 1. Presentation time slot and session number.
 2. Room location of presentation(s).
 3. Suggestion to use the presentation information in pre-conference advertising, saying "See our presentation C-11 in" etc.
 4. Name and address of the AMATYC audio-visual vendor who can assist exhibitors with their audio-visual requirements.
 5. Name and address of the Internet provider (usually the hotel).
4. All checks for booth space or commercial presentations should be mailed directly to the AMATYC office.

February - March (and throughout the year)

1. Follow up with any company that had exhibited at previous AMATYC conferences but did not respond to the initial mailing. It is quite possible that the person who had handled the exhibits for the company the previous year is no longer in that post with the company, and mail is not necessary passed on. Also, frequently the person may set aside the mailing to deal with it later, only to have it get lost. If no response is received after 4 weeks, another letter, email, or phone call should be made. The Exhibits Chair should expect to have some duplicate mailings.

May

1. Send alphabetical lists of confirmed exhibitors and commercial presentations to the AMATYC Office for inclusion in the miniprogram.

Late August

1. Send drayage firm a list of all confirmed exhibiting companies, including the name of the contact person and a mailing address, to contact for furnishings which they may wish to rent. The drayage company sends their packet of information out in early September. Update this list as additional booths are sold. The drayage company is also responsible for producing the signs that identify each booth. Be in constant contact with this drayage firm to be sure that the mail is going through.
2. Send the confirmed exhibitor list, along with the URL to the exhibitors' websites and booth assignments, to the AMATYC Website Coordinator for placement on the AMATYC website.
3. Send the complete list of confirmed exhibitors and commercial presentations to the Treasurer, Conference Coordinator, and AMATYC office. AMATYC purchases exhibitor liability insurance based on the number of companies that exhibit (not on the total number of booths available). This number must be provided to the Treasurer. Both the exhibitor and commercial presenter lists will need to be updated right up to the last minute as additional booth space or commercial presentations are sold.

October

1. Provide the AMATYC office with a list of names of the people who will be working the booths for the vendors. This is necessary so that badges can be prepared ahead of time and brought

to the conference. Expect, however, to be able to produce badges on-site because the companies frequently don't know until the last minute who will be attending the conference which may require additions to the list or changes to the list. The Annual AMATYC Conference booth rental for each 10' x 10' booth will include up to five (5) complimentary conference exhibitor badges for full-time employees. Additional badges may be purchased for \$50 each. All requested name badge changes must be made at the time badges are issued at the conference. Badges may not be returned and exchanged once they have been issued. Authors of mathematics textbooks and other mathematics professionals, who are not also full-time employees of the company or organization, are specifically excluded from receiving complimentary or purchased exhibitor name badges. <FBM 2007> The Exhibitor badge entitles the holder to attend all non-ticketed conference events on a space available basis. Effective date: 2008 Annual AMATYC Conference in Washington, DC. <SBM 2007>

2. Request help from the Executive Board, conference committee, etc., if booth reservations or commercial presentations are not coming in. Check the list of previous exhibitors and commercial presenters, and if they have not yet reserved a booth or presentation slot, contact them. Keep this list current for the next conference solicitations.
3. In the event that all booths are sold and some firms are willing to stand by in case of cancellations at the conference, make a list of those vendors and contact them if cancellations occur.
4. Advise exhibitors that exhibitors' registration packets and commercial presenter name badges will be distributed on set-up day. Each packet will include five conference program booklets and an evaluation form per booth. Name tags will be made for persons working in the booth, up to five persons per booth. Each exhibiting company will be asked to fill out a form listing the names of persons for whom name tags should be made.
5. Check with the Conference Coordinator to be sure that signs are being prepared telling where the exhibits and commercial presentations are located, and the hours when the exhibit hall is open. (One or two signs should be near the workshop areas and one should be in the registration area at the conference center.)

November (at the conference)

1. Arrive at the conference center as the decorating firm is preparing the exhibit area. Be sure that booths are arranged according to the original layout, and exhibit signage is accurate.
2. Be available at the exhibit area Wednesday afternoon prior to the start of the conference and all day on Thursday as the booths are being set up and the exhibitors arrive. This is necessary to be available to answer questions (most of which will be taken care of by the drayage company) and to pass out registration packets and name badges. It is also necessary to be available to make decisions when one exhibitor attempts to do something with his/her booth that may infringe upon the rights of the exhibitor in the adjacent booth, or violates AMATYC policies for exhibitors.
3. Network with exhibitors throughout the days the exhibit area, to let them know that AMATYC appreciates their support, to help correct any problems that might have developed, and to encourage the vendors to exhibit with AMATYC at the next conference. Ninety percent of the conference time is spent in and around the exhibit area, talking to security people and to the exhibitors. The fee plus hotel and travel expenses are considerable amounts for some of these companies; they need to know their participation is appreciated.
4. Coordinate with the Advertising Chair to monitor the commercial presentations and assist if problems arise.

November (after the conference)

1. Mail thank-you letters to exhibitors and commercial presenters after the conference is over. Include at that time a reservation form for the following annual conference.

December (by December 15)

1. Submit an end-of-year (calendar year) summary financial report to the AMATYC office and Treasurer to facilitate closing of year-end accounting process. The report should contain:
 1. Number of booths sold and total revenue received.
 2. Booth assignments and area layout.
 3. Number of commercial presentations sold and total revenue received.
2. Request payment of miscellaneous expenses within 14 days following the conference. Send the expense reimbursement form, along with any required documentation and receipts, to the Conference Coordinator. For more details regarding reimbursement policy and deadlines, refer to the Financial Policy section.

8.8 Advertising Policies

[8.8.1 AMATYC Corporate Partner Program](#)

[8.8.2 Conference In-the-Bag Advertising](#)

[8.8.3 Conference Advertising](#)

[8.8.4 Advertising Cancellation/Refund Policy](#)

[8.8.5 Advertising Chair](#)

[8.8.6 Advertising Timeline](#)

8.8.1 AMATYC Corporate Partner Program

1. [<SBM 2010>](#)The AMATYC Corporate Partnership Program provides AMATYC’s commercial friends with an opportunity to maximize their visibility with AMATYC members. The program allows corporations to participate fully in all the advertising and exhibiting opportunities of AMATYC plus special conference participation for a cost of \$8,000, at a rate of 85% of actual current cost.
2. The annual fees for Corporate Partnerships are fixed for a period of three years. At the start of the third year, the Executive Board will set the fees for the next three year cycle. In the event a fee review is due during the first year of an Advertising Chair’s term of service, this review may be postponed for one year.
3. The year of partnership would be January 1 through December 31.
4. A full listing of benefits plus actual cost is provided in the Financial Policy section.

Core Benefits (all Corporate partners)	Communication (Choose 2, can choose an item twice)	Event (Choose 1 item)
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1 discount conference Registration	1 page ad in two issues of the journal	Breakfast Sponsor/ Meal Sponsor (Friday or Saturday)
Special recognition in conference program	1 page ad in 1 issue of the journal & conference program	Web seminar for members
Saturday morning breakfast greetings	1 membership email list	Traveling Workshop
Logo on AMATYC home page	Ad in conference app	Pre-conference workshop
1 bag insert	3 additional focus groups at the conference	Other event (Fri, Sat at conference)
1 priority booth - 1 additional booth at 5% discount		
1 commercial presentation - 1 additional commercial presentation at 5% discount		

To promote publicity of Corporate Partners at the conference, the following actions will be taken effective with the 2012 conference:

1. The conference program will have dedicated space listing the AMATYC Corporate Partners. There will be a minimum of 1/2 page and maximum of 1 page per two Corporate Partners. The Partner's name and logo will be displayed.
2. If a Corporate Partner chooses to sponsor the Saturday breakfast, the AMATYC President will display visually and announce in his or her remarks at the Saturday breakfast using language as follows (specified by name of current Corporate Partner). "Our breakfast this morning is sponsored in part by name of company, an AMATYC Corporate Partner". At the Saturday breakfast, signage will be posted at the entrance to the breakfast "Breakfast is sponsored in part by name of company, an AMATYC Corporate Partner."
3. If a Corporate Partner will be listed as sponsoring the Regional Meal Event on Friday eight signs will be made stating "Our meal is sponsored in part by name of company, an AMATYC Corporate Partner." The signs will be displayed outside each meeting room, or in another suitable location.
4. If sponsoring a conference meal event is chosen by a Corporate Partner, where the Regional food event or the Saturday Breakfast are listed in the conference program, the words "Sponsored in part by name of company, an AMATYC Corporate Partner" will appear.
5. The AMATYC President, or their representative (Advertising Chair or Exhibits Chair) as directed, will invite the AMATYC Corporate Partners to send a representative to be an AMATYC guest at the Saturday Morning Breakfast. This guest should sit with the Advertising Chair and Exhibits Chair. In any year, the President may choose to assign a different table. During the breakfast, one representative from each Corporate Partner will be invited to the stage to give greetings to the membership. This greeting is limited to 1 to 1 1/2 minutes each and takes place when the President goes to the podium at the very beginning to greet everyone and invite them to eat. <SBM 2008>
6. If a Corporate Partner sponsors a webinar or Traveling workshop, AMATYC will display signage at the event acknowledging the sponsorship. Additionally the Corporate partner's logo will be displayed along with acknowledgement of the sponsorship on all emails referring to the event and on the AMATYC website where the event is advertised.

7. If the Corporate Partner sponsors internet access for the conference, the Partner will be acknowledged in the conference program and with signage in the internet café.
8. The sole sponsorship of the conference app, if one is used, will be offered as an option in event sponsorship in the Corporate Partner Program effective January 2014. In the event that more than one Corporate Partner opts for the sole sponsorship option, it will be offered to the Corporate Partner who applies and pays the required fee first. <FBM 2013>

8.8.2 Conference In-the-Bag Advertising

1. The Advertising Chair will accept reservations for advertising pieces that are placed in the bags of conference attendees. The word "Advertisement" does not need to be on the items.
2. There shall be three categories for in-the-bag inserts: single sheet of 8 ½" x 11" paper, small lightweight item, and large bulky item. The Advertising Chair and Conference Coordinator will decide the appropriate category if there is a question about an unusual item.
3. The Advertising Chair, in consultation with the Conference Coordinator, will determine an appropriate number of items to be placed in the conference bags. This will be determined by the number of requests received, size of items, and total amount needed to be placed in the conference bag. <SBM 2016>
4. Policy for announcements of prize drawings: The charge for a one-page 8.5" by 11" In-the-Bag advertisement will be reduced to \$300 for exhibitors who are conducting a prize drawing in the exhibit area for an item of \$500 or more in value (to be verified by the Exhibits Chair) or are nonprofit organizations. The advertisement must include information about the prize, how to enter, when and how to win, and require the entering person to register for the drawing in the exhibit area. Exhibitors who are supplying a prize valued at \$500 or more but who do not wish to include prize information on an advertisement must pay full price for any In-the-Bag advertisement.

8.8.3 Conference Advertising <SPO 2007>

1. Beginning at 8 a.m. eastern time on December 1 of the year before the conference, advertisers may complete the request for special conference advertising and submit the contract by fax or email to the AMATYC Advertising Chair.
2. Although requests will be handled on a first come first serve basis, if an item was used at the previous annual conference, the previous advertiser has the first right of refusal unless extraordinary circumstances (such as slow payment, lack of cooperation in completing the business transaction, etc.) would cause it to be in the best interest of AMATYC to do otherwise.
3. If the previous advertiser wishes to exercise this first right of refusal and repeat the advertising or sponsorship opportunity, the advertiser must complete and submit the form by February 1 and pay the AMATYC fee by March 15.
4. In addition to all costs involved in the manufacture and shipping of the conference advertising item, advertisers will pay a fee to AMATYC. The fee is \$1,500 if the AMATYC logo or the letters "AMATYC" appear on the item. If AMATYC is not mentioned on the item, the fee to AMATYC is \$2,500. AMATYC will decide whether the logo or letters will appear on the advertising item. This fee is subject to be set higher (but not decrease) if the Advertising Chair in conjunction with at least two of the following (Conference Coordinator, Exhibits Chair, AMATYC President, or AMATYC President-Elect) agree with the Advertising Chair that

the advertising item would be unusually favorable to the advertiser and would warrant such a higher fee.

5. Half of the AMATYC advertising fee is due within 30 days of notification from the Advertising Chair that the advertiser's request is approved.
6. Full payment of the AMATYC advertising fee is due nine (9) months prior to the conference. Should the advertising be purchased within nine (9) months of the conference, the full fee is due within 30 days of notification from the Advertising Chair that the advertiser's request is approved. Should the fee not be received within this timeline, and another advertiser is on the wait list to purchase the advertising, the first advertiser will be notified that their request is canceled.
7. If an advertiser cancels an advertising request nine (9) months or more prior to the conference, a 50% refund of the fee will be awarded if replacement advertiser can be found. If no replacement advertiser can be found, no refund will be made.
8. No refund will be made if the advertiser cancels a request with fewer than nine (9) months left until the conference.
9. If an advertiser requests an item for conference advertising that is deemed "unusual" by the AMATYC Advertising Chair, the following will be contacted: the Conference Coordinator, Exhibits Chair, AMATYC President and AMATYC President-Elect for a decision on acceptance of the request and adjustments to the advertising fee.
10. The AMATYC office (with coordination and oversight by the Advertising Chair) will handle the ordering and shipping for the advertiser for items deemed essential to the conference (bags, name badge holders, etc.). Advertisers will need to agree to a maximum dollar amount spent on the items and to agree that AMATYC will invoice them the cost plus shipping, plus other production expenses involved with applying any necessary logos.
11. Advertising items not essential to conference operations can be handled by the advertiser. It is the advertiser's responsibility to obtain written approval from the Advertising Chair after a review of an item sample. The advertiser will also accept all responsibility for timely shipping and receiving of the advertising items.
12. In cases where the advertising item requires working with third parties (such as hotels, etc.), the Conference Coordinator with the recommendation of the Advertising Chair, will give approval to the third party to work with the vendor to procure the advertising item.

8.8.4 Advertising Cancellation/Refund Policy

The budget manager for advertising refunds is either the Conference Coordinator or *MathAMATYC Educator* Editor, as appropriate, with recommendation from the Advertising Chair.

***MathAMATYC Educator* and Conference Booklet Advertising**

1. Cancellation, refund or advertising change requests will not be accepted if received by AMATYC after the published deadline for receipt of ad copy. As of this published date, an ad is considered to be "in production."
2. Cancellation, refund or advertising change requests (deletions) will be accepted if received by AMATYC prior to the published deadline. A \$40 cancellation fee will be assessed. (The cancellation fee will be \$75 effective with the 2008 advertising year.)

3. If an Advertising Package was reserved and a request is made for cancellation or deletion of any portion of the package, the advertiser will be charged the non-package rate for ads already published, ads in production, or ads to be subsequently published. In addition, a \$40 cancellation fee will be assessed. (The cancellation fee will be \$75 effective with the 2008 advertising year.)
4. If an Advertising Package was paid in advanced and a request is made for refund of a portion of the package, the advertiser will be charged the non-package rate for the ads already published, ads in production, or ads to be subsequently published. The refund amount (if any) will be the amount paid less the total of appropriate non-package fees and a \$40 cancellation fee. If the non-package fee plus \$40 is greater than the amount the advertiser has paid, the advertiser will be invoiced for the difference. (The cancellation fee will be \$75 effective with the 2008 advertising year.)

In-the-Bag Advertising

1. No refunds will be given if refund request is received by AMATYC after the published closing date for In-the-Bag Advertising reservations.
2. If the request for a refund is received by AMATYC prior to the closing date for In-the-Bag Advertising reservations and a replacement ad from the waiting list is available, a full refund less a \$40 cancellation fee will be given. (The cancellation fee will be \$75 effective with the 2008 advertising year.)
3. If the request for a refund is received by AMATYC prior to the closing date for In-the-Bag advertising reservations and no replacement ad is available, a 90% refund of the fee less a \$40 cancellation fee will be given. (The cancellation fee will be \$75 effective with the 2008 advertising year.)

8.8.5 Advertising Chair

Appointment Process

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

Term of Office

The term length is 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>](#) [<SBM 2017>](#)

General Duties

The Advertising Chair will make the contacts with publishers, computer software and hardware vendors, calculator companies, assessment companies, and other potential companies that will advertise in AMATYC publications. All AMATYC advertising materials should be reviewed by the Advertising Chair, assisted by the Conference Coordinator, *MathAMATYC Educator* Editor, *MathAMATYC Educator* Production Manager, Treasurer, and the President.

1. Work with the AMATYC Accounting Director to maintain (revise/update as needed) the advertising mailing list. This list of potential advertisers is maintained in the AMATYC office. With the larger companies, the contact person that makes decisions about advertising is

different from the person that makes decisions about exhibiting at trade shows. With the smaller companies, this person may perform both functions. In addition to contacting the main offices, the following may be contacted in order to pass along information and obtain additional names of contact:

1. A local representative of a national company should be able to supply the name of the conference manager for his/her company.
 2. Computer science department members of a local college may be able to supply names of computer hardware and software representatives.
 3. Names of companies or persons in other areas of non-print educational materials may be found in the library.
 4. Other professional journals can be examined for possible leads for potential advertisers.
2. Work with the AMATYC office to prepare the information for the mass mailing announcing advertising opportunities for the coming year. This advertising packet should include the following:

1. Solicitation letter

This letter describes all AMATYC advertising opportunities (*MathAMATYC Educator*, conference program, In-the-Bag, website, and Corporate Partners Program)

2. Advertising guidelines

This includes advertising rates set and approved by the Executive Board, advertising specifications (if different) for both *MathAMATYC Educator* and the conference program, and a statement that there will be an additional charge for any ad that does not meet specifications. Submit a copy of the advertising guidelines to the Conference Coordinator for review and approval before copies are made for distribution or submitted for publication.

3. Due dates

The due dates are determined by the Advertising Chair based upon when the production people need the ad copy. The Advertising Chair should always allow 2-3 weeks cushion for collecting the advertisements, as invariably, a company will ask for an extension of time for submitting the ad. The approximate due dates for companies to submit ad copy are:

Spring *MathAMATYC Educator*: December 1 with publication scheduled for March

Fall *MathAMATYC Educator*: June 20 with publication scheduled for September

Conference Program: August 15 with publication scheduled for October.

4. Advertising reservation forms

In addition to the usual information, allow a place for the name, address, phone number, email address and contact person of any advertising company that will be handling this advertisement. Many times the same advertising company will prepare ad copy for several publishers and if problems arise it may take several phone calls to locate the person with direct knowledge of the advertising details.

3. Work with the AMATYC Office to mail out the advertising packet after the AMATYC Conference in November. All companies who have advertised or exhibited at least once in the previous three years will automatically receive packets in the mail. All potential advertisers and exhibitors will be sent an email from the AMATYC office announcing the opportunities for the upcoming year. Included in the email will be directions to the AMATYC website for forms and further information. Companies that are not returning advertisers or exhibitors will be able to request a packet in response to the initial email.
4. Mail out advertising packets throughout the year as new potential advertisers are identified, and/or as potential advertisers contact the Chair directly or through the AMATYC office. These "new" contacts are then added to the mailing list for future mailings. When a product flyer comes in the mail from a company, consider that company to be a potential advertiser in an AMATYC publication and send out the advertising packet. This spreads information about AMATYC. This is also how the advertising mailing list continually evolves.
5. Work with the Website Coordinator to post the AMATYC advertising packages, deadlines and rates on the AMATYC website by November 1 for the following year.
6. Acknowledge reservations for advertising space and re-confirm price as orders come in. Send a copy of the original reservation for each advertisement to the AMATYC Office. Remind the contact person at the company of the due date for them to submit ad copy. Note that advertisers tend to send ad reservations and/or payments to the AMATYC Office, the Advertising Chair, or both. Reservations should go to the Advertising Chair and payments to the AMATYC Office. The Advertising Chair and the Accounting Director need to have close communications so each has the information necessary to fulfill their responsibilities.
7. Collect all advertising and forward to the appropriate person for production:
 1. **MathAMATYC Educator:** Ad copy and a spreadsheet/table of ad information should be sent to the Production Manager for both issues of *MathAMATYC Educator* approximately one month before the publication date of each issue. Any special requests for placement of ads must be communicated to the Production Manager.
 2. **Conference Program:** Ad copy and a spreadsheet/table of ad information should be sent to the AMATYC office six to eight weeks before the publication date for the Conference Program. Again, special requests for placement of ads must be communicated to the office. Advertisers should be informed that announced deadlines are very critical and if problems arise in meeting the deadline, the AMATYC Office should be advised immediately.
8. Follow up with any company that had advertised with AMATYC in the past but did not respond to the initial mailing. It is quite possible that the person who had handled the advertising for the company the previous year is no longer in that post with the company, and mail is not necessary passed on. Also, frequently the person may set aside the mailing to deal with it later, only to have it get lost. If no response is received after 4 weeks, another letter, email, or phone call should be made. The Advertising Chair should expect to have some duplicate mailings.
9. Answer questions about the billing process, and communicate closely with the AMATYC Accounting Director, who handles all billing. The AMATYC office will send tear sheets, along with the AMATYC invoice, to the advertisers who have received advertising space in either the conference program or *MathAMATYC Educator*. A 2% discount will apply to accounts paid in full within 15 days of invoice. A late charge of 1.5% per month (18% APR) will be assessed 30 days after invoice on any balance due. The invoice forms shall appear on all invoices. Special combination rates for advertising in the conference program and *MathAMATYC Educator* should be billed separately.

10. Send all checks received for advertising immediately to the AMATYC office. Checks should be made to AMATYC and directly mailed to the AMATYC office, but advertisers will sometimes send checks to the Advertising Chair instead. The AMATYC office will acknowledge payments for advertising, and will inform the Advertising Chair of payment status.
11. Coordinate In-the-Bag conference advertising, and share information with the Local Events Coordinator, indicating what In-the-Bag items to expect. Confirmation of delivery is expected.
12. Market and review ads placed on the AMATYC website. These ads are available year-round and require coordination with the AMATYC Website Coordinator to ensure that ads are placed for the appropriate length of time.
13. Market the AMATYC Corporate Partners Program. Have contact throughout the year with the corporate partners, and work with the conference program production manager and the Conference Coordinator to provide the appropriate conference publicity for the Corporate Partners.
14. Request payment of miscellaneous expenses within 14 days following the conference and publications of *MathAMATYC Educator*. Send the expense reimbursement form, along with any required documentation and receipts, to the Conference Coordinator for conference-related expenses and to *MathAMATYC Educator* budget manager for *MathAMATYC Educator* expenses. For more details regarding reimbursement policy and deadlines, refer to the Financial Policy section.

Conference Duties

1. Assist with the stuffing of the conference bags.
2. Serve as support person for the Conference Coordinator, Program Coordinator, Assistant Program Coordinator, and Exhibits Chair during the annual conference. The Advertising Chair also performs other duties as assigned by the Conference Coordinator.
3. Visit exhibitors during the conference, and thank advertisers personally for their support. Seek ways to maintain and improve rapport with the advertisers.

8.8.6 Advertising Timeline

December 1 (approximately): Send ad copy and any special instructions for the spring issue to *MathAMATYC Educator* Production manager.

January: Send personal thank you notes to the AMATYC advertisers of the previous year.

May: Send out reminders of the June 20th deadline for ad copy for the fall issue of *MathAMATYC Educator*.

June-July: Work with the office to revise the advertising forms for the next calendar year.

July 1 (approximately): Send the ad copy for the fall issue of *MathAMATYC Educator* to the production manager. Send out reminders to the conference program advertisers about the August deadline for ad copy.

August 15 (approximately): Send the ad copy for the conference program to the AMATYC office. The office will know the deadline for sending the program to the printer. Work with the office on this aspect.

September 15: Deadline for receipt of In-the-Bag Advertising.

October: Send out reminders of the December 1 deadline for ad copy for the spring issue of *MathAMATYC Educator*.

November: Start the process all over again for the next year's advertising.

December: Submit an end of year summary report of advertising spaces to the AMATYC office no later than December 15.

8.9 Conference Publications

1. The Local Events Coordinator, Conference Coordinator, Program Coordinator, Executive Director, and AMATYC office staff are responsible for collecting the information and the preparation of the December postcard, the April flyer <SBM 2010>, the miniprogram <SBM 2010> and the conference program booklet for the annual conference. All publications information should be channeled through the Conference Coordinator to the Executive Director. In general the Local Events Coordinator is responsible for collecting the information specific to this conference and conference city and having it entered into Microsoft Word files. The Conference Coordinator and Executive Director are responsible for overseeing the electronic preparation and the printing of the publications. This preparation includes, but is not necessarily limited to:
 1. Obtain from the advertising chairperson electronic copy of ads from publishers that have been secured for the conference program. Send tear sheets of the ads to the publisher with invoice. (AMATYC office and Executive Director)
 2. Obtain information of local importance, registration details, etc., from Local Events Coordinator to be included in the program booklet. Local Events Coordinator submits document file and the Conference Coordinator oversees the camera-ready preparation.
 3. Obtain speakers, presiders, and program information from Program Coordinator. Program Coordinator works with the AMATYC office to prepare program publications and proofs all drafts.
 4. President will prepare "President's message" for program booklet, Local Events Coordinator and Regional Vice President will prepare welcome message. Conference Coordinator will receive these messages in a "text document" file or by email attachment.
 5. Follow the conference timetable (deadline April 1) for the above so that the AMATYC Annual Conference miniprogram be mailed bulk rate to AMATYC members and prospective members by August 1. This is the responsibility of the Local Events Coordinator and the Conference Coordinator. <SBM 2017>
2. Executive Director, Conference Coordinator, and President should verify that the conference publications address the following:

1. Be sure that the miniprogram contains deadlines, the name of the hotel, addresses and phone numbers somewhere in addition to the forms for hotel reservations.
2. Request that the President, Conference Coordinator, Secretary, and Local Events Coordinator check for accuracy the names and addresses of all officers, committees, etc. that appear in both the miniprogram and the conference program booklet. The phone number, zip codes, and email addresses should be included with names.
3. Include all information of interest to all attendees in the "Conference Highlights" in the miniprogram and the conference program booklet.
4. Highlight the statement "All registrants are strongly encouraged to attend the regional meetings." When regional meetings are scheduled, be sure the states in the regions are listed so participants can determine the correct regional meeting to attend.
5. Indicate in the conference miniprogram that everyone must pay registration fees. This includes Board members, committee chairpersons, speakers and presiders. Exceptions are notified with a special registration form and correspondence.

Exhibitor fees are included in the cost of exhibit space. Five name badges per booth are provided for exhibitors and five program booklets are distributed to each exhibitor. Exhibitors who wish to attend ticketed functions must purchase tickets.

The keynote speaker, the breakfast speaker, and other invited speakers or panelists invited by the Executive Board do not pay a registration fee. All invited speakers must receive Board approval for waiver of registration fee. All invited speakers receive special registration forms and correspondence.

6. Indicate in the conference program that everyone must wear their name badges in order to attend sessions, enter the exhibit area, or attend any other AMATYC functions.
 7. State in the MINIPROGRAM that each person is to handle his/her own hotel arrangements and registration directly with the hotel.
 8. Indicate in the MINIPROGRAM the period of time for which the hotel will hold rooms at conference rates for the AMATYC conference.
 9. Indicate in the conference program where the next conference is being held.
 10. Indicate in conference program that no copy machine will be available for general use.
 11. Keep a current file of all persons contacted during the conference year...advertisers, exhibitors, hospitality, sponsors, etc. and maintain this information in the AMATYC office.
3. When a request for information comes in from a non-member, send the most current information available (flyer, program, etc.) and send the name to the office to be added to the mailing list. (The office will need the names for the prospective membership file). Send additional information as it becomes available.

The President, Secretary, Treasurer, Local Events Coordinator, Program Coordinator, and Conference Coordinator should have additional flyers, miniprograms, etc., so they can handle requests that they receive directly.

[8.9.1 Registration Form](#)

[8.9.2 Call for Papers and Presiders](#)

[8.9.3 Mailing Miniprograms and Flyers](#)

8.9.1 Registration Form

The Conference Coordinator, AMATYC office and the Treasurer are responsible for designing a conference registration form for the annual conference.

Any publication that includes a membership or conference registration form should include the current forms as approved by the Treasurer and provided by the AMATYC office.

8.9.2 Call for Papers and Presiders

1. The Call for Papers and Presiders is done exclusively online through the AMATYC website and electronic submission of forms.
2. The electronic submission forms shall be made active November 1 of the year prior to the conference year, and be deactivated on February 1 of the conference year.
3. In December a postcard is sent, advertising the next year's conference, inviting people to submit speaker proposals online, and alerting them to the submission deadline.
4. An announcement of the CALL FOR PAPERS should appear in the fall issue of *MathAMATYC Educator*, issue #5 (receipt date 10/21) (issue #4, receipt date 10/20, from 2010 onwards) of the *AMATYC News*, and in major mathematics periodicals that allow such announcements. An ad should run in the mid-January issue of the *Chronicle*.
5. Additional presenters cannot be added or substituted after submission of the proposal without the recommendation of the Program Coordinator and approval of the Conference Coordinator. Only persons whose names appear in the Conference Program are official AMATYC speakers.
6. Persons who may be able to supply editors' names and/or other sources for publicity are:
 1. Executive Secretary
National Council Teachers of Mathematics (NCTM)
1906 Association Drive
Reston, Virginia 22091
 2. Executive Director
Mathematics Association of America (MAA)
1529 Eighteenth Street N.W.
Washington, D.C. 20036
 3. The Chronicle of Higher Education
1717 Massachusetts Avenue NW
Washington, D.C. 20036

4. American Association of Community Colleges (AACC)
One DuPont Circle NW
Washington, D.C. 20036
5. American Mathematical Society
Special Meetings Information Center
P.O. Box 642B
Providence, Rhode Island 02940
7. All correspondence relating to the program should be mailed directly to AMATYC office.
Include office address, phone number, and email address with all advertisements.

8.9.3 Mailing Miniprograms and Flyers

Due to the complexity of the postal regulations for bulk mailing, the mailings for the miniprogram and flyers should be prepared by persons experienced in bulk mailings. This generally means that a commercial company must be contracted to prepare the mailing.

Note: The December postcard, April flyer and miniprogram are bulk mailed to members and prospective members. All mailings to members that reside outside the U.S. must be sent first class. <SCC 2017>

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

1. Symposia are to be initiated by an AMATYC academic committee, project director, or grant principal investigator.
2. 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.
3. 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.
4. 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.
5. Funding for symposia should not be paid out of the general conference expenses.
6. 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> <FBM 2015>

1. The number of posters be set at a maximum of 40, or 60 when space permits and the posters can be viewed for a longer period of time.
 - 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 and ANet leaders who may choose to read those related to their area
 - B. Project ACCESS 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. ACCESS fellows in their second year using a poster to present the results of their required project
 - B. Committee Chair

- C. ANet Leader
 - D. 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 her materials at the end of the session or browsing hours, as directed by the Assistant Conference Coordinator.
 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 Assistant Program Coordinator, 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 Assistant Program Coordinator shall jointly recommend names of individuals for Board approval. These positions are not supported by AMATYC funds.

Academic Committee chairpersons and ANet leaders 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 or network function. <SBM 2008><SBM 2016>

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.
5. 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. <SBM 2008> 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.

