

*file copy - handed
out in 1996 Exec.
Committee meeting*

Handbook of the

ROCKY MOUNTAIN SECTION
MATHEMATICAL ASSOCIATION OF AMERICA

Officers for 1995-1996

Chairperson: Edwin Hawkins, Mesa State College

Grand Junction, Colorado, 81501

[email: Hawkins@mesa5.mesa.colorado.edu]

Vice-Chairperson: William H. Manzer, Western Wyoming College

2500 College Drive, PB Box 428

Rock Springs, WY 82901

Chair-Elect: Darel W. Hardy, Colorado State University

Fort Collins, CO 80523-0001

[e-mail hardy@euclid.math.colostate.edu] (o) (303)491-6451 ; (h) (303)

223-0815

Past Chair: Janet Lea Heine Barnett, University of Southern Colorado

Pueblo, Colorado 81001-4990

[e-mail: JBarnett@Starburst.uscolo.edu] (719) 549-2540, (719) 544-87655

Secretary/Treasurer: Bill Ramaley, Fort Lewis College

Durango, CO 81301

[e-mail ramaley_w@fortlewis.edu (970) 247-7268

Governor: "Tino" G. Mendez, Metropolitan State College of Denver

Box 38 Metropolitan State College, P O Box 173362, Denver, Colorado

80217-3362

[e-mail: mendezc@mscd.edu] (303) 556-3208

Program Co-Chairs: Cliff Britton, Mesa State College (970) 248-1859

[email britton@mesa5.mesa.colorado.edu]

Carl Kerns (970) 248-1702 FAX (970) 248-1324

Section nominating committee consists of:

Gail Gliner, Metropolitan State College, PO 173362, Denver, CO 80217 (Chair, 3rd yr)

Janet Burgoyne, South Dakota School of Mines and Technology, Rapid City, SD, 57701

(2nd yr and chair for 1996-1997)

Gary DeYoung, Mesa State College, Grand Junction, CO 81502 (1st year member)

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

INITIATIVES

1. To foster scholarship, professional development, and professional cooperation among the various constituencies of the mathematical community within the region.

- a) Foster professional exchange and development through presentations at Section Meetings.
- b) Foster sharing of expertise through short courses and workshops at Section Meetings.
- c) Disseminate information on professional development opportunities through Section Newsletter.
- d) Promote dialogue between the Section and the National office through network of Department Representatives.

2. To foster the implementation and study of recent research recommendations for the teaching, learning and assessment of collegiate mathematics.

- a) Foster dissemination of recommendations through the network of Department Representatives.
- b) Foster dissemination of recommendations through bulletin boards, such as MAA GOPHER.
- c) Foster discussion of recommendations and implementation issues through presentations at Section Meetings.
- d) Disseminate information of professional development opportunities through Section Newsletter.

3. To support the implementation of effective mathematics preparation programs of prospective teachers at all levels

- a) Maintain Teacher Preparation Electronic Network.
- b) Promote participation in Project NEXT teaching mentoring program for new doctorates.

4. To enhance the interests, talents and achievements of all individuals in mathematics, especially of members of underrepresented groups.

- a) Foster network of professional mathematicians to serve as mentors.
- b) Maintain Undergraduate Lecture Series to provide career and graduate school information.
- c) Foster student participation in Mathematics Competitions, including public recognition of top scores.
- d) Foster student participation in annual meetings.
- e) Promote participation in Pre-College Intervention Programs, under guidance of SUMMA.
- f) Provide public recognition of accomplishments of individual section members, including recognition of 25 year members at Spring Meeting.

5. To provide recognition of the importance of mathematics, mathematical research and quality mathematics teaching, and promote public understanding of the same.

- a) Sponsor and publicize Distinguished Teaching Award.
- b) Promote participation in Mathematics Awareness Week.
- c) Maintain Colorado Mathematics Education Resource List with CCTM and COLOMATYC.

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.

- 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).
- b) Maintain Colorado Mathematics Education Resource List with CCTM and COLOMATYC.
- c) Participate in Statewide Systemic Initiatives within the region.

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 through which as many as six \$500 awards may be made yearly.

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.

