

**AMATYC Executive Board Meeting
Summer Conference Call 2014**

Wednesday, July 2, 2014

The meeting was called to order at 3:00 PM EST by President Nancy Sattler. The following members of the Executive Board were present:

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

Also present were: Wanda Garner Executive Director, Cheryl Cleaves Executive Director Emerita and Keven Dockter Conference Coordinator.

President Sattler reviewed the reference materials. ATTACHMENT A

MOTION: That Cheryl Cleaves be given the title of Executive Director Emerita (EDE) and attend the 2014 FBM and the 2014 AMATYC National Conference in Nashville and that she be reimbursed according to AMATYC policy for expenses for the 2014 FBM & conference. Further that she be able to sign checks for AMATYC until after said conference and remain in an advisory role to the new Executive Director until December 31, 2014.
Motion made by Tanner and seconded by Kozak.

Motion approved

MOTION: That Cheryl Cleaves be given a lifetime Conference Fee Waiver to attend the AMATYC annual conference each year.
Motion made by Orrange and seconded by Kozak.

Motion approved

MOTION: Change section 0.Preface > Guidelines for Policy and Procedures Manual from That the PPM be updated each time a motion is passed that impacts the PPM.

to: That the PPM be updated each time a motion is passed that impacts the PPM, as soon as reasonably possible, once the meeting (SBM, FBM), conference call or email ballot has concluded. (PPM Preface)

Motion made by Lang and seconded by Orrange.

Motion approved

MOTION: That the executive board follow the action of the Division/Department Issues Committee and reaffirm the position statement on Support for Professional Development.

ATTACHMENT B

Motion made by Tanner and seconded by Orrange.

Motion approved

MOTION: That the Executive Board approve the revised position statement on “Undergraduate Textbooks”, changing the title to “Undergraduate Textbooks and Instructional Materials.”

The existing position statement and the proposed revised statement are attached.

ATTACHMENTS C and D

Motion made by Rivers and seconded by Lang.

Discussion: Changes made are determined not to be minor, some material still seems dated, more needs to be said about OER's and Online Homework Systems should be addressed. These major changes will send the position statement through the full two-year process.

Motion withdrawn

MOTION: That the following proposal for funding a planning meeting of the Standards Revision group be adopted. ATTACHMENT E

Motion made by Kozak and seconded by Lang.

Motion to amend proposal to change the total amount to \$5000 to include taxes and a possible extra night stay for a few individuals.

Motion to amend made by Hobbs and seconded by Orrange.

Motion to amend approved
Motion approved as amended

MOTION: That section 11.1.2, Ongoing duties #3 of the PPM be changed from:

Work with the Professional Development Committee to identify and recruit facilitators of professional development activities.

To:

3. Work with the Professional Development Committee to identify and recruit facilitators of professional development activities. In the case of webinars, all webinars need not necessarily have a sponsoring committee. 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. (PPM 11.1.2)

Motion made by Orrange and seconded by Ham.

Motion approved

MOTION:

That the AMATYC Executive Board support the proposed revisions to the AMATYC Bylaws, as attached. ATTACHMENT G

Motion made by Roznowski and seconded by Orrange.

Motion approved

MOTION: That the cities for the AMATYC 2020 National Conference be ranked as follows:

Ranked cities will be announced after final contract has been signed to protect the integrity of the process.

Motion made by Tanner and seconded by Lang.

Motion approved

MOTION: That AMATYC contract with Expo Logic to provide badge-on-demand service for the Nashville conference. ATTACHMENT F

Motion made by Lang and seconded by Ham.

Motion defeated

President-elect Tanner talked about strategic planning. Motions from the SBM 2014 strategic planning session should be refined and sent to President Sattler by September 15, 2014.

MOTION: That the AMATYC Website Coordinator, the *MathAMATYC Educator* Editor, the *MathAMATYC Educator* Production Manager, and the AMATYC Publications Director collaborate to make available all past, current, and future versions of the *MathAMATYC Educator* journal on the AMATYC website. These issues of the journal shall be made available to members only. (PPM 12.3.1 (*Distribution* section)), 12.4.1 (*AMATYC Material*, Section #6)

Motion made by Ham and seconded by Kozak.

Motion approved

The board went in to **Executive Session** at 4:32 pm EST.

The board returned from **Executive Session** at 4:43 pm EST.

President Sattler announced that during Executive Session the following appointments were made pending membership verification:

Ann DeBoever was approved as the Southeast regional representative to the Division/Department Issues Committee and Diane Koenig was appointed as *News* editor until EOY 2016.

Meeting ended at 4:47 pm.

Mary Beth Orrange, Secretary 2014-2015

Date: _____

Nancy Sattler, President 2014-2015

Date: _____

ATTACHMENTS

- A. Reference Materials
 - a. Agenda
 - b. Assignments for Committees/Task Forces
 - c. To Do list
 - d. AMATYC's response to MAA's 2015 CUPM
 - e. Executive Director Agreement
 - f. Implementation Time Line for Executive Director
 - g. Letter to ASA
- B. Proposed Position statement on Support for Professional Development
- C. Position statement on Undergraduate Textbooks
- D. Proposed Position statement on Undergraduate Textbooks and Instructional Materials
- E. Proposal for funding a planning meeting of the Standards Revision group
- F. Badge-on-demand service
- G. Proposed revisions to the AMATYC Bylaws

ATTACHMENT A

Reference Materials

Agenda			Notes
p. 1	Call to Order	Sattler	
	Reference Material		
p. 2	Ref: Assignments for Committees/Task Forces	Sattler	
p. 3	Ref: To Do list	Sattler	
p. 4-8	Ref: AMATYC's response to MAA's 2015 CUPM	Yoshiwara	
p. 9-14	Ref: Executive Director Agreement	Sattler	
p. 15	Ref: Implementation Time Line for Executive Director	Sattler	
p. 16-17	Ref: Letter to ASA	DeHart/ Kozak	
p. 18	M: Executive Director Emeritus	Sattler	
p. 19	M: Conference Fee Waiver	Sattler	
p. 20	M: PPM Implementation Issue	AMATYC office	
p. 21-22	M: Professional Development Position Statement	Simpson/ Tanner	
p. 23-27	M: Revision of Undergraduate Textbooks Position Statement	ITLC/ Division/ Dept. Issues Rivers	
p. 28-29	M: Planning Meeting – Standards Revision Group	Farinelli	
p. 30	M: PPM 11.1.2	Professional Development Committee/ Orrange	
p. 31	M: Bylaws Revision (see separate file for bylaws changes)	Roznowski	
	Report: 2020 Site visit (see separate file for report)	Dockter/Sattler	
p. 32	M: Ranking for 2020 AMATYC National Conference	Dockter/Tanner/ Sattler	
p. 33-34	M: Badge-on-Demand	AMATYC office	
p. 35-42	Strategic Planning Report	Tanner	
p. 43	M: Create Member Benefit – 24/7 access to MathAMATYC Educator online	Ham	
p. 44	TPSE Math Report	Sattler	
	Executive Session		

p. 45-46	M: Change in SE Regional Rep to Division/Department Issues Committee	Simpson/ Rivers	
p. 47	Editor of <i>News</i> Selection Committee Report	Kozak	
p. 48	M: Appointment of Newsletter Editor	Kozak	

