

## PROCEDURES HANDBOOK OF THE ROCKY MOUNTAIN SECTION OF THE MATHEMATICAL ASSOCIATION OF AMERICA

### Section I - Duties of Section Representative to MAA Congress and Section Officers

See also the Section By-laws, Article III.

NOTE: Additional information for section officers is located at [www.maa.org/Sections/officer-info.html](http://www.maa.org/Sections/officer-info.html)

#### Section Representative to MAA Congress (three year term)

1. Attend Summer and Winter Meetings of the MAA Congress, held the day before the start of at MathFest and JMM respectively. This involves a study of a lengthy agenda prior to the meetings. The meeting is normally an all-day affair, 9 to 4. The section's representative gets good insight into the internal workings of the MAA. It can be a very rewarding experience. (The national office reimburses \$500 of the travel cost. As of March 2018, there was some talk of reducing the travel stipend and/or reducing the meeting.)
2. Participate in online discussion with other representatives of the Congress as needed.
3. Represent national MAA to Section, and present a short informational session about the national activities at the Spring Section meeting. (Then national office provides a Powerpoint presentation for this).
4. Bridge communication between section constituents and the board of directors.
5. Represent the Section with national, and work to promote the interests of the Section as a member of the MAA Congress.
6. Assist national MAA and the Section to develop strategic goals that showcase its strong leadership not just within the mathematical community but also in the public eye.
7. Appoint individuals to serve in the following positions: Section Book Sales Coordinator, Higher Education Representative to CCTM Governing Board
8. Prepares a report for each newsletter.
9. Attend Executive Committee meetings.

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#### Chairperson (two year term, usually this office is filled by the preceding year's Chairperson-Elect)

1. Provide leadership for Section; much of the section business can be conducted by phone or e-mail.
2. Receive and answer mail from national MAA.
3. Contribute a Chair's report for each newsletter.
4. Arrange and preside at all Executive Committee Meetings. In recent years, the only in-person Executive Committee Meeting is held on the Thursday evening preceding Annual Spring meeting.
5. Preside at all section Business Meetings. Traditionally, the section business meeting has been the first event on Saturday of the annual spring section meeting.
6. Represent the Section at the Section Officers' Meeting held in conjunction with the Summer Mathfest and the Winter Joint Meetings of AMS/MAA, or designate a replacement. (Some travel costs are subsidized by the national MAA; the amount of the subsidy varies.)
7. Serves as ex-officio member of all standing committees.
8. Serve on Committee on Professional Linkages, or designate a representative of four –year colleges.
9. Coordinate with Program chair to arrange for invited speaker from national MAA speaker list. See Section Meeting Organization Handbook for details.
10. Appoint a member for a one-year term to the Distinguished Teaching Award Selection Committee.
11. Appoint a member (each year) to the Nominating Committee.  
(This is a three year term; the person serving in their second year is Chairperson.)

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Commented [ 3]: This committee appears to be no longer active. It was established in 1998, but perhaps never met? See page 14 of this Handbook for more information.

Chairperson-Elect (one year term)

1. Watch and learn.
2. Attend all Executive Committee Meetings.
3. Assist Chair in leading the section as needed
4. Assume the duties of the Vice-Chairperson if the Vice-Chairperson is absent or incapacitated.
5. Serve on Program Committee
6. Chair the Teaching Award Committee

Past Chair (one year term)

1. Follow-up on programs begun during his or her term as Chair.
2. Assist Chair in leading the section as needed
3. Assume the duties of the Vice-Chairperson if the Vice-Chairperson is absent or incapacitated.
4. Attend all Executive Committee Meetings.
5. Act in place of Chairperson if neither the Chairperson or the Vice-Chair can fulfill his/her position.
6. Serve on Program Committee.
7. Chair the Teaching Award Committee

Vice - Chair (two year term, ending in even numbered years)

1. Act as contact with two – year and community colleges.
2. Attend all Executive Committee Meetings.
3. Assume the duties of the Chairperson if the Chairperson is absent or incapacitated.
4. Serve on Program Committee and arrange for programs for two –year and community college faculty.
5. Serve on Committee on Professional Linkages, or designate a representative of two –year colleges.
6. Appoints the Student Activities Coordinator

**Commented [ 4]:** This committee appears to be no longer active. It was established in 1998, but perhaps never met? See page 14 of this Handbook for more information.

