

OAHU MATHEMATICS LEAGUE
BY-LAWS

I. TEAMS

- A. Each school shall choose to compete in the Leibniz or Newton Division by the first meet and must remain there the entire year.
 - 1. Each Leibniz school shall send a team of at most ten (10) members. The school must designate at most two (2) alternates for a League meet.
 - 2. Each Newton school shall send a team of at most six (6) members. The school must designate at most two (2) alternates for a league meet.
- B. Team members must be in grades 9, 10, 11, or 12.
- C. By the end of December each team shall pay an entrance fee as determined by the coaches at the last official league meeting of the preceding school year. Payment is to be made by cash, check, or purchase order.
- D. At the discretion of the President, any League member which does not comply with Item E above shall be penalized a monetary amount to be determined by the coaches at the last official league meeting of the preceding school year.
- E. Each team must be accompanied by a faculty member, or adult (parent or high school graduate, 20 years or older). If anyone other than a faculty member accompanies the team he/she must report to a league official for duty assignment prior to the meet.
- F. If a league member does not comply with item G above, its team score shall not be recorded for the meet. Individual scores, however, shall be recorded in the league records.
- G. After a student has participated in an event, he or she may be replaced by an alternate in the case of illness or emergency, under the following conditions:
 - 1. A team may make no more than one such substitution per meet.
 - 2. Once replaced, a student may not reenter the meet.
- H. Joint school participation can be considered upon request for the year. Two or more schools which can not possibly fill a team by themselves may propose to form a team jointly. A written proposal from these schools must be presented at the first coaches' meeting for approval.
- I. Each team member must wear at least one of the following in the testing room at all times:
 - 1. A school tag which must be worn on the front and must be easily readable to the proctors.

2. A team T-shirt on which the full name of the school is on the front and must be easily readable to the proctors.
- J. Each team member who does not comply with item K above shall be denied entrance into the testing room.

II. COACHES' MEETINGS

- A. The first official league meeting shall be held at least one month before Meet 1.
1. The meet schedule for the year shall be reviewed and will include discussion of:
 - a. Host and co-host schools
 - b. Proctors
 - c. Graders
 - d. Recorders
 - e. Topic schedule
 2. Questions for the first two meets shall be given to the Problem Coordinator and or designate.
 3. Committee reports shall be given.
 4. Each school shall have one vote at all meetings.
- B. The last official league meeting shall be held each year in May.
1. The following items will be discussed at the meeting:
 - a. Election of officers
 - b. Committee reports shall be given.
 - c. Committee members shall be appointed.
 - d. Schedule of meets for the next school year shall be finalized and will include:
 1. Host and co-host schedule
 2. A determination of which meet each school will prepare questions for.
 - e. Topic schedule
 2. Each school shall have one vote at all meetings.
- C. A coaches' meeting shall be held after the completion of the team event of Meet 5 and/or Meet 6 to present a tentative calendar for the next school year in order to allow coaches time to review it and to check the school's calendar.
- D. A coaches' meeting shall be held after the completion of the team event of Meet 6 and/or Meet 7 to finalize and accept the calendar schedule for the following year. Host schools shall be initially designated at this meeting. Any further changes to this schedule may be made by a majority vote of the league members at any league meet.
- E. The league officers may call a meeting when deemed necessary.

III. MATCHES

- A. Each match shall consist of six (6) individual performance events and one (1) team event.
 1. Each individual performance event shall be ten (10) minutes long; the team event shall be fifteen (15) minutes long. There shall be a five (5) minute break between individual performance events and a ten (10) minute break before the final team event.
 2. Each team shall enter at most five (5) members in each individual performance event, and at most three (3) members in the team event.
 3. Individual performance events:
 - a. Each team member shall sign up for at most three (3) individual performance events.
 - b. Each team member shall perform as a single participant in the individual performance events, with absolutely no communication with anyone else during the event. If a student is determined by a proctor to be copying another student's paper, or knowingly letting another student copy his paper, or talking during the event, or using outside aids such as calculators, compasses, foreign dictionaries, etc., that student shall be removed immediately from the testing room, his score shall not count, and he shall not be allowed to continue for the duration of the meet.
 - c. If a student who is not officially entered in an event participates in the event, his score shall not be counted and his school shall lose five (5) points from the school's total points for the meet.
 - d. If a student fails to write his name and/or school on the test paper as they appear on his school's entry form, the paper shall not be graded.
 - e. If a student fails to exactly follow the proctor's instructions, his paper shall not be graded.
 - f. The authority of the proctor in the testing room is not to be challenged. His determination of any infraction within the testing room will be considered final.
 - g. Participants are to remain in the testing room until they are dismissed by the proctor.
 4. Team Event: Each school shall select no more than three (3) members – not alternates – to represent them for the final team event. In this event, the three members work as a team, jointly solving this problem. The answer is the result of team effort. Only one answer shall be accepted from each team. The names of the three members and the school shall be written on the submitted answer sheet. Any answer sheet without these names shall not be accepted.
- B. All answers from the problem in the meet must be written in the space marked "ANSWER".