Assignments for Committees/Task Forces from SBM 2014		
Charge	Members	Complete by
Update Position Paper on Guidelines for Mathematic Departments found at http://www.amatyc.org/?page=GuidelinesForDepts	Hylton (chair), Danforth, Sam Bazzi	SBM 2015
Examine need for the Mathematics for AAS Programs Committee and make recommendation to the board about its viability	Danforth (chair), Schillow	FBM 2014
Read applications for position, interview, and make recommendation for new newsletter editor and editing director	Kozak (chair), Ham, Harbison, Tanner	FBM 2014
Determine a process for posting materials on the AMATYC website	Ham (chair), Hurlburt, Scott Barnett, Vance, Lang, Shott, new ED, Yoshiwara	SBM 2015
Review and make recommendations regarding the AMATYC academic committee structure	Orrange (chair), Roznowski, & current and past chairs	SBM 2015
Review and make recommendations regarding the Delegate Assembly Membership	Rivers (chair), Lang, Tanner	SBM 2015
Gather information and make recommendations regarding a merchandise table at future AMATYC conferences	Harbison (chair), Hobbs, Cleaves	FBM 2014
Review current awards and make recommendations for future AMATYC awards and recognitions	Tanner (chair), Cleaves, Hobbs, Rivers	FBM 2014
Gather information about AMATYC "going green" and make recommendations to the board	Roznowski (chair), Fahringer, Kozak	SBM 2014

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Gather information and make recommendations to the board defining the terms two-year college (versus community college or first two years of college)	Fahringer (chair), Hylton, Orange	FBM 2014
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TO DO LIST SBM – 2014

Board members, Cleaves, Dockter, Academic Committee Chairs, AMATYC Office Staff and others who are listed in the Who column should look through this list as a reminder of TO DO items that have been identified from the 2014 Spring Board meeting. You may also have some additional items on your own list. Liaisons, please communicate with your chair, coordinator, or director.

Done	Item	Who
	Contact committee chairs and other leadership with updates from SBM	VPs & National Officers
	Use of wording community colleges vs two-year colleges	Committee, Fahringer (chair)
	Referred to membership committee – dues and job ads for colleges with multiple campuses	Ham & Rivers (co-chairs)
	Discount for New Conference Attendee referred to Membership and the assessment committees.	Ham & Rivers (co-chairs)
x	Appoint interim chair for committee on international education	Sattler
	Position statement Student Learning Problems resolution – sent to DMC	Hobbs/Zientek
	Position statement Support for Professional Development – sent to DDIC	Tanner/Simpson
	Position statement Use of Technology in the Teaching and Learning of Mathematics – sent to ITLC	Rivers/Feldon
	Send release form to Russell Simmons, historian, for Past-President’s signatures.	Cleaves
	Mu Alpha Theta PPM	Roznowski/Mowers
	Review PPM for how chairs are appointments	Sattler & Roznowski
	President sends email out to members regarding the dues increase informing them if they renew before 7/1 they can pay the old amount.	Sattler
	Hold a webinar for training on YM for board members	Ham/Vance
	Organize scavenger hunt at conference	VPs
	Put advertising and exhibitor forms in PPM	Orange/Dockter

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	Historical statement of net worth	Hobbs/Hunsucker
	Remove MAC^3 and Carnegie accounts from budget	Hobbs/Hunsucker
	Update ACCESS section of website by July 1	Watkins/Hurlburt
	Communicate Instagram information with board	Orrange
	Send letters of appointment to regional reps for academic committees	Sattler

**Association Response to the MAA’s
2015 CUPM Curriculum Guide for Majors in the Mathematical Sciences**

Association: American Mathematical Association of Two-Year Colleges

Chair of the ARG:

Name: Bruce Yoshiwara

E-mail address: byoshiwara@gmail.com

Members of the ARG:

Name : John Bakken

E-mail address: jrbakken@waketech.edu

Name: Keven Hansen

E-mail address: Keven.Hansen@swic.edu

Name: George Hurlburt

E-mail address: hurlburt@corning-cc.edu

Name: Kate Kozak

E-mail address:

Kathryn.Kozak@COCONINO.EDU

Name: Philip Mahler

E-mail address: mahlerp@middlesex.mass.edu

Name: Joanne Peeples

E-mail address: jpeeples@epcc.edu

If there are additional members of your group please enter their names and email addresses:

[Click here to enter text.](#)

Please indicate how many of the members of the ARG read each of the **Course Reports** listed below. It is fine if no one in the group read a particular report.

Abstract Algebra	0	Number Theory	1
Calculus	5	Numerical Analysis	0
Complex Analysis	0	Partial Diff. Eqns.	0
Ordinary Differential	5	Probability and Stochastic Processes	0
Discrete Structures	0	Statistics – Intro.	4
Geometry	1	Real Analysis	0
Linear Algebra	2	Topology	0
Hist. of	1	Transitions to Proof	1
Math Modeling	1		

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Please indicate how many of the members of the ARG read each of the **Program Reports** listed below. It is fine if no one in the group read a particular report.

Actuarial Science	0	Operations Research	0
Applied Mathematics	0	Physics and Math	0
Chemistry and Math	0	Statistics	2
Computational Science	0	Teacher Training- High School	3
Engineering	0	Teacher Training- Middle School	3
Financial Math	0		

Did any of your members read any of the “**beyond the curriculum reports**”? If so, which ones?
 Articulation Issues

Report on the 2015 Curriculum Guide to Majors in the Mathematical Sciences Format

The **Overview** is meant to guide departments in setting cognitive and curricular goals for undergraduate students in all major programs in the mathematical sciences.

Response to the Overview:

The committee applauds the goal of guiding departments in setting cognitive and curricular goals for undergraduate students in mathematical sciences major programs.

There was general consensus that the Overview could be strengthened with explicit reference to the CCSSM Mathematical Practices. The committee also suggests that there be emphasis on the importance of collaborative learning.

Some committee members believe that the CG would have benefited from consistency in terminology, specifically phrases like “cognitive and curricular goals” or contrasting nouns like “goal,” “outcome,” and “objective” or modifiers like “cognitive,” “curricular,” “conceptual,” and “content.”

Some committee members had the impression that the CG was written without much consideration about how community colleges fit into undergraduate math education. For example, the CG might have addressed the need for communication/collaboration between community colleges and four-year schools in the Review and Renewal section.

The **Course Area** reports are meant to guide departments as they consider designing new courses or revising current ones. Cite *particular* reports in your response to the questions below.

Response to the Course Reports:

1. How useful do you expect reports to be in guiding departmental discussion and action?
2. Are there course areas not listed for which reports should be prepared in the future?
3. Are there aspects of a given course area that are not discussed in a report?

1. The committee believes the reports can be very useful, but there was a paragraph in the ODE report that causes concern: "1. The capstone ODE course not necessarily aimed at client disciplines.

Many, if not all, community colleges offer differential equations as the capstone course in the mathematics department. Some time is devoted to reviewing relevant topics in single variable calculus. The course would not qualify as a replacement for a junior level introductory ODE course offered at a four year college or a university. It might, however, qualify as a replacement for a service ODE course offered in the freshman or sophomore years at those institutions."

At the two-year colleges represented by the committee, the math departments only offer ODE courses that articulate with universities and four-year colleges. The committee suggests removing this particular reference to community colleges, as the paragraph implies that community colleges routinely offer ODE courses that only possibly articulate with university curricula.

On the other hand, the ODE report may have been the only place where community colleges are specifically mentioned.

One committee member really appreciated the Transition to Proof report, planning to share it with her department, and is looking forward to a bibliography to accompany that report.

The History of Math report includes an extensive bibliography, and one committee member wonders how up-to-date it will be by the time of the next CG. The sample syllabi include more topics than can be covered reasonably in

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one semester, and the report should stress that only a few of the topics should be covered if the students are to attain the cognitive learning goals. The prerequisites for the first two (of three) groups seem higher than necessary for an intro math history course at the freshman/sophomore level. Have the report authors considered community college students?

2. There are no additional course areas that need to be addressed in the future unless the CG also decides to address developmental math programs (as suggested in Program Area #2 below). One committee member did wonder WHERE students would get the required technology skills.

3. The Calculus report could have included more specifics of learning goals and core content. There should be some mention that CC's are not able to offer all of the different varieties of calculus and that there should be some note that transfer courses should be taught so that there are a variety of applications. There could be a mention of software packages like Maple and MatLab that are useful for students to visualize calculus topics.