Duties of Section Officers, Rocky Mountain Section, MAA

Chairperson (one year term, usually preceding year's Chairperson-Elect)

1. Provide leadership for Section
2. Preside at Annual Meeting
3. Arrange and preside at Fall Executive Committee Meeting, if held (usually held on campus of host institution)
4. Preside at Spring Executive Committee Meeting (A luncheon meeting held on Friday before the opening of Annual Spring meeting)
5. Appoint a member to the Nominating Committee. (This is a three year term; the person serving in the second year is Chairperson.) 1996 note-now the Chair is 3rd yr.
6. Represent the Section at the Annual Section Officers' Meeting held in conjunction with the Summer Joint Meeting of AMS/MAA (approximately 2/3 of the airfare is subsidized by the MAA.) 1996 note-the amount of the subsidy varies, it is from the national MAA.
7. Serve on Program Committee
8. Receive and answer mail from national MAA.
9. Invite speaker from MAA (MAA furnishes an officer to act as a speaker at the Annual Meeting. We pay only local expenses. We usually invite this officer for the Banquet Address and an hour's invited address. You can either invite an officer directly or contact the Executive Director to have him arrange a speaker. The national office provides a list of suitable speakers that they subsidize.)
10. Appoint one member to the Distinguished Teaching Award Selection Committee. This is a one-year term. The chair of the committee is the Section Vice-Chair, the third member of the committee is the previous year's DTA recipient

Chairperson-Elect (one year term)

1. Watch and learn
2. Attend all Executive Committee Meetings
3. Act in place of Chairperson if that officer cannot fulfill his/her position.
4. Serve on Program Committee

Vice-Chairperson (two year term)

1. Act as contact with two-year and community colleges.
2. Serve on Program Committee and arrange for programs for two-year and community college people.
3. Attend all Executive Committee meetings.

Secretary/Treasurer (three year term)

1. Making all the officers aware of their duties.
2. Assisting 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. Help with call-for-papers and other mailings.
6. Preparation and distribution of Section Newsletter
7. Archivist for Section.
8. Serve on Program Committee
9. Handle details not assigned to other officers.

Section Governor (three year term)

1. Attend Summer and Winter Meetings of Governors. (In conjunction with the Annual Joint Meetings of the AMS/MAA, approximately 1/2 of airfare is paid by MAA.) This involves a study of a lengthy agenda prior to the meetings. The meeting is normally an all-day affair, 9 to 4. (The governor gets a good insight into the internal workings of the MAA. It can be a very rewarding experience.)
2. Represent Section with national MAA.
3. Represent national MAA to Section.
4. Appoint Institutional Representatives
5. Prepare and give Governor's report at Annual Business Meeting.
6. Attend Executive Committee meetings.

Program Chairperson

1. Arrange for facilities and rooms at host institution
2. Arrange lodging for MAA representative at Annual Meeting. The section pays local expenses.
3. Construct Program for Annual Meeting
(You invite speakers and arrange panel discussions in concert with other section officers. There is a first call for papers in January, which you or the Section Secretary will mail. The second call-for-papers is about March 1. Deadline for papers is April 1. Third mailing includes preliminary program, banquet information, motel information and map of campus, if not mailed earlier.)
4. Local Arrangements
 - A. Registration and collection of fees. These are used to pay for mailings, programs, coffee, name tags, student help, etc.
1996 fees are: \$10, \$2 students
(note: the fees approved by the section, Ap 3, 1993, were \$6 preregistering, \$10 on site, \$2 student and unemployed. If we wish to do so, we may amend our fee schedule-see By-Laws)
 - B. Arrange annual banquet. Collect money for it.
 - C. Coffee and cookies- (There is a coffee break both Friday afternoon and Saturday morning.)
 - D. Audiovisual needs. Speakers should be asked for their needs in the call-for-papers.
 - E. Arrange for publishers, computer manufacturers, etc. to display wares.
A contribution of \$40 (as of 1996) is requested from each displayer to defray reception expenses)
 - F. Designate parking and food facilities on campus.
 - G. Arrange welcome by local administration.
5. Arrange the following Dutch Treat working meals-
 - a) Executive Committee luncheon Friday;
 - b) Department Chair luncheon Friday;
 - c) MAA Department Representative breakfast Saturday.
6. Host Fall Executive Committee Planning Meeting, if held.
7. Work in concert with Chairperson and Secretary to cover all details.
8. Arrange for any local publicity.