Secretary/Treasurer (three year term)

See also the detailed “Approximate Timeline for Secretary/Treasurer Duties” on pages 3 – 4 of this Handbook.

1. Ensure that all officers aware of their duties.
2. Assist other officers in the performance of their duties.
3. Responsible for Section funds and preparation of reports.
4. Responsible for preparing and distributing minutes of all Section and Executive Committee meetings.
5. Appoints individuals to serve in the following positions: Section Award Coordinator, Newsletter Editor, Web master.
6. Serves as ex-officio member of all standing committees.
7. Assist Program Chairperson with call-for-papers and other mailings.
8. Archivist for Section.
9. Public Information Officer for Section.
10. Serves as Department Liaison Coordinator for the section liaison program.
11. Serve on Program Committee.
12. Handle details not assigned to other officers.

## ***Approximate Timeline for Secretary/Treasurer Duties***

### **Late Fall/Early Winter (October - January)**

- *Every three years* Assist **nominating committee chair** with election process for Section Representative to MAA Congress (**to be completed by December**)
- **Spring newsletter** – current submission deadline February 15
  - Prepare and submit **business items** from exec committee to newsletter editor
  - **Assist program chair** with preparation of updated meeting announcements
  - **Assist nominating committee chair** with preparation of necessary announcements
  - **Assist award selection committee chair** with preparation of necessary announcements
- **Prepare Annual financial report** - **due to national January 31**

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### **Late Winter/early Spring (February - early March)**

- Coordinate with **booksales coordinator** to ensure book request submitted to national at least 2 months before meeting
- Coordinate with **nominating committee chair** re: biographies/statements of nominees for final mailing
- **Special mailings** - *request names and addresses from national*
  - **New member e-mailing**; includes information on discounted “first-time” meeting registration (if this is being offered that year) and information on other section program
  - **Long-term member e-mailing**; sent to 25-year and 50-year members, informing them certificate will be presented at Banquet; include form for complimentary meeting registration
- Coordinate with program chair re: **preparation of final meeting information** (see Section Meeting Organization Handbook)

### **Mid Spring (late March - April)**

- **Update Section Procedures Handbook** – provide copy to all officers at spring meeting for their review. Coordinate with section chair re: **meeting agendas** (executive, business and banquet)
- Coordinate with section chair re: **liaison meeting agenda** (if there will be such a meeting at Annual Meeting)
- Coordinate with **nominating committee chair** re: election at business meeting
- Review positions listed in Section IV of this Handbook, to determine which are in need of a new appointment or renewal; contact the various individuals involved to ensure these appointments/renewals are made at/before the Annual meeting.
- **Annual Activity Report due to Committee on Sections** – **due 30 days after spring meeting**

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### **Late Spring (May - early June)**

- *Odd years*: Assist governor with process for appointing **Higher Ed Rep to CCTM Board**; new appointment begins in June
- Prepare and distribute **minutes of Executive Committee Meeting**
- Prepare **minutes of Business Meeting**, forward to newsletter editor for fall newsletter
- **Acknowledgment letters to all Voluntary Dues Contributors**
- **Submit officer and meeting update forms** to national (national will send the forms to the secretary prior to spring meeting)

### **Early Summer (late June - July)**

- Coordinate with section chair re: **committee appointments**
- Coordinate with section chair and program chair re: **national speakers for spring meeting**
- Coordinate with section officers and representatives re: **section representative at Mathfest**
- *Every five years*: Coordinate with section chair and program chair re: **Polya speaker for spring meeting**
- *Every five years*: Coordinate with section chair and program chair re: **MAA Editor speaker for spring meeting**
- *Every five years*: Coordinate with chair of Award Selection Committee re: **Certificate of Meritorious Service** selection process

#### Late Summer\Early Fall (August - September)

- **Fall newsletter** – current submission deadline = September 15
  - Prepare and submit **business items** from exec committee to newsletter editor
  - Assist program chair with preparation of **preliminary meeting announcements**
  - Assist committee chair with preparation of **nominating committee announcement**
- Prepare **“department chair/liason mailing”**, to include information on section programs and next meeting