The Statistics report inclusion of the GAISE report is encouraging. The CG could include the AMATYC/ASA Joint Committee in the dissemination plan.

The **Program Area** reports are meant to guide departments that wish to expand their undergraduate mathematics offerings to include new mathematical science majors, concentrations, minors, coursework or full interdisciplinary majors or joint programs with another discipline. Cite particular reports in your response to the questions below.

Response to the Program Reports:

1. How helpful do you expect these reports to be for departments considering new integrated majors, second majors, concentrations, or minors?
2. Are there program areas not listed for which reports should be prepared in the future?
3. Has your organization produced reports or materials that should be referenced in the CUPM Guide? Can you provide links?
4. Do accreditation issues raise specialized concerns that we should address?

1. The Statistics report says, "Because the statistics content in CCSS for Mathematics Practice [sic] is essentially the same as the content of the AP Statistics course, which is similar to the current introductory applied statistics courses, college credit cannot be given for such courses. Hence there will a [sic] need for a revised introductory applied statistics course at the college level. This is especially from [sic] those states that require the CCSS for graduation. One possibility is a modeling course that assumes builds [sic] upon the current introductory applied statistics course."

Presumably the intent is not to say that the CCSSM math *Practices* have statistics content, but rather that the contents standards of the CCSSM have statistics content comparable to AP Stats. But it is not clear that the wide adoption of the CCSSM implies that current intro applied stats course can no longer be considered eligible for college credit, and the explicit statement that college credit cannot be given may not be appropriate.

For example, the Middle School Teachers CASG states, "The justification for two statistics courses is that, because so little statistics appeared in the pre-Common Core high school curriculum, future teachers *need to learn the Common Core statistics material well in the first college statistics course* [emphasis added], and then take a second college statistics course that builds on the Common Core material." This seems to imply that the statistics material in the CCSSM should be taught in a college course.

The High School Math Teachers CASG has nearly the same sentence, "The justification for two courses is that, because so little statistics appeared in the pre-Common Core high school curriculum, future teachers need to learn the Common Core statistics material well in the first course, and then take a second college statistics course that builds on the Common Core material."

2. There should be mention of developmental math programs, which are a reality not only in community colleges but in the majority of institutions of higher education.

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3. AMATYC Guidelines and Position Statements are posted on its website, with links at <http://www.amatyc.org/?GuidelinesPositions>.

4. As noted earlier some attention should be paid to articulation with two-year colleges. Many two year colleges have a sufficient pool of STEM-strong students to offer a major or at least many of the major courses in the first two years. This is especially noteworthy as this document wants to address non-traditional majors (per the introduction). This may be a lost opportunity for some four-year institutions, and in any case should be addressed.

There is much content that is truly "beyond the curriculum". One has to wonder if "Curriculum Guide" is appropriate. Also it focuses on the major, not service programs. This could be reflected in the document's final title.

EXECUTIVE DIRECTOR AGREEMENT

This Agreement is made between the American Mathematical Association of Two-Year Colleges, Inc., (AMATYC), the “Association”, a 501(c)(3) non-profit corporation headquartered at Southwest Tennessee Community College, 5983 Macon Cove, Memphis, TN., 38134-7642 and Ms. Wanda Garner, “the Executive Director” (ED), 3043 Arlington Dr., Aptos, CA 95003.

WHEREAS, the Executive Director is willing to provide services to the Association for the period contemplated in this Agreement.

WHEREAS, the Executive Director has advised the Association of willingness, ability and desire to provide services to the Association.

WHEREAS, the Association is desirous of engaging the Executive Director to provide services to the Association on the terms set forth herein.

NOW, THEREFORE, in consideration of the foregoing recitals and the terms, conditions and covenants contained herein, it is hereby agreed as follows:

1. **Appointment.** The Association hereby engages the Executive Director for the sole purpose of performing the Services as described in Attachment A of this Agreement and the Executive Director accepts such appointment and agrees to perform the Services.

2. **Terms and Termination.** Subject to the other terms hereof, the term length is three years from the date of initial appointment. The starting date of each term is January 1 of the given year, and the ending date of December 31 three years later except for the initial term. The initial start date for the position will be July 1, 2014 with an ending date of December 31, 2017. There is no term limit for this position. At the discretion of the Association’s Executive Board, if the incumbent wishes to continue for another term, this position will not be advertised. Either party hereto may terminate this Agreement, with or without cause, by sending fifteen (15) days prior written notice of termination to the other.

3. **Duties.** The Executive Director duties under this Agreement are to provide, at the request of the Association, the services described in Attachment "A" included hereto and made as part hereof. Said party agrees to maintain records of Activity in the performance of these services, and provide a report of Activity of those records monthly to the Association’s President. Said party’s professional development activities relative to this ED position will be considered a part of the duties of the position. All data (in all forms), documents, reports, memos and/or all other written materials prepared by said party pursuant to this Agreement shall be considered the property solely of the Association.

4. **Compensation.** For all Services rendered by said party under this Agreement, the Association shall pay the Executive Director a salary of \$2,250 per month, paid in arrears. The expected amount of time required for this position should average approximately 72 hours per month. Activity Reports will be submitted by the last day of each month to the Association president who will authorize a third party to make payment to the ED by the 5th day of the next

month. If the estimated 72 hours per month is not sufficient to carry out the duties of the position, the Executive Director may request additional compensation. No other or additional compensation in any form will be considered or paid for the period of this Agreement, except as approved by the Association's Executive Board. If this Agreement is terminated by either party, said individual shall be entitled to a pro-ration of the next payment when due based upon the actual number of hours worked (not to exceed 72 hours) by the Executive Director for the Association since the last payment date.

5. Expenses. For all expenses the Executive Director incurs for the benefit of the Association, said party shall be reimbursed at actual cost within the normal Association policy and without markup. The Executive Director's expenses shall include reasonable and necessary expenses for travel, lodging and food incurred at any Association event or meeting attended in performance of Executive Director duties. Reimbursement for personal automobile travel shall be at the rate set by the Association policy (currently \$0.56 per mile). Travel expenses are limited as appropriate for the business being conducted and in accordance with the Association policies and procedures.

6. Indemnification. The Executive Director and the Association agree to indemnify and hold harmless each other and all of the Association's officers and directors ("Indemnities") against any and all costs, losses, liabilities, expenses (including reasonable attorney's fees), judgments, fines and amounts paid in settlement actually and reasonably incurred in connection with third party claims against any Indemnity which result (i) from any act or omission constituting gross negligence, willful misconduct or breach of fiduciary duty by said party or the Association in connection with this Agreement, or (ii) in connection with the Services rendered by the said individual or the Association hereunder.

7. Mediation and Arbitration. Any claim arising out of or related to this Agreement shall be subject to mediation and arbitration. Mediation shall be a condition precedent to arbitration. Claims not resolved by mediation shall be decided by arbitration which, unless the parties mutually agree otherwise, shall be in accordance with the Commercial Arbitration Rules of the American Arbitration Association, currently in effect. The demand for arbitration shall be filed in writing with the other party to this Agreement and with the American Arbitration Association. Each party shall be responsible for its share of the arbitration fees in accordance with the applicable Rules of Arbitration. In the event a party fails to proceed with arbitration, unsuccessfully challenges the arbitrator's award, or fails to comply with the arbitrator's award, the other party is entitled to costs of suit, including a reasonable attorney's fee for having to compel arbitration or defend or enforce the award.

8. Representation and Warranties. Each of the parties hereto warrants and represents that it has the authority, corporate and otherwise, to enter into this Agreement and perform in accordance with the terms hereof.

