May 3, 1988

Dear Newsletter Editor:

Enclosed is a copy of a letter which was sent to all of the departmental representatives in your section. We would be appreciative if you would set aside a significant amount of space in the next issue of your newsletter to describe the MAA student chapters and to urge all institutions in your section to form an MAA student chapter.

If you have any questions, feel free to contact me.

Sincerely,

Howard Anton, Chairman
MAA Committee on Student
Chapters

MAA STUDENT CHAPTERS

In a letter of November 12, 1985, MAA President Lynn Steen gave the following charge to an ad hoc MAA Committee on Student Chapters:

"To develop a plan for MAA student chapters (or clubs) for the purpose of attracting students to careers in the mathematical sciences and to encourage membership in MAA."

Below are selected portions of the plan that was approved by the Executive and Finance Committees. The plan proposes procedures for developing MAA student chapters at individual colleges and organizing those student chapters into student sections that are part of the current MAA sections.

STRUCTURE -

> MAA student chapters will be established at college campuses by inviting each Mathematics Department to affiliate its existing mathematics club with the MAA as an MAA student chapter or, if no such club exists, to simply create an MAA student chapter. In either case the department will have to appoint a faculty advisor for the MAA student chapter and provide a list of its student members to the MAA annually. There will be no charge for creating an MAA student chapter and each chapter will be entitled to receive literature and assistance with projects that may be sponsored or supported by the MAA.
>
> It is proposed that the parent MAA section appoint a coordinator (or possibly a coordinating committee) to work with the faculty advisors of its student chapters to organize activities at the section level for these chapters.

MEMBERSHIP -

Membership in the MAA student chapters is intended primarily for full-time undergraduate students. However, it is recognized that deviations from this guideline may be appropriate for some colleges and the ultimate decision on the eligibility for membership will be left to the college. However, "interest" should be the primary qualification for membership -- academic record or other criteria that would tend to make the chapter an "honorary" group should not be considered. A minimum of 10 students will be required to form a chapter.

JOURNALS FOR STUDENT MEMBERS -

Student members will receive FOCUS and be required to select at least one additional journal: Mathematics Magazine, The College Mathematics Journal, or The American Mathematical Monthly.

DUES -

The student member dues will be $10.00/year plus charges for journal subscriptions: $5.00/year for the College Mathematics Journal or Mathematics Magazine and $10.00/year for the American Mathematical Monthly.

The dues have been kept low to ensure that membership in the MAA will not make it difficult financially for students to be members of other student organizations.
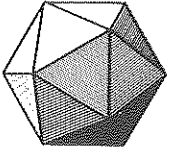
JOURNAL SPACE -

It is recommended that the section newsletters be expanded, if necessary, to include space for activities of its student chapters and that FOCUS allocate space for articles of interest to students. Student members should be added to the mailing lists for section newsletters.

SAMPLE BENEFITS THAT THE MAA MIGHT PROVIDE TO STUDENT CHAPTERS -

1. Films

2. Speakers

3. Minicourses

4. Career Information

5. Information about activities of other clubs

6. Discounts on MAA books

SAMPLE ACTIVITIES THAT MAA SECTIONS MIGHT PROVIDE -

1. Speakers from section colleges

2. Student paper competitions

3. Mathematics contests

4. Career fairs with representatives from local industry and graduate schools

5. Student-oriented talks and activities at section meetings

6. Separate meetings totally devoted to student activities

7. Minicourses developed within the section

8. Cooperative activities with Pi Mu Epsilon, SIAM, and other student organizations

The MATHEMATICAL ASSOCIATION of AMERICA

1529 Eighteenth Street, N.W. ▓ Washington, D.C. 20036 ▓ Telephone (202) 387-5200

Alfred B. Willcox, *Executive Director*

To: Student Chapter Advisors
Student Chapter Section Coordinators

From: Alfred B. Willcox

Date: March 9, 1989

Re: Student Chapter Resource Packets

We enclose the Student Chapter Resource Packet which has been assembled and written by the MAA Committee on Student Chapters. It contains a wealth of information and many suggestions on organizing a successful student chapter. I suggest that you read it carefully. It answers a number of questions that chapter leaders have asked in the past several weeks. We have only a limited number of the publications enclosed therefore you must photocopy any materials you want to distribute to your members. We intend for this information to be a part of a "library" of information that chapter members can refer to.

I hope that your chapter is doing well. I can imagine that you are eager to see it grow in membership as well as in activity. You may therefore be interested in the statement on page 1 that new chapter members may be added <u>at any time</u>.