Finance-

In 1996 we have accounts at the Southwest Colorado Federal Credit Union.

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 Dept 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. The address should be changed. 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

MAA Certificate of Meritorius Service (awarded each 5 years)

1991, A. Duane Porter, University of Wyoming

Distinguished Teaching Award Recipients

John H. "Jack" Hodges, U. of Colorado, Boulder, 1992

Gerald Diaz, US AirForce Academy, 1993

A. Duane Porter, U. of Wyoming, 1994

William D. Emerson, Metropolitan State College of Denver, 1995

Zenas Hartvigson, University of Colorado at Denver, 1996

Meeting Locations

- 1973 University of Northern Colorado
- 1974 Colorado School of Mines
- 1975 Mesa State College
- 1976 Fort Lewis College
- 1977 Metropolitan State College
- 1978 South Dakota School of Mines and Technology
- 1979 University of Denver
- 1980 University of Colorado (Boulder) (joint with AMS)
- 1981 Colorado College
- 1982 Western State College
- 1983 Colorado State University
- 1984 Air Force Academy
- 1985 Casper College
- 1986 Mesa State College
- 1987 University of Southern Colorado
- 1988 Metropolitan State College and University of Colorado-- jointly
- 1989 Fort Lewis College
- 1990 University of Wyoming
- 1991 University of Northern Colorado
- 1992 Colorado College
- 1993 Colorado School of Mines
- 1994 South Dakota School of Mines and Technology
- 1995 University of Southern Colorado (joint meeting with Colorado Council of Teachers
of Mathematics and Colorado Mathematical Association of Two Year Colleges)
- 1996 Mesa State College (joint meeting with Intermountain Section)

Student Awards

For students presenting papers at Section meetings: Membership in MAA (one-yr) or if the student is a member, then an MAA book. Paid by national MAA

Top scorer on Putnam Exam in Section: Membership in MAA (paid by national)

Top scorers on American High School Mathematics examination
(certificates, approved 4/3/1993)

OF

ROCKY MOUNTAIN SECTION
MATHEMATICAL ASSOCIATION OF AMERICA

ARTICLE I

Name and Purpose

1. The name of this Section shall be the Rocky Mountain Section of the Mathematical Association of America, Inc.
2. The purposes of the Rocky Mountain Section shall be to assist in the improvement of education in the mathematical sciences at the collegiate level by carrying out the purposes of the national organization within the territory defined below in Article II, Section 1.

ARTICLE II

Membership

1. The membership of the Rocky Mountain Section shall be as follows:
 - (a) members of the Mathematical Association of America, Inc. residing in the states of Colorado, South Dakota west of the Missouri River, Wyoming, and part of Montana, ZIP Codes 800-816, 577, 820-831, 59715
 - (b) members of the Mathematical Association of America, Inc., not being resident in the territory of this Section, who have become members of this Section in accordance with Article VI of the By-Laws of the Mathematical Association of America, Inc. (editorial note-This article concerns how sections are formed or rearranged in geographic terms. The key proviso is the need for 25 members in one part of a section to petition to change the geographic boundaries of a Section.)

ARTICLE III

Officers

1. The officers of this Section shall be a Chairperson, Vice-Chairperson, Past Chairperson, Chairperson-Elect, Secretary-Treasurer and Meeting Chairperson
2. The Executive Committee of the Section shall consist of the Officers of the Section, the Section Governor (ex-officio). (footnote-see following motion of April 16, 1994)
3. Each Section Officer must be a member of the Mathematical Association of America, Inc. and of this Section. The Vice-Chairperson shall be associated with a two-year school.

4. The Officers shall be elected at the Annual Meeting of the Section according to the schedule below, and shall take office upon the adjournment of the meeting.

Chairperson-Elect: elected each Annual Meeting for a one-year term, following which a one-year term as Chairperson, and a one-year term as Past Chairperson are automatic

Vice-Chairperson: elected at alternate Annual meetings for a two-year term

Secretary-Treasurer: elected every third Annual meeting for a three-year term

Meeting Chairperson: elected each Annual meeting for a one-year term
(footnote: the "meeting chairperson" position has evolved into "program chairperson" and is selected by the host of the Annual Meeting.)