8.10.6 Invited Speaker Guidelines

Thursday Keynote Session and Breakfast Speakers

<p>The current President-Elect is responsible for developing a list of potential Thursday Keynote 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.</p> <p>As part of their next Board report, the President-Elect will include an update on the speaker invitation status.</p> <p>The President-Elect Speaker is responsible for invitations and acceptances for the Thursday Keynote and Breakfast speakers. (See "Invited Speaker Documents" below)</p>	
<p>November 1 in the year before the conference</p>	<p>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.</p>
<p>December 10, in the year prior to the conference</p>	<p>The Office will send a Letter of Understanding to the Thursday Keynote and Breakfast speakers, Symposium speakers, and LEC invitees. (See "Invited Documents" below.)</p>
<p>September 1, in the year of the conference</p>	<p>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.</p> <p>Conference Coordinator reserves room.</p> <p>The Office coordinates that the speaker has booked travel and has a room reserved and notifies the President and Conference Coordinator.</p>
<p>Speaker info is used in publications, including the miniprogram, leading up to the conference.</p>	

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 Thursday Keynote 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 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 Thursday Keynote 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>	
<p>November 1 in the year before the conference</p>	<p>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.</p>
<p>September 1, in the year of the conference</p>	<p>The Office sends information on the conference registration process.</p>

Invited Speaker Documents <SCC 2020><FBM 2020>

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

- 1) Invitation - President Elect
 This may be done by letter, phone, or email, 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

- 2) 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.
- 3) 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 be returned to the office by December 31st of the year prior to the conference and 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> <SBM 2020>

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 Coordinator. 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 when proposals are reviewed and the program is set. Work on publications take place throughout the year, with special intensity when the conference program book is being prepared beginning in summer. This position requires attention to detail, strong editing skills, the ability to communicate effectively both in person and in writing, as well as extensive familiarity with the AMATYC Annual 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, with the Conference Coordinator, 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. Work with other members of the Conference Committee to write, edit, and proofread conference publications including the call for presenters postcard, the April flyer, the mini-program, the program, email blasts, conference advertisements in the journal, and newsletter articles.
3. Coordinate, in the summer of the year prior to the conference, the updating and testing of the electronic proposal and review forms before submissions are to begin on November 1. Those with needed technological skills will be enlisted, including, but not limited to, the Assistant Conference Coordinator, the Assistant Program Coordinator, and the AMATYC Website Coordinator.
4. 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 of the year prior to the conference through Feb. 1 in the year of the conference.
5. Chair the Program Proposal Review Committee consisting of five appointed reviewers, the academic committee chairs, the ANet leaders, the Assistant Conference Coordinator, and the Assistant Program Coordinator. 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. <SBM 2016>
6. Ensure that the following statements are 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" and "AMATYC reserves the right to offer a different presentation format than the one selected in this submission process."
7. Compile proposal reviews for use in making speaker selections.
8. Meet in March (of the conference year) with the Assistant Conference Coordinator and Assistant Program Coordinator 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.
9. Make editorial changes so that each selected presentation description is an appropriate length, is grammatically correct, reflects the content of the presentation, and is written in the second or third person. Share this information with the Office Staff to be used in the invitation to present.
10. Draft correspondence that will be sent, by the office, to all speakers. The following items should be included:
- A. Email and phone number(s) for the Program Coordinator along with emphasis on using them to communicate any emergencies that prevent the speaker from presenting at the conference.
 - B. Ways in which materials can be shared with attendees: sending them for the Conference Proceedings on the AMATYC website and the conference app, or other technology currently in use, prior to the presentation or bringing sufficient handouts for the expected number of attendees.
 - C. Speaker Guidelines for preparing visuals based on room size, taking advantage of microphones in a larger room, and instructions for shipping materials to the conference hotel(s).
 - D. A 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 with 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 enter all acceptances, refusals, and edits in the spreadsheet shared with 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 all drafts of the conference mini-program and program. This information should include the speaker's name, college affiliation, presentation title, description, day, time, and room assignment for each session.
15. For the audio-visual equipment arrangements:
- A. Furnish the Conference Coordinator with the audio-visual requirements in keeping with the audio-visual equipment 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. Proof the room/day agenda prepared by the professional conference planning company for audio-visual equipment and room set-up.

D. Assist the Conference Coordinator in reconciling the invoice for equipment rentals.

16. Notify the AMATYC office, Conference Coordinator, and President, as necessary, of any last-minute cancellations or changes in the program, so that an errata sheet can be prepared immediately before the conference and updates can be made on the conference app, or other technology currently in use.

Duties at the Conference

1. Arrive for meetings with the Conference Committee on Tuesday. Meet with the Executive Board, academic committee chairs, and ANet leaders prior to the beginning of the conference.
2. Assist with the check-in station near the registration desk for Presiders to pick up packets and return their reports.
3. Coordinate with the Assistant Program Coordinator and the Assistant Conference Coordinator to set up a schedule to work at the check-in station so that someone is always available to assist presiders or speakers. (A paid worker will also be available to assist with staffing of the check-in station.)
4. Be aware of meetings and other events during the conference so that questions can be answered.
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 raise concerns.

Duties after the Conference

1. Update, in the week following the conference, the list of presenters so that the Office can send electronic certificates of thanks.
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.

8.11 Conference Presiders

The selection of presiders is a very important function in the planning process for a successful conference with a quality program. The presider is the person that starts and stops each session and is the key person in AMATYC's effort to conduct a meaningful evaluation of the conference presentations. To help recruit presiders, a call for presiders appears in the fall issues of *MathAMATYC Educator* and *AMATYC News* and in the *Chronicle for Higher Education*, and an online Presider Application Form is posted on the AMATYC Web Page. As prospective presider forms are received, the Assistant Program Coordinator will send an acknowledgment giving the anticipated date by which invitations to preside will be sent. The Assistant Program Coordinator may also request additional information (summer address and phone number, etc.) that might be required to maintain the database with presider information.

8.11.1 Assistant Program Coordinator

Appointment Process

The Assistant 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>

General Duties

1. Maintain continuous AMATYC membership during the term of appointment.
2. Work closely with the Program Coordinator, Conference Coordinator, and the AMATYC Office so that all information for the conference publications is ready by the publication deadlines.
3. Serve on the Program Proposal Review Committee.

Duties Prior to the Conference

1. Meet once in the spring with the Program Coordinator and Assistant Conference Coordinator to lay out the annual conference program.
2. Confirm, with the Program Coordinator, the number of presiders that will be needed.
3. Prepare a list of procedures for the presiders. These procedures must include the following directions, but the Assistant Program Coordinator may include additional information as needed.
 1. After completing registration for the conference, the presider will report to the presider check-in station to obtain their conference material and presider packet.
 2. The presider will be given instructions, session evaluation forms, a generic speaker certificate, a form to be completed by the presider after the session, and a list of any extra AV equipment that is being provided for the session.

3. The presider should be sure that the proper AV equipment is in the room. Presiders will be given this information in the materials they receive at the check-in station at the conference.
 4. The presider should distribute session evaluation forms as attendees enter the room.
 5. The presider should announce the session title, the speaker's name, and the session code for attendees to put on the evaluation forms.
 6. The presider should start the session on time, welcome the attendees, and introduce the speaker.
 7. The presider should assist the speaker in distributing handouts. If there are not enough handouts, the presider should have a list available for attendees to sign if speaker is willing to send handouts to those not receiving handouts.
 8. The presider should end the session on time and remind attendees to complete the evaluation forms and turn them in before leaving the session. The presider should repeat the instructions for completing the evaluation forms.
 9. The presider will present the speaker certificate(s) to the presenter(s) at the end of the session.
 10. After the session, the presider will complete the presider's form.
 11. The presider will separate the evaluation forms and give the original copy to the speaker before leaving the room. The presider should inform the speaker that evaluations will not be mailed to the speakers.
 12. Completed evaluation forms, extra forms, and the completed presider's form should be turned in to the designated location as soon as possible following the end of the session.
4. Prepare a list of specific instructions for presiders of off-site presentations, based on the transportation arrangements for the conference.
 5. Continually update the presider's database, using the following resources:
 1. Presider applications that have been submitted online.
 2. Speaker database.
 3. Presider database.
 4. Regional Vice Presidents.
 5. Academic Committee Chairs.
 6. Local Events Coordinator.
 7. New contacts made at the conference.
 6. Solicit names of additional presiders if an appropriate number of applicants are not received by the deadline. email prospective presiders asking them to complete the online Presider Application Form.

7. Assign the presidors needed for each session and workshop of the conference.
8. Prepare and send an Invitation to Preside letter to each presider containing the speaker's name, topic, session number, date, time, and room. This letter must include AMATYC expectations of payment of conference registration fees, and should encourage the presider to join AMATYC if he/she is not already a member. Verify that the membership fees, registration fees, dates, etc. included in the letter are correct. Invitations to preside should be emailed during the first week in May with a request for confirmation by May 15.
9. email the instructions for off-site presentations to presidors of off-site presentations, and request confirmation of receipt of the document. If confirmation is not received, re-send the document and again request confirmation.
10. Establish a pool of alternate presidors to take care of the "no shows" and cancellations.
11. Prepare and email a confirmation letter to each presider after the presider has accepted the presider assignment. The letter should contain a link to the Procedures for Presiders document, encourage presidors to become AMATYC members (if they are not already members), and inform them that they are expected to pay the conference registration fee (encourage them to take advantage of the discount registration fee).
12. Send an email to each confirmed presider in June advising them again of the online link to the Procedures for Presiders document. Advise presidors that the vita(e) for the presenter(s) of the presentation will be sent at the end of August. Request that the presider confirm receipt of the confirmation letter within one week from the date the email was sent. If confirmation is not received, re-send the email and again request confirmation.
13. Send each presider an email including the vita(e) for the presenter(s) of their presentation, by late August or early September. Vita(e) for most presenters will be accessible through the online proposal forms. Access the proposal form for the appropriate presenter(s) and copy the vita(e) into the email sent to the presider. Vita(e) received by hard copy only can be typed into the email. Request confirmation of receipt from the presider, and if confirmation is not received, re-send the email and again ask for confirmation.
14. Prepare a "Presider Packet" for each presider. On the outside of a 9 x 13 envelope, attach an address label with the presider's name and school, the session number and title of the presentation, the presenter(s) name(s), the day and time of the presentation, the room number of the presentation, and the audio-visual equipment that will be provided for the presentation. Place the following inside the packet: a copy of the Confirmation Letter, along with all the items listed in the Procedures for Presiders.

Duties at the Conference

1. Work with the Conference Coordinator regarding the staffing of the Speaker/Presider check-in station at the conference. Each presider should be given their "Presider Packet" when they check in. While you or the Program Coordinator will want to be available between sessions and at the beginning of sessions if problems arise, you will also want to be able to attend sessions, too.
2. Check periodically to see that presidors are performing their assigned duties. Assist as needed to help the presider resolve problems.
3. Recruit potential presidors for the next conference, and encourage them to complete the online form.

Duties after the Conference

1. Prepare and send thank-you letters to the presiders.
2. Prepare a voucher for all non-travel related bills incurred for the AMATYC annual conference and send this voucher and bills to the Conference Coordinator for approval. The Treasurer pays all bills but only after approval by Conference Coordinator. Allow sufficient time for Conference Coordinator to receive and process these bills and have them in the Treasurer's possession by the December 15 deadline.

8.12 Conference Registration

[8.12.1 Responsibilities of the Executive Board](#)

[8.12.2 Responsibilities of the Conference Finance Committee](#)

[8.12.3 Registration Fee Formulas](#)

[8.12.4 Conference Discount Registration Fee History](#)

[8.12.5 Registration Procedures](#)

8.12.1 Responsibilities of the Executive Board

The registration fees are set by the Executive Board. These fees are published in the April flyer, miniprogram and Call for Presenters. The fees are categorized as follows:

1. Discount registration fee for members
2. Discount registration fee for non-members
3. Discount single-day registration fee for members
4. Discount single-day registration fee for non-members
5. Regular registration fee for members
6. Regular registration fee for non-members
7. Regular single-day registration fee for members
8. Regular single-day registration fee for non-members
9. Guests of a conference attendee, who are neither a teacher nor a mathematician, may register at no cost. The guests are allowed to attend sessions and visit the exhibits area. Guests may attend a food function only if a guest ticket is purchased and presented at function.

8.12.2 Responsibilities of the Conference Finance Committee

The conference finance committee is chaired by the AMATYC Treasurer, and composed of the Treasurer, President, Conference Coordinator, Local Events Coordinator, and others as appointed by the Executive Board.

The conference finance committee is very important to the success of a conference, and will make recommendations for policy changes to the Executive Board when they are warranted.

1. The conference finance committee shall be responsible for preparing a tentative budget for the conference, and will make every effort to see that a realistic budget is prepared. <9/24/2007>
2. The Executive Board shall have determined the registration fees, exhibit fees, guest speakers, honoraria, conference committee chairpersons, reimbursement policies, and other conference budget policies before the budget is developed. These decisions should be made 18 months to two years prior to the conference.
3. Estimates for printing the program, flyers, postage, telephone, on-site expenses (including AV equipment and computer equipment) should be prepared by Program Coordinator, the Conference Coordinator, the AMATYC office, and the Treasurer. The Treasurer, together with the Conference Coordinator and the Local Events Coordinator will prepare a tentative budget. The budget will be presented by the Treasurer at the spring Board meeting for review.
4. The Treasurer will prepare a conference financial statement in January and mail to the Executive Board, with a final update given at the spring Board meeting.
5. The Treasurer will not include membership dues in conference income.
6. All conference income, including donations, is to be sent to the AMATYC Office for accounting purposes.

8.12.3 Registration Fee Formulas

1. The annual conference discount registration fee for members shall be determined by the Executive Board 18 months before the conference. <SBM 2011> The following formula may be used: (total projected conference expenses - projected costs for travel, food, and lodging of elected and appointed AMATYC officials reimbursed for conference expenses) divided by the projected number of full conference paid attendees, + \$25. This number will be rounded up to the nearest whole dollar multiple of 5. However, the Executive Board has the authority to set the fee at a lower level due to economic circumstance or other unforeseen circumstance.
2. Effective with the 2017 conference, the differential between conference discount and regular registration fees in all categories will be \$40, as defined in the tables below in this section. The differential between member conference registration and its corresponding nonmember conference registration fee shall be the regular individual one-year membership fee (that will be in effect at the time of the conference) + \$25, as defined in the tables below. <SBM 2014>.
3. <SBM 2010> Student Registration Rates: For full-time graduate students, the full conference registration rate shall be 3/8 of the Regular (Individual) member full conference discount registration rate, rounded up to the next higher \$5 increment if

this result is not a multiple of \$5.

For undergraduate students, the full conference registration rate is \$25. The undergraduate student rate is not to be published.

Student rates, except member graduate students, will not include ticketed functions. <FBM 2017>

- The Single Day Discount Conference Registration rate for AMATYC members and nonmembers will be determined by multiplying the discount AMATYC member's full conference registration rate by 3/8 and rounding to next higher \$5 increment if this result is not a multiple of \$5.
The Single Day Discount Graduate Student member rate will be 3/8 of the Single Day Discount Conference Registration rate, rounded up to the next higher \$5 increment if this result is not a multiple of \$5.

Single Day Registration rates for all non-members are exempt from the regular (Individual) one-year membership fee but do include the additional \$25 nonmember charge. See rate table below.

Single-day rates will not include ticketed functions. Only one single day registration per attendee is available. *Single day* is defined as "Thursday," or "Friday," or "Weekend."

- All conference registration rates are to be determined according the formulas listed in the table below.

C = Regular (Individual) member full conference discount registration rate
M = Regular (Individual) one-year membership fee that will be in effect at the time of the conference
A = $(3/8)*C^1$ = Graduate student full conference registration rate
B = $(3/8)*C^1$ = Regular (Individual) member single-day discount registration rate
G = $(3/8)*A^1$ = Graduate student single-day discount registration rate

1 Rounded up to the nearest whole dollar multiple of 5

Full Conference Registration Rates <SBM 2019>

Rate Class	Member		Non-Member	
	Discount	Regular	Discount	Regular
Regular (Individual and lifetime)	C	C + 40	C + M + 25	C + M + 25 + 40
Adjunct				
Retired				
Graduate Student	A	A + 40	NA	NA

Single-Day Conference Registration Rates <SBM 2019>

Rate Class	Member		Non-Member	
	Discount	Regular	Discount	Regular
Regular (Individual and lifetime)	B	B + 40	B+25	B + 25 + 40
Adjunct				
Retired				
Graduate Student	G	G + 40	NA	NA

6. First-Time Attendee Rate Discount

First-time attendees who register for the full conference at the regular member discount rate and who register during the discount registration period (C in the table above) will receive a \$50 discount on their registration fees. A "first-time attendee" is defined as a regular member who has not attended an AMATYC conference in the previous ten years.

7. (A) **Temporary Retiree Rate Exception**

The full conference registration rate for retirees for the 2017 through 2022 AMATYC Annual Conferences will be one-half of the corresponding full registration rates as defined in the table below and will not include ticketed functions. The retired registrant must be an AMATYC member to be eligible for this reduced rate. Individuals who receive AMATYC support for the conference will not be eligible for these rates. <SBM 2019>

Rate Class	Member	
	Discount	Regular
Retiree Full Conference Rate	0.5*C	0.5*C +40

7. (B) **Temporary Adjunct Rate Exception**

The reduced adjunct conference registration rate for adjuncts for the 2017 through 2022 AMATYC Annual Conferences be two-thirds of the regular annual conference discount registration rate (rounded to the nearest dollar) as defined in the table below. This rate includes all ticketed functions. The adjunct registrant must be an AMATYC regular individual, lifetime, or adjunct member and must not be employed full-time to be eligible for this reduced rate. Individuals who receive AMATYC support for the conference are not eligible for this rate. <SBM 2019>

	Member	
<i>Rate Class</i>	<i>Discount</i>	<i>Regular</i>
Adjunct Full Conference Rate	(2/3)*C	(2/3)*C +40

8. Ticketed Function: Guest Tickets (per person) rate will be determined as follows:

Friday Regional Meeting Meal	Projected actual cost of the meal rounded up to the nearest dollar.
Saturday Breakfast:	Projected actual cost of the meal rounded up to the nearest dollar.

9. A refund of 100% of the registration fees less a \$25 service fee will be given upon receipt of a written request postmarked by [a date two weeks before the conference]. A 50% refund less a \$25 service fee will be given if written request is postmarked on or after [the day following the predetermined date], and by [the day preceding the opening day of the conference].

In the event of a death or the hospitalization of the conference attendee or in the attendee's immediate family, occurring after the cut-off date for full refund but before the end of the conference, the Treasurer, with the approval of the President, may issue refunds for registration fees paid for the conference, including the cost of food functions purchased for guests. These refunds are subject to the \$25 service charge on registration refunds.

No refunds for non-attendance will be given for requests postmarked on [the opening date of the conference], or later. No refund will be given for membership dues. Requests for return of overpayments must be in writing and received by the AMATYC Office no later than December 15.

8.12.4 Conference Discount Registration Fee History

Year	City	Fee
2003	Salt Lake, City	\$240
2004	Orlando, FL	\$255
2005	San Diego, CA	\$315*
2006	Cincinnati, OH	\$315
2007	New Orleans, LA	\$320
2008	Washington, DC	\$335
2009	Las Vegas, NV	\$340 <SBM 2008>

2010	Boston, MA	\$340 <SBM 2009>
2011	Austin, TX	\$325 <SBM 2010>
2012	Jacksonville, FL	\$325 <SBM 2011>
2013	Anaheim, CA	\$340 <SBM 2012>
2014	Nashville, TN	\$350
2015	New Orleans, LA	\$350
2016	Denver, CO	\$360
2017	San Diego, CA	\$360 <SBM 2016>
2018	Disney Coronado Springs Buena Vista, FL	\$360 <SBM 2017>
2019	Milwaukee, WI	\$360 <SBM 2019>
2020	Spokane, WA	\$375 <SBM 2019>

The Discount Member Registration fee was set for 2005 San Diego at \$315, and the formula was revised for future conferences.

8.12.5 Registration Procedures

1. The AMATYC office will conduct registration on site with the assistance of persons provided (complimentary or compensated) by the local convention and visitors bureau or a local temporary employee service. They will also collect all money and checks from the registration desk and convert cash to cashiers checks.
2. The AMATYC office staff receives and processes registrations prior to the conference. The AMATYC office will:
 1. Enter the information into the computer database and process a receipt for the registrant.
 2. Deposit the money.
 3. Mail receipt to the registrant indicating ticketed events and other registration information.
 4. Prepare name badges and tickets along with guest tickets. Name badges will include the attendee's name, college, city and state.
 5. Prepare a list of registrants indicating a breakdown of money received: registration fees, dues, donations, and guest tickets. The cashier at registration on site must keep the same breakdowns for accounting purposes.
 6. Notify pre-registrant by way of the receipt of any additional money due or any other exceptions encountered in the registration process.
3. All registrations refunds are subject to a handling and processing fee of \$25.

4. Among other things, the Conference Coordinator and AMATYC office staff will need to have at the registration desk the following items. The AMATYC office staff should see that these items are available.
 1. Laptop computer and printer to process on-site registrations.
 2. Equipment to handle credit card transactions including a telephone extension.
 3. Copies of all conference publications (December postcard, miniprogram, and conference program).
 4. Extension cords.
 5. Office supplies such as paper clips (small and large), pencils and pens, rubber bands, ruler, scissors (several pairs), scotch tape and dispenser, stapler and staples, staple remover, thumb tacks, liquid paper, post-it notes, message pads, scratch paper.
 6. Material to make last minute signs, such as broad-tip markers, poster Board, tape, push pins

8.13 Miscellaneous

[8.13.1 Policy on Guests of Attendees](#)

[8.13.2 Computer and Internet Access](#)

[8.13.3 Alcohol](#)

[8.13.4 Guidelines for Photos at AMATYC Conferences](#)

[8.13.5 Complimentary Suites](#)

[8.13.6 Roommate Network Director](#)

[8.13.7 Services Exposition](#)

[8.13.8 Pre-Conference Institute](#)

[8.13.9 ASA Joint Committee Conference Registration](#)

8.13.1 Policy on Guests of Attendees

1. AMATYC is a professional organization for mathematics educators, and AMATYC events must serve these members. AMATYC welcomes family members of its event

attendees, as registered guests, at these events, and recognizes that these events may be a positive experience for them.

2. To ensure that AMATYC events meet attendee expectations that include a pleasant and productive professional development activity, attendees are responsible for their guests' behavior.
3. In particular, guests who are minors must be accompanied by the responsible attendee parent or guardian at all times. Attendee parents and guardians should take appropriate steps to ensure that their child's behavior does not disrupt other attendees, or infringe on their rights to the quality professional development activity they expect and for which they have paid.
4. Any guest should never prevent access to a session for a professional attendee - in particular, in a case of limited seating availability, materials availability, etc., professional attendees have priority. Children should not normally be in sessions. Exceptions might include when the child is related to the presenter and the child might benefit by being present.
5. Event officials are empowered and instructed to enforce these rules by taking all actions necessary to control disruptive or nuisance behavior.
6. Many hotels provide recommendations for in-room child care for guests. Call the hotel as early as possible for service. Arrangements represent a contractual agreement between the individual and the child-care provider. AMATYC assumes no responsibility for the services rendered.

8.13.2 Computer and Internet Access

Guests may only use equipment where permitted by the event officials in charge of that equipment and where such use does not hinder access to the equipment by professional registrants. In addition, guests who are minors may have Internet access only if they are under the immediate and direct supervision of a parent or guardian.

8.13.3 Alcohol

It is the responsibility of the exhibitor to enforce all local regulations when the exhibitor serves alcohol at any AMATYC event.

8.13.4 Guidelines for Photographs at AMATYC Conferences <FBM 2008>

All photos are returned to the AMATYC office for archiving after the conference.

A professional photographer will be hired to take photos at the Thursday Keynote session and Breakfast program and speaker (line item 4620, \$1000).

Thursday	3:00 – 5:00 pm	Thursday Keynote Session: President, Speaker and Awards, TE award (odd-numbered years), Opening of Exhibits
Saturday	8:30 – 10:00 am	Breakfast Program: Awards and Speakers, ME Award (even-numbered years)

The Local Events Coordinator will identify up to 4 local AMATYC members to take digital candid photos of sessions and other events. Names of persons in the photos will be collected for any photos that focus on a small number of members (2-4 members).

Suggested locations for candid shots will be divided among and assigned to the local photographer members:

- Conference committee stuffing bags, etc
- Registration and office staff
- ACCESS meetings
- Affiliate President Luncheon
- Foundation Magic Show
- AMATYC 101, 201, 299
- Poster Session
- Exhibits and exhibit presentations (especially corporate partners)
- Regional breakfasts
- Friday night event (if there is one)
- Hospitality Room
- Misc sessions/workshops
- Closing Session

AMATYC will supply each local photographer member with two 2 flash drives. Each local photographer member will download their pictures onto the flash drive (keep copies for a month or so as back-up).

Each local photographer member will deliver the flash drives to the AMATYC President by Sunday of the conference, no later than the Closing Session.

8.13.5 Complimentary Suites

Beginning with the 2006 conference, complimentary suites earned from convention hotels will be assigned using the following priority list:

1. President
2. Conference Coordinator
3. Treasurer
4. Past President
5. President-Elect

6. Local Events Coordinator

8.13.6 Roommate Network Director

AMATYC provides a roommate service for those wishing to share a room with one, two, or three other conference attendees. The roommate service does not make hotel reservations.

Appointment Process

The Roommate Network Director 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>

General Duties

1. Prepare the roommate network form, to include the following information:
 1. Name of applicant.
 2. College and state where applicant teaches.
 3. email address of applicant.
 4. Day/Date of arrival and departure.
 5. Number and gender of roommates requested.
 6. Smoking preference.
 7. Hotel registration status.
2. Work with Website Coordinator to post the roommate network form on the AMATYC website.
3. Prepare a statement about the roommate service for the conference miniprogram.
4. Acknowledge roommate requests within two business days of receipt.
5. Connect matching roommate applicants with one another to allow them to fine tune any further considerations they might have in sharing a room.
6. Submit a report to the Conference Coordinator for inclusion with the conference Fall Board report. This report should include the number of roommate requests, number of successful matches, and a description of new problems which arose.

8.13.7 Services Exposition

AMATYC will provide an AMATYC services exposition (formerly called the Committee Showcase) at each conference for committees, coordinators, and others to display information about their committee or function, for information, recruitment, and other purpose.

8.13.8 Pre-conference Events <SBM 2016> <FBM 2020>

Definition

An AMATYC pre-conference event is a meeting held prior to and in conjunction with AMATYC's Annual Conference. Pre-conference events may be sponsored by 1) an AMATYC community such as a committee, subcommittee or ANet, 2) a Corporate Partner or other vendor with pre-approval for holding a pre-conference event, or 3) any other entity including professional organizations. All pre-conference events require Executive Board approval.

Submitting a Letter of Intent and/or Event Plan

The sponsor of a proposed pre-conference event must submit a plan for the event to the AMATYC Conference Coordinator and President. The plan should include the following:

1. Event name and sponsor
2. Description of the topic of the event and its relation to AMATYC's strategic priorities
3. Event schedule to include event dates
4. Individuals responsible for planning the event and contact person(s)
5. Estimated number of participants
6. Estimated number of meeting rooms needed with size requirements
7. Any necessary food needs (required only for AMATYC communities)
8. Anticipated audio-visual and/or internet needs (required only for AMATYC communities)
9. Projected event registration fees, if applicable

Since the amount of work required of the conference team varies based on both the length of the event and who is sponsoring the event, the deadlines for letter of intent¹ and plan submission vary depending on these two variables. The table below summarizes the deadlines.

Sponsor	Length of Event	
	One day or less	Multi-day
AMATYC Community	Letter of intent not required. A plan for the event to be submitted by September 15 one year prior to pre-conference event.	Letter of intent to be submitted by September 15 two years prior to pre-conference event. A plan for the event to be submitted by September 15 one year prior to pre-conference event.
Corporate Partner or other vendor	Letter of intent not required. A plan for the event to be submitted by April 1 of year of pre-conference event.	Letter of intent not required. A plan for the event to be submitted by April 1 of year of pre-conference event.
Other (e.g., professional organizations)	Letter of intent not required. A plan for the event to be submitted by September 15 one year prior to pre-conference event.	Letter of intent to be submitted by September 15 two years prior to pre-conference event. A plan for the event to be submitted by September 15 one year prior to pre-conference event.

¹The letter of intent should at least include the dates of the event, an estimate of the number of participants, and any food needs.

Event Budget

The sponsor is also required to work with the AMATYC Conference Coordinator to develop a budget for the event and an agreement on how and when AMATYC will be reimbursed for its costs associated with the event. Sponsors that are other entities including professional organizations or vendors are required to pay AMATYC a fee of \$1000 for a half-day or \$2000 for a full-day or longer pre-conference event. The budget for these sponsors should include the appropriate fee. The fee can be paid to AMATYC or donated to the AMATYC Foundation at the discretion of the sponsor. The Executive Board can waive this fee.

Responsibilities of AMATYC

AMATYC will:

- Assist in expanding the current room block at the conference hotel to additional nights if a full-day or multi-day event is approved, at the AMATYC Annual Conference

room rate pending availability of rooms and hotel agreement to expand the room block.

- Attempt to find space for a pre-conference event within the contracted space. If additional space needs to be rented, the sponsor will be responsible for payment.
- Promote the pre-conference event for AMATYC members through AMATYC's announcements regarding the conference, posts on the conference website, and promotional materials via social media. The AMATYC Conference Coordinator must approve all materials created by the sponsor of the event.

8.13.9 ASA Joint Committee Conference Registration

The three members of the AMATYC/ASA Joint Committee who are appointed by the American Statistical Association (ASA) are provided with complimentary discount registrations to AMATYC annual Conferences. The three members of the AMATYC/ASA Joint Committee who are appointed by AMATYC would have to pay their own registration to the AMATYC conference.

9. Academic Committees

Academic committees are formed to study the academic issues facing two-year college mathematics educators. There are two types of academic committees - regular and emerging issues. Each academic committee consists of the chair, a minimum of three regional representatives (representing at least three different regions), and members-at-large. <9/24/2007>

9.1 Voting Policies

9.2 Executive Committee

9.3 Academic Committee Chair

9.4 Regional Representatives

9.5 Members-at-Large

9.6 Academic Committees

9.7 AMATYC Networks (ANets)

9.8 Position Statements

9.1 Voting Policies

1. All voting committee members must also be regular members of AMATYC. The AMATYC Board liaison, in collaboration with the AMATYC office, will work with the committee chair or Secretary to confirm AMATYC membership status. Non-AMATYC members may participate in committee work in a non-voting capacity.
2. All members of the committee will have voting rights (although consensus of the committee is preferred over voting.)
3. Decisions of a policy nature must be submitted for a vote of all those on the current membership list. In the voting process, a simple majority of those voting will determine the outcome.

9.2 Executive Committee

The committee chair, regional representatives, and at-large representatives (maximum of 3) will form the executive committee of each AMATYC Academic Committee.<SBM 2010> The recommendations for regional members come from the regional vice-president and the committee chair. The recommendations for at-large members come from the committee chair. <FBM 2015>

General Duties

1. Develop goals, objectives, and action plans and projects in conjunction with committee members and submit the list to the AMATYC Executive Board for approval. These goals, objectives, and projects will be established based on the consensus of the members (either at committee meetings at the annual conference or by communication after the annual conference).