9. Confidentiality and Conflicts. The parties agree that all information concerning and matters affecting or relating to the business of the Association, including information relating to internal methods of operations, are all confidential, and proprietary. During the term of this Agreement said party will not enter into any activity,

employment or business arrangement for profit or otherwise which adversely conflicts with the Association interests or the Executive Director's obligations under this Agreement. The Executive Director may, however, enter into activities and business arrangements that do not adversely affect the Association's interest.

10. Intellectual Property. The Executive Director recognizes and agrees that all copyrights, trademarks, or other intellectual property rights to created works arising in any way from the Executive Director's services with the Association are the sole and exclusive property of the Association and agrees not to assert any such rights against the Association or any third parties. The Executive Director agrees that with respect to confidential information identified in the Agreement, the Executive Director will not, at any time, including after termination of this Agreement, directly or indirectly, for the Executive Director or for any other person, proprietorship, partnership, corporation, or trust, or any other entity, as an owner, consultant, agent, officer, director, trustee, or in any other capacity, divulge, disclose, or communicate such information to anyone, or use or apply such information for any purpose. Within ten (10) business days of termination of this Agreement, said party shall return all such information in the Executive Director's possession to the Association.

11. Time and Where Services Are to Be Performed. The Executive Director shall be free to dispense of such portion of her entire time, energy and skill in such manner as she sees fit in the performance of services as outlined in Attachment A. The Executive Director is not obligated to dedicate any specific portion of her time to the duties listed in Attachment A. The Association and the Executive Director agree and understand that the Executive Director will normally work from her home or any other appropriate place she selects, except as otherwise required by the notice of the work to be performed, e.g., review of documents in office, to attend meetings or communicate with the Association's leadership and said party need not maintain regular office hours and may, at her option, work during evening hours and on weekends.

12. Additional Provisions.

12.1 Notices. All notices under this Agreement shall be in writing and shall be deemed duly given when delivered, if personally delivered, or three (3) days after the date mailed if sent by registered or certified mail, return receipt requested and postage prepaid, and addressed to the parties at the following addresses:

If to said party sent to:

Wanda Garner
3043 Arlington Dr.
Aptos, CA 95003

And if to AMATYC sent to:

President
AMATYC
Southwest Tennessee Community College

5893 Macon Cove
Memphis, TN 38134-7642

unless a party receives written notice of any change.

12.2 Assignment; Binding Effect. The Executive Director may not assign or transfer this Agreement or any rights or benefits under this Agreement to any person or entity without the prior written approval of the Association.

12.3 Remedies Not Exclusive. The rights and remedies provided in this Agreement are cumulative and not exclusive and are in addition to any other rights and remedies and parties may have at law or otherwise.

12.4 Waiver. The Association's waiver of the Executive Director's breach of any term, covenant or condition contained in this Agreement shall not be deemed to be a waiver or any subsequent breach of the same or any other term, covenant or condition in this Agreement.

12.5 Force Majeure. The Association and the Executive Director shall be excused for the period of any delay in the performance of any obligations under this Agreement when prevented from performing such obligations by cause or causes beyond their reasonable control, including, without limitation, civil commotion, war, invasion, rebellion, hostilities, military or usurped powers, sabotage, pestilence, riots, fire or other casualty or acts of God.

12.6 Headings. The headings appearing in this Agreement are inserted only as a matter of convenience and do not define, limit, construe or describe the scope or intent of any article or section of this Agreement.

12.7 Survival. The covenants contained in or liabilities accrued under this Agreement, which, by their terms, requires their performance after the expiration, or termination of this Agreement shall be enforceable notwithstanding the expiration or other termination of this Agreement.

12.8 Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the state of Tennessee.

12.9 Severability. If any provision of this Agreement shall be determined to be invalid or unenforceable, the remaining provisions of this Agreement shall not be affected thereby, and every provision of this Agreement shall remain in full force and effect and enforceable to the fullest extent permitted by law.

12.10 Time of Essence. Time is of the essence in the performance of the duties under this Agreement.

12.11 Counterparts. This Agreement may be executed in one or more

counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

12.12 **Entire Agreement; Modification.** This Agreement and the material incorporated herein by reference, constitutes the entire agreement between the parties. There are no promises or agreements, oral or written, express or implied, between the parties other than as set forth in this Agreement. No change or modification of, or waiver under, this Agreement shall be valid unless it is in writing and signed by duly authorized representatives of the Association and the Executive Director.

IN WITNESS WHEREOF, the parties hereto as of the date first written below, have duly executed this Agreement.

American Association of
Two-Year Colleges, Inc. (AMATYC)

Wanda Garner

Nancy J. Sattler Date
AMATYC President

Wanda Garner Date

ATTACHMENT A

Job Description for Executive Director of AMATYC

Primary Duties Include:

1. Supervise existing contract employees for the organization in conjunction with the AMATYC Executive Board.
2. Maintain awareness of mathematics education issues in two-year colleges.
3. Ensure ongoing, effective communications among members.
4. Recommend initiatives to the Board and implement activities that support Board initiatives.
5. Represent AMATYC at meetings/conferences/events throughout the country.
6. Schedule and conduct visits to appropriate agencies/organizations to introduce the new AMATYC leadership within six months after change in officers.
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 Strategic Planning Orientation Meeting, as a nonvoting member.
9. Attend the AMATYC annual conferences and assist the National Office as needed.
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. Actively seek grant funded projects on behalf of AMATYC.
12. Perform other duties as assigned by the AMATYC President and the Executive Board.
13. Sign an AMATYC conflict of interest statement yearly.

Implementation Timeline for Executive Director Position for 2014

- By July 1 Contract signed; Executive Director (ED) begins maintaining monthly Log of Activity which will be submitted by the last day of each month to the AMATYC president.
- July 2 Both ED and Interim ED will attend Summer Conference Call of the Executive Board.
- July 4 Southwest Campus & AMATYC Office closed for holiday**
- By August 1 ED visits AMATYC office to meet with AMATYC office staff and Interim ED Cheryl Cleaves. ED creates a schedule for meeting with AMATYC office staff on a regular basis (using a combination of in-person and electronic means.)
- By August 15 ED will write an article for the AMATYC news introducing herself. ED will converse with Interim ED and AMATYC office on a regular basis regarding AMATYC business and the upcoming conference
- September 1 Southwest Campus & AMATYC Office closed for holiday**
- By September 15 ED will have completed her board report for ED position for the Fall Board Meeting (FBM) in conjunction with Interim ED Cheryl Cleaves and have sent it to AMATYC President Nancy Sattler.
- By October 1 ED will make plans to attend the Fall Board Meeting (FBM) to be held in Nashville November 9-12 and the Annual AMATYC Conference November 13-16
- By November 1 ED will work with Interim ED to ensure that all details have been addressed for the 40th Annual Conference
- November 8-12 Both the ED and the Interim ED will fully funded to attend the Membership Committee meeting, the 2014 FBM and Annual AMATYC Conference
- November 13-16 Both the ED and the Interim ED will share duties for the 2014 FBM & Annual AMATYC conference
- November 26-28 Southwest Campus & AMATYC Office closed for holiday break**
- By December 1 ED and Interim ED will discuss any issues that occurred during the 2014 FBM and Annual Conference

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December 22 - Southwest Campus & AMATYC Office closed for holiday break
January 2, 2015

By December 31 ED will take full responsibility for the position.



**American Mathematical Association
of Two-Year Colleges**

June 10, 2014
Nicholas J. Horton
Professor of Statistics
Amherst College
Chair, ASA Working Group
nhorton@amherst.edu

Dear Nick,
Thank you for requesting input from the AMATYC Statistics Committee regarding the revision of the American Statistical Association's Curriculum Guidelines for Undergraduate Programs in Statistical Science. We are very appreciative of the fact that our perspective is valued.