Early in each fall semester we will send you forms for reporting the names of your student members at the beginning of the school year. We will contact any of your students from the past year who are not on your list for the new year about continuing their membership on an individual basis.

I invite you to send comments on the resource packet to me or my Administrative Assistant, Alicia Bennett.
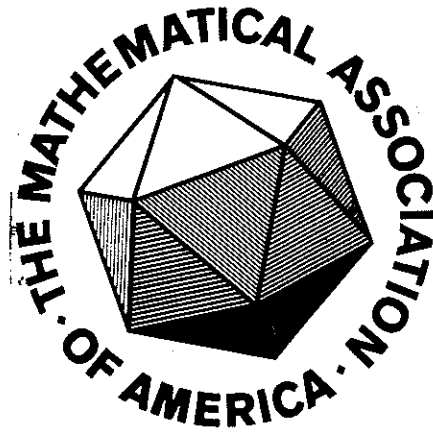
encls. (14)

P.S. Please note that the publication entitled *An Annotated Bibliography of Films & Videotapes for College Mathematics* is an older publication and it may not be completely accurate.

cc: Section Chairs
Section Secretaries

ENCLOSURES IN STUDENT CHAPTER RESOURCE PACKETS

1. Cover Letter

2. Careers in Mathematics Brochure

3. Assistantships & Graduate Fellowships in the Mathematical Sciences

4. Information 1988-1989, A Listing of Services Offered by the Mathematical Association of America

5. 1 Page Description of the three journals

6. Modern Learning Aid's Catalog

7. Visiting Lecturers Booklet

8. Professional Directory of the Mathematical Sciences
   (this publication will be mailed to the chapters in March)

9. SPEER Brochure
   (when available, an updated brochure will be mailed to chapters)

10. Publications Catalog

11. MAA Bylaws

12. Films & Videotapes in the Mathematical Sciences

13. MAA logos for official chapter business

14. 2 flyers on scholarship and grant information

GUIDELINES FOR STUDENT CHAPTERS

The Mathematical Association of America
1529 Eighteenth Street, N.W.
Washington, DC 20036

FOREWORD

THE MATHEMATICAL ASSOCIATION OF AMERICA (MAA) is the world's largest organization devoted to the interests of collegiate mathematics. Members of the MAA receive many valuable benefits for modest dues. These benefits are designed to stimulate interest in mathematics by providing expository books and articles on contemporary mathematics and on recent developments at the frontiers of mathematical research, and by exchanging information about important events in the mathematical world. We welcome to membership all who are interested in mathematics and would like to learn more about mathematics.

We provide these benefits in three of the world's most respected journals, over 100 expository books and monographs, the national MAA newsletter called *FOCUS*, the national MAA newsletter, two national and about 40 regional meetings annually, frequent reports on curricula and the teaching of mathematics, and a wide variety of public service projects.

INTRODUCTION. Congratulations on the establishment of an MAA Student Chapter at your institution. This packet is designed to inform you of some of the benefits, activities and services available to your chapter. We believe these will be helpful in stimulating student interest in mathematics at your institution.

Since you applied before June 30, 1990, your chapter is designated as a Charter Chapter. As such, your chapter will receive a certificate to that effect at the 75th Anniversary meeting of the MAA in August 1990 at the Ohio State University in Columbus.

MEMBERSHIP. If your campus has a mathematics honorary organization, such as Pi Mu Epsilon, it may be a base from which to start your MAA Student Chapter. However, interest in mathematics is the only requirement for membership in an MAA student chapter. There are <u>no</u> scholastic requirements; students need not have a particular class standing or grade point average and students need not be majors in mathematics.

Membership in an MAA Student Chapter is intended primarily for full-time undergraduate students, but decisions on membership eligibility will be left to the faculty advisor. The cost of membership to each student is $15 per year for a student who chooses to receive *The College Mathematics Journal* or *Mathematics Magazine* and $20 for a student who chooses to receive *The American Mathematical Monthly*. MAA student Chapter membership differs from ordinary student membership in that the dues are somewhat lower and renewal at the discounted rate is available only through the chapter. Students who have previously joined the MAA at the regular student rate can join a chapter at no additional cost; when their membership is up for renewal they can join at the lower chapter rate.

The membership year is a calendar year. We encourage student chapter members to join in the fall or early winter of each calendar year so that their applications can be processed and begun in January, but applications for membership will be accepted throughout the year. <u>When adding members to your chapter, you must use copy and and use form labeled appendix D; failure to use this official nomination form will delay a student's membership.</u> Members whose applications are received in October or November will begin to receive membership benefits immediately and throughout the following calendar year. Members whose applications are received in the first half of the year will be sent all back issues to the beginning of the year.