1. Goals should include the examination of all position statements related to the committee on a regular basis.
 2. Objectives should include making appropriate recommendations on all of these position statements which are scheduled for review in the term of this committee, and should include a list of those position statements.
 3. Objectives should include issues of implementation of *Beyond Crossroads* and equal opportunity in mathematics. <SBM 2007>
2. Develop long range plans for the committee and help maintain a viable committee structure.
 3. Develop a budget according to the timelines established by the AMATYC Executive Board.
 4. Keep all committee members, the Executive Board, and the general membership abreast of committee action plans and projects, through correspondence, committee newsletter, or the *AMATYC News*.
 5. Provide information on, promote the work of, and recruit members for the committee by providing updates to the general membership in their region at the regional breakfast held at the annual conference, affiliate meetings, and other regional functions. This responsibility falls to the committee chair if a region is not currently represented on the executive committee. <SBM 2007>
 6. Contact AMATYC affiliate organizations within the region they represent to determine if the affiliate organizations have similar committees. Working together, whenever possible, could avoid duplication of efforts and also improve ties with affiliate organizations. <SBM 2007>
 7. Set deadline dates for all projects and goals.
 8. Meet at least once at the annual conference each year.
 9. Perform duties of the committee throughout the year.

9.3 Academic Committee Chair

Appointment Process

The executive committee for each academic committee will solicit names of potential chairs from the membership of the committee through the committee newsletter and/or at the annual conference. From those names submitted, the executive committee will recommend no more than two names to the AMATYC President-Elect for consideration. Each potential chair recommended to the President-Elect from the executive committee, and any other interested potential chair, will submit a short statement to the President-Elect outlining his/her qualification, plans, etc. for the committee. The AMATYC President-Elect will recommend committee chair appointments to the President who will submit them for approval by the Executive Board.

Term of Office <Email 2017>

The term length is two years. The starting date of each term is January 1 in even-numbered years, and the ending date is December 31 in the next odd-numbered year. The term limit is three consecutive terms; exceptions may be granted by the board to waive the term limit for extenuating circumstances by a 2/3 vote of the entire board, or 9 votes. In the event that a committee chair resigns or is removed by the Executive Board, the AMATYC President will appoint an interim chair to serve the remainder of the term. <FBM 2007>

Ideally, committee chair appointments should be made in spring or summer prior to the change of officers

to allow for a smooth transition, and to allow the incoming chair to participate in identifying potential regional and at-large committee representatives.

General Duties

1. Work with the Executive Committee to develop a budget for the committee, and submit it to the Treasurer according to the established schedule.
2. Work closely with the Executive Board liaison.
3. Personally meet with the AMATYC Executive Board at the annual conference and give an annual committee report. This means that the committee chair needs to attend the conference and submit a written report to the AMATYC President by the deadline (see reimbursement policy). The committee chair will also submit a report to the AMATYC President by the deadline for the Spring Board meeting.
4. Meet with the President-Elect and the AMATYC Board at each fall board meeting to help the committees develop strategies to implement AMATYC's strategic plan. <SBM 2008>
5. Update the goals and objectives of the committee for the Policy and Procedures Manual, and submit to the President.
6. Forward all cash donations to the Treasurer who will then channel the money to the appropriate account. The Local Events Coordinator will provide the Conference Coordinator and Treasurer with information regarding donations for conferences.
7. Submit all letters, reports, surveys, etc. that involve correspondence with the membership of AMATYC to the AMATYC Editing Director for its approval. All such documents MUST have the word "draft" written on every page until approval is granted by either the Executive Board or, in the case of position statements, the Delegate Assembly.
8. Collaborate and communicate with other academic committee chairs whenever possible.
9. Perform all duties as outlined in the Policy and Procedures Manual.
10. Perform all other duties necessary for the committee to function.

Conference Duties

1. Arrange activities for the annual conference. Relay this information to the AMATYC Program Coordinator and Local Events Coordinators. Effective with the 2006 conference program, AMATYC academic committees are limited to one non-reviewed event, not including themed sessions or committee meetings, during regular session program times. These events include any combination of sharing sessions or committee-sponsored sessions. Additional committee-sponsored sessions are subject to review. Committees are permitted to select from either two one-hour committee sessions or one one-and-one-half hour session at each conference. Chairs must recognize that it may be necessary to schedule the one-and-one-half hour format at the beginning or at the end of the daily schedule.
2. Coordinate all meetings and activities of the committee with members.
3. Participate in the AMATYC services exposition at each conference, to display information about the committee, for informational, recruitment, and other purposes.
4. Prepare speaker evaluation forms using provided template to be used for themed sessions, and organize and maintain records of themed session speaker evaluation forms.

5. Serve on the committee to review proposals for annual conference, but review only those proposals that relate to the work of the affected academic committee.

Membership Responsibilities

1. Make a call for committee members in the *AMATYC News* at least once per year.
2. Maintain accurate records of committee membership, including deletion for those who have not been active with the committee for an extended period.
3. Ensure that committee newsletters are routinely provided to all AMATYC affiliate presidents and AMATYC Executive Board members. Mailing labels and email addresses for affiliate presidents may be obtained from the AMATYC Secretary or AMATYC office.
4. Communicate committee activities regularly throughout the year to the members, via a newsletter, committee website, or both. Newsletters should contain news relating to the committee, as well as information of interest to the committee members, and can be sent electronically or in print. The website should provide up-to-date information, and encourage membership activity with the committee. If the newsletter is the sole means of communication for committee activities, then it must be published at least two times a year.
5. Provide information on, promote the work of, and recruit members for the committee by providing updates to the general membership in their region at the regional breakfast held at the annual conference, affiliate meetings, and other regional functions for those regions not currently represented on the executive committee. <SBM 2007>
6. Encourage articles to be submitted to *The MathAMATYC Educator*, and news items to the *AMATYC News*.
7. Keep executive committee members abreast of current information relative to committee goals and assure that the committee goals are being accomplished.
8. Submit at least two reports per year (or as requested) for the *AMATYC News*.

9.3.1 Guidelines for Board Reports <SBM 2009>

The general purpose of each report is to help the committee focus on its work for the year and to inform the AMATYC Board about the committee's recent and projected activities. All reports should be submitted to the President with a copy to the Board liaison.

Committee Minutes from conference - due December 15

These minutes can be in bulleted form, and are intended to provide a quick snapshot of the committee's activities during the fall conference. A copy of these minutes should be submitted with the expense reimbursement request for the conference; the Treasurer cannot reimburse without this copy. Conference reimbursement at the conference for committee chairpersons is contingent upon active, productive committee involvement.

The chair should designate a committee member or another individual to take minutes during the committee meetings at the conference that provide information on the following:

1. Agenda(s) and minutes;

- Names of attendees (showing their state affiliation), with regional representatives marked on this list with an asterisk.

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 state of the committee as well as plans for the upcoming year. Reports should be structured and comprehensive and include, but not be limited to, the headings found on the appropriate forms found on the internal site.

9.4 Regional Representatives <Email 2017>

Regional representatives must be AMATYC members who will represent their region and are expected to take an active role in the functioning of the committee, and provide direct assistance to the committee chair. *At-large* representatives must also be AMATYC members and will perform the same duties, but may be from any region. Volunteers are solicited through AMATYC publications, by regional Vice-Presidents, Board liaisons, and academic committee chairs. Names of volunteers are forwarded to committee chairs.

Academic committee chairs will work with Board liaisons and regional Vice-Presidents to develop the list of nominees for the Executive Committee of Academic Committees to be approved at the FBM in odd-numbered years.

The starting date of each representative's term is January 1 in even-numbered years, and the ending date is December 31 in the next odd-numbered year. Any unfilled representative positions may be approved by the Board as necessary and they will serve the remainder of the term.

A letter of appointment will be sent to each member of the Academic Committee Executive Committees by the AMATYC President. <SBM 2010>

9.5 Members-at-Large

Membership

Members-at-large are interested AMATYC members who join the committee by indicating a written interest in the work of the committee. The committee chair and regional representatives may approach AMATYC affiliate organizations to encourage committee membership. A person will be added to the mailing list of a committee upon receipt of written interest in becoming a committee member. Committee membership does not depend upon being present at committee meetings. <SBM 2007>

Term of Membership

Membership can begin at any time, and last for any length.

9.6 Academic Committees

The current academic committees are: <9/24/2007>

[9.6.1 Developmental Mathematics \(DMC\)](#)

[9.6.2 Innovative Teaching and Learning](#)

[9.6.3 Mathematics and its Applications for Careers \(MAC\)](#)

[9.6.4 Mathematics Intensive](#)

[9.6.5 Placement/Assessment](#)

[9.6.6 Teacher Preparation](#)

[9.6.7 Statistics](#)

[9.6.8 Research in Mathematics Education for Two-Year Colleges](#)

[9.6.9 AMATYC Equity Committee](#)

AMATYC academic committees have the option to hold virtual meetings throughout the year. <SBM 2012>

9.6.1 Developmental Mathematics (DMC)

This committee will develop a Traveling Workshop strand on Development Mathematics, collect and share syllabi from other developmental courses, identify programs designed to ease the transition from high school to college mathematics, develop better connections with other professional organizations, and provide current resources to address needs identified by the DMC membership.

9.6.2 Innovative Teaching and Learning <FBM 2008><SBM 2017>

The goals of the Innovative Teaching and Learning Committee are to: (1) Identify and examine issues that pertain to effective teaching and learning, distance learning and technology in education as they relate to mathematics students, faculty, programs and curricula in the first two years of college; (2) Facilitate sharing and networking on crucial issues, ideas, and current practices in traditional, hybrid, distance and active learning; (3) Develop criteria for evaluating data, software, and internet resources; (4) Share demonstrably effective ways to implement these resources; and (5) Maintain and update position papers on effective teaching and learning.

9.6.3 Mathematics and its Application for Careers Committee <FBM 2015><SBM 2019>

The Mathematics and its Applications for Careers Committee addresses the mathematics of career and technical education programs. The Committee focuses on both transfer-level and terminal math courses to meet the needs of math students in these areas by emphasizing applications and technical communication.

Committee Goals

- Provide members with networking opportunities and support from colleagues.
- Provide the Organization's membership with applications they can use in their own math classrooms through presentations at conferences, including the AMATYC Annual Conference, and through webinars.
- Enable sharing information and course knowledge among technical math educators.
- Network with partners beyond the two-year college math community in order to increase the profile of, and improve student education in, 21st century career and technical math education.

9.6.4 Mathematics Intensive <SBM 2017>

The focus of the group would be to concentrate on courses past the developmental/ foundations level. Such courses may lead to AA or AS degrees, be used as transfer credit, or be taken for student enrichment. Possible subgroups would be: College Algebra, Trigonometry, Pre-Calculus, Calculus, Differential Equations, or Linear Algebra.

9.6.5 Placement/Assessment <SBM 2020>

The focus of this committee is to serve as a resource for the AMATYC membership on issues related to placement, assessment of student outcomes, and assessment of mathematical programs. Goals include:

- To promote opportunities for educators to gain a deep understanding of best practices in placement and assessment implemented as per the standards recommended by the AMATYC.
- To encourage mathematics educators in conducting professional development focused on building familiarity and understanding of the core standards of placement and assessment practices by examining strategies, models and contexts that support their implementation.
- To maintain and update position statements on issues related to assessment and placement.
- To lead in the development of evidence-based mathematics placement and assessment instruments.

9.6.6 Teacher Preparation

The AMATYC Teacher Preparation Committee provides a forum to:

1. Examine implications of pre K–12 mathematical and professional standards on the teacher preparation curriculum and courses taught during the first two years of college;
2. Facilitate sharing of curricular resources, best practices, and innovative ideas used in mathematics courses for prospective pre K-6 teachers;
3. Provide support and professional development to new and veteran mathematics faculty involved in the education of preK-6 teachers of mathematics.

<FBM 2018>

9.6.7 Statistics

The role of the AMATYC Statistics Committee is to provide a forum for the exchange of ideas, the sharing of resources and the discussion of issues of interest to the statistics community. In particular:

- To provide professional development and support for the teaching and learning of statistics
- To foster the use of the GAISE guidelines in the first two years of college.
- To serve as a liaison with four-year college faculty, other mathematical organizations and professional statistics organizations in order to share resources

9.6.8 Research in Mathematics Education for Two-Year Colleges

The purpose of the Research in Mathematics Education for Two-Year Colleges (RMETYC) Committee is to encourage quality research in mathematics education in two-year colleges. RMETYC will provide organizational support and mentoring for faculty researchers and institutions conducting research in mathematics education and its application in promoting effective teaching strategies. RMETYC will also provide support for the dissemination of findings and results emerging from research conducted with two-year colleges.

9.6.9 AMATYC Equity Committee <FBM 2018>

The purpose of the Equity Committee is to increase mathematics achievement for diverse learners. The committee:

- educates about equitable classroom practices and fosters a dialogue on how to improve them;
- provides opportunities to learn about and discuss structural inequality and organizational change;
- increases awareness about issues of diversity within AMATYC membership and leadership; and

- works collaboratively with other AMATYC committees, Project ACCESS, and ANets to promote equity.

9.7 AMATYC Networks (ANets) <FBM 2015><SPO 2016>

The current ANets are:

9.7.1 [Division/Department Leadership](#)

9.7.2 [Adjunct Faculty Issues](#)

9.7.3 [International Mathematics](#)

9.7.4 [Mathematics for Liberal Arts](#)

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. The AMATYC President will appoint a liaison officer for each ANet. Each liaison officer will work closely with the ANet leader and report to the Board on the effectiveness of his/her assigned ANet and its leadership.
5. 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 annual conferences, and a board liaison. Participation in a group will incur no additional cost for members.
6. 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.
7. ANet leaders will participate in the conference program proposal review process as ex-officio members of the Program Proposal Review Committee by reviewing proposals that relate to their network focus.
8. 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.
9. All ANets will be reviewed every two years to see if their status needs to be changed.
10. Established ANets will include: Division/Department Leadership, Adjunct Faculty Issues, International Mathematics, and Mathematics for Liberal Arts.
11. Implementation date of January 1, 2016.

9.7.1 **Division/Department Leadership ANet**

To provide professional development opportunities for mathematics department leaders (e.g. coordinators, chairs, etc.), to increase communication within the committee's constituency to enhance professional networking and support systems for mathematics department leaders, and to disseminate and discuss information on issues that impact college mathematics department leaders, particularly when the information applies to mathematics in the first two years of college. <SBM 2017>

9.7.2 Adjunct Faculty Issues ANet

To create a forum to discuss and disseminate information on issues that impact adjunct faculty, to increase communication to enhance professional networking and support systems for adjunct faculty, to provide greater professional development opportunities for adjunct faculty, and to cultivate greater participation of adjunct faculty in AMATYC and its affiliates. <FBM 2017>

9.7.3 International Mathematics ANet

To promote global awareness among the AMATYC community by providing information on best practices and research studies regarding the teaching and learning of mathematics from around the world, creating professional development opportunities for the instruction of mathematics and statistics in a globalized context, sharing current information about international education conferences and online webinars, and facilitating the building of collaborations among mathematics educators, students, and organizations, who are interested in study abroad or professional exchange programs, global internships, volunteering, and service learning.
<SCC 2017>

9.7.4 Mathematics for Liberal Arts ANet

This ANet provides a forum for the exchange of ideas related to Liberal Arts Mathematics.

9.8 Position Statements

[9.8.1 Procedure and Timeline for Development](#)

[9.8.2 Guidelines for Position Statements](#)

[9.8.3 Position Statement Review Process](#)

9.8.1 Procedure and Timeline for Development of New Position Statement

<FBM 2017><FBM 2019>

Procedure for new Position Statement:

- A. The initiator contacts a Committee Chair, ANet leader, or an Executive Board member to discuss the idea around which he/she feels a position statement is needed, including answers to the questions listed at the top of the timeline. The contacted AMATYC leader may direct the initiator to the appropriate group within AMATYC. If an appropriate group cannot be determined, the initiator will be referred to the President.
- B. If the group identified in (A) agrees that the position statement is needed and/or appropriate and will support this position statement, then the group will appoint a Sponsor. Otherwise, the initiator will be referred to the AMATYC President. In the latter case, if the President or Executive Board agrees that the position statement is needed, the President will form a task force and appoint a Sponsor to usher the position statement through the process.
- C. With the guidance of the Sponsor, in consultation with the AMATYC President and/or Executive Board Liaison to the group, the decision will be made as to whether the position statement should follow the expedited or standard timeline for development. If at any time during the review process of a position statement following the expedited timeline, the President, Liaison or Executive Board may recommend switching to the standard timeline.
- D. When submitting position statement drafts for review by the Executive Board, the Sponsor will include its cover sheet for the selected timeline, a "DRAFT" watermark, and line numbers. The initial position statement proposal must also contain the rationale for the position

statement including answers to the five questions included on the cover sheet.

- E. Revisions to a proposed position statement must include a copy of the statement indicating proposed changes and a clean copy of the statement.
- F. Work on the proposed position statement will continue per the selected timeline as detailed in the coversheet.
- G. If any time in the process the Executive Board does not approve a motion for the position statement, then the Executive Board Liaison will consult the Sponsor to address the concerns of the Executive Board. After addressing the Executive Board's concerns, the Sponsor may adjust the position statement timeline and resubmit another draft of the position statement.
- H. If at the AMATYC Executive Board Fall Board Meeting prior to the Delegate Assembly vote, the Executive Board votes to not endorse the position statement, the Sponsor may present it to the Delegate Assembly. The Delegate Assembly, by a 2/3 vote of those present, may approve the position statement.
- I. Definitions of phrases used in Timelines:
 - 1. Electronic review: an open forum for communication such as discussion boards, email, web conferencing software, or other electronic means.
 - 2. Endorse the "concept of": the Executive Board endorses the general idea, the identified needs, and the recommendations posed in the position statement draft. Work on this position statement is heading in a good direction and may continue on its Timeline.
 - 3. Endorse the "spirit of": the Executive Board endorses the definitive elements of the position statement draft. This position statement may continue on its Timeline.
 - 4. Endorse the position statement "as presented": the Executive Board endorses the position statement as it is presented in the draft.

Cover sheets can be found on the AMATYC Internal Site (<http://internal.matyc.org/>)

COVER SHEET for the POSITION STATEMENT on

(Insert title)

**Submitted by (Insert name of Sponsor
and Group) Email of Sponsor:**

Reasons for Initiation of Position Statement

Include brief but complete answers to the following:

- What is the rationale for the position statement?
- Why is this position statement needed?
- What changes do you hope to see?
- Who will the recommendations of the position statement empower?
- What recommendations might be included in the position statement?

Expedited Timeline <FBM 2020>

The dates specified in the timeline should be followed as closely as possible. However, there may be times when these dates may need to be modified for a specific position statement. While these dates may change, the activities need to be followed and met.

* If an existing position statement is being revised, the motion to approve the concept of the position statement is not necessary.

Completed	Activity	Year (insert year 2)
	Sponsor and appropriate group refine draft position statement and sent to President and President-Elect with a DRAFT watermark	Jan 15
	Draft sent by President-Elect to Affiliate Presidents for solicitation of feedback.	Feb 1
	Sponsor and appropriate group continue to develop position statement and submit it with cover sheet to the liaison for consideration at the SBM. Liaison submits report on position statement work.	Feb 15
	Executive Board review: Executive Board may suggest changes that are then sent to Sponsor.	SBM
	Sponsor and appropriate group refine draft position statement and sends draft to the President.	Aug 1
	President sends second draft to Editing Director	Aug 5
	Second Review by the Editing Director who sends edited version to President and Sponsor.	Aug 15
	Statement sent to President for inclusion in the Delegate Packet. Draft statement posted on the AMATYC website for review.	Sep 1
	Sponsor and appropriate group submit position statement with cover sheet to the liaison for consideration at the FBM. Liaison submits motion.	Sep 15
	Executive Board may vote to endorse the statement, either the "spirit of" or "as presented".	FBM Draft due by Sept. 15

	Final hearing, minor changes may be made as necessary. Facilitated by the Sponsor.	<i>Insert conference location</i>
	Delegate Assembly approval	<i>Insert conference location</i>
	Grammatical editing and review by Editing Director (no content or intent changes)	Dec 1
	Position Statement formatted and posted on the AMATYC website.	Dec 15

COVER SHEET for the POSITION STATEMENT on

(Insert title)

Submitted by (Insert name

of Sponsor and Group) Email

of Sponsor:

Reasons for Initiation of Position Statement

Include brief but complete answers to the following:

- What is the rationale for the position statement?
- Why is this position statement needed?
- What changes do you hope to see?
- Who will the recommendations of the position statement empower?
- What recommendations might be included in the position statement?

Standard Timeline <FBM 2020>

The dates specified in the timeline should be followed as closely as possible. However, there may be times when these dates may need to be modified for a specific position statement. While these dates may change, the activities need to be followed and met.

* If an existing position statement is being revised, the motion to approve the concept of the position statement is not necessary.

Completed	Activity	Year (insert year 2)
	Sponsor and appropriate group refine draft position statement and sent to President and President-Elect with a DRAFT watermark	Jan 15
	Draft sent by President-Elect to Affiliate Presidents for solicitation of feedback.	Feb 1
	Sponsor and appropriate group continue to develop position statement and submit it with cover sheet to the liaison for consideration at the SBM. Liaison submits report on position statement work.	Feb 15
	Executive Board review: Executive Board may suggest changes that are thensent to Sponsor.	SBM
	Sponsor and appropriate group refine draft position statement and sends draft to the President.	Aug 1
	President sends second draft to Editing Director	Aug 5

	Second Review by the Editing Director who sends edited version to President and Sponsor.	Aug 15
	Statement sent to President for inclusion in the Delegate Packet. Draft statement posted on the AMATYC website for review.	Sep 1
	Sponsor and appropriate group submit position statement with cover sheet to the liaison for consideration at the FBM. Liaison submits motion.	Sep 15
	Executive Board may vote to endorse the statement, either the "spirit of" or "as presented".	FBM Draft due by Sept. 15
	Final hearing, minor changes may be made as necessary. Facilitated by the Sponsor.	<i>Insert conference location</i>
	Delegate Assembly approval	<i>Insert conference location</i>
	Grammatical editing and review by Editing Director (no content or intent changes)	Dec 1
	Position Statement formatted and posted on the AMATYC website.	Dec 15

9.8.2 Guidelines for Position Statements <FBM 2019>

The position statement should exhibit professional standards and should appear on the page in a manner pleasing to the eye, with appropriate use of boldface or italics.

1. When requesting approval of the concept of a position statement from the Board, the initiator should complete the cover sheet that includes answers to these questions:
 1. What is the rationale for the position statement?
 2. Why is this position statement needed?
 3. What changes do you hope to see?
 4. Who will the recommendations of the position statement empower?
 5. What recommendations might be included in the position statement?
2. The statement will begin with a clear, concise title which includes a by-line stating, "Position Statement of the AMERICAN MATHEMATICAL ASSOCIATION OF TWO-YEAR COLLEGES."
3. Until formal approval by the Delegate Assembly is obtained, all copies of the position statement must be accompanied by its cover sheet, have line numbers, and contain the "DRAFT" Watermark.
4. The first paragraph should be fairly short, stating the point of the

position statement clearly and succinctly. Explain any terms that might be confusing.

5. Use bullets for emphasis, use parallel phrase construction, and write for the intended audience(s).
6. The body should more fully develop the concise statement(s) from the first paragraph. If appropriate to the subject of the position statement, the body of the statement should:
 1. Provide rationale
 2. Place the statement in a larger context
 3. Reference appropriate studies, reports, or other relevant sources
 4. Point to the future (place this at the end)
7. Cover sheets can be found on the AMATYC Internal Site (<http://internal.matyc.org/>).
8. The approved position statement will show a date of adoption and group of origin.

9.8.3 Position Statement Review Process

By March 1 following the fourth year after the adoption of a position statement, the AMATYC Editing Director shall return the statement to the committee of origin, or the statement shall be assigned to the most appropriate committee by the President-Elect. A committee may undertake a review prior to the five-year time period. The committee shall report its recommendation at the Spring Board meeting of the next year.

November Year N	Delegate Assembly approves position statement
March Year N + 5 recommendation(s)	Position statement returned to committee for review and
SBM Year N + 6	Committee reports back to Board
FBM N + 6 by Delegate Assembly	If recommendation is to retire, this must be voted on

The committee may recommend no change, minor revision, or retirement. The Board shall be the final arbiter on recommendations of no change and minor revision.

1. A minor revision to a position statement does not change the intent of that statement. The Executive Board makes final decision on whether a change is a minor revision or not. Minor revisions might include grammatical changes, citations based on new research that supports the current statement, deletion or replacement of language or terminology that has changed over time.
2. Substantive revisions change the original ideas of the position statement and must follow the same procedure as a new position statement.

3. A position statement for which no change or minor revision is recommended should show "Reaffirmed by the XXX Committee" or "Revised by the XXX Committee" (respectively) and the date at the bottom of the statement.
4. A recommendation of retirement will go before the Delegate Assembly for vote; at the Board's discretion, a hearing may be scheduled.

10. Services

10.1 Student Mathematics League

10.2 Grants

10.3 Publicity

10.4 Editing Director

10.5 Legal Advisor

10.6 Mu Alpha Theta

10.7 Guidelines for Board reports

10.8 Student Research League

10.1 Student Mathematics League

10.1.1 Student Mathematics League Goals

10.1.2 Student Mathematics League Rules

10.1.3 Student Mathematics League Coordinator

10.1.4 Student Mathematics League Test Developer

10.1.5 Student Mathematics League Test Development Team

10.1.6 Faculty Mathematics League Coordinator

10.1.1 Student Mathematics League Goals

1. To encourage problem-solving and to motivate an interest in extracurricular mathematics activities among community college students.
2. To provide an outlet for community college students wishing to compete in mathematical contests equivalent to the William Lowell Putnam Competition for University Students and the Annual High School Mathematics Examinations (AHSME) sponsored by the Mathematical Association of America.
3. To implement Goals 1 and 2 by creating, administering, and compiling results of two hour-long examinations to be given each academic year in October/November, and February/March.
4. To reward outstanding student problem-solvers through a scholarship and prizes to be given to the top participants, both individual and team, in League competition, and to recognize schools with outstanding mathematics students through national awards.
5. To increase overall participation in the Student Mathematics League by at least five percent annually, with at least 10 participating colleges in each of the eight regions of AMATYC.

10.1.2 Student Mathematics League Rules

General Eligibility

Colleges may enter either a team of five or more students or individual students if fewer than five students wish to compete. A student is eligible to compete if s/he have not earned a two-year degree (or higher) or if s/he has not achieved junior standing (or higher) at a four-year institution. Part-time students are eligible. A committee, including the SML Coordinator, shall be appointed to approve eligibility. <7/2/2008><FBM 2015>

ADA Statement

The administration of the Student Mathematics League test shall comply with the Americans with Disabilities Act. Any accommodation will be in accordance with the procedures used on the campus where the test is administered.

Academic Integrity

Academic dishonesty is a serious offense. Infractions include, but not limited to, using a banned device on the SML test (a computer, a PDA, a book of any type (including translation dictionaries), mathematical tables, a calculator with a QWERTY keyboard, cell phone, or electronic translator), asking questions during the test, taking the test at different locations at different times, and copying the work of another student. If it is found that a student has cheated in any way on the SML test, their score will not be counted and they will not be allowed to participate in the SML in future rounds. Additionally, if a student is found to have copied the work of another student or to have taken the test at different campuses, the academic honesty policies and the related procedures of the institution should be initiated by the SML moderator. <SBM 2010>

Eligibility for the Grand Prize

In addition to meeting the general eligibility requirements the student must have successfully completed a minimum of 12 semester hours (or equivalent quarter hours) of college course work by the end of the second exam, including courses in progress at the time of the second exam which are completed successfully.

Students enrolled in a four-year institution or in high school at the time of the competition are NOT eligible for the grand prize, nor are previous recipients of the grand prize. Official transcripts and a letter signed by the student and local moderator certifying eligibility will be required in order to award the prize. <FBM 2015>

SML Registration and Fees

To participate in the Student Mathematics League for the academic year, colleges must register and pay the registration fee. The completed registration form and fee payment is due September 30. Registration fees are waived for colleges who are Institutional members as of October 1, if their completed registration form is received by September 30. All registrations (including those from Institutional member colleges) and fees received after September 30 will incur a late charge. Registration forms will not be accepted after October 31. The Round 2 tests for the Student Mathematics League will only be sent to colleges who have paid the registration fee by October 31. The annual registration fee is established by the Executive Board. This money is used for prizes and operating costs. <FBM 2017>

Moderators' Duties

The moderator at each school is responsible for the proper administration of the examinations, examination security before and during the period in which they are to be administered, and the scoring and reporting of examination results. The moderator is encouraged to construct potential exam questions and send them to the Student Mathematics League Test Developer by April 1. <FBM 2019>

Test Administration Procedures

The two examinations which constitute the contest are administered locally during a period in October/November and February/March. Tests last one hour and are administered on any one day of a testing window designated by the Student Mathematics League Coordinator. At the discretion of the moderator, students arriving before the end of the hour may be allowed one full hour (thus maximum time of the session is two hours). Each test may be administered only once at each school. Moderators are urged to administer the tests as early as possible both to protect the security of the test and to hasten the scoring and reporting of results.

The tests will arrive in a secure fashion determined by the Student Mathematics League Coordinator. Local moderators are to collect the examinations after they are administered and are to keep them until the examination window closes, at which time they may be distributed to the students. Answers to each exam are distributed in a secure fashion determined by the Student Mathematics League Coordinator, separate from the tests, and not opened until after administration of the test.

Moderators should grade the tests as soon as possible after administration. Moderators enter their top scores online and send in the original papers of those top students. Each school will enter and submit no more than 15 scores in each round. Each moderator should keep copies of the tests and a record of all scores for a period of one year. <7/2/2008>

Test Format

The level of the tests is pre-calculus mathematics. Questions are from a standard syllabus in College Algebra and Trigonometry and may involve pre-calculus algebra, trigonometry, synthetic geometry, analytic geometry, and probability; questions that are completely self-contained may be included as well. All questions should be of the short-answer or multiple-choice format (multiple-choice questions must have a minimum of four responses). No partial credit is allowed in scoring. One copy of the test will be mailed to each participating school to arrive prior to the test window. Typographical errors which are not corrected prior to the test week will invalidate that particular question, and all students will be graded correct for that question.

Scoring and Results

The Coordinator will verify and summarize the overall results and send these results back to the schools in a future mailing. For scoring purposes the top five contestants from each school on each exam comprise that school's team (thus the team may change its composition from one exam to the next). The moderator at a school who wishes to protest a question on an exam must do so in writing to the Student Mathematics League Coordinator within two weeks of the last day of the examination window for the round containing the disputed question. The Coordinator will consult the test developer. The Student Mathematics League Coordinator's decision after consulting the test developer is final. The results of the year's competition are final once printed and distributed following the Round 2 exam.

Individual Prizes

To be eligible for an individual prize, a participant must compete in both contests. The grand prize for the qualified individual with the highest total score on both exams is the Charles D. Miller Memorial Scholarship of \$3000 to be used to continue his or her education at an accredited four-year institution. In the case of a tie for the grand prize, the scholarship will be evenly divided. The next nine highest ranking individuals will receive appropriate prizes, as will the five highest ranking

members of the team with the highest total score of its top five students on each exam. The five highest-ranking teams will receive plaques at the following year's AMATYC annual conference. In addition, certificates of merit will be awarded to the top five individuals from each participating school. Additional prizes, plaques, and certificates will be awarded depending on the number of participating schools. All prizes (except for the grand prize), plaques, and certificates are sponsored by AMATYC.

The grand prize sponsor and the AMATYC President should be informed of the student's name, address, school currently attending, and the name and address of the four-year college or university he or she is planning to attend. The President should invite someone from the award sponsor to make the presentation. In the event the student can obtain non-AMATYC funding to attend the awards ceremony, the student should be given a complimentary student conference registration and, if appropriate, a complimentary meal. AMATYC will fund the Grand Prize for the Student Mathematics League if it has been advertised and a sponsor does not fund it. <SBM 2020>

Glenn Smith Team Award

The Glenn Smith Team Award was established in the fall of 2003 in memory of Glenn Smith, and is awarded annually to the top ranked team in the Student Mathematics League competition. The award shall be a plaque given to the winning team, in addition there will be a perpetual plaque housed in the AMATYC Office that records the winning team and moderator for each year. The first team award was given in 2004 at the annual conference in Orlando.