#### As needed throughout year

- **Coordinate with website editor** re: announcements and other updates to be posted
- **E-mail updates and other communication** with chairs, liasons, officers, etc.
- Maintain and update **database for department chairs**

#### **Section II - Financial Information**

Our Taxpayer Identifying Number is 83-6006620. This is an IRS issued number, May 18, 1992, to:

Mathematical Association of America Inc.-Rocky Mountain Section  
 Math Department, Ft Lewis College  
 Durango, CO 81301

as a tax exempt organization. Hence, the number should continue to be used in the future for any interest-earning account of the Section. To change this address in Colorado call (as of 5/18/92) 825-7041 local Denver, or 1-800-829-1040 in the rest of Colorado. Or write to : Department of the Treasury, Internal Revenue Service, Ogden, UT 84201.

### Section III - Standing Committees

The Standing Committees of the Section are listed below; information about their responsibilities can be found in the indicated article of the Section By-Laws. Per Article I, Item 5, the Chairperson and the Secretary-Treasurer serve as ex-officio members of all standing committees.

- **Executive Committee – Article I, Item 6**  
*Membership:* Officers of the Section, Section Representative to the MAA Congress, and the Program Chairperson(s) of the next annual meeting.
- **Program Committee – Article VI, Item 1**  
*Membership:* Past Chairperson or Chairperson-Elect, Program Chairperson and the other officers ex-officio.
- **Nominating Committee - Article VI, Item 2**  
*Membership:* Three persons, not including ex-officio members, each appointed for a three-year term on a rotating basis, one appointed each year starting in 2015. Each member will serve as Chairperson during his or her second year of office
- **Teaching Awards Selection Committee - Article VI, Item 3**  
*Membership*<sup>1</sup>: Chair-Elect or Past Chair, the previous year recipient of the Burton W. Jones Teaching Award and another member of the section appointed by the Chair of the section. The Chair-Elect/Past Chair serves as chair of the committee.
- **Section Activity Grant Award Committee Article VI, Item 4**  
*Membership* Chair-Elect or Past Chair, plus two members of the section who are not members of the Executive Committee. One of these members is selected by the Section Governor and the other by the Section Chair. The Chair-Elect/Past Chair serves as chair of the committee.

### Section IV - Ad Hoc Committees, Section Coordinators and Other Appointed Positions

The following appointments are renewable; terms are for three year except where otherwise noted.

| Position Title  | Appointing Authority                            | Term Ending Dates (through 2032)                                    |
|---|---|---|
| Book Sales Coordinator                                  | Section Representative to MAA Congress          | 2018; 2021 ; 2024 ; 2027 ; 2030                                     |
| Higher Education Representative on CCTM Governing Board | Section Representative to MAA Congress          | <b>NOTE:</b> This is a two-year term, ending in odd-numbered years. |
| Newsletter Editor                                       | Secretary/Treasurer                             | 2019 ; 2022 ; 2025 ; 2028 ; 2031                                    |
| Program Chairperson <sup>2</sup>                        | Host Institution for that year’s Annual Meeting | <b>NOTE:</b> This is a one-year term only. <sup>3</sup>             |
| Section Awards Coordinator <sup>4</sup>                 | Secretary/Treasurer                             | 2020 ; 2023 ; 2026 ; 2029 ; 2032                                    |
| Section NExT Coordinator / Committee                    | Chairperson                                     | 2019 ; 2022 ; 2025 ; 2028 ; 2031                                    |
| Student Activities Coordinator                          | Vice-Chair                                      | 2020 ; 2023 ; 2026 ; 2029 ; 2032                                    |
| Web master  | Secretary/Treasurer                             | 2018; 2021 ; 2024 ; 2027 ; 2030                                     |

<sup>1</sup> The membership listed here is based on the current Section By-Laws; a recommended revision to those By-Laws is currently under consideration; if approved, the membership of this committee will be formally expanded to include the previous year recipient of the Early Career Teaching Award.

<sup>2</sup> See Section Meeting Organization Handbook for details of the duties to be fulfilled by this individual.

<sup>3</sup> It is essential that this appointment be made at least one year prior to the date of the Annual Meeting in question.

<sup>4</sup> See pages 6 - 7 of this Handbook for details of the responsibilities of this individual.

