



# NEMATYC Executive Committee Policy Manual

Revised  
June 16, 2021



## Purpose

The policy manual is intended to describe the standard operating procedures of the organization. It is both supplemental and subordinate to the NEMATYC constitution. The constitution establishes the fundamental structures of the organization, which are intended to be near-permanent and thus difficult to amend, requiring two-thirds assent at a general meeting of the membership. The policy manual contains information that is less fundamental and is likely to change frequently. It describes how the current executive committee envisions the organization operating on a day-to-day basis. Amending the policy manual requires only majority assent of the Executive committee.

The past-president is responsible for maintaining the policy manual. Any executive committee member can propose a change to the policy manual. If that change is approved, the past-president implements the change in the policy manual. The policy manual should be accessible on the NEMATYC website ([www.NEMATYC.org](http://www.NEMATYC.org)). The past-president is responsible for making sure that the current version of the policy manual is displayed on the website.

## NEMATYC General Calendar

Unless mandated by the constitution, the dates here are intended to be a rough guideline only.

May 1 - April 30	Budget Year
May/June	Summer executive committee meeting
Late August	Articles for the fall newsletter are due. The newsletter editor will set a specific deadline.
September/October	Fall dinner and fall executive committee meeting. Historically, the fall executive committee meeting has taken place the afternoon of the fall dinner, but this is not required. The past-president nominates members for the nominations committee.
Mid-January	Articles for the spring newsletter are due. The newsletter editor will set a specific deadline.
January	Winter executive committee meeting. The nominations committee submits a slate of candidates to the executive committee.
March/April	Annual Conference and General Meeting

## NEMATYC Executive committee Meetings

All executive committee members are expected to attend all meetings. All meetings will follow Robert's Rules of Order, and all agendas will contain typical agenda items such as the approval of the agenda, approval of the previous meeting's minutes, and reports. The Treasurer should give a detailed report of the organization's financial situation at every meeting. Any AMATYC issues should be considered.

### Summer Meeting

- Discuss the annual conference.
  - Review the report on the most recent conference.
  - Propose improvements for future conferences.
  - Propose sites for future conferences (two years in advance).
  - Establish exhibitor's fees and keynote speaker honorarium for the next conference.
  - Compile list of people to receive thank you notes from NEMATYC
- Propose changes to the executive committee policy manual, if necessary. Executive committee members should review the policy manual prior to the Summer Meeting.
- Discuss membership.
- Create a list of open executive committee positions for the nominations committee and discuss potential nominees for those positions.
- Review responsibilities for fall newsletter.
- The minutes from the previous annual meeting should be presented for approval.
- Discuss the fall dinner. This includes date and time, venue, speaker and honorarium, menu, and cost to attend. Due to the timing of the fall dinner, the vice president may have already started planning the event prior to the summer meeting. The vice president does not need to wait for executive committee approval for all decisions; however, all financial decisions (e.g. recent speaker honorariums, fall dinner prices and costs) need to be approved by the executive committee. The vice president should let past practice guide this, prior to executive committee approval.
- Choose a date for the next fall meeting. The fall meeting is usually held the afternoon of the fall dinner.
- Review the NEMATYC website. This is intended to be a quick check of factual information such as the accuracy of the list of executive committee members, that the most recent versions of the policy manual and constitution are available, and that information about upcoming events is displayed. For more substantial website redesign issues, a subcommittee should be formed which includes the webmaster.
- When necessary, appoint the newsletter editor(s), membership coordinator(s), webmaster, and other appointed positions.

### Fall Meeting

- Choose a site for future conferences (two years in advance if possible).
- Discuss the upcoming conference. A firm date should be decided upon.
- Receive a list of the members of the nominations committee from the past-president.
- Propose changes to the NEMATYC constitution, if necessary. Executive committee members should review the constitution prior to the fall meeting.
- Review the NEMATYC website. This is intended to be a quick check of factual information such as the accuracy of the list of executive committee members, that the most recent versions of the policy manual and constitution are available, and that information about upcoming events is displayed. For more substantial website redesign issues, a subcommittee should be formed which includes the NEMATYC webmaster.
- Select delegates for the Annual AMATYC Meeting.
- Choose a date for the next winter meeting.