In the event students from the winning team can obtain non-AMATYC funding to attend the awards ceremony, these students should be given a complimentary student conference registration and, if appropriate, a complimentary meal. < SBM 2020>

Disaster circumstance

Should a disaster of any type cause a participating campus to be closed and unable to give the SML during the last week of a testing window, that campus will be allowed to participate, provided they can administer the exam by the end of the seven-day period following the closing of the testing window. Proof of the circumstances and the campus closure must be sent to the SML Coordinator by the end of the same seven-day period following the testing window. If it is impossible to schedule the test in the extension period, the team score for the year for that campus will be double the score of the round in which they were able to participate or 90% of the points the top team in the region earned for the round they missed, whichever is less (but no individual scores may be doubled and students from that campus will most likely not be eligible for any awards). SML Moderators should be alert to the potential weather-related disasters when possible and plan accordingly when scheduling dates for the test. <SBM 2013> <FBM 2020>

10.1.3 Student Mathematics League Coordinator

The Student Mathematics League Coordinator oversees all activities related to the Student Mathematics League and shall focus on tasks not related to test production, including but not limited to recruitment of and communication with moderators, compilation of results, and preparation and distribution of regional and overall awards.

Appointment Process

The Student Mathematics League Coordinator is recommended by the President and appointed by the Executive Board.

Term of Office

The term length is two years. The starting date of each term is July 1 and the ending date is June 30. 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

1. Work closely with the Student Mathematics League Test Developer to make sure each test is completed in a timely manner.
2. Mail each round's test along with blank answer sheets and directions for test administration to each college's moderator.
3. email the key along with instructions for grading and submitting results to each college's moderator at the conclusion of each testing window.
4. Collect results from all participating schools and prepare individual and team standings for all participants and each AMATYC region after each round.
5. Arrange the construction of plaques for the top five teams and individuals nationally and the top team and individual in each region.
6. Present the award plaques at each AMATYC conference.
7. Act as liaison with the sponsor of the Charles D. Miller scholarship.
8. Answer questions from current Student Mathematics League moderators about Students Mathematics League issues, including but limited to testing procedure, test answers, and future test dates.
9. Answer questions about the Students Mathematics League from prospective new colleges.
10. Participate in the AMATYC services exposition at each conference, to display information about the Student Mathematics League, for informational, recruitment, and other purposes.
11. Serve as the AMATYC representative to the Advisory Board of the Committee on American Mathematics Competitions (CAMC). <SBM 2008>
12. 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.
13. Regularly monitor and keep current the Student Mathematics League webpages on the AMATYC website. Send updates of these webpages to the AMATYC Website Coordinator as needed. <FBM 2015>

10.1.4 Student Mathematics League Test Developer

The Student Mathematics League Test Developer directs the annual preparation of two Student Mathematics League examinations, keys, and brief solutions, and works under the direction of the Student Mathematics League Coordinator.

Appointment Process

The Student Mathematics League Test Developer is recommended by the President and appointed by the Executive Board.

Term of Office

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

Duties

1. Chair the Student Mathematics League Test Development Team.
2. Supervise the construction of the examinations in accordance with the rules of the Student Mathematics League.
3. Select, word, and edit problems and their solutions to be used on the examinations.
4. Deliver camera-ready copies of the two examinations together with keys and brief solutions to the Student Mathematics League Coordinator by August 15 of each year.

10.1.5 Student Mathematics League Test Development Team <FBM 2015>

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 beginning 2021

Regions 4, 5, 6 beginning 2022

Regions 7, 8 beginning 2020

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 and Timeline <FBM 2017>

AMATYC Student Mathematics League (SML)

Test Development Timetable (academic year)

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

10.1.6 Faculty Mathematics League Facilitator <SBM 2017>

The Faculty Mathematics League Facilitator oversees all activities related to the Faculty Mathematics League.

Appointment Process

The Faculty Mathematics League Facilitator is recommended by the President and appointed by the Executive Board.

Term of Office

The term length is two years. The starting date of each term is End of Conference. 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.

Duties

1. Submit a conference proposal by the approved deadline.
2. Make sure each test is completed in a timely manner.
3. Proctor and grade the tests
4. Present the award plaque at the AMATYC conference.
5. Answer questions about the Faculty Mathematics League from prospective new faculty.
6. Work with the Website Coordinator to identify a small sample of past tests to be available to the general public in the Faculty Mathematics League area of the AMATYC website.
7. Regularly monitor and keep current the Faculty Mathematics League webpage on the AMATYC website. Send updates of these webpages to the AMATYC Website Coordinator as needed.

10.2 Externally – Funded Grants <SCC 2019>

[10.2.1 AMATYC Support for Grant Proposals](#)

[10.2.2 Externally – Funded Grant management Policy for Level 2 Projects](#)

[10.2.3 Grants Coordinator](#)

[10.2.4 Glossary of Terms for Grants](#)

10.2.1 AMATYC Support for Grant Proposals

AMATYC will carefully consider all grant-related activity in light of the cost versus benefit, and ensure that all AMATYC parties who will be significantly affected have had significant input regarding their involvement, and that there is mutual agreement among all parties concerning that involvement. AMATYC provides two levels of support for externally-funded grant projects: Level 1 (Request for Support/Commitment) and Level 2 (AMATYC as Grant Administrator).

Level 1 - Request for Support/Commitment of a non-AMATYC Grant Proposal

For grant projects requesting Level 1 support from AMATYC, the Principal Investigator can request the President to provide a letter of support/commitment on behalf of AMATYC. The President, in consultation with the Executive Director, has the authority to write the letter or bring the request to the Board for consideration.

The following criteria must be met before providing a letter of support/commitment for grant projects:

1. The proposal supports the AMATYC Mission.
2. The proposal provides benefits to AMATYC members.
3. The proposal does not directly compete with an AMATYC proposal or activity.

4. The project Principal Investigator/Co-Principal Investigator team will include at least one person who is a member of AMATYC.

If a letter of support/commitment is provided by AMATYC, the Principal Investigator should notify the Grants Coordinator.

Level 2 - AMATYC is the Grant Administrator

For grant projects requesting Level 2 support from AMATYC, the project will first meet the Level 1 criteria. Level 2 support allows for AMATYC to be the administrator for the grant project. The AMATYC Office is responsible for the administration of the award, as well as for financial accounting and may be called on to help with communication, meeting arrangements, publications, and/or other tasks central to the mission of the project. Level 2 support requires Board approval of both project concept and preliminary budget. Furthermore, the project should reflect at least one objective of the AMATYC strategic plan and provide a clear benefit to the organization to justify the effort and commitment of AMATYC personnel, time, and resources.

The following steps must be followed for projects requesting Level 2 support:

1. The Principal Investigator and Co-Principal Investigators will contact the President, Executive Director, and Grants Coordinator during the early stages of the grant planning, including the concept of the project and AMATYC budgetary commitments. In collaboration with the President, the Executive Director, and Grants Coordinator, the Principal Investigator will be responsible for ensuring that the proposed project meets the needs, mission, goals, and strategic plan of the organization and its members. The President and Executive Director will be responsible for advising the Principal Investigator on appropriate budget requirements to carry out project activities related to AMATYC. The President will provide approval to proceed towards next steps for Level 2 support.
2. The Principal Investigator will collaborate with the President, Executive Director, and Grants Coordinator to develop the project, budget, project activities, and motion to the Board for Level 2 support.
3. At least six weeks before the grant submission date, the Principal Investigator will provide to the President, Executive Director, and Grants Coordinator a motion to the Board with the following draft grant documents:
 - Project Summary/Abstract
 - Project Budget
 - Outline of Project Activities
4. The President will submit the motion and supporting grant documents to the Board for consideration of Level 2 support. The Board will respond with their decision and any suggested revisions within two weeks of submission of the motion.

Upon approval of Level 2 support, the Principal Investigator will work with the Executive Director to submit the grant proposal and budget to the funding agency.

Once the project is funded, the following are recommended:

1. An AMATYC Board member be assigned as a liaison to the project.
2. The Principal Investigator submit a Board report to the Board Liaison for the Spring or Fall Board meetings.
3. Use the *AMATYC News* and *IMPACT Live!* as a vehicle for providing members with information about the grant and disseminating results.

10.2.2 Externally-Funded Grant Management Policy for Level 2 Projects

All Principal Investigators on externally-funded grants, where AMATYC is an awardee, are responsible to the AMATYC President for all aspects of the grant, including grant activities and budget management. The President may appoint a Board Liaison to a grant.

AMATYC will maintain the capacity to be the administrator for federal grants that align with the organization's strategic plan, development of its membership, and advancement of teaching and learning in the first two years of college. AMATYC will maintain a formally negotiated indirect cost rate agreement (NICRA) with an appropriate federal agency. Each year, AMATYC will submit a new rate proposal to the cognizant federal organization within six months after the close of AMATYC's fiscal year. AMATYC will comply with applicable federal requirements including uniform

administrative requirements, cost principles, and audit requirements for Federal Awards related to cost principles, administrative standards, and audit requirement publications. <SBM 2020>

When a grant is awarded for which AMATYC is the fiscal agent, the Executive Director, Accounting Director, and Treasurer should provide an orientation for the Principal Investigator and Co-Principal Investigators on AMATYC's financial procedures and accounts associated with the award. The Executive Director will also support the Principal Investigator in grant administration tasks, such as setting up subawards and coordinating invoicing. Throughout the grant period, the Principal Investigator is responsible for submitting all project's annual/interim reports (including the implementation plan for the upcoming year) and final report to the President, Executive Director, Board Liaison, Treasurer, Grants Coordinator, and Office.

10.2.3 Grants Coordinator

The Grants Coordinator works and consults with the President and other AMATYC leaders and members on AMATYC grant activities. The Grants Coordinator should have a successful track record of awarded grants and be knowledgeable of current issues in mathematics education.

Appointment Process

The Grants Coordinator is recommended by the President and appointed by the Executive Board. This position reports to the President or appointed designee, such as the Board Liaison.

Term of Office

The term length is three years. The starting date of each term is January 1. The term limit is two 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.

Duties

1. Identify and notify the AMATYC President of appropriate grant opportunities.
2. Provide expertise and consultation for AMATYC leaders and members on grant-related matters.
3. Annually, the Grants Coordinator, in collaboration with the Executive Director, Accounting Director, President, and Treasurer, reviews and updates a new rate proposal for AMATYC's negotiated indirect cost rate with the appropriate federal agency. A review of the proposal will be included in the Grants Coordinator's report at the spring board meeting (SBM). <SBM 2020>
4. Attend conferences and training opportunities as directed by the President.
5. Meet with funding agency representatives at the conference.
6. Stay current with National Science Foundation (NSF) personnel and other appropriate leaders.
7. Network with people doing research that focuses on community colleges (e.g., AMATYC's research committee (RMETYC), researchers connected to the Council for the Study of Community Colleges, and the Community College Research Center).
8. Update Board Liaison and Executive Director on grant-related work and discussions.

10.2.4 Glossary of Terms for Grants

1. Board Liaison - An AMATYC Executive Board member, who serves as the communication link between the Principal Investigator and Co-Principal Investigator and the Executive Board. This person may serve on the grant's advisory board, but is not required to do so.
2. Advisory Board - A group of individuals outside of the project who provide additional levels of expertise and experience to help guide the project and disseminate the project findings.
3. AMATYC - The organization in the broadest sense of the word.
4. Conference - The AMATYC Annual Conference, traditionally held in November.
5. Executive Board - The Executive Board of AMATYC, charged with creating and administering AMATYC's budget and policies.
6. Executive Director - A paid position within AMATYC charged with overseeing the operation of the organization, including the operation of the AMATYC Office. This position also represents the organization at events throughout the country as designated by the President, and serves in an advisory capacity to the Executive Board.
7. Grants Coordinator - An appointed volunteer position within AMATYC, working with and consulting with the President on AMATYC grant activities.

8. Indirect Costs - A percentage of the grant request, consistent with AMATYC's federal negotiated indirect cost rate agreement, that covers the normally accepted clerical and administrative tasks or materials required for the administration of a grant. <SBM 2020>
9. Letter of Support/Commitment - A letter from the President of AMATYC, acknowledging project support/commitment. Any Letter of Support/Commitment is copied to the members of the AMATYC Executive Board and the Grants Coordinator. This is usually written to the funding agency on behalf of the proposers.
10. Office - The paid staff in the AMATYC Office.
11. President - The President of AMATYC.
12. Principal Investigator - The person primarily responsible for the grant project and serves as the primary communicator with the funding agency.
13. Support from AMATYC - The type of support can vary from providing basic administrative tasks to being the administrator and fiscal agent for the grant. All support requires approval by the AMATYC Executive Board.
14. Treasurer - The Treasurer of AMATYC.

10.3 Publicity

[10.3.1 Policy on Media Records](#)

[10.3.2 Guidelines for Permissible Use](#)

[10.3.3 Guidelines for Pictures](#)

[10.3.4 Guidelines for Press Releases](#)

[10.3.5 Conference Publicity](#)

[10.3.6 Bulk Email Guidelines](#)

10.3.1 Policy on Media Records

1. Events - AMATYC events as used here include the AMATYC office, conference, summer institutes, meetings, or any gathering which is wholly or in part sponsored by AMATYC. A speaker presentation is not an event as used here.
2. Designees - Media records, such as photos, video, and audio recordings are created at AMATYC events by individuals designated by the President or Board.
3. Purpose - The purpose of media records is to provide a historical record and for the marketing of AMATYC and AMATYC events.
4. Use - Media records of AMATYC events may be used in any printed, electronic or other AMATYC publication by whoever is in charge of that publication. These media records may be used in non-AMATYC publications with the permission of the AMATYC President. Selected media records may be used by affiliates, members, and others as designated by the Board, for purposes designated by the Board. Prior permission of the President, or the President's designee, is required. Some initial guidelines follow.

10.3.2 Guidelines for Permissible Use

These guidelines supplement the policy on media records of AMATYC events.

Photographs taken at the AMATYC Conference

In general, pictures taken at the conference are an opportunity for marketing AMATYC; this includes use in AMATYC publications and personal use by attendees.

1. The AMATYC web site may post pictures taken at the fall conference.
2. Copies of all photographs in electronic format will be supplied to the President, presiding President (if different), President-Elect, Historian, Office and Vice Presidents upon request.
3. Any person in the AMATYC leadership, including affiliate presidents, may use the pictures on the web site for any professional purpose, after securing the permission of the AMATYC President.

4. All use, including captions, must respect all individuals in the picture.
5. No editing is permitted except clipping and maximizing quality for viewing or printing.
6. Any attendee may use a picture for personal (non-publication, non-distribution) use if that picture clearly shows that member. Such a picture might be sent by anyone who receives electronic versions (in 2) or taken from those posted on the web site.
7. Any attendee may use a picture for any professional purpose with prior permission of the AMATYC President or President's designee.

Videos

1. Conference plenary speakers will be asked if they would permit a video of a presentation with the requirement that AMATYC may copy and distribute the video wholly or in part for any legitimate AMATYC purpose, as determined by AMATYC. If permission is granted, a video will be made.
2. At AMATYC events including the conference, in special situations as approved by the President, a speaker may be asked if they would permit a video of a presentation with the requirement that AMATYC may copy and distribute the video wholly or in part for any legitimate AMATYC purpose, as determined by AMATYC. If permission is granted, a video may be made.

10.3.3 Guidelines for Pictures

1. All pictures and image rights will become the property of AMATYC once submitted for inclusion on the AMATYC website or in an AMATYC publication.
2. During every AMATYC Annual Conference, photos should be taken of all Keynote Speakers (Thursday Keynote Session, Saturday Morning Breakfast), Symposium Speakers, and Featured Speakers. Photos should also be taken at special conference events. Some examples from past conferences include: the Delegate Assembly, AMATYC Foundation Magic Show, Project ACCCESS, release of *Beyond Crossroads*, opening of the exhibits, and the AMATYC logo unveiling.
3. During every AMATYC Annual Conference, photos should be taken of members of the AMATYC Board. During AMATYC Annual Conferences held in odd numbered years, photos should be taken of incoming Board members.
4. During every AMATYC Annual Conference, photos should be taken of recipients of AMATYC awards (Teaching Excellence, Mathematics Excellence, etc.).
5. During every AMATYC Annual Conference photos should be taken that represent the daily activity of the conference.
6. Photos should promote the AMATYC mission, commitment and historical facts.
7. Photos should be submitted electronically.
8. Submission of photos should be done according to established deadline dates.

Photo Release Permission

The following statement should be printed in AMATYC activity publications as appropriate: A photographer may take candid shots during this event. These photographs may be used on the web or in printed materials as deemed appropriate by the organizers of the event. If you do not wish to have your photograph published, please notify the AMATYC Office in writing no later than a week after the end of the event.

10.3.4 Guidelines for Press Releases

1. The person in charge of a project is responsible for supplying information to the Publicity Director.
 1. Name, College, email address of anyone to be in the release
 2. Basic information about an individual's contribution or newsworthiness.
 3. Picture: In the case of individuals, it is up to the person in charge to supply pictures to the office or Publicity Director as needed.
 4. Basic text about the event/award etc.
2. The Publications Director is responsible for maintaining suitable electronic pictures, as supplied by the person in charge or the conference photographer, or other source.
3. The Publicity Director's Board liaison should approve any releases before being submitted to the AMATYC President.
4. The AMATYC President approves all press releases before distribution.
5. The Publicity Director should work with the Board liaison to develop a calendar for a given calendar year which sets guidelines for the delivery of the materials needed (text, pictures, other, etc.), and for notification of the person responsible for various items. This calendar should be part of the Publicity Director's Spring Board meeting report. A similar plan should be worked out for other known events that will occur that calendar year.

10.3.5 Conference Publicity

Local Media

The Publicity Director serves as the liaison between AMATYC and the local media, and is encouraged to develop features of the meeting of interest to the general public. One such feature is the "hometown" angle, when one of the major speakers on the program, or a member of the Executive Board may have been born or raised in the area, or attended college in the city where the conference is taking place.

If members of the local media indicate a desire to cover a conference event, the Publicity Director will coordinate the visit with the President, and arrange for someone to be available during the conference to assist reporters and photographers.

In addition to publicity efforts, the Publicity Director should work with the Local Events Coordinator to inform area colleges and high schools of the conference and solicit their support, both in faculty participation, contributions, or in-kind services. The local mayor or city representative and presidents of local colleges might be invited to attend the Thursday Keynote session, and any such invitation should be issued by the AMATYC President.

News Releases

In preparing news releases, follow the old dictum of specifying "who, what, why, where, and when" in the first paragraph. Include all pertinent information, as the editor will delete what he or she does not want to use.

News releases should be double-spaced with wide margins, and provide the name of the Local Events Coordinator, along with college address, title, and phone number. Every release should carry a release date at the top, as editors are very careful about adhering strictly to such a date. Each page should indicate clearly at the bottom if there are additional pages or if the current page is the last page.

Assistance in writing the news release may be obtained from the public relations office at one's institution. Contact names with the local media may be obtained from the public relations office at the college of the Local Events Coordinator. All news releases must be approved by the President and Conference Coordinator. Approved news releases are to be placed with the proper media.

The following guidelines for disseminating news releases should be followed:

1. Items for daily newspapers should be sent out one to two weeks in advance.
2. Items for weekly newspapers should be sent out two or three weeks in advance.
3. Material for "spot news" on local radio and TV stations, and hotel TV stations (if available) should be sent to the stations as near as possible to the time when the publicity director would like to have it broadcast.

News Conferences

In planning news conferences, the Publicity Director select the highest officers available (preferably the President) to represent the organization. In addition, particularly interesting conference speakers or participants may be selected to participate in a news conference. News conferences should be scheduled well in advance, since the participants, especially the officers of the Executive Board, are already committed to several blocks of time throughout the conference.

In preparing a news conference or interview for one or more mathematicians, the Publicity Director should prepare the panel by requesting them not to volunteer information, but to wait for questions from the reporters. The reporters know what will be of most interest to their audience, whereas the mathematician generally may want to direct comments to other mathematicians. Reportorial coverage of a particular event can be encouraged by telephone invitation to members of the local TV media.

10.3.6 Bulk Email Guidelines <FBM 2013><FBM 2015>

Definition: Bulk email is defined as any official email sent from AMATYC membership management system using the bulk email functionality.

Each bulk email must conform to the following guidelines:

- The AMATYC logo should appear at the top of the email.
- An unsubscribe statement should appear in the footer of the email.
- The font size and type used in the email should be consistent throughout.
- Regional Vice-Presidents may create and send bulk emails to the members and/or nonmembers of their region.
- Messages addressed to members and/or nonmembers from more than one region must

be authored by the AMATYC President, the Executive Director, or a designee. If authored by a designee, then the President or Executive Director must approve the message.

- Attachments should be avoided unless absolutely necessary to communicate the content of the email message.
- Each message should be proofed by someone other than the author.

10.4 Editing Director

Appointment Process

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

Term of Office

The term length is three years. The starting date of each term is immediately following the end of the conference and the ending date is at the end of the conference. 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

1. Coordinate editing of position statements according to the policy for position statements.
2. Track position statement review and remind academic committee chairs of position statements that are up for review.
3. Coordinate editing of other AMATYC documents as directed by the President.
4. Coordinate an editing group designated by the President. This group assists in all editing assigned to this position.

10.5 Legal Advisor

Appointment Process

The Legal Advisor is recommended by the President and appointed by the Executive Board. The President serves as the liaison to the Legal Advisor.

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 immediately following the end of the conference and the ending date is at the end of the conference. There is no term limit for this position. <FBM 2007>

Qualifications

The individual must:

1. Be a regular or life member of AMATYC.
2. Be able to communicate effectively orally and in writing.
3. Possess legal training in contractual law.

General Duties

1. Work with the Conference Coordinator, professional conference planner, Treasurer, President-Elect, and President to review all contracts related to the conference site selection process.
2. Work with the Conference Coordinator and professional conference planner to refine the preferred contract for the annual conference.
3. Review the final proposed contract for the annual conference prior to the contract signing.
4. Assist the Executive Director, Treasurer, and Accounting Director in reviewing the adequacy of AMATYC's insurance policies.
5. Assist Board members as needed in the writing of policy statements that carry any legal expectations.
6. Provide legal advice to the Board and leadership.

10.6 Mu Alpha Theta

AMATYC is a sponsor of Mu Alpha Theta. An AMATYC member is appointed by the President as the liaison to Mu Alpha Theta for a two-year period beginning at the end of the conference in odd-numbered years. This representative should attend the Mu Alpha Theta Board Spring meeting, and the Summer Conference. The liaison's conference registration is paid for by the Mu Alpha Theta national office. AMATYC sponsorship is conditional upon a community college student's membership depending solely on that student's community college record. [<SBM 2009>](#)

The AMATYC Board endorses the creation of an associate level for two-year college membership to Mu Alpha Theta. The requirements are as follows:

Two-year college students who have completed at least one college level mathematics course with a grade of B and have a 3.3 cumulative GPA in all courses. Associate members do not pay the initiation fee, but may be registered with the national office so that they may attend the National Convention or compete in Mu Alpha Theta National Contests. However, they are not entitled to vote on national policy. They are entitled to attend and be heard at meetings and presumably are likely candidates for full membership.

The AMATYC Board endorses the following criteria for two-year college membership of Mu Alpha Theta:

Two-year college students who were members of Mu Alpha Theta in high school are eligible for membership in their college's chapter. Students are also eligible if they have had at least one mathematics course at or above the College Algebra/Precalculus level and a 3.0 GPA overall in all two-year college mathematics courses at or above the College/Precalculus level.

10.7 Guidelines 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 activities of the coordinators and directors as well as plans for the upcoming year. Reports should be structured and comprehensive and include, but not be limited to, the headings found on the appropriate forms found on the internal site.

10.8 Student Research League (SRL) <FBM 2019> <email motion #7 and SBM 2020>

[10.8.1 Student Research League Goals](#)

[10.8.2 Student Research League \(SRL\) Rules](#)

[10.8.3 SRL Coordinator](#)

[10.8.4 SRL Challenge Problem Design Team](#)

[10.8.5 SRL Thesis Defense Evaluation Teams](#)

[10.8.6 SRL Duties and Timeline](#)

10.8.1 Student Research League Goals

1. To encourage research problem solving and to motivate an interest in extracurricular mathematics activities among two-year college students.
2. To provide an opportunity for two-year college students to compete in a national mathematical modeling and research contest.
3. To administer and compile results of a Challenge Problem to be given each academic year in March/April.
4. To reward outstanding student research problem-solvers and math modelers through a scholarship and prizes to be given to the top participants, both individual and team, in League competition, and to recognize colleges with outstanding mathematics students through national awards.
5. To increase overall participation in the SRL by at least five percent annually, with at least 10 participating colleges in each of the eight regions of AMATYC.

10.8.2 Student Research League Rules

A. General Eligibility

SRL teams include either an individual student or a team of two or three students. Hereafter, an "individual student" or a "team of two or three students" shall be referred to as "individual/team student(s)".

Two-year colleges or other associate degree-granting institutions may enter one or more individual/team student(s). Each student is eligible to compete if they have not earned a two-year degree (or higher) and if they have not achieved junior standing. ("Non-achieved junior status" is defined as having earned fewer than 63 college credits, however, students with more than 63 credits are eligible if they are currently enrolled in an associate-level degree and not in a bachelor-level degree). Part-time and dually-enrolled students are eligible. The SRL Coordinator or AMATYC President shall approve any eligibility issues that may arise.

Each individual/team student(s) must be currently enrolled and have successfully completed a minimum of 12 semester hours (or equivalent quarter hours) of college coursework at their sponsoring institution by the end of the Challenge Problem period, including courses in progress at the time of the Challenge Problem period which are completed successfully.

B. Americans with Disabilities Statement

The administration of the SRL Challenge Problem shall comply with the Americans

with Disabilities Act. Any accommodation will be in accordance with the procedures used on the campus where the challenge is administered.

C. Academic Integrity

Academic Integrity is a serious matter within the SRL Challenge. Infractions include, but are not limited to, copying the work of individual(s) or oral interviews without proper recognition in the Thesis Defense Reference Citation Section and Thesis Defense is written by anyone other than the individual/team student(s). An individual/team student(s) may seek counsel from the team's Faculty Mentor regarding SRL Policy, but not seek information about the Challenge Problem solution. If it is found that an individual/team student(s) has violated the Academic Integrity of the SRL Challenge, their Thesis Defense will not be reviewed, and those student(s) will not be allowed to participate in future SRL Challenges.

D. Eligibility for Determining the Grand Prize

Previous recipients of the grand prize are not eligible to win a second grand prize. Official transcripts and a letter signed by the student(s) and local Faculty Mentor certifying eligibility will be required in order to award the grand prize.

E. Dues

The annual dues are \$35 for the first individual/team student(s) of each college, and \$20 per team for each additional individual/team student(s) and must be received by AMATYC no later than March 15th. This money is used for scholarships, prizes and for printing/ mailing expenses. All registration will be handled electronically. Registration begins January 1st.

Institutional members as of March 15th may have one complimentary SRL registration.

F. Faculty-Mentors' Duties

The Faculty-Mentor will be responsible for the eligibility of each individual/team student(s). The Faculty-Mentor for each individual/team is responsible for the proper administration of the SRL policy. Each individual/team must have a different Faculty-Mentor to allow for personalized attention and guidance in the competition.

The Faculty-Mentor will be asked to submit comments about their experience and recommend a Challenge Problem "TOPIC" each year for future SRL consideration by April 15th.

Challenge Problem Design Team members may not serve as a Faculty Mentor in the same year. Faculty-Mentors may not serve on any of the Thesis Defense evaluation teams in the same year.

G. Challenge Problem Administration Procedures

The Challenge Problem that constitutes the contest is administered locally during March/April. Every effort will be made to avoid the Student Mathematics League competition as well as Easter holidays, and to fit with semester and quarter schedules. The dates will be set by the SRL Coordinator each year. The length of

the contest will be adjusted according to suggestions from Faculty-Mentors and Individual/Team students(s).

The Challenge Problem will be posted on the SRL website on amatyc.org and on the SRL Community site on my.amatyc.org the first day of the contest.

The individual/team student(s) will have an assigned Challenge Problem period to complete their Thesis Defense and must electronically submit their SRL five components (described in Section H) not to exceed 15 pages (excluding appendices) in APA format via the submission link provided by the last day of the assigned Challenge Problem period at midnight of their time zone. (Partial Thesis Defenses will be accepted.)

The level of the competition is geared toward statistics or Precalculus mathematics or higher, but may be attempted by students at lower levels. Individual/team student(s) will not be able to compete in the competition without access to digital technology.

H. Challenge Problem Format

1. Challenge Problem

The Challenge Problem component is an open-ended STEM problem and is at the center of the SRL. The Challenge Problems will be selected to allow multiple approaches and to take advantage of the full range of student creativity. Each Challenge Problem will have a scope that admits numerous links with two-year college mathematics. Sources of the Challenge Problems include fields in science, technology, engineering, mathematics, and education, but are not limited to them.

2. Problem Research

The Problem Research component will use the Internet as its main investigative avenue for gathering digital information. Investigative forms from other sources i.e. individual information are encouraged to solve the Challenge Problem. Each Challenge will be designed to involve the individual/team student(s) in an Internet search to understand the Challenge Problem, collect data on the Challenge Problem, and determine its mathematical characteristics. All forms of Problem Research are needed to support the following elements: scientific inquiry, experiential learning, and understanding the Challenge Problem, proposing hypotheses, testing hypotheses, and stating the results.

3. Job/Career Research

The Job/Career Research component is the workforce investigative avenue for gathering background information about STEM occupations. During the Problem Research about the Challenge Problem, individual/team student(s) will encounter creative and brilliant work that has been done by many people in science, technology, engineering, and mathematics occupations. Individual/team student(s) will be required to research two STEM individuals who are tied to the field or theme of the Challenge Problem and develop a Case Study showing how these STEM individuals used mathematics in their work on the Challenge Problem. Each Case Study will use Inquiry-based learning and include the following Job/Career information about the individual occupation: Identify Job/Career, Job Academic Background, Job Environment, Job Average Yearly Pay, Job/Career Outlook, and Similar Jobs/Careers.

4. Mathematics Tools

The Mathematics Tools component is the main vehicle that will be used throughout the process of modeling a Challenge Problem. Individual/team student(s) will be required to select the Mathematics Tools that best fit the Challenge Problem and use them to understand the problem, create a mathematical model that approximates the data collected, and design a potential solution that can be defended in the individual/team student(s) Thesis Defense.

5. Thesis Defense

Each Challenge Problem is designed to give the individual/team student(s) an opportunity to organize what they have learned and express their results in the form of a Thesis Defense. The Thesis Defense is an organized, coherent synthesis of information based on the Challenge Problem, Problem Research, Job/Career Research, and Mathematics Tools. The Thesis Defense will use experiential learning and include data collected with reference citations, a mathematical model with a discussion of the mathematical tools used and the rationale for the chosen model, implications and predictions, the design of a possible solution to the Challenge Problem, and recommendations for further research.

I. Scoring and Results

The SRL Coordinator will verify and summarize the overall results. The results of the year's competition are final once printed and distributed.

J. Individual/Team Student(s) Prizes

The grand prize for the qualified individual/team is a \$1000 scholarship per team member up to a maximum of \$3000. The second place prize for the qualified individual/team is a \$500 scholarship per team member up to a maximum of \$1500. The third place prize for the eligible individual/team is a \$250 scholarship per team member up to a maximum of \$750.