Selecting the right MAA journal suitable to your interests is a very important factor in the quality of your MAA

membership. Each of the journals has its own flavor and style. Only the member can decide which one or combination of journals best fits his or her needs. The journals are described on page 2 and in Appendix A. Deciding on a journal package is an important decision of a new member.

Each student chapter must have a faculty advisor and five students to start a student chapter on a campus. If it would be helpful for you to form a chapter in conjunction with a neighboring institution you may do so.

Academic Institutions who are Institutional Members of the MAA can nominate students for individual membership as institutional student nominees. Institutional nominees can be a useful base on which to build an MAA student chapter and their memberships can be used in meeting the minimum requirement for membership.

RESOURCES/BENEFITS. Membership in a MAA Student Chapter brings to each student the full range of MAA services listed in the enclosed information booklet *Information 1988-1989, A Listing of Services Offered by The Mathematical Association of America.* These benefits include:

1. A subscription to the MAA Newsletter, *FOCUS*. *FOCUS* is published six times a year. It carries articles of mathematical interest as well as news about meetings, conferences, and colleagues.

2. A subscription to one or more of the following MAA journals:

   a. *The College Mathematics Journal* (CMJ), published five times a year, provides articles on all aspects of mathematics of interest to undergraduate students and faculty.

   b. *Mathematics Magazine* (MM), published five times a year, provides informal mathematical articles in lively expository style that will appeal to faculty and students at the undergraduate level.

c. *The American Mathematical Monthly*
(AMM), published ten times a year contains
expository articles covering all parts of
mathematics.

Detailed descriptions of these journals can be found in Appendix A.

3. **Discounts on MAA membership dues, meeting registration
fees, books and journals.**
Detailed information on these benefits can be found in
*Information 1988-1989, A Listing of Services Offered
by The Mathematical Association of America.*

4. **Information on Graduate Study and Career Opportunities
in Mathematics:**

a. *Scientists and Professional Engineers Employment
Registry (SPEER).*
Speer is a resume data bank designed to assist
members of participating engineering and
scientific societies in finding employment.
The service is free to student chapter members
and confidential.

b. *Assistantships and Graduate Fellowships in the
Mathematical Sciences.*
This is a valuable source of information for
prospective graduate students and their advisors on
graduate programs in the mathematical sciences in
the U.S. and Canada.

c. *Careers in Mathematics.*
This pamphlet lists career opportunities available
in the math sciences, scholarship and loan
sources, and a bibliography listing career
information sources.

d. Contact names and addresses for scholarship information.

5. **Information about Speakers.**

a. *Visiting Lecturers Brochure.*
The MAA operates Visiting Lecturer Programs for
colleges and high schools as a way to encourage
students toward further study and careers in

mathematics. MAA Visiting Lecturers are prepared to give formal lecturers as well as confer with students on opportunities for graduate study and employment.

6. **Mathematical Films**

   a. *Modern Learning Aids Film Rentals (MLA)*.
      This catalog features over fifty MAA math and calculus films available for rent.

   b. *An Annotated Bibliography of Films & Videotapes for College Mathematics*. (Please note that this is an older publication and it may not be completely accurate.)

7. Opportunities to participate in student paper sessions and activities at regional and national MAA meetings. The MAA holds two national meetings annually in conjunction with other mathematical societies. These meetings, held in January and August, attract the largest group of mathematicians in the country.

8. A list of section coordinators for student chapters. Please refer to Appendix B to locate the section coordinator for your chapter.

ACTIVITIES. It is recommended that each chapter have at least one business meeting each term to organize a program during the academic year. We list below some program activities that will stimulate student interest in mathematics at your institution.

1. Talks by faculty at your institution in which they discuss their research at a level accessible to undergraduates.

2. Talks by undergraduates on interesting math projects such as honors papers, modeling competitions, and recreational mathematics.

3. Films or videos about mathematics.

4. Talks by visiting lecturers from nearby MAA sections. Refer to the enclosed *Visiting Lecturers Brochure* for suggestions.

5. Talks by mathematicians who have positions in industry and government. Perhaps students or faculty at your institution know of such an individual. Recruiters from graduate mathematics departments are usually happy to give talks to undergraduates. The *Mathematical Sciences Professional Directory* is a useful source for contact information for mathematics departments and professional organizations.