### Awards Coordinator Duties

The Awards Coordinator serves to assist the Secretary/Treasurer on managing the nomination process and the proper distribution of the teaching awards. The two teaching awards for the section are: Burton W. Jones Distinguished Teaching Award (DTA) and the Early Career Teaching Award (ECTA)

#### Duties

1. Assist with recruiting nominations for the DTA and ECTA
2. Contact the people regarding the renewal of their nomination from the previous year.
3. The nomination letter is due December 15
  - a. Verify that the people that are being nominated are eligible
    - i. DTA
      1. be a member of the MAA
      2. be a college or university teacher assigned at least half time during the academic year to the teaching of a mathematical science in a public or private college or university (from two-year college teaching through teaching at the Ph.D. level) in the United States or Canada. Those on approved leave (sabbatical or other) during the academic year in which they are nominated qualify if they fulfilled the requirements in the previous year.
      3. have at least five years teaching experience in a mathematical science
    - ii. ECTA
      1. Be a member of the MAA
      2. Hold a doctorate degree
      3. Be college or university teachers who have held a full-time faculty appointment in a college department of mathematical sciences in the Rocky Mountain Section for at least two, but not more than seven, years since receiving the doctorate. A nominee who has just started the eighth year of teaching at the time of the application is still eligible for the award. If a nominee has held his or her doctorate for more than seven years then the nominator must indicate on the nomination form the times that the nominee was not teaching. Common exceptions to the 7-year limit are maternity, paternity, family, or medical leaves. Sabbaticals and postdoctoral fellowships are exceptions only if they involved no teaching and the application does not include accomplishments made during these times.
4. The nomination packet is due January 15
5. The nomination review process requires that nomination packets be formulated into a single pdf file. It is helpful to process the submitted information so that each nomination packet be formatted in the same order and everything is assembled into a single file. Any page limits and other restrictions should be consistently enforced.
6. Provide all necessary materials to the Chair of the Section Awards Committee and to the Secretary/Treasurer. In addition, the awards coordinator should provide guidance to the Chair of the Section Awards Committee on how to guide committee deliberations. The section has historically employed rubrics to assist with evaluating candidates, but there is no obligation that the committee use the rubrics.

Once the Awards Committee deliberates the chair of the committee will share the recommendation to the Executive Committee. Once the Executive Committee has selected the winners for each award the names are shared with Secretary/Treasurer and the Awards Coordinator.

1. The Chair of the Awards Committee will inform the nominators and the people that were selected for each award.
2. The Awards Coordinator will arrange for the order and purchase of the plaques for each award. The Secretary/Treasurer will reimburse expenses on the plaques.
3. The Awards Coordinator will arrange for the plaques to be at the next section meeting so they can be presented to the award winners. If an award winner cannot attend the section meeting then the Awards Coordinator will work to mail the award to the awardee.
4. The Chair of the Awards Committee will invite the nominator and the awardee to the banquet of the section meeting and the section will pay the banquet fees for both the nominator and the nominee.
5. The Chair of the Awards Committee will be responsible for the summary in the newsletter to announce the award winners in the subsequent fall newsletter.

The award winners automatically become the section nominees for the national awards. The Awards Coordinator will facilitate the section nomination process and help the nominators polish the nomination for the national program. The two national programs are the Deborah and Franklin Tepper Haimo Award and the Henry Alder Award (please note the Alder award specifically mandates a PhD degree holder and so a section winner that holds some other form of doctorate is not eligible for the Alder Award). Currently, the Alder award has a deadline of October 1 and the Haimo award has a deadline of March 1.