- C. Each school's entry form shall be handed in to the secretary/designate and/or recorder by 8:45 a.m.
 - 1. Entry forms are to be made in duplicate. The original copy is to be handed in to the recorder. The duplicate copies are for the school.
 - 2. The team coach must verify grade levels of the team members and check that each member has signed up for not more than three individual performance events, and that the school is represented by not more than five (5) members in each individual performance event by signing the bottom of the entry form.

- D. When students are not participating in any particular event, they are to remain in a separate room or place designated as a lounge. Scores and announcements shall be posted in this place as they are received from recorders. Team members are not to enter the coaches' lounge.

- E. No official league papers shall be allowed outside of the coaches' lounge until the meet is over unless approved by a league official.

- F. Coaches who are not proctors or graders will:
 - 1. Sign up to do problems in one event.
 - 2. Complete the problems they sign up for before the event starts.
 - 3. Discuss results with other coaches of the same event in order to check answers listed, forms of answers, and to anticipate problems.
 - 4. Bring any discrepancies to the attention of the League President, Graders, and Screeners before the event has started.

- G. Flagrant abuses of items C, D, E, and F above may be dealt with at the discretion of the League President.

- H. If no site is found for a meet three months prior to said meet, the meet will be cancelled.

- I. The Oahu Mathematics League functions only because of the integrity of its members. If this expectation of honesty is knowingly violated, the existence of the league is jeopardized. The President of the League is hereby empowered to deal with this eventuality in whatever way he may deem appropriate. This article therefore differentiates between infractions which are unintentionally committed and infractions that are intentionally committed.

IV. SCORING

- A. Each individual performance event shall consist of three (3) problems with one classified as easy, one as medium, and one as difficult. The scoring will be as follows: easy, two (2) points; medium, three (3) points; and difficult, five (5) points.

- B. The team event shall consist of one problem worth 10 points.

- C. Answers are either completely right, or they shall be considered wrong. No partial credit shall be given.
- D. Answers must be written in the designated space. Any answer not in the proper space shall not be considered.
- E. In the event of a questionable or disputed answer during any meet, the problem and answer shall be presented to the screeners in attendance. If there are fewer than three screeners in attendance, the President shall designate substitutes as necessary to comprise a committee of at least three members, whose decision shall be final. The committee shall inform the coaches in the lounge of a problem, the answer, the committee's decision, and the reasons for that decision. The committee may, in its discretion, submit the problem and answer to the coaches for decision, in which case a majority vote of the coaches in the lounge shall be necessary to declare the submitted answer to be incorrect.
- F. Appeals in scoring may be made to the President and/or Screeners up to thirty (30) minutes after the final standings for that meet have been posted on the transparencies.
- G. Any question that is found to be ambiguous shall be rejected, and all students in that category shall automatically receive the points credited for that problem.
- H. The two divisions will be ranked separately. For Leibniz Division schools, the sum of the scores of the school's top ten (10) individuals, together with the result of the school's team event, will comprise the total score for that school. For Newton Division schools, the sum of the scores of the school's top six (6) individuals, together with the result of the school's team event, will comprise the total score for that school. Schools will be ranked in their respective divisions by their total scores. The team with the highest total score in each meet shall be declared the winner of the meet and shall be awarded one (1) league point. The second place team will be awarded two (2) league points. The third place team will be awarded three (3) league points, etc.
- I. The Dispute Procedure will be as follows:
 - 1. Answers to each event will be posted in or near the students' lounge after the conclusion of the event.
 - 2. After the posting of the answers for a particular event, students will have thirty minutes to dispute an answer for that event. The time by which disputes must be filed will be posted along with the answers for that event.
 - 3. Disputes must be submitted in writing on the official OML Dispute Form. The host school will provide an area where Dispute Forms are distributed and collected. The host school is also responsible for the manning of this area, although other schools may volunteer to assist with this duty. Extra copies of each event should also be made available in this area after the event has concluded.

