

## **Section II**

### **Policy and Procedures**

## **Reimbursement Procedures**

The following policies for reimbursement of expenses have been approved by action of the Executive Board of the North Carolina Mathematics Association of Two-Year Colleges.

All requests for reimbursement should be made on appropriate forms (samples follow this section) and must provide an accurate description of the purpose of the expenditure. Receipts or other documentation should be attached to each reimbursement request.

1. Newsletter and/or organizational mailings. [10/89]

If necessary, reimbursements would be made for expenses incurred by the newsletter and/or organizational mailings. The President will authorize the Treasurer to send out the reimbursement funds.

2. Travel to attend Executive Board meetings or committee meetings. [10/94]

All members are encouraged to be as economical as possible. However, the NCMATYC may pay subsistence and lodging at a rate not exceeding half the cost of a double room when the round-trip distance traveled is 100 miles or more, and mileage at the state rate when a state car is not available to meetings of the Executive Board and to committee meetings. [rev.6/01]

All reimbursement forms should be sent to the Treasurer of the NCMATYC within 60 days after a meeting. Receipts and vouchers should be provided according to the requirements set by the Treasurer. Reimbursement forms for committee members should be submitted through the chairperson of the committee. [rev. 10/98]

3. Registration and travel funds to AMATYC conferences. [10/94]

NCMATYC will pay expenses not covered by the President's school (or his or her designee's school) to attend AMATYC conferences. The President (or designee) will be reimbursed to attend NCCTM board meetings within the above guidelines. This is provided that the President's college does not pay these expenses.

## **NCMATYC Policies**

The date of the most recent Board action on this policy is included.

### **Membership**

1. Membership dues shall be \$10.00 per year or \$25 for 3 years. [10/88;06/03]
2. A membership application should be included in the newsletter which is to be sent to all members. [4/89; rev.1/21]
3. Membership applications should include space for each new or renewing member to indicate committee preferences. The results of these indicated preferences should be sent by the secretary to the respective committee chair. [10/89; rev 1/21]
4. An electronic membership card and welcome letter are to be sent to new members to indicated membership expiration date. Renewing members shall be sent membership cards only. [10/94; rev.5/02; rev. 1/21]
5. No titles such as Mr., Mrs., or Dr. are to be included on the membership roster. [4/90]
6. Upon request membership lists are to be sent by the Secretary to the President and Regional Vice-Presidents prior to the required Board meetings. [4/90; rev. 10/98; rev. 1/21]

7. The membership year shall be on a “rotating” membership calendar beginning January 1, 1998. Expiration dates shall be printed on all membership labels. Expiration reminders shall be sent by the Secretary once each quarter as follows: January 15 for those due to expire in February, March, and April; April 15 for those due to expire in May, June, and July; July 15 for those due to expire in August, September, and October; October 15 for those due to expire in November, December, and January. [10/94; rev. 4/98]
8. The membership list shall reflect the expiration date of the member rather than the date the member paid dues. The anniversary date of members will be used to determine the expiration date. Members who are one year in arrears will be removed from the membership list. [3/93; 10/00]
9. There shall be a one-year or three-year option for membership on the membership form. If a member has paid dues and the dues should increase, the previous dues paid cannot be increased. [3/93]

## **Newsletter**

1. The publication schedule for the newsletter is as follows: Fall - December mailing, and Spring - April mailing. [10/94; rev. 9/95; rev 6/01; rev1/21]
2. Copies of the newsletter are to be sent to other AMATYC state affiliates in the southeastern region. [4/89]
3. The position of Newsletter Editor shall be set as a two-year appointment terminating during an “off-election” year. [4/90]
4. The Fall newsletter should include a membership form for NCMATYC. [10/94; rev. 1/21]
5. The Vice Presidents will be responsible for articles in the “What’s Up” and “Sharing Ideas” sections of the newsletter. The Western VP for the fall newsletter; the Central VP for the winter newsletter; the Eastern VP for the spring newsletter.