6. Panel discussions on graduate schools, employment and professional opportunities in mathematics.

7. Talks by alumni of the institution who work in math related fields. Many departments maintain alumni contacts and encourage alumni to return to the campus and talk about graduate school and employment opportunities.

8. Sponsorship of mathematical contests.

9. Promotion of problem solving activities.

10. Joint meetings with neighboring chapters.

11. Social Meetings. Perhaps these could be held in conjunction with some interesting mathematical puzzle.

CHAPTER ADVISOR. Each student chapter <u>must</u> have a faculty advisor. The chair of each mathematics department should select a faculty member to be the advisor of the student chapter on that campus. The advisor should be a faculty member who will be willing to advise the chapter on matters pertinent to the chapter and who will serve as a liaison between the chapter and the National Office of the MAA and the local MAA Section.

SECTION COORDINATOR FOR STUDENT CHAPTERS. The coordinator serves as a valuable resource person to the chapter advisors. The coordinator provides you with information about activities and resources at the section level. Some possibilities are:

1. A list of faculty lecturers available within the section.

2. Information about student paper sessions or other student activities at your section meeting.

3. Promotion of mathematical contests.

4. Arrangement of meetings with other nearby student chapters.

5. Formation of new chapters.

Please see appendix B for your chapter's Section Coordinator

OFFICERS. In order to arrange a successful and interesting program we recommend that you elect officers who will be responsible for organizing and carrying out a program during the academic year.

1. A president responsible for presiding at business meetings and appointing committees.

2. A vice president in charge of setting up the programs with the advice of other officers and members and presiding over all business meetings when the president is unable to attend.

3. A secretary in charge of keeping minutes of business meetings as well as all correspondence by the chapter.

4. A treasurer in charge of carrying out the financial matters of the chapter.

In the event that there are only a small number of students belonging to your chapter, you may find it necessary to combine the responsibilities of two or more officers. There is no requirement of chapter bylaws; if you desire bylaws, check with the student government on your campus for guidelines on preparing bylaws.

It is also recommended that each chapter have at least one business meeting each term. At the last business meeting of each academic year, officers should be elected and committees appointed for the following year.

ACTIVITIES REPORT. The chapter advisor is responsible for returning the annual activities report. A sample form is included in this packet as Appendix C for your information. Upon receiving the annual activities report, please complete it and return it to the national MAA office by May 1. The purpose of this report is twofold: (1) to inform the officers of the Mathematical Association of America about what additional support is needed in order to help you to improve your chapter activities, and (2) to provide valuable information to those institutions who are in the process of introducing chapters.

Again, congratulations to you on the establishment of an MAA Student Chapter at your institution. Please accept our best wishes for success in this enterprise.

For further information, please write:

MAA Student Chapters
The Mathematical Association of America
1529 Eighteenth Street, N.W.
Washington, DC 20036

or call Alicia Bennett at (202) 387-5200

APPENDIX B

STUDENT CHAPTER SECTION COORDINATORS

CHAPTER ADVISER	SECTION NAME	TERRITORY INCLUDED
Prof. Michael Mays Dept. of Mathematics West Virginia University Morgantown, WV 26506	Allegheny Mountain	Pennsylvania (part) West Virginia (part)
Prof. Fredric Zerla Dept. of Mathematics Univ. of S. Florida Tampa, Florida 33620	Florida	Puerto Rico Virgin Islands Canal Zone Florida
Prof. Gary Sherman Dept. of Mathematics Rose-Hulman Inst. of Tech. Terre Haute, Indiana 47803	Indiana	Indiana
Dr. John Oppelt Math & Computer Sci. Newburg Road Bellarmine College Louisville, KY 40205	Kentucky	Kentucky
Prof. Steve Doblin S. Station Box 5045 Univ. of S. Mississippi Hattiesburg, MS 39406	Louisiana-Miss.	Louisiana-Miss.
Prof. Bill Sanders Dept. of Mathematics James Madison University Harrisonburg, VA 22807	MD-DC-VA	Maryland DC Virginia
Prof. David Seppala-Holtzman Dept. of Mathematics 245 Clinton Avenue St. Joseph's College Brooklyn, NY 11205	Metro NY	New York (part)
Prof. Larry Lucas Dept. of Mathematics Southeast Missouri St. Univ. Cape Girardeau, MO 63701	Missouri	Missouri
Prof. Diana Kalish Dept. of Mathematics William Paterson College Wayne, New Jersey 07470	New Jersey	New Jersey