5. The duties of the Section officers shall be:

- (a) The Chairperson shall preside at each meeting of the Section and of the Executive Committee of the Section. The Chairperson shall appoint every committee of the Section and be an ex-officio member of each committee, unless directed otherwise by the membership of the Section at an official Section meeting.
- (b) The Vice-Chairperson shall assume the responsibilities of the Chairperson if the Chairperson is absent or incapacitated.
- (c) The Chairperson-Elect will assume the responsibilities of the Vice Chairperson if the Vice Chairperson is absent or incapacitated.
- (d) The Secretary-Treasurer shall be responsible for the records of the Section, the filing of reports to the national office, and for mailings to the Section (call for papers, program announcements, etc.) In addition, the Secretary-Treasurer shall see the recommendations of the national office and/or the Section's Executive Committee be carried out effectively. The Secretary-Treasurer will keep all books and accounts, receive and be responsible for all Section funds, and pay all bills of the Section from its funds. The Secretary-Treasurer shall be an ex-officio member of all committees.
- (e) The Meeting Chairperson, as the Chairperson of the Program Committee, will coordinate the program for the Annual Meeting. The Meeting Chairperson will be a member of the staff of the host institution.

6. The Executive Committee shall conduct the affairs of the Section between meetings

of the Section membership. It is empowered to fill any vacancy among the officers of the Section or the Executive Committee until the next Annual meeting.

ARTICLE IV

Committees

1. There shall be two standing committees, the Program Committee and the Nominating Committee.
2. The Nominating Committee will consist of three persons, each appointed for a three-year term on a rotational basis. Each member will serve as Chairperson during his or her second year of office. At least one and one-half months prior to an election at a meeting, the Nominating Committee shall provide a list of candidates for distribution to the members of the Section. This shall not prevent other nominations being made from the floor at the time of the election.
3. The Program Committee will consist of the Past Chairperson and/or Chairperson-Elect, the Meeting Chairperson and the other officers ex-officio.

The Program Committee shall:

- (a) recommend the time and place of the Annual Meeting at least two years in advance, subject to the approval of the Section members at a meeting. At the request of the host institution, the Program Committee is empowered to change the time or place of a scheduled meeting.
- (b) plan the program of the annual meeting and, in conjunction with the arrangements committee at the host institution, bear the responsibility for its production.

ARTICLE V

Meetings

1. The Section shall hold one regular meeting each year, to be referred to hereafter as the Annual Meeting.
2. The Annual Meeting shall be planned by the Program Committee.
3. Total funds available to the Program Committee for the Annual Meeting, which are to be provided by the Section, shall not exceed \$100 of the funds received from the Association, except by unanimous consent of the Executive Committee. All

registration fees are available to the Program Committee.

4. A special meeting may be called by the Executive Committee. A member of group of members of the Section may request the Executive Committee to call a special meeting by submitting a petition stating the nature and reason(s) for such a special meeting and bearing the signatures of twenty-five (25) members of the Section. A decision by the Executive Committee not to honor such a request will be reversed by the submission of a petition requesting the special meeting and signed by twenty percent (20%) of the Section's membership as determined by the previous year's roll. The Executive Committee shall determine the time and place of special meetings.
5. Each member of the Section shall be notified in writing at least ten days in advance of the Annual Meeting or Special Meeting of the Section.
6. A quorum shall consist of those members present.

ARTICLE VI

Dues and Use of Assets

1. Every person, except a regularly-enrolled student, attending the Annual Meeting shall pay a registration fee determined by the Executive Committee.
2. The assets of the Rocky Mountain Section shall be used exclusively to further the purposes of the Section and in the event of the dissolution of the Section the remaining assets will be returned to the national organization to be used for a purpose consistent with the purposes of the national organization.

ARTICLE VII

Amendments

1. These By-Laws may be amended by a majority of the votes cast by the members at the Annual or a Special Meeting of the Section, subject to the approval of the Board of Governors of the Mathematical Association of America, Inc.
2. A proposed amendment shall be submitted in writing to every member of the Section at least twenty days prior to the meeting at which the voting on the amendment will take place.
3. When an amendment has been approved by the members of the Section, it must be submitted in seven copies to the Committee on Sections for its recommendation to the Board of Governors.
4. A complete revision of this set of By-Laws will be subject to the same procedure as

that for amending this set.

Motions

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

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)