### Winter Meeting

- Verify that the nominees for elected positions are in fact members of NEMATYC.
- Review and consider new business for the annual meeting.
- Discuss the upcoming conference.
- Review the NEMATYC website. This is intended to be a quick check of factual information such as the accuracy of the list of executive committee members, that the most recent versions of the policy manual and constitution are available, and that information about upcoming events is displayed. For more substantial website redesign issues, a subcommittee should be formed which includes the NEMATYC webmaster.

### Annual Meeting

- **President reports on the state of the organization.**
- Conduct the election for open executive committee positions.
- Acknowledge AMATYC officers
- Carry out any scheduled business.
- Choose a date for the next summer meeting (executive committee only).

## Officers of the Association

This section is intended to describe typical duties performed by the officers which are not otherwise required by the constitution. It can also clarify how duties listed in the constitution have been put into practice in the past.

### President

- Establishes the dates and locations of the summer, fall, and winter executive committee meetings in consultation with the board. If possible, each succeeding meeting date should be determined at the previous meeting.
- Selects NEMATYC delegates to the annual AMATYC meeting.
- Drafts agendas for and conducts the executive committee and annual business meetings.
- Reports on the state of the organization at the annual business meeting.
- With the approval of the executive committee, appoints the newsletter editor(s), membership coordinator(s), webmaster, and other appointed positions.

### Vice President

- Coordinates the fall dinner.

### Secretary

- Maintains the records of the association and transmits those records to the succeeding secretary.
- Drafts minutes of the meetings of the association. The minutes of all executive committee meetings should be mailed or emailed to executive committee members within one month of each meeting.
- Maintains an up-to-date copy of the constitution, and in collaboration with the executive committee, makes changes as voted by the members.
- Reports to all candidates for office the results of the election.
- After an election, sends a list of the executive committee members to: the AMATYC northeast regional vice president, the NEMATYC webmaster, and any other relevant organizations. See the AMATYC Officers and Executive Board website to find the Northeast Vice President.
- Sends “thank you” notes to institutions/individuals who contributed to the annual conference. A list will be compiled by the executive committee.
- Provide digital supplies of the NEMATYC stationary, as requested.

### Past-President

- Serves as ex-officio chair of the nominations committee. Nominates members for the nominations committee at the fall executive committee meeting.
- Maintains the policy manual.

### Treasurer

- At the request of the executive committee, surrenders the financial records of the Association for auditing to a designee appointed by the executive committee.
- Gives a report on the organization's finances at all executive committee meetings and at the annual business meeting.
- Maintains an up-to-date membership list. Provides contact information of members to the membership coordinator, newsletter editor, etc.
- Receives dues and other payments.
- Maintains and keeps accurate records of the NEMATYC bank and investment accounts.
- Writes checks as needed.
- Files or arranges for filing of any tax forms.
- Ensures the current president is also on the organization's bank accounts.

### Appointed Positions

All appointed positions serve as non-voting members on the executive committee.

### Newsletter Editor

- Creates and distributes a newsletter in the fall to include a call for papers at the next conference.
- Creates and distributes a newsletter in the spring to include the conference announcement, a tentative program, registration link, and the recommended slate of candidates.
- Creates and distributes announcements at other times as determined by the executive committee.
- Creates a schedule of newsletter submission activities for the coming year.
- Serves a three-year term.

### Membership Coordinator

- Recruits new members.
- Maintains a current membership list in coordination with the treasurer.
- Coordinates with the treasurer to determine up-to-date dues payments.
- Encourages membership participation in organization conferences and programs
- Maintains a system of campus representatives to facilitate timely electronic and written communication with colleges in the service area.
- Encourages retention of membership through newsletter, mail, electronic, and personal contact with former members.
- Serves a three-year term.