Additional prizes, plaques, and certificates will be awarded depending on the number of participating individual/team student(s). All prizes, plaques, and certificates are sponsored by AMATYC. When possible through sponsorship, all of the students that are named Regional Finalists will receive an official SRL t-shirt.

First, second, and third place individual/team students are invited to attend the AMATYC conference to receive their awards. While AMATYC will not provide any travel support to the conference, these top-placing, conference-attending students will receive a complimentary student conference registration and, if appropriate, a complimentary meal. [<SBM 2020>](#)

K. Disaster Circumstance

Because the SRL Challenge Problem doesn't require campus activity, campus disaster circumstances will normally not interfere with the solution of the Challenge Problem. If a disaster circumstance does occur and the individual/team student(s) is unable to complete the Challenge Problem due to the disaster then AMATYC SRL will refund their registration fee with proof of circumstances.

10.8.3 SRL Coordinator

The SRL Coordinator oversees all activities related to the Challenge Problem process,

and Thesis Defense process.

A. Appointment Process

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

B. Term of Office

The term length is two years. The starting date of each term is September 1 and ending on August 30. The term limit is three consecutive terms; exceptions may be granted by the Executive Board to waive the term limit for extenuating circumstances by a 2/3 vote of the entire Executive Board or 9 votes.

C. Duties

1. Work closely with the AMATYC Executive Board seeking SRL sponsorship.
2. Act as liaison with the scholarship sponsor.
3. Chair the SRL Challenge Problem Design Team.
4. Identify volunteers to design Challenge Problems.
5. Supervise the construction of the Challenge Problem in accordance with the SRL Policy.
6. Select, work, and edit the Challenge Problem to be used in the Challenge Problem each year.
7. Ensure each Challenge Problem is completed in a timely manner.
8. Chair the SRL Thesis Defense Evaluation Team
9. Identify volunteers to review and evaluate Thesis Defenses.
10. Supervise the construction of the Thesis Defense evaluation method in accordance with the SRL Policy.
11. Ensure the Thesis Defense evaluation is completed in a timely manner.
12. Solicit comments and suggestions from Faculty Mentors and students for improving the SRL.
13. Solicit comments and suggestions from the Evaluators for improving the SRL evaluation process.
14. Work with the AMATYC Office to order plaques for the individual/team student(s) nationally and the top individual/team student(s) in each region.
15. Present the award plaques at each AMATYC Annual Conference.
16. Regularly monitor, and keep current, the SRL website on both amatyc.org and myamatyc.org. Send updates of these webpages to the AMATYC Website Coordinator and Online Community Coordinator as needed.
17. Write semiannual board reports (due 2/15 and 9/15). The Fall Executive Board Report should include a listing of SRL Challenge Problem Design Team members, First Round Evaluators, Final Round Evaluators, and the Decision Team Members.

10.8.4 SRL Challenge Problem Design Team

A. Appointment Process

The SRL Coordinator will appoint the SRL Challenge Problem Design Team. It is expected that it will be composed of three volunteers from the STEM community.

B. Term of Office

The term length is one year.

C. Duties

Design Team members will aid the SRL Coordinator in the Design of the Challenge Problem.

10.8.5 SRL Thesis Defense Evaluation Team

A. First Round Evaluators

The SRL Coordinator will solicit AMATYC members from each of the AMATYC Regions to be First Round Evaluators. First Round Evaluators will evaluate student entries (preferably from their own Region) to help determine the Regional Winners.

B. Final Round Evaluators

The SRL Coordinator will appoint a team of Final Round Evaluators. It is expected that the team will be composed of three volunteers from the STEM community (preferably in fields related to the Challenge Question). The Final Round Evaluators will evaluate the top entries from the Regional Winners.

C. Decision Team

The SRL Coordinator will create a Decision Team comprised of the SRL Coordinator and two other team members. Evaluators and Faculty Mentors in a year are ineligible to serve on the Decision Team in that same year.

Duties. The Decision Team will

1. Verify that student submissions meet a minimum standard.
2. Identify up to three Regional Winners for each region (using evaluations from the First Round Evaluators).
3. Identify the top entries that will advance to the Final Round.
4. Identify the top three National Team Winners by rank (using evaluations from the Final Round Evaluators).
5. Verify eligibility of the national prize winners.

10.8.6 SRL Duties and Timeline

December - February	SRL Coordinator will complete the Challenge Problem materials and update the SRL website.
March - April	SRL Coordinator will complete all arrangements for the Challenge Problem period and complete all arrangements for the Thesis Defense evaluation.
April - August	SRL Coordinator will facilitate the evaluations for Regional Finalists followed by the national prize evaluations.
September - October	SRL Coordinator will work with the AMATYC Office to prepare the SRL scholarships, prizes, awards, and certificates for presentation to the winning individual/team students.
October - November	SRL Coordinator will present the year's SRL winners at the AMATYC Annual Conference.

11. Professional Development

[11.1 Professional Development Leadership](#)

[11.2 Summer/Winter Institutes](#)

[11.3 Regional Conferences](#)

[11.4 Beyond Crossroads](#)

[11.5 AMATYC Project ACCESS](#)

[11.6 AMATYC Consulting Professor](#)

[11.7 AMATYC Research Associate](#)

[11.8 Traveling Workshops](#)

[11.9 Guidelines for Board Reports](#)

[11.10 Social Networking Committee](#)

[11.11 Webinars](#)

[11.12 Mathematics Standards in the First Two Years of College](#)

11.1 Professional Development Leadership

[11.1.1 Professional Development Committee](#)

[11.1.2 Professional Development Coordinator](#)

[11.1.3 Traveling Workshop Coordinator](#)

[11.1.4 Assistant Professional Development Coordinator](#)

11.1.1 Professional Development Committee

Membership

The membership of the Professional Development Committee shall be composed of at least three Regional Vice Presidents and at least one national officer besides the President and no more than two at-large AMATYC members <SBM 2011>. The President, the Conference Coordinator, the Traveling Workshop Coordinator, and the Professional Development Coordinator are ex officio members of this committee.

Purpose

Monitor, coordinate, and evaluate AMATYC's professional development efforts in order to provide the membership with high quality opportunities and a wide breadth of activities. <SBM 2010>

11.1.2 Professional Development Coordinator <SBM 2010><12/2018>

The Professional Development Coordinator serves a major role in the promotion of professional development opportunities for AMATYC members. <SBM 2010>

The Professional Development Coordinator is an *ex officio* member of the Professional Development Committee of the AMATYC Executive Board.

The Professional Development Coordinator will work with the Executive Board, the AMATYC Office, and the AMATYC membership to coordinate professional development opportunities for mathematics educators teaching students in the first two years of college.

Appointment Process

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

Term of Office

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

Qualifications

1. AMATYC member with a Regular or Life membership.
2. Proficient written and verbal communication skills
3. Proficient technology skills and access to fast and reliable Internet service.
4. Experience in program evaluation.
5. Experience in leading professional development activities.
6. Well organized and able to work on a regular schedule.
7. Ability to respond to requests for professional development promptly.
8. Ability to work with colleagues and to provide leadership and vision.
9. Ability to take direction from and work with others cooperatively.
10. Experience promoting and marketing educational programs and activities.
11. Experience collaborating with educational organizations and corporate entities.

Duties

1. Serve as an *ex officio* member of the Professional Development Committee.
2. Work with the Professional Development Committee to monitor an annual budget for professional development opportunities.
3. Advocate for AMATYC's ongoing commitment to providing the membership with professional development opportunities that meet the needs of mathematics faculty teaching students in the first two years of college.
4. Coordinate and encourage the development of professional development opportunities and activities.
5. Provide the AMATYC Website Coordinator with updated information on the current and future professional development opportunities, including ensuring that the professional development form on the AMATYC website is updated.
6. Coordinate the promotion of professional development opportunities, through activities such as, but not limited to, the Professional Development Brochure, communication with AMATYC affiliates and institutional members, preparation of articles about Professional Development for the *AMATYC News*, maintaining an ad for the *MathAMATYC Educator*, and working with the Social Media Committee.

7. Develop, maintain, and review evaluation procedures for professional development opportunities
8. Evaluate existing professional development opportunities and make recommendations concerning which to maintain, which to modify, and which to discard as AMATYC moves forward.
9. Maintain historical records of past professional development events.
10. Work with the Professional Development Committee, Conference Committee, Academic Committee Chairs, and ANet Leaders, to identify and recruit facilitators of professional development activities.
11. Assist the Conference Committee with virtual conferences.
12. Assist with position statement hearings.
13. Collaborate with other educational organizations and related corporate entities to provide professional development opportunities and activities to mathematics educators teaching students in the first two years of college.
14. Work with the AMATYC Grants Coordinator, as needed, to provide input for grants which involve funding for professional development activities and opportunities.
15. Maintain regular contact with the AMATYC Office regarding professional development opportunities and activities.
16. Submit a written Executive Board report twice annually (2/15 and 9/15) to the Executive Board liaison using the format provided by the Executive Board.
17. Perform other duties necessary to promote successful professional development opportunities.

Additional Professional Development Information

1. Promote Faculty Learning Communities among AMATYC members
2. Connect with researchers interested in sharing their findings with AMATYC

11.1.3 Traveling Workshop Coordinator <05/2012><FBM 2017><FBM 2020>

The Traveling Workshop Coordinator serves a major role in the promotion of the Traveling Workshop program and works closely with the Professional Development Coordinator, the Professional Development Committee, the Executive Board liaison and the AMATYC Office. Traveling workshops are offered in mathematical content, pedagogy, curriculum development and other areas to support the professional development of faculty teaching mathematics in the first two years of college.

Appointment Process

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

Term of Office

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

Qualifications

1. AMATYC member with a regular membership.
2. Good written and verbal communication skills.
3. Experience as a presenter.
4. Experience in program evaluation.
5. Well organized and able to work on a regular schedule.
6. Ability to respond to requests for Traveling Workshops promptly.

7. Ability to work with colleagues and to provide leadership.
8. Ability to take direction from and work with others cooperatively.

Duties

1. Work closely and have regular communication with the Professional Development Coordinator.
2. Assist the Professional Development Coordinator in developing workshop options and curricula for new workshop strands.
3. Meet with the Professional Development Coordinator at the AMATYC Annual Conference.
4. Work closely with the Executive Board liaison.
5. Prepare written Executive Board reports twice annually (2/15 and 9/15) using the format provided by the Executive Board.
6. Prepare a promotional Traveling Workshop Flyer with input provided by the Executive Board and AMATYC Office. The purpose of the Traveling Workshop Flyer is to provide information related to a traveling workshop that colleges and affiliates can easily share with faculty and administrators.
7. Maintain regular contact with the AMATYC Office regarding the status of inquiries on Traveling Workshops.
8. Provide the AMATYC Office with information on current Traveling Workshops following the Fall Board meeting.
9. Work with the AMATYC Office to ensure the Traveling Workshop Flyer is archived and meets AMATYC standards, including the correct use of the AMATYC logo.
10. Work with the AMATYC Office when a request to print the Traveling Workshop Flyer is received to determine the feasibility of the request. Printing requests may be denied.
11. Work with the Traveling Workshop Director to clarify the goal(s) for the workshop. The Traveling Workshop Director is the person who is in charge of implementing each workshop at the host site. Preferably, the Director should be an AMATYC member at the institution hosting the workshop. The Traveling Workshop Director will be invited to provide feedback to the Traveling Workshop Coordinator upon the conclusion of the workshop via a survey.
12. Provide a selection of appropriate and qualified facilitators for each workshop to the Director.
13. Serve as a liaison between the facilitator and the Director once a facilitator has been chosen. Select an appropriate facilitator for each workshop with consideration given to geographic proximity to the workshop site and rotation of workshop assignments among qualified facilitators. If a host site requests a particular facilitator, such a request may be honored.
14. Follow up with the Director and facilitator to ensure workshop goals and expectations were met.
15. Coordinate the recruitment of new Traveling Workshop facilitators.
The Traveling Workshop Facilitator works with the Traveling Workshop Director to plan the workshop, facilitates (presents) the requested workshop, works with the Director regarding travel, and other duties as needed or required for the workshop to be successful. The Facilitator is an AMATYC member, math faculty, or administrator with an outstanding presentation record.
16. Maintain regular contact with all Traveling Workshop facilitators, including any revisions to the facilitator application.
17. Provide workshop facilitators with a survey for evaluating traveling workshops and AMATYC publicity materials to be distributed at the workshop. Review evaluations of Traveling Workshops and revise these materials as needed.
18. Coordinate the orientation and training of new Traveling Workshop facilitators at the AMATYC Annual Conference or via web training.
19. Traveling Workshop Promotion. Coordinate the promotion of AMATYC Traveling Workshops through activities such as, but not limited to:
 - a. Traveling Workshop Flyer. The Flyer will be evaluated annually, or as needed, to see if any updates are required based on changes to AMATYC policies and procedures.
 - b. Communication with AMATYC affiliates and institutional members.
 - c. Submit articles on Traveling Workshops for the *AMATYC News*.
 - d. Meet with AMATYC Committee Chairs and ANet Leaders before each AMATYC Annual Conference.

- e. Display information about the Traveling Workshops, for informational, recruitment, and other purposes at the AMATYC Annual Conference.
- f. Provide the AMATYC Website Coordinator with updated information on the AMATYC Traveling Workshops, including posting updates to the Traveling Workshop Flyer.
- g. Perform other duties necessary to promote successful Traveling Workshops.

11.1.4 Assistant Professional Development Coordinator <FBM 2015>

The Assistant Professional Development Coordinator serves a major role in the promotion of professional development opportunities for AMATYC members and works closely with the Professional Development Coordinator, the Professional Development Committee, the Board liaison, and the AMATYC Office to coordinate professional development opportunities for two-year college math instructors.

Appointment Process

The Assistant Professional Development Coordinator is recommended by the President and appointed by the Executive Board.

Term of Office

The term length is three years. The starting date of each term is January 1 and the end 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 Executive Board.

Qualifications

- 1 AMATYC member with a Regular or Life membership.
- 2 Good written and verbal communication skills
- 3 Good technology skills
- 4 Experience in program evaluation.
- 5 Well organized and able to work on a regular schedule.
- 6 Ability to respond to requests for professional development promptly.
- 7 Ability to work with colleagues and to provide leadership and vision.
- 8 Ability to take direction from and work with others cooperatively.
- 9 Experience promoting and marketing educational programs and activities.
- 10 Experience collaborating with educational organizations and corporate entities.

Duties

1. Work closely and have regular communication with the Professional Development Coordinator regarding both current and future professional development opportunities.
2. Assist the Professional Development Coordinator in reviewing and evaluating existing professional development opportunities, making recommendations concerning which to maintain, which to modify (e.g., changes in procedures or fees), and which to discard as AMATYC moves forward, and developing new options.

3. Meet with the Professional Development Coordinator at the annual conference.
4. Work closely with the Executive Board liaison.
5. Assist AMATYC's efforts to provide members with access to professional development information and to archive past professional development events.
6. Assist in coordinating the execution of webinars:
 - a. Update the training materials for webinar presenters and assist in making sure the webinar presenters are properly trained
 - b. Work with the Professional Development Coordinator and the Professional Development Committee to identify and to recruit webinar presenters
 - c. Make recommendations concerning any software and applications that AMATYC should acquire in order to conduct future professional development opportunities.
7. Assist in revising the professional development intake form on the AMATYC website.
8. Assist in promotion of AMATYC Professional Development through activities such as, but not limited to, the Professional Development Brochure, communication with AMATYC affiliates and institutional members, and preparation of articles Professional Development for the *AMATYC News*.
9. Will submit a written report to the AMATYC Board Liaison by the deadline for the Spring and Fall Board meetings using the format provided by the Board. <SBM 2016>
10. Work closely as an ex officio member of the Professional Development Committee to make recommendations to the Executive Board to establish an initial annual budget in order to maintain AMATYC's ongoing commitment to providing the membership with professional development opportunities that meet the needs of two-year college math faculty.
11. Other duties as assigned by the Professional Development Coordinator.

11.1.5 Webinar Coordinator <12/2018>

Description

The Webinar Coordinator works closely with the AMATYC Professional Development Coordinator, the Professional Development Committee, the Office, and the Executive Board to coordinate the AMATYC Webinar Series, a professional development opportunity for all AMATYC members, and serves as an *ex officio* member of the Professional Development Committee.

Appointment Process

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

Term of Office

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

Qualifications

1. AMATYC member with a Regular or Life membership.
2. Proficient written and verbal communication skills.
3. Proficient technology skills and access to fast and reliable Internet service.
4. Well organized with webinar experience.
5. Ability to plan and coordinate a schedule for future webinars.

6. Ability to respond to requests for webinars promptly.
7. Ability to work with colleagues and to provide leadership and vision.
8. Ability to take direction from and work with others cooperatively.
9. Experience promoting and marketing educational programs and activities.
10. Experience collaborating with educational organizations and corporate entities.

Duties

1. Serve as an *ex officio* member of the Professional Development Committee.
2. Work with the Professional Development Coordinator to identify and recruit webinar speakers. Maintain regular contact with the AMATYC Office regarding webinars, including providing the Office with information for e-mail blasts before each webinar.
3. Review and evaluate existing webinar procedures.
4. Work with the Professional Development Committee, Conference Committee, Academic Committee Chairs, and ANet Leaders, to identify and recruit webinar facilitators.
5. Update the training materials for webinar presenters and assist in making sure the webinar presenters are properly trained. Hold a practice session with webinar presenters before each webinar.
6. Ensure that all AMATYC webinars are moderated, including introducing the webinar speaker, engaging participants throughout the webinar, and working with the webinar speaker to conduct polls.
7. Compile survey data after each webinar and send out certificates of participation to attendees.
8. Make recommendations to the Professional Development Coordinator concerning any software and applications that AMATYC should acquire to conduct future webinars.
9. Assist AMATYC's efforts to provide members with access to professional development information and to archive past webinars.
10. Provide the AMATYC Website Coordinator with updated information on past, current and future webinars, including ensuring that the webinars page on the AMATYC website is updated and all webinars are archived properly.
11. Meet with the Professional Development Coordinator at the annual conference.
12. Communicate regularly with the Executive Board liaison.
13. Submit a written Executive Board report twice annually (2/15 and 9/15) to the Executive Board liaison using the format provided by the Executive Board.
14. Perform other duties necessary to conduct successful webinars.

Additional Webinar Information

1. All webinars need not necessarily have a sponsoring committee.
2. All webinar speakers will be offered a stipend that comes from the webinar budget; it is the speaker's decision to decline the honorarium. If a webinar has more than one speaker, the standard honorarium will be split among the speakers.
3. The Webinar Coordinator will serve as the liaison between the speaker and the sponsoring committee, if applicable.

11.1.6 Online Community Coordinator <2020 Email Motion #2>

The Online Community Coordinator coordinates all aspects of the my.amatyc.org online communication platform, working closely with the Executive Director, the Website Coordinator, the Professional Development Committee, the Executive Board liaison, and the AMATYC Office.

Appointment Process

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

Term of Office

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

Desired Qualifications

1. Experience promoting and marketing educational programs and activities.
2. Ability to work with colleagues and to provide leadership and vision.
3. Ability to respond to requests promptly.
4. Well organized and able to work on a regular schedule.
5. Experience in website design and graphic design.
6. Excellent technology skills including a willingness to learn new programs.
7. Excellent written and verbal communication skills.
8. Experience collaborating with educational organizations and corporate entities.
9. AMATYC member with a Regular or Life membership.

Duties

1. In collaboration with the Executive Director, plan a roll-out of my.amatyc.org for AMATYC membership, including marketing strategies to encourage AMATYC membership to use the online community.
2. Develop, maintain and update the online community platform with the assistance of and recommendations from the AMATYC leadership. Tasks may include:
 - a. build needed infrastructure,
 - b. build and schedule automation rules for each community, for each event, for dues renewals, and to encourage member engagement,
 - c. ensure that connections from the community website to the AMATYC website are working,
 - d. establish and implement limitations on viewing for non-members,
 - e. monitor content, and
 - f. create graphics needed for the website.
3. Create and update tutorials to assist with tasks, such as:
 - a. updating a profile,
 - b. connecting with other members,
 - c. joining a community,
 - d. electronically publishing newsletters, or
 - e. promoting communication among members through discussion forums.
4. Actively work with AMATYC leadership and members to ensure:
 - a. new content is available to members on my.amatyc.org on a fairly regular basis,
 - b. postings to the website are appropriate and professional,
 - c. the site is growing and meets the needs of our membership.
5. Assist AMATYC Leadership with their portions of the website, including committee chairs, ANet leaders, and IMPACT leadership.
6. In collaboration with the Professional Development Committee, work to inform AMATYC membership of professional development opportunities.
7. Attend the AMATYC Annual Conference.
8. Provide technical assistance as requested.
9. Submit a written report to the AMATYC Executive Board Liaison by the deadline for the Spring and Fall Executive Board meetings using the format provided by the Executive Board.

11.2 Summer/Winter Institutes

These policies should in no way be constructed as a contract agreement between AMATYC and any college or organization sponsoring a summer/winter institute.

Instituting New Institutes

1. A call for proposals for new AMATYC Summer/Winter Institutes should appear in the *AMATYC News* and the *MathAMATYC Educator* in the January or Winter issue (February issue from 2010 onwards) whenever there are not at least two regularly occurring summer institutes. All proposals should be made through the vice-president for the region in which the proposed institute would be held in consultation with the Board Liaison for summer institutes.
2. Approximately one to one and one-half years before the date of the proposed new AMATYC Summer/Winter Institute, the Regional Vice President from the region where the proposed institute would be held will present a proposal at an Executive Board meeting. The proposal should include the following:
 1. The name of the AMATYC member <SBM 2008> who will serve as director of the institute.
 2. The name of the college or organization that will serve as host and the financial and/or facilities commitments the college is willing to make.
 3. The room and Board arrangements for the participants.
 4. A letter from the host facility indicating that their insurance covers individuals who are legally on the premises in the event of physical injury.
 5. The title(s) and description(s) of the course(s) to be offered at the institute.
 6. A statement of the need for this/these courses.
 7. The possible instructor(s) for the course(s).
 8. The means of support for the institute.
 9. The estimated budget showing a general breakdown of both income and expense for the institute. See Item D, Budget.
 10. The estimated number of participants.
 11. The plan for encouraging membership in AMATYC.
 12. The plan for advertising the institute.
 13. The plan for evaluating the institute.
3. The institute should be self-sustaining through the use of tuition and/or outside funding. However, the Board may authorize a maximum of \$500 to be used for general expenses and/or advertising during the first year.
4. The course(s) at the institute may be commercial in nature provided the potential participants are advised of the commercial nature in advance of the institute. The commercial nature of the course(s) should be included in all advertising done for the institute.

5. The President shall appoint a liaison from the Executive Board for each institute.
6. The institute will be called "AMATYC Summer (Winter) Institute at (Institution's Name or location of the Institute)."
7. AMATYC will provide mailing labels, advertising space in the Newsletter and Journal, and will create, print, and mail a postcard directing readers to AMATYC Summer Institute information on the AMATYC website. <FBM 2008>
8. Outside funding should be sought by the institute director. Such funding could be similar to the Sloan Foundation grant for the first Rexburg Institute.
9. If possible, College (graduate) credit should be obtained for those participants desiring it. If possible, institutes should be geographically distributed. An institute may be held at the same location more than once and, if there is sufficient demand, an institute may be repeated.
10. Each institute director will submit a report on the institute to the AMATYC President, with a copy to the Board Liaison, for the Executive Board meeting which immediately follows the institute. The form and content of this report can be found in these guidelines.

Summer Institute Postcard and Electronic Brochure <FBM 2008>

The summer institute postcard and electronic brochure will be prepared by the AMATYC Office staff and reviewed by the institute directors, the Board liaison, the President-Elect, and the President, in preparation for printing and mailing of the postcard and posting of the electronic brochure. The materials will include a cancellation policy with a waiver that indicates AMATYC takes no responsibility for any other expenses an individual may incur and will not be liable for those out of pocket expenses. There should be enough postcards printed so that each Executive Board member and each Institute Director can have extra postcards to distribute within regions for advertising purposes.

Advertising for a Winter Institute will be done as determined by the Executive Board.

Timeline <FBM 2008>

After the fall Board meeting, the Publications Director or summer institute Board liaison notifies each Summer Institute director of the timeline for printing the Summer Institute postcard and electronic brochure, and submission requirements.

Fall Conference	First institute flyer, prepared by each Summer Institute Director, is available
December 1	Deadline for sending information to Publications Director
January 15	Final draft of Summer Institute postcard and brochure approved
February 1	Postcard sent to printer and brochure sent to Website coordinator
February 7	All member email sent with link to brochure on website
March 1	Postcard mailed

Summer/Winter Institutes Board Report

The director of each institute will send the Board the report of the institute. This report will be sent directly to the AMATYC President in time for inclusion in the agenda for the Board meeting which immediately follows the institute. This report will include the following information:

1. Director
2. Dates and location of the institute
3. Course(s) and instructor(s)
4. Attendance
5. Extra activities
6. Summary of evaluations of the previous year's institute
7. Possibility of offering the institute again at some future date
8. Budget summary (see below)

Budget

The following format should be used in preparing the budget for proposed and annual institutes. This format should also be used in reports of summer institutes.

1. Income
 1. Fees
 2. AMATYC contribution (first year institute only)
 3. Others
2. Total Expenses
 1. Meals
 2. Rooms
 3. Publicity
3. Activities
4. Supplies
5. Honoraria
6. Travel Allowance for Instructors
7. Miscellaneous
8. Total Balance

The differential in cost for of attending a summer institute for members and non-members shall be the amount of the cost of a one year regular AMATYC membership. After the summer institute nonmembers should receive a letter from the AMATYC President that gives them a one-year

AMATYC membership. Monies accrued from the non-member surcharge shall be forwarded to the AMATYC office.

Review and Approval of Established Institutes

1. An established annual AMATYC Summer/Winter Institute will continue until such time that either the AMATYC Board votes not to offer the institute or the institute's director decides not to request the institute be offered. The director of an established institute wishing to offer the institute again shall submit a motion with the request to the Board for approval. The motion should be submitted for the Board meeting that will allow sufficient time to advertise the institute. This would usually mean that established summer institutes would be approved at the fall Board meeting and established winter institutes would be approved at the spring Board meeting preceding the institute.
2. The motion requesting an established institute be offered should include a report addressing any concerns raised in evaluations of the preceding institute and any changes in the location, personnel, or budget for the institute.

11.3 Regional Conferences

General Considerations

AMATYC encourages regional conferences. The intended audience of an AMATYC regional conference will be actual and potential AMATYC members and AMATYC affiliate members. Regional conferences will provide professional development as well as an avenue for AMATYC involvement to those who cannot reach the annual AMATYC conference. In addition, they will provide opportunities for cooperation and networking among participants.

AMATYC will provide support for regional conferences if prior approval is obtained by vote of the AMATYC Executive Board. Essentially the Board needs to know that the regional conference is commensurate with AMATYC's mission, goals, and strategic plan and that it will be well-organized and conducted in a professional manner. AMATYC will not normally support more than one regional conference per year.

<FBM 2011> An AMATYC regional conference is a one or multiple-day conference with the following characteristics.

1. The host and organizers for the conference are one or more AMATYC affiliates or other non-commercial entity.
2. The conference reaches out to a population significantly beyond that served by any one AMATYC affiliate.
3. The purpose of the conference conforms to the purposes and mission of AMATYC.
4. The primary target audience is actual and potential AMATYC members and affiliate members.

Procedure for Obtaining AMATYC Approval for a Regional Conference

The following procedure must be followed to obtain approval for an AMATYC regional conference.

1. The host and organizers of the regional conference must contact an AMATYC Regional Vice President and request that Regional Vice President to submit the proposal for the regional conference to the Executive Board.
2. The request should be submitted at least one year prior to the date of the proposed regional conference. The request should provide time for the Regional Vice President to submit the request with other Board reports, about two months prior to a board meeting.

3. This written proposal should include the following information about the regional conference (a template for the proposal is available at amatyc.org):
 - a. The affiliates involved in the planning of the regional conference.
 - b. The name, affiliation, and contact information for the person(s) who will act as the conference chair(s).
 - c. The dates of the conference.
 - d. The conference location, city and facility(s).
 - e. The number of participants expected.
 - f. A proposed budget. The budget will show a general breakdown of both income and expenses.
 - g. An advertising plan, including AMATYC's resources.
 - h. A statement that all advertising will clearly state that the conference is an AMATYC Regional Conference.
 - i. A plan for evaluation of the conference and reporting the evaluation to the AMATYC Board.
 - j. A commitment that the AMATYC President or President's designee will be invited to participate in a mutually agreed to part of the program.
 - k. A plan for encouraging membership in AMATYC through the conference.
4. The regional conference will not compete in time or proximity with previously scheduled AMATYC events, such as the AMATYC annual conference or AMATYC institute. Each affiliate president in the area should be consulted before a time and date is planned.

AMATYC Support

The Executive Board must be assured that the proposal is firm and practical, and that the conference conforms to AMATYC's mission and goals. Upon Board approval, AMATYC will provide support to the hosts and organizers of the regional conference. Support will include:

1. Up to \$500 for seed money provided to the organizers prior to the regional conference. It is expected that regional conferences be self-sustaining. Funding from other sources plus registration fees must meet costs and operating expenses. AMATYC cannot be held liable for any loss or liability incurred by the hosts and/or organizers nor can it be held accountable for any claims made by the hosts or organizers.
2. Mailing labels and email addresses furnished by the AMATYC office.
3. Advertising space in the *AMATYC News* and other publications, where appropriate.
4. A link to the regional conference website from the AMATYC website.
5. Materials for the conference bag or for giveaways. These materials will be provided by the AMATYC office upon a request by the appropriate Regional Vice President.
6. Support for the AMATYC President or President's designee to attend the regional conference.

In Return for AMATYC Support

1. Space will be provided in the exhibit area for an AMATYC representative and/or materials.
2. One session or workshop will be offered to the President or President's designee. The session may be on benefits to AMATYC membership, or on a related topic (standards, grants, etc.) as the President wishes.

Post-Approval Policies

1. Should the Executive Board approve the proposal for the regional conference, a Regional Vice President from an appropriate AMATYC region will be appointed as the AMATYC liaison to the conference.
2. At all meetings of the Executive Board prior to the regional conference the liaison will include a report on the progress of the plans for the regional conference.

At the Executive Board Meeting following the regional conference the liaison will present a written report describing the conference and sharing the results of the evaluation. The report will show attendance at the conference broken down by AMATYC regions.

11.4 Beyond Crossroads

11.4.1 Beyond Crossroads Digital Products Coordinator (position was discontinued <SBM 2012>)

11.4.2 Beyond Crossroads Implementation Coordinator (position was discontinued at the end of the Fall 2008 AMATYC conference) <7/2/2008>

11.5 AMATYC Project ACCCESS

AMATYC Project ACCCESS is a crucial component of AMATYC's strategic plan. The annual AMATYC Project ACCCESS events scheduled during the conference provide professional development to new two-year college mathematics faculty in mathematical content, pedagogy, curriculum development, and leadership. Follow-up activities throughout the year provide networking opportunities and special projects to continue that professional development. <12/27/2006>

[11.5.1 AMATYC Project ACCCESS Coordinator](#)

[11.5.2 AMATYC Project ACCCESS Team Members](#)

[11.5.3 Fellow Selection](#)

11.5.1 AMATYC Project ACCCESS Coordinator <12/27/2006>

The AMATYC Project ACCCESS Coordinator leads a team that plans and implements the activities of the project for each cohort of ACCCESS Fellows. The coordinator works closely with the AMATYC Board Liaison, the AMATYC office, and the AMATYC Annual Conference planning team.