APPENDIX B

STUDENT CHAPTER SECTION COORDINATORS

CHAPTER ADVISER	SECTION NAME	TERRITORY INCLUDED
Prof. Thurmon Whitley Dept. of Mathematics 300 Orange Avenue University of New Haven West Haven, CT 06516	Northeastern	Connecticut Maine Massachusetts New Hampshire Rhode Island Vermont New Brunswick Newfoundland Nova Scotia Prince Edward Is.
Prof. Milton D. Cox Dept. of Mathematics Miami University Oxford, Ohio 45056	Ohio	Ohio
Prof. Robert Eslinger Dept. of Mathematics Hendrix College Conway, Arkansas 72032	Oklahoma-Arkansas	Oklahoma Arkansas
Prof. John Krussel Dept. of Matematics Campus Box 90 Lewis & Clark College Portland, Oregon 97219	Pacific Northwest	Alaska Idaho (part) Montana Oregon Washington Alberta British Columbia Northwest Terr. Yukon
Prof. Paul C. Woods Dept. of Mathematics Auburn Univ. at Montgomery Montgomery, Alabama 36193	Southeastern	Alabama
Prof. David Stone Dept. of Mathematics Georgia Southern College Statesboro, Georgia 30460	Southeastern	Georgia

APPENDIX B

STUDENT CHAPTER SECTION COORDINATORS

CHAPTER ADVISER	**SECTION NAME**	**TERRITORY INCLUDED**
Prof. Ellen E. Kirkman Dept. of Mathematics Wake Forest University Winston-Salem, NC 27109	Southeastern	North Carolina
Prof. Robert D. Fray Department of Mathematics Furman University Greenville, SC 29613	Southeastern	South Carolina
Prof. Horace E. Williams Dept. of Mathematics Vanderbilt University Nashville, TN 37235	Southeastern	Tennessee
Prof. Donald Y. Goldberg Dept. of Mathematics 1600 Campus Road Occdental College Los Angeles, CA 90041	Southern California	California (part)
Prof. Carl E. Hall Dept. of Math Sciences Univ. of Texas-El Paso El Paso, Texas 79968-0514	Southwestern	Arizona New Mexico Texas (El Paso)
Prof. Ron Barnes Dept. of Mathematics Univ. of Houston-Downtown Houston, Texas 77002	Texas	Texas (part)
Prof. Thomas Upson Dept. of Mathematics Lomb Memorial Drive Rochester Inst. of Tech. Rochester, New York 14623	Seaway	New York (part) Ontario Quebec

APPENDIX C

MAA CHAPTER ACTIVITIES REPORT FORM

Please complete this form prior to May 1 and return it to the national office of the MAA. It would be helpful if you would attach a list of all the activities of your chapter for this academic year. A copy of this form will be forwarded to your section coordinator.

1. What was your most successful project or activity this year?

2. What project or activity (if any) was unsuccessful?

3. Did any of your own Math Faculty present talks to your chapter?

4. Did any students present talks to your chapter?

5. How many students are members of your chapter now?

6. What ideas do you have for attracting new members?

7. What ideas do you have for next year's meetings?

8. Please list any comments here which you feel might be helpful to National Headquarters or to those who are forming a new Chapter.

MAA STUDENT CHAPTER APPLICATION FORM

PLEASE PRINT

Journal Selection
(choose at least one)

_____ _____ _____
Last Name   First Name   Initial

FOCUS   [ ] FREE

MM   ($5) [ ] _____

_____
Current Mailing Address

CMJ   ($5) [ ] _____

MONTHLY ($10) [ ] _____

_____ _____ _____
City   State   Zip

Membership Fee $10.00

Total Due $_____

_____
Permanent Address

_____ _____ _____
City   State   Zip

_____ _____
School Name   Chapter Advisor Signature

MAA, 1529 Eighteenth Street, N.W., Washington DC 20036

MAA STUDENT CHAPTER APPLICATION FORM

PLEASE PRINT

Journal Selection
(choose at least one)

_____ _____ _____
Last Name   First Name   Initial

FOCUS   [ ] FREE

MM   ($5) [ ] _____

_____
Current Mailing Address

CMJ   ($5) [ ] _____

MONTHLY ($10) [ ] _____

_____ _____ _____
City   State   Zip

Membership Fee $10.00

Total Due $_____

_____
Permanent Address

_____ _____ _____
City   State   Zip

_____ _____
School Name   Chapter Advisor Signature

MAA, 1529 Eighteenth Street, N.W., Washington DC 20036