**Section V - MAA ROCKY MOUNTAIN SECTION MISSION STATEMENT** (Approved 4/22/95)

**MISSION:** *To promote excellence in mathematics education, especially at the collegiate level.*

**MISSION RELATED GOALS**

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| <p>1. To foster scholarship, professional development, and professional cooperation among the various constituencies of the mathematical community within the region.</p>  | <p>a) Foster professional exchange and development through presentations at Section Meetings.<br/> b) Foster sharing of expertise through short courses and workshops at Section Meetings.<br/> c) Disseminate information on professional development opportunities through Section Newsletter.<br/> d) Promote dialogue between the Section and the National office through network of Department Representatives.</p>   |
| <p>2. To foster the implementation and study of recent research recommendations for the teaching, learning and assessment of collegiate mathematics.</p>   | <p>a) Foster dissemination of recommendations through the network of Department Representatives.<br/> b) Foster dissemination of recommendations through bulletin boards, such as MAA GOPHER.<br/> c) Foster discussion of recommendations and implementation issues through presentations at Section Meetings.<br/> d) Disseminate information of professional development opportunities through Section Newsletter.</p>  |
| <p>3. To support the implementation of effective mathematics preparation programs of prospective teachers at all levels.</p>   | <p>a) Maintain Teacher Preparation Electronic Network.<br/> b) Promote participation in Project NEXT teaching mentoring program for new doctorates.</p>  |
| <p>4. To enhance the interests, talents and achievements of all individuals in mathematics, especially of members of underrepresented groups.</p>  | <p>a) Foster network of professional mathematicians to serve as mentors.<br/> b) Maintain Undergraduate Lecture Series to provide career and graduate school information.<br/> c) Foster student participation in Mathematics Competitions, including public recognition of top scores.<br/> d) Foster student participation in annual meetings.<br/> e) Promote participation in Pre-College Intervention Programs, under guidance of SUMMA.<br/> f) Provide public recognition of accomplishments of individual section members, including recognition of 25 year members at Spring Meeting.</p> |
| <p>5. To provide recognition of the importance of mathematics, mathematical research and quality mathematics teaching, and promote public understanding of the same.</p>   | <p>a) Sponsor and publicize Distinguished Teaching Award.<br/> b) Promote participation in Mathematics Awareness Week.<br/> c) Maintain Colorado Mathematics Education Resource List with CCTM and COLOMATYC.</p>  |
| <p>6. To provide regional leadership in the promotion of systemic change in mathematics education, and in the enhancement of public understanding about the needs and importance of mathematical research and education.</p> | <p>a) Develop and sustain working relationships with other professional math education organizations (such as state affiliates of the Mathematical Association of Two Year Colleges and the National Council of Teachers of Mathematics).<br/> b) Maintain Colorado Mathematics Education Resource List with CCTM and COLOMATYC.<br/> c) Participate in Statewide Systemic Initiatives within the region.</p>  |



## Section V – Other Section Sponsored Activities

- **Colorado Mathematics Education Resource List (CMERL)**, in cooperation with CCTM.

**Coordinator:** VACANT

**Purpose :** Provides access to experts in Colorado who are willing to speak, lead workshops, and respond to media inquiries.

- **Section Activities Grants Program Design** (approved 4/22/95)

**Objective:** To assist Section members fund projects in support of Section Mission.

**Selection Process:**

1. Applications will be solicited and reviewed once or twice yearly.
2. Each application will be reviewed by two (non-officers) members of the Section.
3. Based on reviewer's reports, Executive Committee will award grants.
4. The chair-elect, past-chair, and governor of the section will form a Section Grants Activities Committee to facilitate the selection and review process. This committee will also be responsible for overseeing the raising of monies to support the Section Activities Grants.

**Application Process:**

1. Project director must be a member of MAA.
2. Grants will not exceed \$500 per project: matching funds from host institution preferred, but not required.
3. Project must be clearly tied to one or more of the Rocky Mountain Section Mission Goals.
4. Application materials will include the following materials:
  - a) Description of project (no more than one page)
  - b) Statement of how project supports Mission Goals (no more than one page)
  - c) Estimate budget
  - d) Description of additional funds available, if any
  - e) Vitae of project director(s)
5. If funded, a report on the project will be filed with the Project Director upon completion (no more than one page) and a report will be made at the next meeting of the Section.

**Funding Mechanism Proposal:**

Goal: To raise and maintain a Section Grants Fund to support as many as six \$500 annual awards. Eventual

Annual Funds Required: \$ 3000 plus costs Possible Sources of Funds:

- 1) Supplementary Dues designated specifically for the support of Section Activities Grants program.  
Dues would be collected by the section on a voluntary basis.
- 2) Corporate Contributions to be phased in once the fund has been set up.