AMATYC has endorsed the use of the Guidelines for Assessment and Instruction in Statistics Education (GAISE) for teaching undergraduate statistics. The use of real data, the inclusion of opportunities for active learning in the classroom, and the use of technology for pedagogical as well as computational purposes have been the focus of many AMATYC presentations.

Members of the AMATYC Statistics Committee have been engaged in discussion of your request throughout the 2013-2014 academic year. Although community colleges do not typically offer majors in statistical science, our mathematics faculty are dedicated to providing the best possible educational experience for their students. The following three themes have emerged:

- There is increased emphasis on a seamless transition from community colleges to four-year colleges. Faculty would appreciate recommendations that target the first two years of undergraduate studies for those contemplating majors or minors in statistical science. The recommendations would facilitate instruction, academic advisement and program planning.
- Faculty would appreciate updated recommendations that address the use of technology. What type or types of technology should future statisticians ideally be using during the first two years of undergraduate study?
- The growing popularity of introductory statistics courses and increasing student awareness of the importance of career selection have combined to make this an ideal time to encourage students to pursue further studies in statistical science. Community college math faculty would welcome opportunities to communicate with four-year college faculty and with statisticians employed in a variety of fields in order to be better prepared to encourage interested students to consider careers in statistics.

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Since our positions at two-year colleges tend to emphasize teaching over publishing or research, AMATYC members are particularly supportive of curricular guidelines that support good teaching of statistics, effective communication skills and research in statistics education. We appreciate the resources provided by the ASA and look forward to reading the newly revised guidelines for undergraduate programs in statistical science.
Sincerely,

A handwritten signature in black ink that reads "Mary DeHart". The script is cursive and fluid.

Mary DeHart
Professor of Mathematics
Sussex County Community College
Chair, AMATYC Statistics Committee

mdehart@sussex.edu

ATTACHMENT B

Position on Professional Development

To increase the participation and retention of all students in mathematics and mathematics-related disciplines and to provide all students with a meaningful mathematics education, ongoing faculty development is necessary. Colleges should support all of their mathematics faculty as they grow, improve, learn, and implement new instructional ideas.

RECOMMENDATIONS:

The American Mathematical Association of Two-Year Colleges (AMATYC) recommends that every college actively support the professional development of its mathematics faculty necessary for the improvement of instruction and students' educational experiences. To facilitate this, colleges should provide mathematics faculty with:

- reassigned/release time for research and study;
- compensation for expenses associated with participation in workshops, conferences, and college courses;
- compensation or reassigned/release time for the development of curriculum and innovative approaches to instruction; and
- sabbatical or professional leave.

RATIONALE:

Over the past years, AMATYC produced and, in September 1995, published a set of standards for undergraduate mathematics before calculus entitled *Crossroads in Mathematics*. Realizing that mathematics education is at a critical turning point, AMATYC made recommendations and provided examples of ways to change and to improve mathematics education and instruction. Other documents such as the *National Council of Teachers of Mathematics' Professional Standards for Teaching Mathematics* (1991) also indicated a need for change and improvement in mathematics instruction.

These documents advocate major modifications in both mathematical content and pedagogy, involving:

- curriculum revision to concentrate on fewer topics, each of which would be covered in greater depth;
- technology both as a tool and as an instructional medium;
- group learning;
- assessment;
- student projects requiring sustained effort; and
- laboratory experiences involving mathematics.

Colleges should recognize that the time and effort needed to implement many of these changes are in excess of the normal professional development that all teaching positions already entail, and colleges should support their faculty accordingly as changes are implemented.

Faculty Development Committee
Adopted November 1998
Reaffirmed 10/29/2006

ATTACHMENT C

UNDERGRADUATE TEXTBOOKS

Textbooks are an important tool in mathematics instruction. Their role is critical to the instruction process for both students and faculty. In addition, textbooks are powerful representations of the curriculum and pedagogical practices of two-year college mathematics departments. The American Mathematical Association of Two- Year Colleges has a history of interest in and concern about the quality of textbooks, their promotion, and sales. The purpose of this position paper is to provide a list of principles regarding undergraduate textbooks. Although some of the statements below may seem obvious, they are included to make the list comprehensive. Four areas of concern are addressed: textbook quality; promotional standards; gender, ethnic, and age bias; and ethical questions. Within these areas, AMATYC endorses the following statements:

TEXTBOOK QUALITY

- Textbooks should make clear connections among mathematical topics as they are introduced and developed.
- Textbooks should include numerous and varied examples and problems that exhibit, reinforce, and extend mathematical reasoning.
- Textbooks should demonstrate problem-solving techniques and provide opportunities for students to use those techniques as they progress through the textbook .
- Textbooks should emphasize the learning of mathematical concepts ,and the problem sections should include numerous and varied conceptually oriented problems.
- Textbooks should encourage the appropriate use of technology.
- Textbooks should be mathematically precise.

PROMOTIONAL STANDARDS

- Publishers should promote their textbooks by indicating the positive aspects of each book, rather than maligning the competition.
- If a publisher or author intends to use a conference or a session at a conference to promote a textbook or associated peripherals, this intention should be indicated in the proposal and the conference or session should be clearly labeled as promotional in the conference program.
- Textbook vendors should try to identify specific individuals interested in viewing new textbooks and distribute textbooks only to them.

GENDER, ETHNIC, AND AGE BIAS

- Textbooks should be free of indications of gender, ethnic, or age discrimination in the form of reinforcement of stereotypical roles, omissions, or degradations.
- Textbooks should provide illustrations and text that will help underrepresented groups relate to the material presented.
- Textbooks should be free of language that is sexist or ethnically biased.

ETHICAL QUESTIONS

- Textbook selection should be based on the merits and characteristics of the text and any supplemental materials and on professional judgments and considerations, free of the influence of gratuities or inducements.
- Textbook selection should reflect a sensitivity to the economic hardships of some students.

Reference:

Resolution Regarding Textbooks (Passed AMATYC Delegate Assembly, Baltimore, 1989)

November, 1993

Reaffirmed Fall 2013

ATTACHMENT D

**REVISED AMATYC POSITION STATEMENT ON UNDERGRADUATE
TEXTBOOKS AND INSTRUCTIONAL MATERIALS, JUNE 13, 2014**

Instructional materials (including but not limited to textbooks, workbooks, e-books, online course content, interactive computer software, apps, other forms of technology, etc.) are important tools in mathematics instruction. Their role is critical to the instructional process for both students and faculty. In addition, instructional materials are powerful representations of the curriculum and pedagogical practices of two-year college mathematics departments. The American Mathematical Association of Two-Year Colleges has a history of interest in and concern about the quality of instructional materials, their promotion and sales. The purpose of this position paper is to provide a list of principles regarding undergraduate instructional materials. Although some of the statements below may seem obvious, they are included to make the list comprehensive. The main areas addressed are: instructional materials quality; promotional standards; gender, ethnic, and age bias; and ethical and financial concerns. Within those areas, AMATYC endorses the following statements:

INSTRUCTIONAL MATERIALS QUALITY

- Instructional materials should make clear connections among mathematical topics as they are introduced and developed.
- Instructional materials should include numerous and varied examples and problems that exhibit, reinforce, and extend mathematical reasoning.
- Instructional materials should demonstrate problem-solving techniques and provide opportunities for students to use those techniques as they progress through the course.
- Instructional materials should emphasize the learning of mathematical concepts. The problem sections, homework assignments and assessments should include numerous and varied conceptually oriented problems.
- Instructional materials should encourage the appropriate use of technology.
- Instructional materials should be mathematically precise.

PROMOTIONAL STANDARDS

- Publishers should promote their instructional materials by indicating the positive aspects, rather than maligning the competition.
- Publishers and authors intending to use a conference or a session at a conference to promote instructional materials should indicate so in the proposal and the conference or session should be clearly labeled as promotional in the conference program.
- Publishers should try to identify specific individuals interested in viewing new instructional materials and distribute only to them.