Appointment Process

The AMATYC Project ACCCESS Coordinator is recommended by the President and appointed by the Executive Board. This position reports to the Board liaison.

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 two 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> <FBM 2008> <SBM 2016>

Qualifications

1. Good written and verbal communication skills.
2. Experience as a workshop presenter.
3. Experience in planning and implementing workshops, meetings, or conferences.
4. Experience in program evaluation.

5. Experience in writing grants.
6. AMATYC member with a Regular or Life membership.
7. Well organized and able to work on a prescribed schedule and timeline.
8. Ability to respond to requests and questions from Fellows promptly.
9. Ability to communicate, work with others cooperatively, and provide leadership to colleagues and Fellows.

Duties

1. Market AMATYC Project ACCESS.
2. Chair a committee to select new fellows.
3. Plan and facilitate a program for the Fellows during the annual conference.
4. Work within a budget to plan and implement the annual program.
5. Promote the professional development of the fellows throughout the academic year by supporting and evaluating their individual projects.
6. Promote communication among the Fellows through a mailing list (or equivalent).
7. Work with AMATYC affiliates to involve the Fellows in affiliate conferences.
8. Involve the post-Fellows in the planning and implementation of programs for future cohorts.
9. Work with the AMATYC Grant Coordinator to develop proposals to secure outside funding to support the program.
10. Develop an evaluation tool to determine the impact of the program on the organization.
11. Regularly monitor and keep current the AMATYC Project ACCESS webpages on the AMATYC website. Send updates of these webpages to the AMATYC Website Coordinator as needed.
<FBM 2015>

11.5.2 AMATYC Project ACCESS Team Members <FBM 2016>

Appointment Process

The AMATYC Project ACCESS Team Members are recommended by the President and appointed by the Executive Board. This team shall consist of the Program Assistant, Project Assistant, Listserv Assistant, and two members for the Fellow Selection Committee. These positions report to the AMATYC Project ACCESS 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 two 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.

Program Assistant:

- Work with the AMATYC Project ACCCESS coordinator to determine the program and presenters for the AMATYC Project ACCCESS portion of the AMATYC annual conference.
- Will recruit speakers.

Project Assistant:

- Work with the AMATYC Project ACCCESS coordinator to manage the projects the Fellows work on between the two AMATYC conferences.
- Archive current and past project information.
- Keep Fellows informed of due dates and requirements of projects.
- Provide assistance with Fellows if there are problems or issues concerning their project.
- Help to find contacts or mentors if Fellows request assistance.

Listserv Assistant:

- Work with the AMATYC Project ACCCESS coordinator to manage a listserv.
- Recruit Consulting Colleagues to participate in the listserv.
- Provide prompts (monthly?) for discussion amongst the Fellows and the Consulting Colleagues.

Fellow Selection Committee Members – 2 positions:

- These two members will work with the AMATYC Project ACCCESS coordinator and Board liaison to select the Fellows for the new Cohort.
- Applications will be mailed to the members and then discussions will take place via mail and/or email for the selection.

11.5.3 Fellow Selection <7/10/2011><SBM 2016><SBM 2017>

The selection team will select up to 30 Project ACCESS fellows depending upon the size and quality of the applicant pool. Applicants will be ranked by four reviewers. The review team will then meet electronically or by conference call to determine if all applicants are qualified to be Project ACCESS fellows and to select the finalists from the pool. The APA Coordinator will notify successful applicants in June. Successful applicants will be required to sign and return a contract acknowledging the responsibilities of the fellow and the fellows' institution by July 15 of the current year. Unsuccessful applicants will be encouraged to apply again providing they are still eligible for Project ACCESS. All unsuccessful applicants will receive a complimentary one-year one-time only membership to AMATYC.

11.6 AMATYC Consulting Professor

1. Articles will appear in January and October issues (#1 and #5) (#1 and #4 from 2010 onwards) of the *AMATYC News* soliciting proposals from interested faculty, beginning in Spring 1997.
2. The arrangements for an "AMATYC Consulting Professor" can be made at any time during the year. Interested faculty should submit a statement of interest, outline of project, resume, and letters of support from their institution to the AMATYC Executive Director at a time that is appropriate for their college's deadlines. If the sabbatical leave has not been formally awarded, the letters of support from the institution are to confirm the institution's knowledge of the project and support of the concept.
3. The project outline will be reviewed by a Board committee comprised of the AMATYC Executive Director of Office Operations, President, and one Regional Vice President. The Board committee will provide technical support in designing the project and working out any special arrangements, as necessary. The final outline of the project will be presented to the Board for final approval, pending the receipt of a letter from the applicant's institution confirming the awarding of the sabbatical leave for this project.
4. The Consulting Professor will be expected to attend an AMATYC annual conference, either during or shortly after the sabbatical leave to report back to the Board about the project, will be introduced at the Saturday morning breakfast, and will present the project activities at a conference session.
5. When a Consulting Professorship is approved, the President shall appoint a Board member to serve in a liaison capacity to that Consulting Professor.

11.7 AMATYC Research Associate

An AMATYC Research Associate (ARA) appointment is an opportunity for AMATYC members who are interested in doing classroom-based research or research on practices in mathematics instruction in the first two years of college mathematics. The research may be in conjunction with activities such as graduate work, a sabbatical project, or a grant-funded

project. AMATYC may provide support to ARA appointees such as access to membership lists; permission to use AMATYC logos; introduction to the AMATYC Foundation, AMATYC Grants Coordinator, AMATYC Committee or ANET chairs, meeting with the Research Committee (RMETYC) Chair; publicity and recognition of appointment and research project.

1. The RMETYC chair will publish an article soliciting proposals from interested members for an ARA appointment will appear in the *AMATYC News* once a year in issue #4.
2. Information on how to apply for an ARA appointment will be provided on an AMATYC web page and myAMATYC space. The RMETYC chair will oversee the publication of this information and will be a listed point of contact for inquiries regarding the ARA appointment.
3. Applications for an ARA appointment can be made at any time during the year. Interested members should submit a statement of interest, an outline of the research proposal, a resume, and letters of support from their institution and/or graduate program to the AMATYC Executive Director.
4. The application packet will be reviewed by a committee comprised of the AMATYC Executive Director, the President, the chair of the Research Committee, and one Regional Vice President. The committee will determine the ways that AMATYC may be able to support the research project and if the application should move forward to the Board for approval. The final outline of the project will be presented to the Board for final approval, pending receipt of a letter from the applicant's institution and/or graduate program.
5. When an ARA appointment is made, the President may appoint a Board member to serve in a liaison capacity to the ARA appointee.
6. The ARA appointee will be expected to report back to the Board about the project and to submit an article to the *MathAMATYC Educator*, host a webinar, or apply to present at the AMATYC annual conference reporting the outcomes of the research associated with the appointment.

11.8 Traveling Workshops <FBM 2020>

[11.8.1 Instituting New Traveling Workshop Strands](#)

[11.8.2 Traveling Workshop Honorarium](#)

11.8.1 Instituting New Traveling Workshop Strands

The following policies and procedures should be followed for initiating new workshop strands. These policies should in no way be construed as a contractual agreement between AMATYC and any college or organization, or between AMATYC and workshop facilitators.

Instituting New Traveling Workshop Strands

1. An individual or academic committee may propose a new traveling workshop strand through the Traveling Workshop Coordinator. The proposal shall include:
 - a. The title and description of the workshop strand.
 - b. A statement of need for the workshop strand.
 - c. A list of possible workshop topics.
 - d. Possible facilitator(s) for the workshop topics as well as a plan for recruiting workshop facilitators from the AMATYC membership.
 - e. A plan to orient workshop facilitators to ensure high quality presentations.
 - f. The plan for advertising the traveling workshop strand.
 - g. The plan for evaluating the traveling workshop strand.
2. The workshop strand may not be commercial in nature.
3. An established traveling workshop strand will continue until such time that either AMATYC or the Traveling Workshop Coordinator recommends that a strand be terminated.

11.8.2 Traveling Workshop Honorarium

Facilitator Honorarium

The honorarium for the facilitator of an in person or virtual traveling workshop will be as follows <SBM 2005><FBM 2020>:

- a. One-day traveling workshop - \$500
- b. Two-day traveling workshop - \$750
- c. If the workshop has more than one facilitator, the standard honorarium will be split among the facilitators.

Details on eligibility restrictions for AMATYC leaders receiving honoraria can be found in Section 6.1, General Financial Policies.

11.9 Guidelines 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 activities of the coordinators and directors as well as plans for the upcoming year. Reports should be structured and comprehensive and include, but not be limited to, the headings found on the appropriate forms found on the internal site.

11.10 Social Networking Committee <Email 2013>

The Professional Networking Committee shall provide assistance and input into AMATYC's presence on social media.

11.11 Webinars <SBM 2017>

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

Requester

A committee, a group of committees or other interested parties may request a webinar be offered. The AMATYC Professional Development Coordinator will serve as the liaison between the requester of the webinar and the facilitator of the webinar.

Honoraria

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. Details on eligibility restrictions for AMATYC leaders receiving honoraria can be found in section 6.1, General Financial Policies.

Sponsorship

AMATYC will acknowledge the paid 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 requester. The AMATYC President may also grant an exception.

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.

11.12 Mathematics Standards in the First Two Years of College <SBM 2017>

[11.12.1 Mathematics Standards in the First Two Years of College Ad Hoc Committee](#)

[11.12.2 Mathematics Standards in the First Two Years of College Chair](#)

[11.12.3 Standards Digital Coordinator](#)

11.12.1 Mathematics Standards in the First Two Years of College Ad Hoc Committee

This committee will focus on promoting the AMATYC standards as well as maintaining the digital products to support those standards. The goals of this committee are 1) to establish and implement a marketing campaign including but not limited to a series of regularized activities to promote widespread implementation of the standards in the first two years of college mathematics, 2) to establish and implement the web presence for the standards, 3) to submit articles centered on the standards for the *AMATYC News* and the *MathAMATYC Educator* at least once a year, 4) to establish and implement a process of regular review of the standards in the same manner as the position statements are reviewed regularly, 5) to ensure consistency among the standards and other AMATYC documents, and 6) promote the standards beyond AMATYC members. The membership of the committee is open to the AMATYC community.

The responsibilities of the standards committee as a whole will include:

- a series of regularized activities offered to keep the standards in the forefront of AMATYC members. These activities will include items such as submitting articles for the *AMATYC News* and the *MathAMATYC Educator*; submitting presentation proposals on the standards at each conference; managing any approved symposia on the standards, publicize relevant information via emails blasts to membership and via social media, and develop videos or presentations to be given at the affiliate meetings
- establishment and maintenance of a dynamic web presence;
- creating processes to engage AMATYC members and other mathematics faculty in a prolonged, community- based effort to advance the profession towards the shared vision represented by the AMATYC Standards using current and emerging technologies
- a systematic review and update of the Standards using a process developed by the committee and approved by the Executive Board;
- meeting at the annual conference;
- communicating with committee members throughout the year;
- ensure consistency among AMATYC documents such as position statements and the standards documents;
- promote the standards beyond AMATYC members.

11.12.2 Mathematics Standards in the First Two Years of College Chair

The Mathematics Standards in the First Two Years of College Chair coordinates the planning, creation, and implementation of AMATYC Standards activities, including grants, workshops, training, conference activities, and other related initiatives. The chair works collaboratively with the AMATYC Executive Board and the Standards Digital Coordinator.

Appointment Process

The Mathematics Standards in the First Two Years of College Chair is recommended by the President and appointed by the Executive Board. This position reports to the President.

Term of Office

The term length is five years. The starting date is January 1, 2018 and the end date is

December 31, 2022.

Qualifications

1. AMATYC member with a Regular or Life membership.
2. Familiar with the AMATYC Standards documents, supporting AMATYC's spirit and philosophy.
3. Ability to work collaboratively with other individuals.
4. Knowledge of and success in grant writing desirable.
5. Possess and exhibit initiative and work well without close supervision.

Duties

1. Oversees the implementation of the responsibilities of the Standards Committee as defined in section 11.13.1.
2. Attend the AMATYC annual conference
3. Write or oversee writing of grants to support AMATYC Standards documents implementation activities.
4. Work with the AMATYC academic committee chairs, coordinators, and other appropriate individuals to create and maintain AMATYC Standards documents-related offerings, and to assist in incorporating AMATYC Standards documents-related concepts into existing meetings, sessions, and workshops as appropriate.
5. Coordinate public relations and coordinate the writing of articles on AMATYC Standards documents, for members and non-members.
6. Assist in identifying topics for which digital products or supplementary activities are needed, working with the AMATYC Standards Digital Coordinator to suggest appropriate products and plan activities.
7. Work with the AMATYC Foundation to identify ways in which the Foundation can target AMATYC Standards documents programs.
8. Create and implement a plan to assess the effectiveness of above activities.
9. Provide reports to the AMATYC Executive Board on AMATYC Standards documents activities and needs.

11.12.3 Standards Digital Coordinator

The Standards Digital Coordinator oversees the planning and implementation of AMATYC Standards documents digital products, related grants, training, and any related initiatives. The coordinator works collaboratively with the Mathematics Standards in the First Two Years of College Chair and the AMATYC Executive Board.

Appointment Process

The Standards Digital Coordinator is recommended by the President and appointed by the Executive Board. This position reports to the Mathematics Standards in the First Two Years of College Chair and the AMATYC Executive Board.

Term of Office

The term length is five years. The starting date is January 1, 2018 and the end date is December 31, 2022.

Qualifications

1. AMATYC member with a Regular or Life membership.
2. Familiar with current media capabilities.
3. Ability to work collaboratively with other individuals.
4. Ability to monitor and work within a budget.
5. Possess and exhibit initiative and work well without close supervision.

Duties

1. Establish a new interactive internet site, including mechanisms for AMATYC members to submit and review practices and methods which seek to implement the Standards, and including multimedia resources and support for mobile devices.
2. Creating and maintaining digital products, the enhanced digital presence, and the digital component of the marketing campaign will be the responsibility of the standards digital coordinator.
3. Manage the details of the social media presence of the standards.
4. Attend the annual conference and collaborate with the Mathematics Standards in the First Two Years of College Chair and committee at the conference regarding AMATYC Standards projects.
5. Create, coordinate, and/or conduct training on AMATYC Standards digital products through conference events, workshops, and other training events.
6. Attend the Strategic Planning and Orientation meeting in even-numbered years.
<Email 2017>

12. Publications

12.1 Publication Committee

12.2 AMATYC News

12.3 MathAMATYC Educator

12.4 AMATYC Website

12.5 Logos and Seals

12.6 AMATYC History

12.7 Guidelines for Board Reports

12.1 Publications Committee

The Publications Committee consists of the Editor and Production Manager of the *MathAMATYC Educator*, as well as the Editor of the *AMATYC News*. These editors carry out the objectives listed in the Publications section of the Policy and Procedures manual.

12.2 AMATYC News

The *AMATYC News* is the official newsletter of the organization.

12.2.1 Publication Policies

12.2.2 AMATYC News Topic List

12.2.3 Newsletter Editor

12.2.1 Publication Policies <SBM 2016>

The office staff (Publications Director) prepares the initial layout and handles changes in spelling or grammar. Once the copy is finalized by the AMATYC Newsletter Editor, the office handles the printing and mailing of the newsletter. The Editor communicates any specific instructions to the Publications Director.

Production

1. The newsletter will be typeset using four-color (F2010).
2. The newsletter will be published four times a year according to the following production schedule.
<SBM 2009> <SBM 2012> <SBM 2016>

Newsletter Production Schedule

PPM 12.2.1 Newsletter Deadlines	Issue No.			
	1	2	3	4
Deadline for Submission	Nov 25	Feb 25	Jun 1	Aug 15
Articles Due to Publications Director	Dec 1	Mar 1	Jun 8	Sep 1
1st Draft to Reviewers	Dec 7	Mar 7	Jun 15	Sep 7
Edits Due to Editor	Dec 10	Mar 10	Jun 18	Sep 11
Edits Due to Publications Director	Dec 12	Mar 12	Jun 20	Sep 13
2nd Draft to Reviewers	Dec 14	Mar 14	Jun 22	Sep 14
Edits Due to Editor	Dec 17	Mar 17	Jun 25	Sep 17
Edits Due to Publications Director	Dec 19	Mar 19	Jun 27	Sep 19
Final Draft to Editor, Liaison, and President	Dec 21	Mar 21	Jun 29	Sep 21
Edits Due to Publications Director	Dec 22	Mar 22	Jun 30	Sep 22
To Printer	Dec 23	Mar 23	Jul 1	Sep 23
To Website Coordinator	Jan 18	Apr 11	Jul 18	Oct 11
Members Receive	Feb 1	Apr 25	Aug 1	Oct 25

Notes: 1. All deadlines are considered to be "on or before."

2. When the deadline that the Publications Director must meet falls on a weekend or holiday; it is assumed the deadline will fall to the next business day.

Proofing <SBM 2008>

The AMATYC News should be proofed by the President, the President-Elect, the Secretary, the Executive Director, the Executive Board liaison to the Editor, and other volunteers as specified by the President. Membership forms included in the AMATYC News should be approved by the Treasurer before printing. The proofing schedule for the AMATYC News is:

1. Prior to 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 by the Publications Director to each reviewer listed above and the Editor on the day indicated on the production schedule. The first draft will also be sent electronically to the Conference Coordinator and Program Coordinator for informational purposes. Comments or corrections should be emailed to the Editor and the Board liaison according to the production schedule. <SBM 2007>
3. Each reviewer is encouraged to check any website links, but the President will ask one reviewer to focus on website references during the President's term of office.
 - a. If any reviewer finds references to websites that need to be attended to, the Editor will be informed.
 - b. The Editor will work with the appropriate persons/authors of articles to obtain the necessary information and work with the Website Coordinator to ensure that referenced links in the AMATYC News and the AMATYC website match and are active. To accomplish this task efficiently, the Board liaison will also collaborate with the Editor and help when necessary.
4. The second draft will be sent electronically to each reviewer, the Executive Board, and the Editor according to the production schedule.
5. Reviewers will submit their corrections to the Editor and the Board liaison according to the production schedule.
6. For each draft, the Editor will compile all corrections and send one marked copy to the Publications Director.
7. The Publications Director will send electronically the final draft to the President, the Editor,

and the Board liaison according to the production schedule.

8. The Publications Director will send electronically the final copy to the printer, and to the Website Coordinator, to be posted on the AMATYC website according to the production schedule.

Distribution

1. The newsletter should be mailed to members using third class delivery.
2. The following persons should receive the *AMATYC News*: administrative officer of CBMS, executive directors of MAA, NCTM, and CBMS, and the associate executive director of MSEB. A sufficient number of copies of each issue should be sent to the chair of CBMS for distribution to CBMS members.
3. All issues of the *AMATYC News* will be placed on the AMATYC website upon publication.
<FBM 2010>

12.2.2 AMATYC News Topic List

All Issues:

- Header information: AMATYC logo, ISBN number, volume and issue numbers
- Office address, website address, phone, and e-mail
- President's column
- Deadlines for News issues and name and address of News Editor
- Listings of officers
- Listing of upcoming AMATYC Conferences, national and regional, for the next 4 years
- Information on AMATYC electronic services and access
- Calendar of events, including affiliate meeting dates and locations
- "In Memory Of" as needed; AMATYC office to provide necessary information
- State/Affiliate news, as space permits
- Update on Washington, DC activities
- Important deadlines highlighted in one place
- Other articles to be placed in issues as appropriate:
 - New affiliate formation
 - Committee news other than routine business
 - Special Project Reports (e.g. Strategic Planning, *Crossroads*, grants, CML)
 - Regional conference articles
 - AMATYC Membership/Information form (issues #1, #2, #3, #5 as space permits)
 - AMATYC Foundation

Issue #1: Articles due Nov. 27 (receipt date: 2/1)

- Conference report including Delegate Assembly votes and newly approved position statements. If space restrictions prohibit the printing of position statements, newly approved statements may be posted on the website instead
- Summer Institute advertising for upcoming summer, including notice of cancellation policy
- Highlights of Fall Board Meeting
- Election results (article due in odd years)
- Article on ME Award winner (article due in even years)
- Article on TE Award winners (article due in odd years)
- Summer Institute advertising for upcoming summer
- AMATYC membership form (since this issue is sent to potential members)
- Call for proposals for consulting professor

Issue #2: Articles due March 1 (receipt date: 4/20)

- Committee reports
- Preliminary conference information
- Call for nominations for TE Award (even years)
- Call for nominations for ME Award (odd years)
- Call for nominations for Executive Board (even years)
- Clarification of non-voting status of institutional, adjunct, retired, and student members (odd years)

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

Issue #4: Articles due August 15 (receipt date: 10/20)

- More conference information
- Summer Institute reports from previous summer
- Foundation donor list
- Call for State Delegates (in even years)
- Call for nominations for Executive Board (even years)
- Call for proposals for AMATYC Research Associate (ARA)
Call for proposals for consulting professor rrq.

12.2.3 Newsletter Editor

Appointment Process

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

Term of Office

The term length is three years. The starting date of each term is immediately following the end of the conference and the ending date is at the end of the conference. 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>

General Duties

1. Inform all AMATYC Board members, academic committee chairs, Conference Coordinator, and conference chairs of newsletter deadlines and copy guidelines (space, type, format, etc.) at least one month in advance of the submission deadline.
2. Work with the office staff to prepare each issue of the newsletter.

3. Coordinate the proofing of each draft of the newsletter.
4. Be responsible for the content and final layout of the newsletter.

12.3 MathAMATYC Educator

The AMATYC Review has been retired. <SBM 2008>

The content of *MathAMATYC Educator* will focus primarily on educational articles, in particular those that would be useful to two-year college faculty. <SBM 2008>

[12.3.1 MathAMATYC Educator Publication Policies](#) <SBM 2009>

[12.3.2 Journal Editor](#)

[12.3.3 Journal Production Manager](#)

[12.3.4 Journal Editorial Panelists](#)

[12.3.5 Publication Guidelines for MathAMATYC Educator](#)

[12.3.6 Journal Assistant Editor](#)

12.3.1 MathAMATYC Educator Publication Policies

<SBM 2009>The *MathAMATYC Educator* (the Journal) shall be published three times a year. The mailing dates shall be on or about February 15, May 15, and September 15.

Content

1. The *MathAMATYC Educator* will focus primarily on educational articles, in particular those that would be useful to two-year college faculty, as well as regular features. The regular features could include a problem section, a media section, technology review section, short teaching articles or lesson plans that offer immediate application for the reader, Editor's Comments, Letters to the Editor, and organization announcements. A themed issue should be considered once a year. The content of each issue shall be determined by the editor.
2. Organizational announcements may include:
 - all issues – upcoming conference information, information on the on-line store, membership information
 - February 15 issue – upcoming summer institute information, traveling workshop information
 - May 15 issue – Student Mathematics League information, call for nominations for Teaching Excellence Award (even numbered years) and the Mathematics Excellence Award (odd numbered years)
 - September 15 – Call for Presenters for following year's conference, AMATYC Foundation information, call for nominations for Teaching Excellence Award (even numbered years) and the Mathematics Excellence Award (odd numbered years)

3. The manuscript submission policy shall be printed on the official journal page of the journal. Manuscripts shall be submitted to the editor electronically. The most current edition of the Publication Manual of the American Psychological Association shall be used for the style format.

Production

1. Each issue will contain no more than 72 pages. This page count is a "cover to cover" count and includes all pages from the front cover to the back cover. The size of each issue is determined by budget constraints. The number of pages of advertising should not exceed 20% of the number of pages in each issue.
2. The *MathAMATYC Educator* will be magazine style – approximately 8-1/4 inches by 10-3/4 inches with glossy paper and a four color cover and with color throughout.
3. The Editor forwards articles in editable electronic format to the Production Manager and the professional editor.
4. The Production Manger cleans up the raw copy for uniformity (indents, spacing, punctuation, etc.) and may make other minor edits as recommended by the professional editor. Equations, graphs, and other mathematical objects are also moved to a uniform layout at this time as necessary. Decisions on article order and cover emphasis are made by the Production Manager and the Editor at this time.
5. The Production Manager also collects supporting materials from internal and external sources, including advertisements, filler content, and AMATYC materials.
6. Articles are then sent to the layout artist, who creates the first draft with articles, ads, and most filler in place. <FBM 2012>

Proofing

The *MathAMATYC Educator* should be proofed before printing by the *Journal* Editor and Production Manager. The Publications Director will focus on items that are maintained by or impact the office – not technical content.

The proofing schedule for the *MathAMATYC Educator* is:

1. The production manager distributes PDF proofs of individual articles back to the authors for proofreading. The full PDF proof also goes out to the AMATYC proofreaders. Proofreaders include the authors, the Publications Director, the Advertising Chair, the Conference Coordinator, the Editor, and others who may assist these individuals. Comments, corrections, and other suggestions are returned to production manager to incorporate changes in the final proof. The production manager should consult with the editor over questions pertaining to article content.
2. The final PDF proof goes to the printer. Printer proofs and mock-up are reviewed by the Production Manager for approval before the actual printing.
3. The final printer proof is sent electronically by the Production Manager to the Editor, Publications Director, and Advertising Chair. Corrections and changes are submitted to the Production Manager. Once everything is in good order, printing, mailing, and posting on the AMATYC website may proceed. <FBM 2012>

Distribution

1. General permission is granted to educators to photocopy material from the *MathAMATYC Educator* for noncommercial instructional or scholarly use. Permission must be sought from the authors in order to charge for photocopies, to quote material in advertising, or to reprint articles in other educational publications. Once permission is obtained, credit should be given to the source of the material by citing a complete reference.
2. In addition to paid subscriptions, the following people should receive the *MathAMATYC Educator*: executive director of MAA, executive director of NCTM, executive director of CBMS, and the associate executive director of MSEB and that a sufficient number of copies of each issue should be sent to the chair of CBMS for distribution to CBMS members.
3. The library rate for the *MathAMATYC Educator* shall be the same as the regular membership rate.
4. A complimentary issue of *MathAMATYC Educator* should be distributed to all authors whose article has appeared in the edition. Additional copies of each issue should be made available to the office to handle periodic requests that are received. <FBM 2012>
5. Once the final draft is approved, the Production manager will send a PDF to the Website Coordinator for uploading to the AMATYC website. The electronic version of the journal will be made available on the website to members whose membership benefits include the journal.
6. A bulk email to announce the release of each issue should be sent to all AMATYC members whose membership benefits include the journal once the final draft is available on the AMATYC website.
7. All issues of the *MathAMATYC Educator* will be indexed in EBSCO.

12.3.2 Journal Editor <FBM 2007>

APPOINTMENT PROCESS

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

TERM OF OFFICE

The term length is five years. <SBM 2010> The starting date of each term is in January following the end of the conference where the appointment is made and the ending date is December 31. The term limit is two 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>

QUALIFICATIONS

- Proficient in emailing, document management, and word processing.
- Competent in proofreading, writing, and grammar.
- Publishing and reviewing experience.
- Understand editing procedures.
- Willing to explore new ideas to enhance member satisfaction.
- Able to remain tactful and helpful to authors and reviewers, yet create and maintain a quality product within AMATYC policies.
- Possess excellent organizational skills and ability to manage document flow to ensure on-time publication of the journal.

- Able to facilitate the on-time publication of 3 or 4 issues per year.
- Possess or willing to obtain a familiarity with the major laws concerning libel, copyright, invasion of privacy, and contempt.
- Able to view issues objectively and from the point of view of both AMATYC and AMATYC members.
- Exhibit a team spirit and a commitment to cooperation and collaboration.
- Possess the personal qualities of patience, sympathy, insight, breadth of view, sense of humor, imagination, interpersonal skills, objectivity, the ability to remain calm under pressure.
- Helpful, but not required: An understanding of typesetting and/or knowledge of a typesetting program like Adobe InDesign.

DUTIES

1. Be responsible for all phases of the publication of the journal, including the solicitation of articles and the editorial process.
2. Work with the editorial panel that will help select, edit, and develop articles for each issue.

12.3.3 Journal Production Manager <FBM 2007>

APPOINTMENT PROCESS

The Production Manager is recommended by the President and appointed by the Executive Board.

TERM OF OFFICE

The term length is five years. <SBM 2010> The starting date of each term is January 1 following the end of the conference where the appointment is made and the ending date is December 31. The term limit is two 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>

QUALIFICATIONS

- Proficient in emailing, document management, and word processing.
- Competent in proofreading, writing, and grammar.
- Publishing and reviewing experience.
- Understand editing procedures.
- Willing to explore new ideas to enhance member satisfaction.
- Able to remain tactful and helpful to authors and reviewers, yet create and maintain a quality product within AMATYC policies.
- Possess excellent organizational skills and ability to manage document flow to ensure on-time publication of the journal.
- Able to facilitate the on-time publication of 3 or 4 issues per year.

- Possess or willing to obtain a familiarity with the major laws concerning libel, copyright, invasion of privacy, and contempt.
- Able to view issues objectively and from the point of view of both AMATYC and AMATYC members.
- Exhibit a team spirit and a commitment to cooperation and collaboration.
- Possess the personal qualities of patience, sympathy, insight, breadth of view, sense of humor, imagination, interpersonal skills, objectivity, the ability to remain calm under pressure.
- Helpful, but not required: An understanding of typesetting and/or knowledge of a typesetting program like Adobe InDesign.

DUTIES

1. Be responsible for developing the layout of each journal.
2. Review all articles, reports, and features of each publication and arrange for the typesetting and physical production of the final product.
3. Send a PDF file of the final draft of each issue of the journal to the Website Coordinator.

12.3.4 Journal Editorial Panelists <FBM 2008>

Composition

The Editorial Panel for the journal will be made up of nine members: one member from each region and one member at large.

Appointment Process

The recommendations for regional members come from the regional vice-president and the journal editor. The recommendation for the at-large member comes from the journal editor. The members of the editorial panel will be appointed by the President with approval from the Executive Board.

Term of Office

Initially the terms of office of the editorial panel members will be either 2, 3 or 4 years depending on the region with 3 year terms after that. The list of terms for the various regions is:

Region 1, 2, 3: 2019, 2022, 2025, 2028

Region 4, 5, 6: 2020, 2023, 2026, 2029

Region 7, 8, at large: 2018, 2021 2024, 2027

Duties

1. Review manuscripts submitted for publication in the new journal that pertain to each panel member's area of expertise and interest.
2. Make recommendations to the Editor concerning publication of reviewed manuscripts.
3. Work with the Editor to solicit articles and features from members at the annual conference.

4. Work with the Editor to make recommendations and suggestions concerning policy, themes, content, and format changes to the new journal.

12.3.5 Publication Guidelines for *MathAMATYC Educator* <SBM 2013><SBM 2018>

MathAMATYC Educator

A refereed publication of the

American Mathematical Association of Two-Year Colleges

Publication Guidelines for Authors

MathAMATYC Educator is a publication of the American Mathematical Association of Two-Year

Colleges. Its purpose is to provide an avenue of communication for all mathematics educators

concerned with the views, ideas, and experiences pertinent to two-year college teachers and students.

Subject Matter: The editorial team of *MathAMATYC Educator* is interested in articles that focus on mathematics teaching and learning at two-year colleges. We are particularly interested in those articles that address issues pertinent to the following areas:

- * Applications of the principles of AMATYC's Beyond Crossroads document in the classroom
- * Developmental mathematics
- * Mathematics and its Applications for Careers
- * Teacher Preparation
- * Statistics
- * Innovative Instruction Practices including the use of technology in the classroom
- * Mathematics content of the two-year college curriculum, in particular those courses in the first two years of a college mathematics major
- * Research in mathematics education in the two-year college classroom
- * Equal opportunity in mathematics
- * Mathematics History

We encourage articles that are research based and articles that offer practical applications that can be used in the classroom. All articles should be the original work of the authors and should not have been previously published in other journals. Authors are encouraged to offer personal opinions and suggestions. Letters to the editor are encouraged and should comment on previously published articles or offer opinions on topics pertinent to mathematics education at two year colleges.