4. At the end of the thirty-minute period after the posting of the answers, the forms will be taken to the coaches' lounge, where a League official will distribute each Dispute Form to a coach of the school whose student has submitted that form.
5. If the coach feels the dispute is valid, (s)he will then submit the dispute to the Screeners. The coach must do this within twenty minutes of receiving the Dispute Form.
6. The Screeners will decide if the dispute is valid. If it is, they will then decide whether to allow multiple solutions to be accepted for the problem in question. Scores for all teams will be adjusted accordingly.

V. TEST QUESTIONS FOR THE LEAGUE

- A. For each meet, three or more schools are to be designated at the first official league meeting of the season to prepare three (3) questions for each of the six categories using the topics listed for that meet for the subsequent school year. Of each set of three questions, one should be classified as easy, one medium, and one difficult. Special care must be taken to ensure that problems are in the category and of the designated difficulty level (e.g., the easy problem should be simple enough for most students to get correct). There should also be a team question. All answers and solutions must be included and checked for correctness.
- B. These questions shall be made only by teachers and must not be circulated among the students.
- C. Questions are to be written on the form provided, with the complete solution and answers on the back of one copy. The questions are to be labeled "easy", "medium" and "difficult". Categories are to be designated on the top of each form. Six stapled copies of the seven forms are to be turned in by the school. Any school not fulfilling these requirements shall be assessed a \$5.00 fine, payable at the next meet.
- D. The questions should be given to the Problems Coordinator or designate at the coaches' meeting in May in a sealed envelope. Any school not fulfilling this requirement shall be assessed a \$5.00 fine, payable at the first coaches' meeting of the following school year. If the problems are not received by the Problems Coordinator within three working days thereafter, then the school shall be assessed an additional \$5.00 fine.
- E. If a partial set is handed in, the offending school shall be charged a \$5.00 fine payable at the first coaches' meeting of the following school year. If the set is not completed and received within three working days after notification, then the school shall be assessed an additional \$5.00 fine.
- F. Submitted problems shall be evaluated by the Screening Committee.

VI. OFFICIALS

A. Selection of Officers

1. The League President, Vice President, Treasurer, and two Secretaries shall be elected by the OML coaches at the final coaches' meeting of the season.
2. The Problems Coordinator shall be appointed by the President and may not be a team coach.

B. Team coaches and other teacher-chaperones shall act as proctors, graders, checkers, or recorders, on a rotating basis, as designated by the League President and Secretaries with the following exceptions: an officer's school will not be assigned varsity proctoring or grading duties.

C. Detailed duties and stepwise procedures:

1. League President

- a. Shall conduct meetings
- b. Shall keep the meet on schedule, synchronizing with the head proctor
- c. Shall conduct discussions of problems and answers at meets
- d. Shall select and supervise OML committees
- e. Shall organize and bring to meets: timer and proctors' instructions
- f. Shall appoint Screeners, Problems Selector, Problems Coordinator, two Head Graders, a Head Proctor, and an Alternate Head Proctor
- g. Shall arrange for duplication of tests for OML meets
- h. Shall arrange for delivery of tests to OML meets
- i. Shall coordinate selection of the Merit Award winners
 - i. Shall duplicate and distribute application forms
 - ii. Shall collect all completed forms
 - iii. Shall take forms to OML Merit Awards Committee
- j. Shall have the authority to suspend or cancel a meet if he/she deems it would be prudent to do so."

2. League Vice President

- a. Shall serve as President when the President is absent
- b. Shall coordinate score-keeping and the posting of results
- c. Shall talk to and give instructions to student runners.
- d. Shall check with and assist the Head Proctors
- e. Shall administer the Disputes Procedure at each meet

3. League Recording Secretary

- a. Shall take minutes at meetings and meets, duplicate them, and distribute to the coaches
- b. Shall determine proctoring and grading table schedule, duplicate, and distribute to coaches
- c. Shall duplicate and distribute to the coaches the following:
 1. Results of each meet
 2. Committee reports
 3. Notices regarding meetings and meets
- d. Shall, in the absence of the League President and Vice President, conduct all duties relating to the League meets