GENDER, ETHNIC, AND AGE BIAS

- Instructional materials should be free of discrimination in the form of reinforcement of stereotypical roles, or by omissions or disparagement based on gender, ethnicity, or age.

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- Instructional materials should provide illustrations and text that will help underrepresented groups relate to the material presented.
- Instructional materials should be free of language that is sexist or ethnically biased.

ETHICAL and FINANCIAL CONCERNS

- Selection of instructional material(s) should be based on the merits and characteristics of the material and on professional judgment and consideration, free of the influence of gratuities or inducements.
- Faculty are encouraged to be sensitive to the economic hardships of some students and review low cost, free, and open educational resources (OER) as instructional materials options.

Reference: Resolution regarding Undergraduate Textbooks (passed by AMATYC Delegate Assembly, Baltimore, 1989); reaffirmed November, 1993.

ATTACHMENT E

Standards Revision Advisory Group - Planning Meeting Funding Proposal

It is important that the *Standards* Revision Advisory Group be able to meet in person and plan this project with specific details.

To that end, it is hoped that the board will fund a post-conference planning meeting of this group in Nashville. This will be the most economical option for the group as most were coming to the conference as well. In this scenario, AMATYC will only pay for one night lodging and two days per diem for the group members. Any other scenario would involve lodging, food, airfare, and local transportation. The latter two costs are saved since people are already planning to attend the conference.

Timeline for meeting:

Nashville Conference Sunday, November 17	Members arrive (any time) Half day planning meeting (beginning after Closing Session)
Monday, November 18	All day planning meeting

Budget Implications:

Hotels Nights (Sunday)	16 @ \$179/night * 1 night = \$2864
Per diem (Sunday & Monday)	16 @ \$35/day * 2 days = \$1120
TOTAL including taxes	\$3984

The group will also need to work with Conference Coordinator to find meeting space. All that is needed is a single meeting room. (Note: This has already been taken care of, pending the funding of this motion.)

Deliverables:

By the end of the planning meeting, a decision on the type of product(s), a timeline for developing and disseminating these product(s), and a budget will be presented.

Prior to the meeting, the group will focus on work that can be done in preliminary stages so that they may hit the ground running in Nashville.

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ATTACHMENT G

Proposed revisions to the AMATYC Bylaws

**BYLAWS
OF THE
AMERICAN MATHEMATICAL
ASSOCIATION OF TWO-YEAR COLLEGES (AMATYC)
(CURRENT VERSION) RATIFIED JULY 2010**

ARTICLE I NAME

The name of the association shall be the American Mathematical Association of Two-Year Colleges, Incorporated (AMATYC).

ARTICLE II OBJECTIVES

Section 1 The American Mathematical Association of Two-Year Colleges, Incorporated is a non-profit, educational association.

Section 2 The objectives of AMATYC are the following:

- A. Encourage the development of effective mathematics programs
- B. Provide a national forum for the exchange of ideas
- C. Develop and/or improve the mathematics education and mathematics related experiences of students in two-year colleges
- D. Coordinate activities of affiliated organizations on the national level
- E. Promote the professional welfare and development of its members.

ARTICLE III MEMBERSHIP

Section 1 Membership Categories

Membership in AMATYC shall be restricted to the following:

- A. Regular membership – Available to any full- or part-time teacher of mathematics or other person interested in two-year college mathematics education. A regular member must complete the proper forms and pay the established dues. An individual may purchase a lifetime regular membership by completing the appropriate forms and paying the established rates.
- B. Student membership – Available to any full- or part-time student of mathematics or related discipline. A student member must not also be a full- or part-time teacher, must be endorsed by a regular member, and must complete the proper forms and pay the established dues.
- C. Adjunct membership – Available to any teacher of mathematics who is not employed full-time in any post-secondary educational institution. An adjunct member must complete the proper forms and pay the established dues.
- D. Retired membership – Available to any retired teacher of mathematics or other retired person who is not employed full- or part-time in any educational institution. A retired member must complete the proper forms and pay the established dues.
- E. Institutional membership – Available to any college, university, learning center, publisher, manufacturer, or similar entity that supports the purposes of the association. A designated representative of an institutional member must complete the proper forms and pay the established dues.

Section 2 Membership Privileges

- A. A regular member has the right to vote, hold elected office, be appointed to leadership positions, nominate candidates for office, serve on committees as a voting member, and be appointed as a delegate in the Delegate Assembly.
- B. 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.
- C. Individuals who are eligible for adjunct, retired, or student 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.

- D. 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 as a voting member, or be appointed as a delegate in the Delegate Assembly, unless that individual is also a regular member of the association.

Section 3 Membership Year

The membership year shall consist of twelve months. The beginning date for each month shall be the first day of the calendar month.

Section 4 Dues

- A. Annual membership dues are paid by all members, except lifetime members.
- B. Annual regular AMATYC membership dues are set every two years by applying the Consumer Price Index - Urban Consumers CPI-U for the last two consecutive years that begin with an even-numbered year to the current dues and rounding up to the nearest whole dollar. This adjusted rate is set at the Spring Executive Board Meeting in odd-numbered years, with the change taking place on July 1 of the following even-numbered year.
- C. In the event that there is a need for a change other than the calculated rate, as determined in Article III.4.B., the new rate must be brought to the Delegate Assembly prior to the change taking effect for approval.

ARTICLE IV AFFILIATED ORGANIZATIONS

Section 1 Any organization interested in affiliating with AMATYC must recognize AMATYC as a prime national organization concerned with the first two years of college mathematics instruction. This is done by voting for affiliation with AMATYC. Applications for affiliation must be approved by the AMATYC Executive Board.

Section 2 An affiliated organization has the following responsibilities:

- A. The membership lists of the organization shall be forwarded to the appropriate AMATYC Regional Vice-President by June 30 in even-numbered years.
- B. Membership in AMATYC should be encouraged for all the affiliate's members.
- C. Each affiliate organization will appoint AMATYC members to serve as affiliate delegates to the Delegate Assembly as discussed in Article VII.

ARTICLE V ELECTED OFFICERS

Section 1 The elected officers of AMATYC shall be called the Executive Board and shall be the national officers: a President, President-Elect, Immediate Past President, Treasurer, and Secretary, and the regional officers, a Northeast Regional Vice-President, Mid-Atlantic Regional Vice-President, Southeast Regional Vice-President, Midwest Regional Vice-President, Central Regional Vice-President, Southwest Regional Vice-President, Northwest Regional Vice-President, and West Regional Vice-President.

Section 2 Only regular members are eligible to hold elected office.

Section 3 Terms of Office

- A. The term of office for all elected officers, except for the Treasurer, is two years; beginning on January 1 in even-numbered years and ending on December 31 in the next odd-numbered year. The term limit for all officers, except for the President-Elect, President, Immediate Past President, and Treasurer, is three full successive elected terms in the same office.
- B. The term limit for the President-Elect, President, and Immediate Past President is one full elected term in the same office. 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. The Immediate Past President may not be elected as President-Elect.
- C. The term of the office for the Treasurer is four years, beginning on January 1 in even-numbered years and ending on December 31 in the second subsequent odd-numbered year. The term limit for the Treasurer is two full successive elected terms in that office.

Section 4 Duties of elected officers

All elected officers shall promote and coordinate the activities of the association, perform all duties according to policy, and perform all other duties that regularly pertain to the office. Specific duties of each office are as follows:

A. President:

1. Prepare the agenda for all association, Delegate Assembly, and Executive Board meetings.
2. Preside at all general meetings of the association, the Delegate Assembly, and the Executive Board.
3. Act as ex-officio member of all committees except the Nominating Committee.
4. Nominate, for approval by the Executive Board, the chairperson of all committees, except the Nominating Committee, Strategic Planning Committee, and Organizational Assessment Committee.
5. Appoint the chairs of ad hoc committees and task forces.
6. Appoint an acting chairperson of a committee when a vacancy occurs.
7. Appoint Special Appointees to perform duties as designated with approval of the Executive Board.
8. Meet with the Executive Directors and/or Presidents of other organizations who share similar concerns and interests to discuss items of mutual benefit and to establish a working relationship with them.