Technology: Technology-oriented articles should focus on technology used as a teaching aid or technology used as a mathematical tool. The major intent of an article should be to help the reader learn how to incorporate the technology into their teaching or a student's learning of a mathematical concept not the promotion of a specific product.

Review Criteria: *MathAMATYC Educator* is a refereed publication. Three mathematics educators review each appropriate submission: two members of the review panel and a member of the Editorial Panel. The Editorial Panel member will analyze all reviews and make a recommendation to the Editor on the acceptance or rejection of an article. The Editor makes final decisions on the publication of articles.

The following review criteria are used:

- Relevance to two-year college mathematics content or pedagogy
- Significance of topics
- Originality
- Accuracy of content
- Explicit, clear, logical, and concise writing style
- Appropriate length and format

Regular Sections: Authors are invited to submit articles in the following areas:

- * "Use This Now" focuses on classroom activities and techniques. The articles in this section should include a short description of an activity or technique and how it is used in the classroom, how successful it was in promoting student learning and an original sample of the "classroom ready" activity.
- * Media Reviews focuses on reviews of books and mathematical media (computer software, technology, books films etc.).
- * The Problems Section focuses on problems both for use in the classroom and in the area of recreational mathematics.
- * Letters to the Editor provides AMATYC members the opportunity to react to articles in past issues of the *MathAMATYC Educator* or to issues impacting two-year college mathematics.

The Editor may choose to review articles submitted for the regular sections of the *MathAMATYC Educator*.

Manuscript Style: Articles may vary in length (typically under 6000 words). Brief, "to the point," articles are encouraged.

MathAMATYC Educator uses The Publication Manual of the American Psychological Association Sixth Edition (2009) as its style reference. In particular, note that the author-date method is used for citations within the text, e.g.

Smith and Jones (1987) demonstrated that...

The reference list at the end of the article should include only the sources that were used in the preparation of the article. References should be arranged in alphabetical order by the surname of the first author.

To provide for anonymous reviews, the author's name and affiliation should appear ONLY on a separate title page giving complete mailing address, voice and fax numbers, and email address. The title should also appear on the first page of the exposition.

Submission: Send an electronic file of articles for possible publication to the Journal Editor

Editor's Note: Your assistance in preparing your manuscript for publication will potentially reduce errors and reduce the time required for pre-publication preparation. If you are unable to fully comply with the following guidelines, please contact the editor or production manager for assistance.

Please send the final version of your accepted manuscript (after you have been notified by the editor of acceptance) to the editor using the online submission form or by email attachment. If you received word that your article will be published after changes noted in the acceptance letter, it is imperative that these changes be made prior to sending your manuscript to the editor. Any graphics should be sent to the Editor in "copy ready format" for the best reproduction in the article. You may be asked to resubmit the graphics by the production manager. Failure to submit copy ready graphics may delay the publication of your article.

When your article has been prepared for publishing, you will receive a copy of the final edited document for your approval. Please review this copy very carefully for any mathematical or other errors. You will be provided a signature form stating you approve the final document prior to publication. Any errors or changes should be forwarded to the editor who will review them and forward the changes to the production manager.

Please provide your telephone number(s) (both day time and evening,) fax number and mailing address for sending you three copies of the *MathAMATYC Educator* in which your article is published.

Additional guidelines include the following:

Software:	Microsoft Word
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Margins:	8.5 by 11-inch paper, 1.5-inch margins top, bottom, and sides
Font:	Times New Roman
Title:	Times New Roman, 18 pt font, Left Justification, Upper and lower cases
Author:	Times New Roman, 12 pt font, Left Justification, Upper and lower cases
Biography:	Table-2 columns, 1 row per author, Times New Roman, 12 pt font, Single spacing Biographical data goes into second column, 60 words maximum Optional: Email addresses at end of biographical data - 12 pt font, no italics, no hyperlink
Author photos:	JPEG or PNG preferred, resolution at least 300 pixels per inch, CMYK color mode preferred
Tables and Figures:	Submit in spreadsheet or zipped archive, respectively Note placement of each table or figure in the Word document If necessary, include a supplemental document with layout suggestions or special formatting instructions
Abstract:	200-word abstract to be posted on AMATYC web page along with school logo
Text:	Times New Roman, 12 pt font, Full justification, Single spacing
Subtitles:	14 pt font, Bold, Full justification, Upper and lower cases
Second Layer Subtitles:	12 pt font, Bold, Left Justification, underlined, Upper and lower cases
Publication Style and Reference Citations:	Use the form indicated in Publication Manual of the American Psychological Association (6th ed.)

12.3.6 Journal Assistant Editor <SBM 2017><SBM 2018>

Appointment Process

The Journal Assistant Editor is recommended by the President and appointed by the Executive Board.

Term of Office

The term length is two years. The starting date of each term is January 1 and the ending date is December 31 of the following 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 Executive Board.

Qualifications

- Proficient in emailing, document management, and word processing
- Competent in proofreading, writing, and grammar
- Publishing and reviewing experience
- Understanding editing procedures
- Willing to explore new ideas to enhance member satisfaction
- Able to remain tactful and helpful to authors and reviewers, yet create and maintain a quality product with AMATYC policies
- Possess excellent organizational skills and ability to manage document flow to ensure on-time publication of the journal
- Able to facilitate the on-time publication of 3 or 4 issues per year
- Possess or willing to obtain a familiarity with the major laws concerning libel, copyright, invasion of privacy, and contempt
- Able to view issues objectively and from the point of view of both AMATYC and AMATYC members
- Exhibit a team spirit and a commitment to cooperation and collaboration
- Possess the personal qualities of patience, sympathy, insight, breadth of view, sense of humor, imagination interpersonal skills, objectivity, the ability to remain calm under pressure

Duties

1. Receive the author online submissions from the AMATYC office

2. Manage author contact info database
3. Manage contacts for peer reviewers
4. Edit to blind review copies as needed
5. Assign manuscripts to peer reviewers
6. Receive returned review evaluations and suggestions from the reviewers
7. Pass completed review documents on to the editor
8. Assist the Journal Editor and Journal Production Manager as requested
9. Represent the Journal Editor or Journal Production Manager at the conference if either is unable to attend

12.4 AMATYC Website

The website must be maintained with a consistent, professional, attractive design scheme and up-to-date content which supports AMATYC's mission. Every effort should be made to ensure that the AMATYC website is user friendly.

[12.4.1 Website Content](#)

[12.4.2 Website Coordinator](#)

[12.4.3 Affiliate Websites](#)

[12.4.4 Internal Website](#)

12.4.1 Website Content

Content is approved by the Board liaison and AMATYC President, acting on behalf of the AMATYC Executive Board. The liaison and President consult with the Board when necessary. The liaison will have access to the site (location information and password) but will not normally modify the site without the permission of the website coordinator. Access information will also be kept by the AMATYC office but never used without permission of the President.

The AMATYC website coordinator may post material which has met previous liaison approval or which clearly adheres to the guidelines below. When the situation is not clear, the website coordinator will seek approval of the liaison. The website coordinator and liaison will consult whenever the content of the site changes.

Material listed in the position description is approved. The following are guidelines for other content which probably be acceptable.

AMATYC Material

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

1. Any material officially created by AMATYC to serve the interests of AMATYC's membership.
2. Any AMATYC document which has been publicly disseminated.
3. Notices of AMATYC-approved conferences, workshops, meetings.
4. Pages created or posted by the website coordinator to disseminate information about AMATYC activities, programs, materials, regions, committees, etc. Announcements, advertisements, and links of a commercial nature.
5. All issues of the *AMATYC News* will be placed on the AMATYC website upon publication.

6. The *MathAMATYC Educator*: <FBM 2009><FBM 2010>

1. The Table of Contents and the abstracts of articles from the *MathAMATYC Educator* shall be placed on the AMATYC website. One or two articles from the current editions of the *MathAMATYC Educator* may be placed on the AMATYC website. The President, with consultation with the *MathAMATYC Educator* editor and liaison will select the articles. All items will be sent to the AMATYC Website Coordinator to be published on the website at a time that corresponds to the publication date of the issue.
 2. Members whose membership benefits include the *MathAMATYC Educator* should have online access to each article in the journal. A link to a PDF version of each article of the journal should be created for these members. The online version of the *MathAMATYC Educator* should be available prior to the mailing of the hard copy version.
7. An "In Memoriam" page containing brief obituaries (50 - 60 words) of persons of interest to AMATYC members will be published after notice by family or friends, with approval from the family. The notices will be similar to or the same as what is printed in the *AMATYC News*. The listing will be in reverse chronological order according to the date the person passed away. The Officer Director will be the contact person since currently the Office Director typically receives the phone call or email and then informs the President. The AMATYC Office will develop an efficient and manageable process to implement this plan.

Academic Committee Websites

1. Each AMATYC academic committee may have an AMATYC sub domain to host their committee website. The sub domain naming convention is that the committee chooses a name so that the address appears as WORD.AMATYC.ORG (for example, DEVMATH.AMATYC.ORG). The committee website would not be considered to be resident on the AMATYC website. Committees may continue to host their websites on other servers.
2. The academic committee chair or designee will hold the password and access rights to the sub domain. The password will also be known by the committee liaison.
3. The front page of academic committee websites should be uniformly constructed.

Job Postings <FBM 2008>

1. AMATYC institutional members may post positions related to mathematics education in the first two years of college on the AMATYC web site free of charge. Appropriate positions would include instructor, department chair, dean, or learning center professional in the fields of mathematics and computer science.
2. Postings should be sent via email to the AMATYC National Office. The posting could include: an electronic copy of the vacancy notice, a link to the institution's website, and a copy of the institution's logo. Postings must include a date after which the posting may be removed from the website, but the institutional member may email

the AMATYC National Office to extend the removal date. After verification of institutional member status, the posting will be added to the website.

3. Nonmember institutions may qualify for this service by becoming institutional members.

Foreign/External Links

An external link transfers the web browser to a web page which is not maintained by AMATYC. The AMATYC website coordinator may link the AMATYC site to other pages based upon request and upon the website coordinator's own initiative. Links should serve the AMATYC mission and the AMATYC membership. The AMATYC President may direct that a link not be posted.

Examples of links which might be appropriate:

1. Affiliate-related pages
2. Pages with information pertinent to community college teaching
3. Other mathematical organizations
4. Pages of general interest to AMATYC members

Commercial Links

1. Announcements, advertisements, and links of a commercial nature are available by AMATYC on the AMATYC website. All announcements must be related to mathematics or mathematics education and are subject to the approval of AMATYC. Each commercial link page will carry the statement "AMATYC does not review or endorse the products or services listed here."
2. These links will be placed online no later than the first day of the calendar month following receipt of payment or later date as requested by the advertiser. The minimum contract is for a one-calendar month listing. The listing may be removed before the end of the month, but the minimum charge will still apply.
3. The AMATYC Website Coordinator will create a format and appropriate forms for all announcements to help users easily write their announcements and the website coordinator post the announcements easily. Advertisers will be expected to keep extra formatting in their text to a minimum (avoid using bold, italic, or tabs).
4. Web advertising for math faculty and math-related administrative positions for higher education institutional members only will be complimentary. Other web advertising for positions will use the same fee structure as any other commercial online advertising.

Form Creation

Forms created in YourMembership.com are to be reviewed by the AMATYC Office Director and Executive Director prior to publication. <SBM 2014>

Copyright Notice and Disclaimer

The following copyright notice and disclaimer will be posted on the AMATYC website. If permission to link to www.amatyc.org is required, the requestor is asked to contact the AMATYC Office. The requestor may not use the AMATYC logo as a link or button, and is asked to share their URL with AMATYC.

Website Copyright Notice and Disclaimer

This website (including, but not limited to, text, content, graphics, video, and audio) is protected by copyright as a collective work or compilation under U.S. copyright and other laws. Any unauthorized republication or redistribution is strictly prohibited. You may, however, create links to any URL on this website without receiving prior permission.

INFORMATION ON THIS WEBSITE IS PROVIDED "AS IS" WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NON-INFRINGEMENT. WE DO NOT WARRANT THAT SERVICE WILL BE UNINTERRUPTED OR ERROR-FREE. SOME JURISDICTIONS DO NOT ALLOW THE EXCLUSION OF IMPLIED WARRANTIES, SO THE ABOVE EXCLUSION MAY NOT APPLY TO YOU.

Information on this website may contain technical inaccuracies or typographical errors. Information may be changed or updated without notice. The American Mathematical Association of Two-Year Colleges (hereinafter "AMATYC") may also make improvements and/or changes in the products and/or the programs described in this information at any time without notice.

AMATYC makes no representations whatsoever about any other website which you may access through this one. When you access a non-AMATYC website, please understand that it is independent of AMATYC, and that AMATYC has no control over the availability of or content on that website. In addition, a link to a non-AMATYC website does not mean that AMATYC endorses or accepts any responsibility for the content, or the use, of such website. It is up to you to take precautions to ensure that whatever you select for your use is free of such items as viruses, worms, spyware, and other programs of a destructive nature. IN NO EVENT WILL AMATYC OR ANY OF ITS OFFICERS BE LIABLE TO ANY PARTY OR ANY DIRECT, INDIRECT, SPECIAL OR OTHER CONSEQUENTIAL DAMAGES FOR ANY USE OF THIS WEBSITE, OR ON ANY OTHER HYPERLINKED WEBSITE, INCLUDING, WITHOUT LIMITATION, ANY LOST PROFITS, BUSINESS INTERRUPTION, LOSS OF PROGRAMS OR OTHER DATA ON YOUR INFORMATION HANDLING SYSTEM OR OTHERWISE, EVEN IF WE ARE EXPRESSLY ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

In addition to displaying ads for its own programs and products, AMATYC accepts paid advertising on selected pages of this website. The presence of an ad or listing does not constitute an endorsement by AMATYC of a particular company or organization, or its programs, products, or services.

AMATYC LOGOS

Legal Protection and Uses

- As a registered trademark of AMATYC, the new AMATYC logo is protected by law and may not be used by other organizations or entities without AMATYC's express permission.
- AMATYC retains the exclusive right to grant or refuse permission to use its logo.
- The AMATYC logo may not be used as a button to link to AMATYC Websites.

AMATYC SEAL AND OTHER AMATYC LOGOS

All AMATYC seals and logos including those associated with *Crossroads* projects and conferences are copyrighted. The seals and logos are protected by law and may not be used without the express written permission of AMATYC. AMATYC retains the exclusive right to grant or refuse permission to use its seals and logos. For more information on AMATYC's logo policy, contact amatyc@amatyc.org.

Third parties may not use any AMATYC logo for any purpose, except as specifically provided by license or other agreement with AMATYC. Even when accurately describing a relationship with AMATYC or support of AMATYC's technology, third parties should not use an AMATYC logo in the absence of an agreement. Guidelines for usage will be sent upon approval of usage by a third party.

OTHER LOGOS AND BRAND NAMES

Logos and brand names displayed on AMATYC Websites are the exclusive intellectual property of their respective owners. These items are licensed to AMATYC but remain the property of their respective owners.

PROMPTLY REPORT SUSPECTED INFRINGEMENTS

Please report any infringement of AMATYC materials to amatyc@amatyc.org. Please provide as much detail as possible regarding the identity of the possible infringer and well as the suspected infringing use.

12.4.2 Website Coordinator

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

Appointment Process

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

Term of Office

The term length is three years. The starting date of each term is January 1 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><FBM 2017><SBM 2020>

General Duties

1. Ensure that all content of the AMATYC website has the prior approval of the Board liaison, in consultation with the President, and that the content conforms to website content policy.
2. Develop policies and procedures for Board approval for adding content and for updating existing content.
3. Maintain contact information on the website for Board members, the national office, committee chairs, affiliates, and conference chairs.
4. Maintain a web page containing each of the following:
 - Links to the affiliate websites
 - Links to affiliate conferences
 - Links to AMATYC Committee websites
 - Links to other mathematics professional organizations
 - Position announcements per policies
 - A job board
 - Links to existing AMATYC documents and publications
 - Up-to-date information about the Student Math League
 - Up-to-date information about the Teaching Excellence and Mathematics Excellence award and awardees
 - Links to documents used by AMATYC leadership
 - Links to documents relevant to the AMATYC Delegate Assembly
5. Maintain web pages for the annual conference. <FBM 2012>
 - Provide a link to the miniprogram for the annual conference.
 - Provide registration information

- Provide conference hotel information.
 - Publish conference exhibitor forms and materials.
 - Publish conference commercial presentation forms and materials.
6. Maintain a web page of links to other mathematics professional organizations.
 7. Maintain a web page of position announcements per policies.
 8. Publish on the website the miniprogram for the annual conference.
 9. Publish on the website existing AMATYC documents as approved by the liaison, in consultation with the President.
 10. Publicize AMATYC workshops and AMATYC-endorsed workshops.
 11. Publish AMATYC public relations material on the website.
 12. Publish official AMATYC press releases on the website.
 13. Publish official AMATYC Media Kit.
 14. Include on the website announcements or other information that facilitates the mission of the Executive Board, national office, committees, affiliates, and annual conferences.
 15. Maintain and publish a calendar of professional meetings, conferences, and workshops.
 16. Publish advertising forms and materials. Web ads are to be posted on the 1st and 15th of each month (or the last business day preceding the date. <SBM 2007>
 17. Publish conference exhibitor forms and materials.
 18. Publish conference commercial presentation forms and materials.
 19. Post the AMATYC advertising packages, deadlines and rates on the AMATYC website by June 1 for the following year.
 20. Review the list of FTP accounts each year during March to determine if they are valid and being used with the linked subdomain. Also review the lists of Email groups and email lists to see that they are currently being used. A list of all apparently inactive FTPs and email groups/lists will be sent to the liaison and the President by April 1. The President in consultation with the liaison will confirm the deletion of the inactive FTPs and email groups/lists. <FBM 2007>

Support Duties

1. Assist committees in electronically publishing material such as newsletters on the AMATYC website or other site as appropriate.
2. Facilitate information and opinion collection efforts and polling procedures by hosting surveys, polls, and questionnaires in web-based forms with information forwarded to the sponsoring committee.
3. Provide technical assistance as requested to affiliates to establish or maintain affiliate websites.
4. Promote communication among committee members via electronic mailing lists or discussion groups.
5. Attend the annual conference and provide technical assistance as requested.
6. Develop online registration for the annual conference.
7. Develop the capability for online membership registration.
8. Investigate the feasibility of creating an AMATYC USENET news group and/or chat room.
9. Investigate the feasibility of creating a web-based forum (or forums) for discussions of issues of interest to AMATYC members.
10. Participate in the AMATYC services exposition at each conference, to display information about the AMATYC website, for informational and other purposes.

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.

12.4.4 Internal Website

The internal website, which currently has the web address of <http://internal.matyc.org/>, is used to post the PPM manual, forms, board information, links to other forms, tips, and a private section that includes previous year board packets. <FBM 2018>

12.5 Logos and Seals

[12.5.1 Terms of Use](#)

[12.5.2 Technical Guidelines](#)

12.5.1 Terms of Use

TERMS OF USE OF LOGOS AND SEALS OF THE AMERICAN MATHEMATICAL ASSOCIATION OF TWO YEAR COLLEGES (AMATYC)

This page states the terms and conditions by which you may use an AMATYC logo or seal (hereinafter "Logo"). If you do not agree with these terms, do not use the Logo. AMATYC Logos include those designed for *Crossroads* products as well as the logo for the annual conference.

Before any publications bearing AMATYC's name and/or logo(s), except those with an established proofing process in the Policy and Procedures Manual, are released for printing or distribution the final document should be reviewed by the President and the Publications Director. <[SBM 2009](#)>

By using an AMATYC Logo, you state your acceptance to be bound by these terms. AMATYC reserves the right to update or modify these terms at any time. If you are an approved user of an AMATYC Logo, you will be notified of such changes through the contact information originally sent. Your use of an AMATYC Logo following any such change constitutes your agreement to follow and be bound by the updated terms of use.

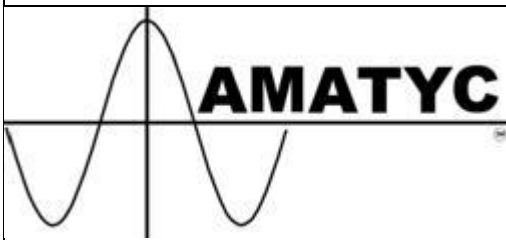
- AMATYC will provide you with electronic artwork of the requested Logo in the member center. ***You may not alter this artwork in any way.***
- The Logo is provided only as graphical representation to promote AMATYC and/or its services, ***and is not in any way*** an indication of AMATYC sponsorship or endorsement of the content of the site on which it appears.
- The Logo is owned by AMATYC and all uses are for the benefit of AMATYC.
- You are not permitted to use the Logo to disparage AMATYC, its members, or promotional goods. Similarly, you cannot imitate any AMATYC promotional materials or the Logo in any of your materials, including advertising, product packaging, and promotional materials. The Logo must not be used in a way that implies AMATYC sponsorship or endorsement of the product, service or content presented on your Internet Site. This includes placing the Logo on an "Awards Page" unless it includes the appropriate text.

IDENTIFIER USAGE

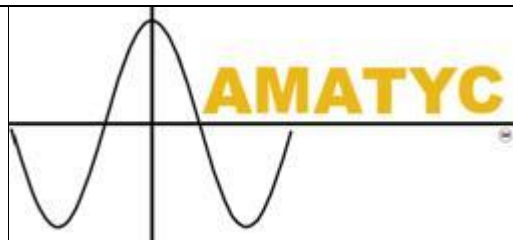
To protect the integrity of the new AMATYC Logo, it is imperative that the Logo be used appropriately whenever it is reproduced. As shown under "Technical Guidelines," any variation, however slight, can give the identity a different look diminishing its effectiveness and recognition.

TECHNICAL GUIDELINES

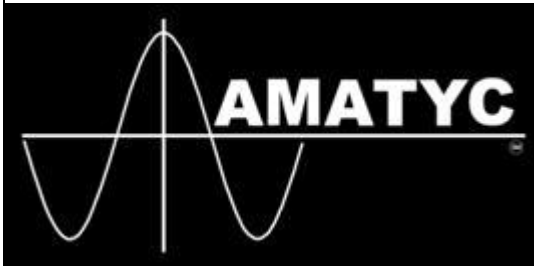
- The black and white Logo should be used whenever photocopying will be done.
- JPG files may be used for electronic distribution (websites, CDs, etc.). EPS files should be used for print materials.
- If the Logo is used in one color, the color must be black or white (reversed on dark background). Any deviation from this standard must be approved by the AMATYC Board, which requires lead time of approximately 6 months.
- On the new Logo, the color of the text, AMATYC, can be in any color complimentary to the background. If used in yellow, the yellow color should be PMS (pantone matching system) 124 yellow. The weight of the axes, the curve, and font should not be changed.



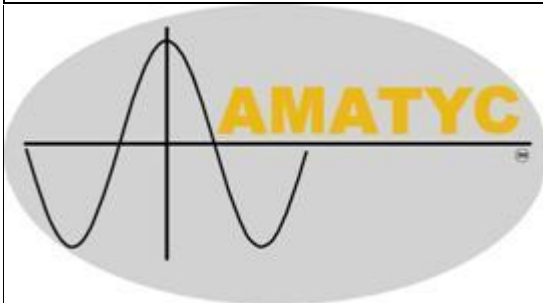
Correct/Total Usage - Black and White



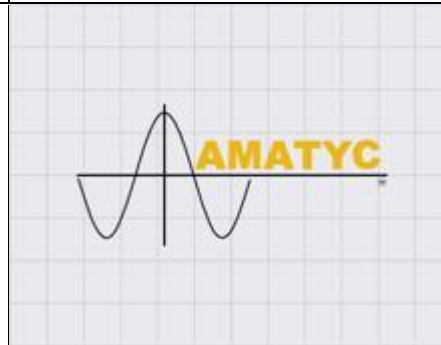
Correct/Total Usage - Color



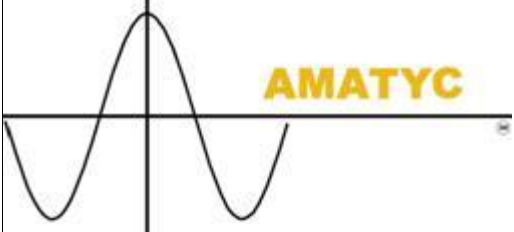
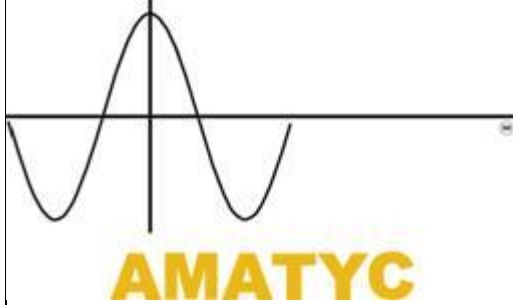
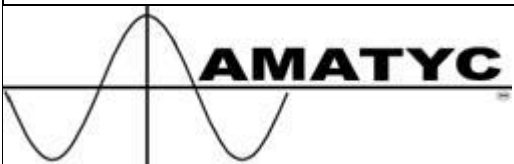
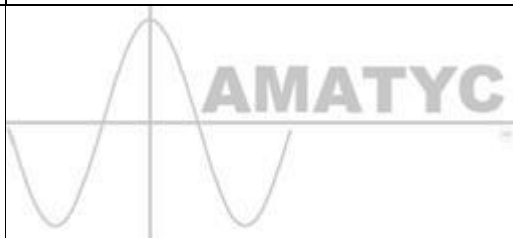
Correct/Total Usage - Reversed



Do not create a shape around the Logo and the logotype.



Do not place the identifier on a patterned background.

 <p data-bbox="277 531 857 594">Do not change the proportions of the Logo and the logotype, relative to each other.</p>	 <p data-bbox="857 531 1445 594">Do not change the position of the Logo or logotype.</p>
 <p data-bbox="277 793 857 856">Do not change the horizontal or vertical proportions of the Logo or logotype.</p>	 <p data-bbox="857 898 1445 930">Do not screen the Logo or logotype.</p>

ADDITIONAL TERMS OF USE OF THE LOGO FOR AMATYC-CREATED SUBGROUPS



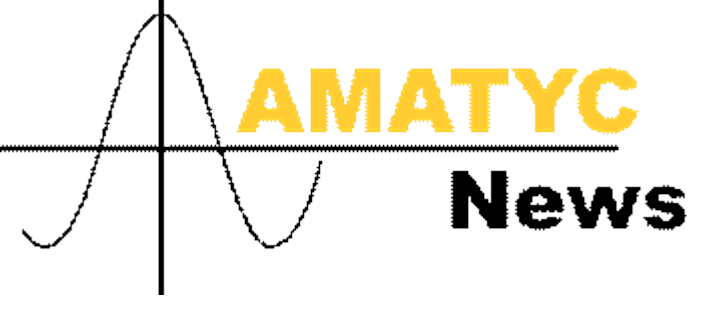

Technical Guidelines (reprinted from the Technical Guidelines)



- The black and white Logo should be used whenever photocopying will be done.
- JPG files may be used for electronic distribution (websites, CDs, etc.). EPS files should be used for print materials.
- If the Logo is used in one color, the color must be black or white (reversed on dark background). Any deviation from this standard must be approved by the AMATYC Board, which requires lead time of approximately 6 months.

Enhancing the Logo with Identifying Titles, other Text, and Symbols for Committees, Publications, or other AMATYC-created subgroups, such as the Foundation, ANets, and the SML

With prior approval of the President, a committee, publication, or other AMATYC-created subgroup may have the Logo enhanced with the addition of the name of the group, other text, and an appropriate symbol, within the following technical guidelines.

- Only the Publications Director can change the Logo. Ample time should be included in any schedule so that this can be done with the other tasks of the job.
- The added name or other text will be at least two-points smaller than the word AMATYC.
- The added name or text will be in the same color as the axis and curve.
- The name will use the same font as the word AMATYC and will not be bold or italicized.
- The symbol must fit with the overall design of the logo.

Correct usage	 <p>The logo features a sine wave with a vertical axis. The word "AMATYC" is written in yellow above the horizontal axis, and "Foundation" is written in black below it.</p>
Correct usage	 <p>The logo features a sine wave with a vertical axis. The word "AMATYC" is written in yellow above the horizontal axis, and "Networks (ANets)" is written in black below it.</p>
Correct usage	 <p>The logo features a sine wave with a vertical axis. The word "AMATYC" is written in yellow above the horizontal axis, and "News" is written in black below it.</p>
Correct usage	 <p>The logo features a sine wave with a vertical axis. The word "AMATYC" is written in yellow above the horizontal axis, and "Distance Learning Committee" is written in black below it.</p>

<p>Incorrect usage</p> <p>"News" overwhelms "AMATYC"; graph is altered</p>	
<p>Incorrect usage</p> <p>"News" overwhelms "AMATYC" due to its size and the font.</p>	

12.5.2 Technical Guidelines

Guidelines for Logo Development

Guidelines have been established for logo development for use in AMATYC publications and memorabilia, to ensure that the logo is compatible for use with office publishing software. Refer to the Appendix for specifications.

Guidelines for Use of the AMATYC Seal

The AMATYC Seal should be used as a symbol of authority and may be used in formal documents such as contracts and agreements. The seal will be used for medallions, such as the Teaching Excellence awards and Past President medallions. <FBM 2008>

Guidelines for Use of the AMATYC Logo

The AMATYC Logo may be used in any situation where its use may lead to increased recognition of AMATYC. This use could include, but is not limited to the AMATYC News, letterhead, business cards, flyers, service and recognition plaques, Delegate Assembly agendas, and certificates of achievement. <FBM 2008>

12.6 AMATYC History <FBM 2020>

The history of AMATYC will be updated annually by the Historian, and reviewed by the President, President-Elect, and Secretary. After review, the history will be posted on the AMATYC website. Every twenty-five years, on the anniversary of the founding of AMATYC, the history will be prepared and distributed to the entire membership. An electronic copy of

the document should be sent to the AMATYC Website Coordinator and the Office for posting, safekeeping, and distribution. The Historian should consult with the Executive Director and the Treasurer two years in advance of this anniversary to plan for this distribution and any budgetary implications.

12.6.1 Historian

Appointment Process

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

Term of Office

The term length is five years. The starting date of each term is January 1 and the ending date is December 31. The term limit is two 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><FBM 2016>

Duties

1. Act officially on behalf of AMATYC to collect, compile, and disseminate AMATYC historical documents, data, facts and other information pertinent to the history of AMATYC.
2. Develop and maintain an accurate and complete historical account of the association.
3. Submit to the President President-Elect, Past President and Secretary a summary of the major activities of the organization including a listing of the names of the Executive Board members, at the conclusion of the President's two-year term of office.
4. Submit a report to the Executive Board for each SBM and FBM.
5. Prepare an updated version of the AMATYC History every five years on each anniversary divisible by five of the founding of AMATYC. (2019, 2024, 2029, etc.)
 - Send an electronic file of the history to the AMATYC office.
 - Send an electronic file of the history to the AMATYC Website Coordinator for posting on the AMATYC website.

12.7 Guidelines 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 activities of the coordinators and directors as well as plans for the upcoming year. Reports should be structured and comprehensive and include, but not be limited to, the headings found on the appropriate forms found on the internal site.