### Conference Coordinator(s)

- Recommends the date(s) for the next annual conference to the executive committee.
- Organizes and hosts the next annual conference.
- Serves until the end of the conference for which this appointee is the chairperson and then assumes the role of past-conference coordinator (see duties of past-conference coordinator below.)
- Contacts vendors/exhibitors regarding their presence at the annual meeting.
- Arranges for appropriate space for vendors/exhibitors at the conference.
- Arranges for presentation rooms for vendors/exhibitors as appropriate.
- Coordinates collection of appropriate exhibitor fees.
- Maintains and reports on the financial accounting of the conference.

### Past-Conference Coordinator(s)

- Serves as advisor to the conference coordinator and executive committee.
- Submits a written report about the conference and a financial accounting of the conference at the next executive committee meeting or to the president within 60 days of the conference. This report should include recommended changes for future conferences.
- A template for the accounting is available at [www.nematyc.org](http://www.nematyc.org) at the end of the online NEMATYC conference coordinator information.
- Serves on the executive committee as a non-voting member.
- Serves from the end of the conference for which this appointee is the coordinator to the end of the following conference, when the subsequent conference coordinator assumes the role.
- Reviews the conference policy manual and suggests changes.

### Webmaster

- Maintains the NEMATYC website ([www.nematyc.org](http://www.nematyc.org)).
- Serves on any website redesign team.
- Serves a three-year term.

### Social Media Coordinator

- Maintain the NEMATYC Facebook page.
- Solicit news and pictures to display on the site.
- Periodically post appropriate content.
- Encourage NEMATYC members and others to “like” the page.

### **Student Math League/Student Research League Coordinator**

- Write an article for each newsletter.
- Determine the student award winners.
- Distribute awards and checks to the appropriate people.
- Announce winners at the business meeting of the spring conference.
- Serve a 3-year term.
- Coordinate Lois Martin Team Award presentation.
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### **NEMATYC Student Math League Recognition Award Program**

The purpose of the NEMATYC Student Math League Recognition Award Program is to foster extracurricular mathematics learning opportunities for students through participation in the AMATYC Student Math League.

NEMATYC will recognize students who participate in the AMATYC Student Mathematics League Competition by distributing awards (annually) to the top scoring student at each participating school in NEMATYC's service area, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont. Each student will receive a \$100 Recognition Award. Note that funds from uncashed SML checks to be returned to the checking account after one year.

### **Membership**

- Membership must be renewed on a yearly basis.
- Membership can be obtained by paying the membership fee along with the conference fee or by paying the membership fee directly to the treasurer.
- Membership lasts for one year or until the next annual conference, whichever is longer.

## Annual Conference

- The keynote speaker(s) may be offered a maximum total honorarium of \$350. Amounts beyond this must be approved by the executive committee. The cost of conference meals and the registration fee will be waived for the keynote speaker.
- The registration fee will be waived for one presenter per session.
- Any extraordinary expenses must be approved by the executive committee.
- Refund Policy
  - A refund of 100% of advanced registration fees less the dues amount will be given upon receipt of a written request postmarked no later than two weeks prior to the conference. A 50% refund less the dues amount will be given if written request is postmarked within the two weeks prior to the conference.
  - A refund for the Friday night dinner will be given dependent upon restaurant policy.
  - No refunds for non-attendance will be given for requests postmarked after the date of the conference.
  - All requests should be sent to the NEMATYC conference coordinator.
  - Refunds will be processed approximately four to six weeks after the conference.
- Current Project ACCCESS fellows will have registration and membership fees for the Annual Conference waived.

## Fall Dinner

- Current Project ACCCESS Fellows will have registration and membership fees for the Fall Dinner Meeting waived.
- The keynote speaker(s) may be offered a total maximum honorarium of \$300. Amounts beyond this must be approved by the executive committee. The cost of dinner will be waived for the keynote speaker. NEMATYC membership dues will also be waived for the speaker.

## AMATYC

- NEMATYC will pay a subsidy of up to \$500 for the president or a designee to attend the annual AMATYC Conference. If a designee attends in place of the president, then the designee should attend and represent NEMATYC at any events where the president would normally be expected.

## Version History

- Created January, 2001
- Revised November, 2005
- Revised June, 2009
- Revised May, 2010
- Revised January, 2011
- Revised May, 2015
- Revised June, 2021