B. President-Elect

1. Act as president in the absence of the President.
2. Serve as the chairperson of the Strategic Planning Committee and the Organizational Assessment Committee.
3. Maintain a policy and procedures manual in conjunction with the Secretary and the AMATYC Office.

C. Immediate Past President

1. Chair the Nominating Committee.
2. Administer the election of officers according to policy.

D. Secretary

1. Keep an accurate, permanent record of the proceedings of meetings of the association, Delegate Assembly, and Executive Board.
2. Maintain updated lists of delegates and affiliate presidents.
3. Furnish agendas and minutes of all meetings to the appropriate people and ensure that the official minutes of the organization are securely archived.
4. Assist the President-Elect in maintaining a policy and procedures manual.

E. Treasurer

1. Ensure that all financial records, funds, receipts, and disbursements of the association are accurately maintained.
2. Present a written financial report at each regular business meeting and each Executive Board meeting.
3. Certify the size of the membership by region and category.
4. Prepare an annual organizational budget and present it to the Executive Board for approval at the fall meeting.
5. Obtain approval of the Executive Board or designee for expenditures that exceed budgeted amounts .
6. The outgoing Treasurer will complete the financial responsibilities pertaining to the conference at the end of the term of office.

F. Regional Vice-Presidents

1. Serve as the liaison between AMATYC and its affiliated organizations.
2. Appoint state/province delegates per Article VII.
3. Serve as a member of the membership committee. One Regional Vice-President shall serve as chair.
4. Recruit and retain members within their regions.

Section 5 Elections

The Executive Board shall conduct elections for officers in each odd-numbered year. Each regular member as of June 30 of that year shall be eligible to vote. Elections shall be by secret ballot. Announcement of the dates,

format, and candidates of the election shall be made in writing or electronically to the membership at least 30 days prior to the beginning of the vote. Candidates who receive a plurality of the votes for a particular office shall be elected. If the number of votes for two candidates for the same office are tied, then a random process shall be used to determine the winner.

Section 6 Vacancies

In the event that an officer other than the President, President-Elect, or Treasurer leaves office before the expiration of the regular term, the president, with the approval of the Executive Board, shall appoint a replacement for the remainder of the term. A vacancy in the office of President-Elect shall be filled by a special election following procedures established by the Executive Board. In the event that the Treasurer leaves office before the expiration of the regular term, the President, with the approval of the Executive Board, shall appoint a replacement until the next regularly scheduled election, regardless of whether this election falls on the four-year cycle for election of a Treasurer. The newly elected Treasurer would serve a full four-year term and this four-year term will form the basis for future Treasurer terms and elections.

ARTICLE VI EXECUTIVE BOARD

Section 1 The elected officers shall serve as the Executive Board and are responsible for conducting the affairs of the association.

Section 2 Duties of the Executive Board

- A. Approve the chairperson of each committee, except the Nominating Committee, Strategic Planning Committee, Organizational Assessment Committee, ad hoc committees, and task forces.
- B. Recommend dues changes to the Delegate Assembly per Article III.4.
- C. Recommend bylaw changes to the Delegate Assembly.
- D. Select cities and dates for the annual conference.
- E. Approve the annual budget.
- F. Appoint special committees as needed to carry out the purposes of the association.
- G. Make special appointments for persons to perform duties as designated.
- H. Authorize a designated officer or officers, agent or agents of AMATYC, in addition to the officers so authorized by these bylaws, to implement and oversee, on behalf of AMATYC, a project, program or activity conducted jointly by AMATYC and one or more outside entities, to be called a partnership. This partnership is approved by the AMATYC Executive Board. Such authority must be in writing and be confined to specific instances as outlined in a partnership agreement which is approved by the Executive Board and signed by AMATYC and the partnership entity.
- I. Perform all other duties according to policy.
- J. Perform all other duties that are necessary for the functioning of the association.

Section 3 A majority of the members of the Executive Board shall constitute a quorum to enact the business of AMATYC. This majority must include at least two of the national officers.

Section 4 Regular meetings of the Executive Board may be called by the President or seven members of the Executive Board two of which must be national officers. Written or electronic notification of all regular meetings must be given to all Board members at least 30 days prior to the start of the meeting. Announcements of regular Executive Board meetings must be published on the AMATYC website at least two weeks prior to the beginning of the meeting. At least two regular meetings must be held annually, one during the spring and a second during the fall.

Section 5 Action between Regular Meetings

- A. In circumstances as determined by the President or seven members of the Executive Board, at least two of which are national officers, business may be conducted between regular meetings of the Executive Board by means of mail, fax, email or conference calls. The same quorum that applies to regular meetings is required at these meetings to conduct the business of AMATYC.
- B. All actions resulting from a mail, fax, email or conference call vote shall be documented, distributed, and archived by means of a report from the Secretary in the Executive Board minutes of the regular meeting that takes place immediately following the action.

- C. Written or electronic notification of all proposed actions presented between regular meetings must be given to all Board members at least 72 hours before discussion or voting occurs.

ARTICLE VII DELEGATE ASSEMBLY

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

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

A. State/Province Delegates

1. There should be at least two state/province delegates from each state and province, appointed for a term of two years by the appropriate Regional Vice-President. Terms of state/province delegates shall commence on April 1, or date of appointment, whichever is later, and terminate on March 31, in odd numbered years.
2. States and provinces with more than 50 two-year colleges, as defined in Article VII.2.H., are permitted one additional state/province delegate for each 25 two-year colleges or fraction thereof above 50.
3. An alternate delegate from the same state/province may be appointed to serve as delegate in place of a state/province delegate who is unable to attend the Delegate Assembly.

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

C. Affiliate Delegates

1. Each affiliate organization may appoint one additional affiliate delegate for each 50 affiliate organization members or fraction thereof who are also AMATYC members, as defined in Article VII.2.I. Term of appointment will be determined by the affiliate.
2. An alternate delegate from the same affiliate may be appointed to serve as delegate in place of an affiliate delegate who is unable to attend the Delegate Assembly.

D. Each Executive Board officer is a delegate.

E. Each AMATYC Past President is a delegate.

F. Each AMATYC academic committee chair is a delegate.

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

H. An official listing of names and numbers of two-year colleges by state and province is prepared jointly by the AMATYC office and each corresponding Regional Vice-President and approved at the fall board meeting in even-numbered years. These numbers are used for two years and take effect after the fall meeting in even-numbered years, and are maintained by the AMATYC office.

I. An official listing of names and numbers of affiliate organization members who are also AMATYC members on June 30 in even-numbered years is prepared jointly by the AMATYC office and each corresponding Regional Vice-President and approved at the fall board meeting in even-numbered years. This listing is used for two years, takes effect after the fall meeting in even-numbered years, and is maintained by the AMATYC office.

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

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

L. Alternate Delegates may be named by the Regional Vice-President as the delegate replacing an affiliate or state/province delegate at the Delegate Assembly, by notifying the AMATYC Secretary in writing and providing appropriate credentials in writing no later than 6 pm of the day prior to the start of the Delegate Assembly.

Section 3 The Delegate Assembly's responsibilities are to:

- A. Vote on all dues changes as submitted by the Executive Board, in accordance with Article III.4.C.
- B. Vote on bylaw changes submitted to the Delegate Assembly.

- C. Present written recommendations to the Executive Board to be considered at the following Executive Board meeting.
- D. Approve position statements as presented by the Executive Board per Article IX.