13. Affiliates

13.1 Affiliation Procedure

13.2 Responsibilities of Affiliate Organizations

13.3 AMATYC Services to Affiliates

13.4 Campus Contacts

13.5 List of Affiliates

13.1 Affiliation Procedure <FBM 2020>

1. The state or regional organization must recognize AMATYC as a prime national association concerned with the first two years of college mathematics instruction. This recognition is evidenced by voting for affiliation with AMATYC.
2. The affiliate must appoint one individual to be a delegate for the organization in the AMATYC Delegate Assembly. The delegate appointment should be made directly after voting for affiliation. The affiliate president of each AMATYC affiliate is also an affiliate delegate of the Delegate Assembly. Proxies for the affiliate president are not accepted. Note: All delegates must be members of AMATYC or become AMATYC members at the time of their appointment.
3. New affiliate organizations must submit a request through the appropriate Regional Vice President to the President for affiliation as soon as possible after the organization has voted to affiliate with AMATYC. This request must be accompanied by a copy of the affiliate's constitution and bylaws, if these have been adopted by the affiliate. If the request is made in time to be placed on the agenda of the next Executive Board meeting, the President will so place it. Otherwise, the President will conduct an email ballot for approval of the request for affiliation. The AMATYC President will formally acknowledge the affiliation with a letter to the president of the state or regional organization.

13.2 Responsibilities of Affiliate Organizations

Each affiliate organization shall:

1. Encourage membership in AMATYC by permitting an AMATYC representative to distribute information about the association;
2. Forward the mailing list of its organization's members to the appropriate Regional Vice President at the time of affiliation and by April 15 of each ensuing year;
3. Advise the appropriate AMATYC Regional Vice President of the name of the organization's delegate(s) for each new term of office. Note: All affiliate delegates

are in addition to the state delegates appointed by the AMATYC Regional Vice President and must be different persons than those who are state delegates. Each delegate may have only one vote.

4. Mail copies of affiliate newsletter to other affiliate presidents, their Regional Vice President, and the AMATYC Secretary.
5. Include AMATYC membership forms in affiliate newsletters and have forms available at affiliate meetings.
6. Include AMATYC flyers, position statements, and committee reports in local mailings as appropriate.
7. Solicit newsletter articles from their Regional Vice President and inform them of deadlines.
8. Invite the Regional Vice President and other Board members to affiliate meetings.
9. Inform the Regional Vice President and the Secretary of changes in officers.
10. Send a copy of the affiliate's constitution and bylaws whenever these documents are changed.

13.3 AMATYC Services to Affiliates

1. National Involvement:
 1. Membership in the Conference Board of Mathematical Sciences (CBMS).
 2. Participation in national workshops to help formulate guidelines for mathematics education at two-year colleges.
 3. Sharing of the two-year college position on mathematics education by AMATYC leaders requested to speak at other national organization's meetings.
 4. Providing a forum for the sharing of ideas and issues with other two-year college mathematics educators from across the nation through the AMATYC Annual conference each fall.
 5. Providing professional development opportunities at the annual conference.
2. Student Mathematics League:
 1. Encourages excellence among two-year college mathematics students.
 2. Stimulates interest in mathematics.

3. Stimulates excellence in teaching through instructors' participation. (Contact the AMATYC Office for current information about the Student Mathematics League.)

3. National Advertisement for Affiliates:

1. *AMATYC News*

2. AMATYC Annual Conference

1. Space available for meeting on request, with announcement of the meeting in the conference program.

2. Information Table

4. AMATYC Academic Committees:

The current academic committees are: Developmental Mathematics, Innovative Teaching and Learning, Mathematics and its Applications for Careers, Mathematics Intensive, Placement/Assessment, Teacher Preparation, Research in Mathematics Education at Two-Year Colleges, Statistics, and Equity.

1. Goals defined by committee members.

2. Opportunities to meet with others who share an interest in a particular area of mathematics.

5. Clerical Services:

Mailing labels/lists of AMATYC members, two-year college mathematics faculty, and prospective AMATYC members in the area served by the affiliate may be obtained through the Regional Vice President at no cost.

6. Affiliate Relations:

1. Affiliates can become an integral part of the structure, operation, and direction of AMATYC through the following avenues: an annual meeting of the affiliate presidents with the AMATYC leadership, affiliate representation in the AMATYC Delegate Assembly, and affiliate members working on AMATYC committees.

2. AMATYC will co-sponsor a joint membership drive biannually with an affiliate, upon request of the affiliate. AMATYC will supply labels, printing, and mailing at bulk rate. This drive will be coordinated by the Regional Vice President.

3. The office staff will be responsible for planning the distribution of affiliate giveaway materials in such a fashion that each bag contains a coded membership form to facilitate tracking its effectiveness to be reported in the office report at each Board meeting.

7. Summer Institutes and Regional Meetings

1. AMATYC sponsors summer institutes offering opportunities for continuing education and fellowship.
2. AMATYC sponsors regional meetings. Such meetings provide professional development opportunities as well as opportunities to meet professionals from the region.
8. AMATYC may offer to host websites for affiliates. The manner of implementation shall be decided by the President.
9. The AMATYC Affiliate Handbook will be reviewed, and revised as necessary, every year by the AMATYC Secretary.

13.4 Campus Contacts

Some affiliates have identified Campus Contacts who provide a communication link among affiliate members and their Board. This has proven to be a successful method of increasing membership by involving more people in the organization. It also improves member services through better communication. AMATYC should endorse this system and ask that AMATYC Campus Contacts be identified at as many institutions as possible.

Action Items

1. The Regional Vice President will send a letter to each affiliate president asking them to help establish an AMATYC Campus Contact at each school in the region. The affiliate presidents may ask the AMATYC delegates from each state to assist with this task. Specifically, the letter will ask the affiliate president to:
 1. Construct a list of schools in their state/affiliate which may have faculty interested in the work of AMATYC.
 2. Identify a faculty person at each school as the AMATYC Campus Contact. The campus rep does not have to be an AMATYC member but does agree to allow their name and email to be placed in the AMATYC data base as well as on the web site.
 3. Provide the Regional Vice President with a list of Campus Contacts to include the school at which they teach as well as their personal email address.
2. The AMATYC office will code Campus Contacts in the membership data base.

Each year, in September, the Regional Vice President will send an email to all Campus Contacts in their region. Results of this email will allow the Regional Vice President to update the regional web page.

13.5 List of Affiliates

AK-MATYC	Alaska Mathematical Association of Two-Year Colleges
AlaMATYC	Alabama Mathematical Association of Two-Year Colleges
ArizMATYC	Arizona Mathematical Association of Two-Year Colleges
ARKMATYC	Arkansas Mathematical Association of Two-Year Colleges
CMC3	California Mathematics Council, Community Colleges
CMC3-SOUTH	California Mathematics Council, Community Colleges - South
ColoMATYC	Colorado Mathematical Association of Two-Year Colleges
DeIMATYC	Delaware Mathematical Association of Two-Year Colleges
FTYCMA	Florida Two-Year College of Mathematics Association
GMATYC	Georgia Mathematical Association of Two-Year Colleges
IMACC	Illinois Mathematics Association of Two-Year Colleges
INMATYC	Indiana Mathematics Association of Two-Year Colleges
IMATYC	Iowa Mathematical Association of Two-Year Colleges
KAMATYC	Kansas Mathematical Association of Two-Year Colleges
KYMATYC	Kentucky Mathematical Association of Two-Year Colleges
La-MsMATYC	Louisiana-Mississippi Mathematical Association of Two-Year Colleges
MATYCONN	Mathematics Association of Two-Year Colleges of Connecticut
MATYCNJ	Mathematical Association of Two-Year Colleges of New Jersey
MichMATYC	Michigan Mathematical Association of Two-Year Colleges
MMATYC	Maryland Mathematics Association of Two-Year Colleges
MinnMATYC	Minnesota Mathematical Association of Two-Year Colleges
MOMATYC	Missouri Mathematical Association of Two-Year Colleges
NCMATYC	North Carolina Mathematical Association of Two-Year College

NDMATYC	North Dakota Mathematical Association of Two-Year Colleges
NEBMATYC	Nebraska Mathematical Association of Two-Year Colleges
NEMATYC	New England Mathematical Association of Two-Year Colleges
NevMATYC	Nevada Mathematical Association of Two-Year Colleges
NMMATYC	New Mexico Mathematical Association of Two-Year Colleges
NYSMATYC	New York Mathematical Association of Two-Year Colleges
OCMA	Ontario College Mathematics Association
OCMC	Ontario Colleges Mathematics Council
OhioMATYC	Ohio Mathematical Association of Two-Year Colleges
OKMATYC	Oklahoma Mathematical Association of Two-Year Colleges
ORMATYC	Oregon Mathematical Association of Two-Year Colleges
πMATYC	Pacific Islands Mathematical Association of Two-Year Colleges
PSMATYC	Pennsylvania State Mathematics Association of Two-Year Colleges
SOCAMATYC	South Carolina Mathematical Association of Two-Year College
TexMATYC	Texas Mathematical Association of Two-Year Colleges
TMATYC	Tennessee Mathematical Association of Two-Year Colleges
UMATYC	Utah Mathematical Association of Two-Year Colleges
VMATYC	Virginia Mathematical Association of Two-Year Colleges
WAMATYC	Washington Mathematics Association of Two-Year Colleges
WisMATYC	Wisconsin Mathematical Association of Two-Year Colleges
WVMATYC	West Virginia Mathematical Association of Two-Year Colleges
WYMATYC	Wyoming Mathematical Association of Two-Year Colleges

14. AMATYC Foundation <FBM 2017>

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

[14.1 Name of Administrative Committee](#)

[14.2 Mission](#)

[14.3 Governance](#)

[14.4 Gift Giving/Receiving Management](#)

[14.5 Disbursement](#)

[14.6 Scope and Amendment](#)

[14.7 Dissolution](#)

[14.8 Supplemental Material](#)

[14.9 Conflict of Interest](#)

14.1 Name of Administrative Committee

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

14.2 Mission

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

The goals of the AMATYC Foundation are:

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

The objectives of the AMATYC Foundation are:

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

14.3 Governance

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

[14.3.1 AMATYC Foundation Board Membership](#)

[14.3.2 Directors' Insurance and Bonding](#)

14.3.1 AMATYC Foundation Board Membership

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

- AMATYC Executive Board Immediate Past President
- AMATYC Executive Board Treasurer
- AMATYC Executive Board President
- AMATYC Executive Board Regional Vice-president
- AMATYC Executive Director
- Four members drawn from the AMATYC membership-at-large for the diversity of their experience and expertise⁷ and who are recommended by the AMATYC Foundation Board

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

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

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

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

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

⁷ Skills including, but not limited to, fund raising, financial, and non-profit organizational skills are examples of the diversity of experience and expertise being sought.

14.3.2 Directors' Insurance and Bonding

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

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

14.4 Gift Giving/Receiving Management

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

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

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

[14.4.1 Receipt of Gifts](#)

[14.4.2 Gift Making](#)

[14.4.3 Gift Solicitation](#)

[14.4.4 Unacceptable Gifts](#)

[14.4.5 Duties at Receipt of Gift](#)

14.4.1 Receipt of Gifts

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

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

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

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

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

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

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

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

14.4.2 Gift Making

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

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

14.4.3 Gift Solicitation

No solicitation of donations or gifts of funds or real property for the benefit of the AMATYC Foundation will be made by anyone without the formal approval of either the AMATYC Foundation Chairperson or the AMATYC Foundation Board. All endowment gift and grant solicitation proposals from the AMATYC Foundation to AMATYC members or other potential donors must be reviewed and approved by the AMATYC Foundation Board. Nothing in this subsection shall be interpreted to preclude the AMATYC Foundation Chairperson from writing and including articles in AMATYC communications nor does it preclude AMATYC Foundation members from holding impromptu conversations with prospective donors keeping in mind the precepts of Subsection 14.4.4. The AMATYC Foundation Chairperson should be advised of such conversations as soon as practical after the conversation takes place. The AMATYC Foundation Chairperson shall provide informal updates on all

solicitation efforts at each regularly scheduled meeting of the Foundation Board.

14.4.4 Unacceptable Gifts

The AMATYC Foundation will not accept gifts which:

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

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

14.4.5 Duties at Receipt of Gift

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

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

14.5 Disbursement

[14.5.1 Identification and Establishment of Projects](#)

[14.5.2 Project Implementation Process](#)

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

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

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

14.5.1 Identification and Establishment of Projects

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

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

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

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

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

14.5.2 Project Implementation Process

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

14.6 Scope and Amendment

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

Recommendations for amendments to Chapter 14 of the AMATYC Board Policy and Procedures Manual can be presented to the AMATYC Executive Board by a seventy-five

percent (75%) affirmative vote of the AMATYC Foundation Board membership.

14.7 Dissolution

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

14.8 Supplemental Material

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

[14.8.1 List of Accounts and Funds](#)

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

14.8.1 List of Accounts and Funds

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

14.8.2 List of Duties for Foundation Leadership

Duties for AMATYC Foundation Chairperson:

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

Duties for AMATYC Foundation Recording Secretary:

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

Duties for AMATYC Foundation Investment Committee Chairperson:

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

14.9 Conflict of Interest⁸

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

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

[14.9.1 Definition of Conflict of Interest](#)

[14.9.2 Examples of Conflict of Interest](#)

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

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

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

14.9.1 Definition of Conflict of Interest

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

14.9.2 Examples of Conflict of Interest

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

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

14.9.3 Methods for Mitigating Conflicts of Interest

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

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

⁸ The material in this subsection was adapted from material found at www.wikipedia.org/wiki/Conflict_of_interest.

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

14.9.4 Disclaimer Form for Conflict of Interest

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

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

14.9.5 Procedure for Dealing with Conflicts of Interest

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

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

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

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

- Foundation Member
- Foundation Chair
- Investments Committee Member

Relative to my position on the AMATYC Foundation Board,

I have no business or professional associations that would result in a conflict of interest.

___ I have the following business and professional business associations that may or could result in a conflict of interest (Please list all):

Business and/or Organizational affiliations:

Grant related activities:

Publications:

Related Investments:

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

Signature

Date

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

Reviewed and Approved: Additional Disposition (If required):

Signature

Date

15 Appendix

15.1 Appointments

15.2 Businesses

15.3 Endorsements

15.4 Conference History

15.5 Guidelines for AMATYC representation at national meetings

15.6 Strategic Plan Timeline

15.7 AMATYC News submission guidelines

15.8 Guidelines for Logo Development

15.9 Press Release Guidelines and Protocol

15.10 Position Statements

15.1 Appointments <FBM 2018>

Contact the Office for the list of current appointments.

15.2 Businesses <FBM 2018>

This section has been removed from the PPM.

15.3 Endorsements

2016 GAISE (Guidelines for Assessment and Instruction in Statistics Education)
College Report - endorsed April 2017 (no review required) <FBM 2018>

15.4 Conference History

A listing of all AMATYC annual conferences can be found at the AMATYC website.

15.5 Guidelines for AMATYC representation at national meetings

(Adopted April 2003)

AMATYC leaders may be called upon to represent the organization at various national meetings in Washington or elsewhere. These guidelines are offered to assist an AMATYC leader in preparing to represent AMATYC at such a meeting.

An AMATYC representative's role is to "wave the AMATYC flag" at meetings. In this context, the representative should:

Before the Meeting

1. Have a phone or email conversation with the AMATYC President to discuss the particulars of the meeting and any helpful background information.
2. Become familiar with AMATYC's strategic plan and major initiatives. Obtain Media Kit, recent newsletters, AACC snapshot, CBMS200 Survey.
3. Ensure that the President has submitted the representative's name to the meeting organizers as the AMATYC representative.

At the Meeting

1. Present a professional appearance.
 1. Wear an AMATYC lapel pin
 2. Carry an AMATYC briefcase/bag
 3. Washington, men generally wear coat and tie, and women wear suits - skirts or pants acceptable. (Summer heat may dictate exceptions to this attire guideline.)
2. Be sure your name and contact information are included on the participant list.
3. Speak to community college-related issues. Help those who don't know understand the important role of community colleges (CCs) in the mathematics education and higher education landscapes (for example, that CCs enroll almost half of all US undergraduates, that CCs have a high percent of minorities enrolled in higher education, that CCs have comprehensive missions encompassing workforce preparation and transfer, the importance and magnitude of the role of developmental coursework at CCs). Seek to speak about other issues as well, as you are able.
4. Strive to have informal "water fountain" conversations with key meeting attendees/organizer or other national leaders in attendance.
5. Don't commit AMATYC to anything! Refer the item to the AMATYC President for follow-up.

After the Meeting

1. Report back to the AMATYC President
 1. Give the meeting participants
 2. A summary of the meeting, its outcomes, and next steps
 3. Send copies of any meeting materials to the President

Thank you for representing AMATYC!

15.6 Strategic Plan Timeline

See PPM 1.5.1 for the Strategic Plan Cycle. <FBM 2018>

15.7 AMATYC News Submission Guidelines <FBM 2013> <SBM 2019>

Periodically, but at least once a year, the editor of the *AMATYC News* shall send to the leadership of AMATYC detailed guidelines that are updated and adjusted with appropriate names and/or email addresses.

Deadlines

- Article submission deadlines are November 25, February 25, June 1, and August 15.
- The newsletter should be received by the membership about February 1, April 25, August 1, and October 25.

How to Submit

- Articles, along with accompanying photos and graphics, should be submitted using an online form. The link to the online form is available on the *AMATYC News* page of the AMATYC website, and also will be included in the Call for Articles sent by the editor. If submission via the online form is impossible for any reason, articles should be emailed to amatycnews@amatyc.org. (This automatically sends the email to the editor and the Board liaison.)
- Submitting photos:
 - The printer prefers photos as a .tif file, but .jpg is acceptable. Photos need to be 300 dpi or better.
 - Photos should be submitted as separate files; do not embed the photo in the article.
 - Do not copy photos from a website; they do not have sufficient quality.
- Submitting graphics:
 - The file type of the graphic must be compatible with Illustrator, preferably .ai or .eps, so that the Publications Director can manipulate the file for size, color, and content.
- Do not use the advanced formatting features available in Word. Articles will be copied into a page layout program; heavily formatted articles cause major difficulties. In most cases, bulleted and numbered lists should also be avoided, as they are not compatible with narrow columns.
- Use a concise file name that reflects the content of the article, such as "President Msg Feb19," "NameOf Committee Feb19," or "NW Affiliate Feb19." Do not use a generic file name such as "amatycnews."

Writing Guidelines

1. Please read, edit, and spell-check your articles.
2. Please compare calendar submissions against old newsletters. If information has changed from a prior submission, include a note about the change, so the editor

- knows it is not a mistake.
3. Use abbreviations: CC for Community College, Univ for University, Col for College, CTC for Community and Technical College, correct affiliate abbreviations, and standard two-letter state abbreviations.
 4. Omit professional and personal titles, such Dr., Prof., Mr., or Mrs.
 5. Articles may be written in the first person if it is extremely clear who is meant by "I", "we", "our", and if the use of the first person improves readability or makes the article more engaging. Limited use of the second person is acceptable, such as "If you would like to join our committee, email the chair." or "Visit Awesome Attraction during the conference." Otherwise, articles should be written in the third person.
 6. Position titles are capitalized only when they immediately precede a name. For example, use President Judy Ackerman, or Judy Ackerman, president.
 7. When using an acronym for the first time in an article, give the complete name followed by the acronym in parentheses; then use the acronym throughout the rest of the article. For example, write "National Science Foundation (NSF)," then use NSF thereafter.
 8. Refrain from using commercial names and products in articles, such as textbooks, companies, software, calculators, etc.
 9. For common Internet-related words, use these one-word formats: email, webpage, homepage, online, website.
 10. Use dots as phone number separators (1.800.555.1212).
 11. Do not use http or https in a web address. For example, use www.amatyc.org, instead of <http://www.amatyc.org>.
 12. When referring to the AMATYC Conference, use one of the following:
 - a) 2004 AMATYC Annual Conference
 - b) AMATYC Annual Conference
 - c) 30th AMATYC Annual Conference
 - d) 2004 AMATYC Annual Conference in Orlando
 - e) AMATYC Annual Conference in Orlando
 - f) 30th AMATYC Annual Conference in Orlando
 13. Do not rehash old articles - write new articles to keep them fresh.
 14. Punctuation notes:
 - Periods and commas should be inside of quotation marks; colons and semicolons should be outside of quotation marks; question marks and exclamation should be inside only if they are part of the quote.
 - Two-letter acronyms use periods (e.g., U.S., D.C.); acronyms with three or more letters do not use periods (e.g., USA, AMATYC).
 - When listing three or more items using "and" or "or," use a comma before the conjunction. (Moe, Larry, and Curly fell in the pool.)

For Vice Presidents

1. The Calendar of Events is for meeting notices. Meeting notices must contain the following information in order to be included in the calendar: Dates, What, Where, Contact Information
2. Only AMATYC and AMATYC affiliate meetings are included in the Calendar. Related meetings can be posted on the website.

3. When an affiliate elects a new president, please complete the "Change an Affiliate President" online form.
4. The tentative schedule for the Focus on Affiliates is:
 - January even years: Central Region
 - April even years: Mid-Atlantic Region
 - August even years: Midwest Region
 - October even years: Northeast Region
 - January odd years: Northwest Region
 - April odd years: Southeast Region
 - August odd years: Southwest Region
 - October odd years: West Region
5. Suggestions for Focus on Affiliates articles:
 - What activities are happening in the affiliate? Examples include conferences, speakers' bureaus, and contests.
 - How is the affiliate increasing its membership?
 - What is the structure of an affiliate conference?
 - Is there a registration fee?
 - Is it a one-day or two-day conference?
 - What time of year is the conference?
 - Is it in conjunction with any other professional organizations?
 - Is there a keynote speaker?
 - How does the affiliate leadership stay in touch with members?
 - Are they proposing any changes to their affiliate?
 - How does the affiliate elect officers?

Vice Presidents will be given the opportunity to proof the 2nd draft of the newsletter. Please proof your articles and calendar submissions carefully.

15.8 Guidelines for Logo Development

Current graphics program in use: Illustrator CS3 (PC platform).

1. Acceptable file types: *.eps or *.ai
2. Keep it simple and avoid designs which aren't compatible with Illustrator; for example: fractals or symbols or graphics generated by math software. While the logo is printed in color with shading in printed publications, a line drawing with only 100% shading is allowed for most other promotional items.
3. The logo is going to be used in many different ways, i.e. publications, giveaways, etc., and each vendor has different requirements about what is acceptable for production.
4. The file needs to be able to be manipulated, i.e. change the size or change the color. Budget constraints and the budget manager will determine the use of color.
5. Send all fonts with the logo file. Do not convert fonts to outlines.
6. When a draft is ready, the publications director and the appropriate budget manager will review and advise the designer of potential problems.

7. AMATYC reserves the right to make any changes deemed necessary.
8. The logo becomes the property of AMATYC and subject to the logo use policy.
9. A service mark should be included on all official logos.
10. Secure written permission to use a logo, or portion of a logo, not created or owned by AMATYC.

15.9 Press Release Guidelines and Protocol

Distribution Plans for Predictable Events

Event	Picture/Graphic	Distribution Targets
<p>New Board Members</p> <p>Short text written by the Publicity Director; office sends ballot statement for all candidates to the Publicity Director when ballots are created. This is used to write the text.</p>	<p>Picture on file for the election</p>	<p>Individual's college</p>
<p>New Board</p> <p>Short text written by the Publicity Director</p>	<p>Group picture taken at the Fall conference</p>	<p>Individual colleges; CC Times, CC Week; MAA, AMS, Mu Alpha Theta</p>
<p>TE Award Winners - Individual</p> <p>Short text supplied by Chair of TE Award Committee</p>	<p>Picture taken of award presentation</p>	<p>Individual's college</p>
<p>TE Award Winners - Group</p> <p>Short text supplied by Chair of TE Award Committee</p>	<p>Group picture taken at the Fall conference</p>	<p>Individual colleges; CC Times, CC Week</p>
<p>ME Award Winner</p> <p>Short text supplied by Chair of ME Award Committee</p>	<p>Picture taken of award presentation</p>	<p>Individual's college; CC Times, CC Week</p>

Conference		
Text supplied in September by the Conference Coordinator	Conference Logo, pictures of featured speakers	Sent 2 weeks before conference to local newspapers and colleges of the local arrangements committee. The local Office of Tourism or similar can do for the newspapers.
Grants		
Text supplied by the grant at the time the grant is approved.	PIAs appropriate, supplied by the PI.	CC Times, CC Week, Chronicle of Higher Ed as appropriate; possibly an individual's college as well.
Other Events		
Text supplied by the lead person at the appropriate time.	As appropriate, supplied by the lead person.	CC Times, CC Week, Chronicle of Higher Ed as appropriate; possibly an individual's college as well.

Example: Teaching Excellence Award

The President-Elect supplies information about each candidate, and about the award itself, suitable for a press release; information only, not necessarily final prose. This information will not be detailed. It is given to the Publicity Director prior to the conference. The Publicity Director writes the final prose. The conference photographer takes pictures, individually and as a group, at the Awards Breakfast. These pictures are supplied to the Publications Director.

Within two weeks of the end of the conference, all press releases are prepared by the Publicity Director, including those for the TE Award. These are approved by the Board liaison, then sent by the Publicity Director to the President, who approves (or not) and sends on to the office. The Publicity Director sends along a detailed distribution plan for each release, with email or mailing addresses as necessary to implement the plan. The plan should cite whether or not a picture probably is on file in the office. In this case a picture should be available from those taken at the conference.

The office attaches a picture if it is specified in the plan and if the picture is on hand, and distributes the text item and picture(s) per the plan.

Cover letter to accompany Press Releases - on Letterhead

Dear Public Information Officer:

The American Mathematical Association of Two-Year Colleges believes the announcement(s) in the enclosure(s) may be of interest to your readers and are furnished to you for this reason.

Many of your readers are our members and/or supervisors of our members, all of whom are interested in professional news about mathematics education in our two-year colleges.

Should you have any questions about this news or any other matters related to mathematics education in our two-year colleges please do not hesitate to contact me or the AMATYC office.

Founded in 1974, the American Mathematical Association of Two-Year Colleges (AMATYC) is dedicated to the improvement of the teaching and learning of mathematics in the first two years of college. AMATYC addresses the concerns of the 20,000 full- and part-time mathematics faculty who teach in two-year colleges. In North American, more than 1200 community colleges enroll some 10.4 million students.

AMATYC’s mission includes impacting positively on the preparation of scientifically and technologically literate citizens and assisting in the preparation and continuing professional development of mathematics faculty.

Thank you for considering sharing this news.

Nancy Sattler /s/

Nancy Sattler

President

15.10 Position Statements

[15.10.1 Position Statement Review Timeline](#)

[15.10.2 List of Position Statements](#)

15.10.1 Position Statement Review Timeline

Position Statement	Academic Committee	Timeline	Initiate Next Review
Guidelines for the Academic Preparation of Mathematics Faculty at Two-Year Colleges	Division/Department Issues	Approved Fall 1992 Retired Fall 2015	
Guidelines for Mathematics Departments at Two-Year colleges	Division/Department Issues	Approved Fall 1993	March 2003
Guidelines for Internships for Two-Year College Mathematics Faculty	Division/Department Issues	Approved Fall 1996 Reaffirmed Fall 2006	March 2011

Professional Development for Teachers of Developmental Mathematics	Developmental Mathematics	Approved Fall 1981 Revised Spring 2007 Revised 2013	March 2018
Computer Education	<i>Innovative Teaching and Learning</i>	<i>Approved Spring 1984</i> <i>Retired Spring 2007</i>	
Equal Opportunity in Mathematics	Division/Department Issues	Approved 1989 Revised Spring 1999 Reaffirmed Spring 2005	March 2010
Resolution Regarding Selling Textbooks	Division/Department Issues	Approved 1989 Reaffirmed 2013	March 2018
Undergraduate Mathematics Textbooks and Instructional Materials	Division/Department Issues	Approved Fall 1993 Reaffirmed 2013	March 2018
Student Learning Problems Resolution	Division/Department Issues	Approved Fall 1994 Revised Spring 2007	March 2012
Instructional Use of Technology in Mathematics	<i>Innovative Pedagogy Strategies</i>	<i>Approved Fall 1995</i> <i>Revised Spring 2001</i> <i>Revised Spring 2002</i> <i>Retired Fall 2007</i>	
Working Conditions of Adjunct Faculty	Division/Department Issues	Approved Fall 1995 Reaffirmed Fall 2006	March 2011
Minimum Mathematics Requirement for the Associate of Arts (AA) and the Associate of Science (AS) Degrees	Division/Department Issues	Approved Fall 1997	March 2003
Support for Professional Development	Division/Department Issues	Approved Fall 1998 Reaffirmed Fall 2006	March 2011
Use of Internet Resources to Enhance Mathematics Instruction	<i>Innovative Pedagogy Strategies</i>	<i>Approved Fall 1998</i> <i>Retired Fall 2007</i>	

Academic Assessment of Mathematical Programs	Placement and Assessment	Approved Fall 1999 Reaffirmed Spring 2005 Revised Fall 2017 Revised Fall 2019	March 2010
Distance Education in College Mathematics Courses in the First Two Years	Innovative Pedagogy Strategies	Approved Fall 2002	March 2007
Initial Placement of Two-Year College Students Into the Mathematics Curriculum	Placement and Assessment	Approved Fall 2002 Reaffirmed Spring 2007 Reaffirmed 2013	March 2018
Guidelines for Dual Enrollment in Mathematics	Division/Department Issues	Approved Fall 2005	March 2010
Use of Technology in the Teaching and Learning of Mathematics	Innovative Pedagogy Strategies	Approved Fall 2007	March 2012

15.10.2 List of Position Statements

AMATYC Position Statements are available on the AMATYC website. <[FBM 2018](#)>

16. Institutional Review Board

16.1 Definition

16.2 Registration

16.3 Composition

16.4 Term Length

16.5 Training

16.1 Definition

The AMATYC **institutional review board (IRB)** is a committee that has been formally designated to approve, monitor, and review biomedical and behavioral research involving humans. The AMATYC IRB is responsible for critical oversight functions for research conducted on human subjects that are *scientific, ethical, and regulatory*.

The purpose of the AMATYC IRB review is to assure, both in advance and by periodic review, that appropriate steps are taken to protect the rights and welfare of humans participating as subjects in a research study. IRBs attempt to ensure protection of subjects by reviewing research protocols and related materials. IRB protocol review assesses the ethics of the research and its methods, promotes fully informed and voluntary participation by prospective subjects capable of making such choices (or, if that is not possible, informed permission given by a suitable proxy), and seeks to maximize the safety of subjects.

16.2 Registration

The IRB will register with the Office of Human Research Protections (OHRP) through the U.S. Department of Health and Human Services.

16.3 Composition

The composition of the AMATYC IRB will follow the following guidelines:

a. The IRB must have at least five members, these include the President, President-Elect, Executive Director, chair of the REMATYC committee and at least one at-large member chosen according the guidelines below.

i. The at-large member(s) must have enough experience, expertise, and diversity to make an informed decision on whether the research is ethical, informed consent is sufficient, and appropriate safeguards have been put in place.

ii. The IRB should include both men and women, as long as they aren't chosen specifically for their gender.

- iii. The Executive Director shall serve as the chair of the IRB and will be responsible for completing the necessary forms and paperwork.
- b. IRB members may not vote on their own projects.
- c. The IRB may include consultants in their discussions to meet requirements for expertise or diversity, but only actual IRB members may vote

16.4 Term Length

The members of the AMATYC IRB will serve for a term of two years concurrent with the AMATYC Board. The AMATYC IRB will be appointed at the SPO in even-numbered years. The member(s)-at-large will not have a limit of terms.

16.5 Training

The members of the AMATYC IRB will be responsible for completing the required training through OHRP and will be reimbursed for the cost of the training through AMATYC.