## **Committees**

1. NCMATYC may have the following committees as deemed necessary by the board. Each committee should meet and hold a session at the annual conference. Current committees: Developmental Mathematics, Innovative Teaching and Learning, Student Mathematics League. [4/90; rev. 10/98; rev 10/00; rev. 1/21]
2. Committee involvement is to be promoted at the annual business meetings and through the newsletter. [10/89]
3. Committee chairs should report committee activities through newsletter articles. [10/89]
4. Funding for committee activity will be approved on a case-by-case basis. [10/89]
5. Committees should meet at the Annual NCMATYC Spring Conference as part of the scheduled activities of the conference and at other times as called by the chair. [10/94]
6. A specified Board member will act as a liaison to help the committee function better. The jobs of these liaisons will be to act as a contact between the committees and the Board, and to help the committee chairs in terms of developing the programs and purposes of the committees. [4/91; rev.5/02]
7. Each committee should prepare written reports on their activities, purposes, and guidelines, which could be widely distributed to the community colleges throughout the state. [4/92]
8. NCMATYC committees will be named in the same manner as the AMATYC committees. [9/93]

## **Treasurer**

1. The Treasurer is authorized to use funds to buy stamps in order to defray some of the costs of mailing membership information from his/her school. [4/91]
2. The Treasurer will bill as necessary to cover checks returned for insufficient funds. There is a cost to NCMATYC for each returned check. Perpetrators are expected to pay the current service charge for returned checks. [3/93; rev. 10/98; rev. 5/02]
3. The Treasurer is authorized to use funds to defray costs incurred by the organization as approved by the Board. [10/98]

### **Conventions and Meetings**

1. Delegates from NCMATYC to the AMATYC convention shall be drawn from the members of the Executive Board, unless the number of Board members planning to attend is insufficient. Then the President will appoint enough delegates to fill the quota [see Article 7. Officers, Section 6. Duties, a. The President shall: 5. Appoint delegates as needed to affiliate organizations.] [10/89]
2. The Spring Executive Board meeting held in even-numbered years (when newly elected members assume office) shall include existing officers, and newly elected officers. [4/90; rev. 5/02]
3. Meetings of the State Math Conference shall rotate among the regions. [4/90]
4. State conference fees for registration, exhibitors, workshops, and partial registration shall be determined annually by the Executive Board on recommendation of the conference planning committee. [4/90]
5. NCMATYC will send certificates of appreciation to those people recognized and approved by the NCMATYC Executive Board. [4/90]
6. No refunds will be issued after the last 10 working days prior to the Spring NCMATYC Conference. Any exceptions would have to be brought before the Board. [4/91; rev. 10/02]
7. Conference registration fees will be the same for presenters and non-presenters. [4/91; rev. 3/93; rev. 3/95; rev. 10/98; rev. 06/01; rev. 10/18]
8. At the NCMATYC Spring conference, the keynote speaker will be offered an honorarium of \$100.00. [6/03] NCMATYC will offer to pay the keynote speaker's expenses incurred for mileage and lodging. [There will be no expenditures for other speakers unless approved by the Board.] Payment of fees for non-NCMATYC participants would be considered on an individual basis. [10/94]
9. [4/94; deleted 6/00 (re: waive conference fee for full-time faculty at host institution)]
10. Those who work on the annual conference or in other capacities for NCMATYC will be sent thank-you notes. [4/94; rev 6/00]

### **Student Math League Contest**

1. Winners of the Student Math League Contest from North Carolina's participating schools will be awarded at the Annual Spring Conference each year. The students who have the top three scores will receive \$300 (1<sup>st</sup> place), \$200 (2<sup>nd</sup> place), and \$100 (3<sup>rd</sup> place). A prize of \$100 will be awarded to the North Carolina team with the highest score. A team can range from 1-5 members. [3/93; rev. 9/93; rev. 06/01]
2. When the AMATYC Math League Contest officially ends after the dates of the Spring Conference, recognition of the winners at our Spring Conference is impossible. Consequently the winners will be announced in the next NCMATYC Newsletter. [4/94]

### **Miscellaneous**

1. A Historian shall be appointed to document the history of the organization. [3/93]
2. NCMATYC was incorporated as of August 25, 1993, with tax-exempt status. The Tax ID/EIN Number is 56-1834307. [9/93; rev. 1/21]