Section 4 Each state/province delegate shall perform the following duties:

- A. Represent that delegate's state/province at the Delegate Assembly meeting at the annual conference.
- B. Keep the Regional Vice-President abreast of the activities and concerns of members from the delegate's state.
- C. Assist the Regional Vice-President in promoting membership and activities for AMATYC in the state/province.
- D. Perform all duties according to policy.

Section 5 Each affiliate delegate shall perform the following duties:

- A. Represent the affiliate organization at the Delegate Assembly meeting at the annual conference.
- B. Keep the Regional Vice-President abreast of the activities and concerns of members from the delegate's affiliate.
- C. Assist the Regional Vice-President in promoting membership and activities for AMATYC at the affiliate meetings.
- D. Perform all duties according to policy.

Section 6 The number of delegates necessary for a quorum in the Delegate Assembly shall be twenty-five (25) percent of the number of delegates identified in Section 2 of this Article.

ARTICLE VIII COMMITTEES

Section 1 Types of committees

- A. Committees fall into three general categories: Administrative Committees, Academic Committees, and Ad Hoc Committees and Task Forces. Administrative and academic committees are standing committees.
- B. All members of association committees must be AMATYC members. Non-AMATYC members may participate in academic committee work in a nonvoting capacity.

Section 2 Administrative Committees

- A. Purpose
Administrative committees support the general functioning of the association.
- B. Established administrative committees
The following administrative committees are established by these bylaws.
 - 1. Nominating Committee
 - 2. Membership Committee
 - 3. Strategic Planning Committee
 - 4. Finance Committee
 - 5. Foundation Board
 - 6. Organizational Assessment Committee
 - 7. Professional Development Committee
- C. Objectives of the established administrative committees

The general objectives of each of the committees in part B are the following:

- 1. The Nominating Committee shall establish election procedures and, consistent with policy and Executive Board direction, recommend a slate of nominees for Executive Board approval.
- 2. The Membership Committee shall develop and implement strategies to solicit new members and retain existing members.
- 3. The Strategic Planning Committee shall develop and publish the AMATYC Strategic Plan.
- 4. The Finance Committee oversees the budget development and serves in an advisory capacity to the Treasurer and Executive Board.
- 5. The Foundation Board shall raise and disburse funds to support the mission of AMATYC.

6. The Organizational Assessment Committee shall coordinate the planning and implementation of assessment of AMATYC programs and activities.
7. The Professional Development Committee shall 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.

D. Other Administrative Committees

Other administrative committees may be created and discharged as needed by the Executive Board to support the general functioning of the association.

Section 3 Academic Committees

A. Purpose

Academic committees support the general professional purposes and mission of the association, as stated in Article II and in the association's mission statement.

B. Establishment of academic committees

Academic committees are established and discharged by the Executive Board. Their designations and specific purposes will change as the needs of the association change. Each academic committee shall have a chair, nominated by the President and approved by the Executive Board.

C. Duties of an Academic Committee Chairperson

The chairperson of each academic committee shall perform the following duties:

1. Chair the meetings of the academic committee.
2. Coordinate the activities of the academic committee.
3. Prepare the annual budget of the academic committee and submit it to the Treasurer according to the established schedule.
4. Prepare reports of the academic committee's activities and submit them to the President according to the established schedule.
5. Perform all duties according to policy.
6. Perform all other duties necessary for the academic committee to function and accomplish its goals.

Section 4 Ad Hoc Committees and Task Forces

A. Establishment

Ad hoc committees and task forces may be approved and formed by the Executive Board and/or Delegate Assembly when deemed necessary by those entities.

B. Purpose and duration

The purpose of ad hoc committees and task forces shall be determined when they are established. A termination date shall be designated at the time of establishment.

ARTICLE IX POSITION STATEMENTS

Section 1 Purpose of Position Statements

Position statements represent a declaration by the organization on issues of interest to two-year college mathematics educators, and may be initiated by an academic committee, an affiliate organization, or an individual AMATYC member.

Section 2 Process for Development of Position Statements

The process for development of a position statement must conform to the following guidelines.

- A. A proposal for a position statement must be referred to, or begin with, an appropriate academic committee or task force created by the Executive Board. That committee or task force chooses to pursue or not to pursue the statement. The committee or task force is responsible for development of a proposed position statement.
- B. A schedule for the process of review of proposed position statements by committees, Executive Board, and Delegate Assembly, shall be established by the Executive Board. This schedule must provide timely notice to all AMATYC members of the proposed statement.
- C. The chairperson of an academic committee or task force shall submit the draft position statement to the Executive Board for its review and approval.

- D. If endorsed by the Executive Board the proposed position statement shall be submitted to the Delegate Assembly for review and approval.
- E. In the absence of Executive Board endorsement, the Delegate Assembly may vote to review a proposed position statement by a vote of 2/3 of the delegates at the Delegate Assembly, provided that timely notice was provided to all AMATYC members.
- F. If approved by the Delegate Assembly the proposal becomes an AMATYC position statement.

ARTICLE X REMOVAL FROM OFFICE

Section 1 Executive Board members may be removed from office by a 3/4 vote of the Executive Board, with or without cause, if the action is deemed to be in the best interest of the association.

Section 2 Persons appointed to positions within the association may be removed from those positions by a 2/3 vote of the Executive Board.

Section 3 The affirmative vote of the Executive Board for removal of a person from an appointed or elected position is an authorization for the President to take the steps necessary for that removal.

ARTICLE XI AMATYC REGIONS

Section 1 The AMATYC organizational membership shall be divided into the regions as follows:

Region 1 – Northeast:

Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, Vermont; New Brunswick, Newfoundland, Nova Scotia, Ontario, Prince Edward Island, Quebec

Region 2 – Mid-Atlantic:

Delaware, District of Columbia, Maryland, New Jersey, Pennsylvania, Virginia, West Virginia

Region 3 – Southeast:

Alabama, Florida, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Puerto Rico, Virgin Islands and other Caribbean Islands

Region 4 – Midwest:

Illinois, Indiana, Kentucky, Michigan, Ohio, Wisconsin

Region 5 – Central:

Colorado, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota; Manitoba, Saskatchewan

Region 6 – Southwest:

Arizona, Arkansas, New Mexico, Oklahoma, Texas; Mexico

Region 7 – Northwest:

Alaska, Idaho, Montana, Oregon, Washington, Wyoming; Alberta, British Columbia, Northwest Territories, Nunavut, Yukon Territory, other International Locations

Region 8 – West:

California, Hawaii, Nevada, Utah; Pacific Islands

Section 2 A member's region is determined by the location of the individual's primary professional contributions related to AMATYC's objectives (Article II).

ARTICLE XII PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern AMATYC in all cases in which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE XIII AMENDMENT

These bylaws may be amended by the delegates at the Annual Delegate Assembly by a two-thirds (2/3) vote of those delegates voting, provided that written or electronic notification of the proposed text changes and the clear purpose of the amendment has been sent to all delegates at least thirty (30) days prior to the Delegate Assembly and a hearing on the proposed changes is convened at the annual conference at least a day before the beginning of the

Delegate Assembly. Proposed amendments to these bylaws may be presented to the Executive Board by any member, and shall be processed by the Executive Board, for approval by the Delegate Assembly.

ARTICLE XIV DISSOLUTION

In the event of dissolution, the assets and property of the corporation remaining after payment of expenses and the satisfaction of all liabilities shall be distributed as determined by the Executive Board or as may be determined by a court of competent jurisdiction upon application of the Executive Board, for the non-profit purposes of the corporation and/or to such charitable, literary, and educational organizations as shall qualify under Section 501c3 of the Internal Revenue Code of 1954, as amended. Any of such assets not so distributed shall be disposed of for such purposes as directed by a Justice of the Supreme Court of the State of New York or such other court having jurisdiction over the corporation.