- **Student Recognition Grant Program** (approved 4/26/2003)

The establishment of a Student Recognition Grant Program was approved by the section membership at the 2003 Annual Business Meeting. In support of this program, the Section will set aside \$500 every calendar year. From these monies, the Section will make grants for the purpose of recognizing superior achievement in mathematics on the part of (1) students enrolled in post-secondary institutions within the geographic region served by the Section and (2) high school students whose school districts, or other appropriate political subdivisions, substantially intersect the geographic region served by the Section.

Proposals for such grants must

1. originate from a member of the Rocky Mountain Section of the Mathematical Association of America on behalf of an agency, institution, or organization whose stated purposes are consistent with recognizing or encouraging superior academic achievement at the high school level;
2. be in the hands of the Secretary of the Rocky Mountain Section no later than April 2 of the year in which the proposed recognition is to be made;
3. include the criteria under which superior achievement in mathematics is to be recognized, together with the time and the manner of such recognition;
4. report, insofar as possible at the time of the proposal, other potential sources of support together with proposals or requests made or intended; and
5. be limited to a maximum amount of \$250.

The Executive Committee will review all proposals for grants under this policy and will make such grants as, in its sole judgment, it deems proper. In keeping with the section mission, funding priority will be given to grants that include recognition of undergraduate students. Funding decisions will be announced no later than the Annual Business Meeting of the Section.

**Section VII - History of other motions and agreements approved by Section Membership**

The Rocky Mountain Section of the MAA endorses the NCTM standards since these do specify content. *(approved April 13, 1991)*

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The Rocky Mountain Section of the MAA shall expand the Executive Committee to include one member of the NCTM from each of Wyoming, Colorado, and the part of South Dakota which lies in the section. These NCTM members are to be nominated by their respective state boards. At any meeting of the Executive Committee, only the member of the NCTM representing the state in which the section is being held that academic year shall have a vote. *(approved April 16, 1994)*

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**Agreement:**

At the 1996 (Executive Committee?) meeting, it was agreed to support the Colorado Governor's recognition of outstanding mathematics students by contributing financially to the reception.

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*Motion to Rename the Distinguished Teaching Award (passed April 18, 1998)*

Burton W. Jones was a lifelong advocate of excellence in teaching at all levels and a strong supporter of the MAA, its members and programs. In honor of his memory a motion passed at the 1998 Spring meeting of our section to name the Distinguished Teaching Award for him. Hence, it will be the Burton W. Jones Distinguished Teaching Award. The recipient will receive \$50.

To endow a fund to support this award, members of the Association, as well as others who wish to remember Burton Jones or to recognize teaching, are encouraged to donate to the "Jones Teaching Award Fund" (c/o Rocky Mountain MAA). Please send your generous check to Bill Ramaley, Math Dept, Ft. Lewis College, Durango, CO 81301.

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*Motion to Establish a Committee on Professional Linkages (passed April 18, 1998).*

A Committee on Professional Linkages consisting of not more than six members will be formed to address issues of collaboration and coordination with other professional organizations in our region. Membership will include:

- MAA Rocky Mountain Section Chair, or his or her designee (as a representative of 4-year colleges)
- MAA Rocky Mountain Section Vice-Chair or his or her designee (as a representative of 2-year colleges)
- The NCTM Delegate of each of the NCTM affiliates in our region (as representatives of K-12 education)

Members of the Committee on Professional Linkages will be included in and informed of any business transacted by the Executive Committee, including the Annual Meeting of the Executive Committee.

The Committee on Professional Linkages will be responsible for the proposal and review of recommendations concerning collaborative efforts, joint meetings, or other activities which address professional linkages in keeping with the Section Mission Statement. {1998-99 members include Al Skillman, John Brown, and from the CCTM, Eileen Rogers (Colorado Springs School District 11) < Eileen\_J.\_Rogers@cssd11.usa.net>}

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Motion to Support the American Association of University Professors' (AAUP) statement on academic freedom (passed April 14, 2007)

The section agreed to support the AAUP's statement on academic freedom at the 2007 section meeting held at CSU-Pueblo.

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Agreement:

The executive committee agreed the recipient of the DTA will be awarded \$100e instead of \$50.00. This will go into effect during spring 2008.

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Agreement:

In April 2009 the executive committee agreed to increase the registration fee to \$30.00 in advance and \$40.00 on site for faculty. We will also have a \$10.00 registration fee for students starting with the spring 2010 section meeting.