4. League Secretary
 - a. Shall report to the League President or League Recording Secretary by 8:15 a.m. to receive all materials for distribution
 - b. Shall collect all entry forms from each school and check each school on the attendance list by 8:45 a.m.
 - c. Shall check in proctors and graders and record who will collect their materials
 - d. Shall have coaches who are not proctoring or grading sign up to review one event of test problems
 - e. Shall pass out test problems/answer sheet packet and other handouts to each school as they check in
 - f. Shall record all scores for the junior varsity division
5. League Statistical Secretary
 - a. Shall keep records of all meet results including team and individual results
 - b. Shall give each coach at Meet 6 a list of all the scores for each student who has participated from their school for verification
 - c. Shall post in the Coaches' Lounge at the beginning of Meet 7 the names for the possible recipients of the Individual Awards for verification and determination of finalists
6. League Treasurer
 - a. Shall collect OML entry fees and fines from each participating school
 - b. Shall keep financial records for the OML
 - c. Shall pay all bills for the OML
 - d. Shall provide a written Treasurer's report at the first and last meeting of the season and as requested by the President
 - e. Shall provide an invoice for entrance fees for the following school year to all schools at the last coaches' meeting of the year.
7. Problems Coordinator
 - a. Shall collect test problems from coaches
 - b. Shall take the problems to the person who selects the problems for the OML meets
 - c. Shall pick up the selected problems
 - d. Shall consult with Screeners regarding the appropriateness of the problems
 - e. Shall have selected problems typed
8. Head Proctor(s) and Alternate Head Proctor(s)
 - a. Shall prepare tests for distribution
 - b. Shall brief proctors at 8:45 a.m., stressing the need to read the entire sheet of instructions for each event
 - c. Shall check rooms, seating, and events by 8:55 a.m.
 - d. Shall be timer for events or appoint a designee
 - e. Shall oversee the running of events
 - f. Shall collect and return instruction sheets
9. Proctors
 - a. Shall report to Head Proctor by 8:30 a.m. If a school is unable to provide a proctor on a scheduled date, it is the responsibility of the school's coach to make arrangements for a substitute. In the event of an

emergency, the League President or the Head Proctor should be contacted before 8:30 a.m. on the day of the meet.

- b. Shall read all proctoring directions at the beginning of each event
- c. Shall hand out test sheets at the beginning of each event
- d. After every student has received a test paper, shall tell them to crease the top so that only the portion for their name is exposed
- e. Shall tell students to write their name and school CLEARLY at the top of the sheet
- f. Shall ask if there are any procedural questions
- g. Shall signal the head proctor when the students are ready to begin the test
- h. Shall inform the students of any changes in the test questions
- i. Shall start students on the test
- j. Shall allow a student to take the category if the student arrives late. No extra time shall be allotted to that student.
- k. Shall hand extra copies of each event test sheets to the runner or the Head Proctor
- l. Shall notify students when three minutes remain in the event
- m. Shall notify students when one minute remains in the event
- n. Shall see that all students stop work after the allotted time
- o. Shall collect all answer sheets
- p. May answer only questions of a typographical or procedural nature

10. Head Graders

- a. There shall be six graders who will grade and check all events: the two Head Graders who will serve for a year and four coaches or math teachers who will alternate by a schedule to be set up by the President and Secretaries
- b. Shall have a pair of coaches correct and check all assigned problems to ensure consistency
- c. Shall place papers with answers that are questionable for that event on the side until all other papers have been corrected
- d. Shall discuss all questionable papers
- e. Shall confer with the Screeners and/or the President when unable to come to a decision
- f. A majority vote of the Head Graders, President, Screeners, and Problems Coordinator shall make grading decisions. At the discretion of the President, controversial decisions may be made by a majority vote of school coaches (one vote per school).

11. Recorders/Screeners

- a. Shall enter scores on school entry sheets
- b. Shall total team scores and enter on tally sheet
- c. Shall post scores on the transparencies

12. Host School

- a. Shall be assigned or may volunteer on a rotational basis at the last official league meeting of the previous year
- b. Shall provide maps of the school and of the school campus showing testing rooms, students' lounge, coaches' lounge, and parking, for distribution to the coaches and others as follows:

1. Meet 1 at the August coaches' meeting
 2. Meet 2 through Meet 7 at the preceding meet
 - c. Shall provide overhead projectors in the students' and coaches' lounges, four (4) staplers, masking tape, six (6) overhead marking pens, and a minimum of four (4) student runners
 - d. Shall follow the OML Check List for Host Schools
 - e. Shall provide, with co-host schools, refreshments for the coaches' lounge
 - f. Shall provide a P.A. system for the student lounge
 - g. Shall keep the meet on schedule, synchronizing with the League President
 - h. Shall announce over a P.A. system which event is coming up
 - i. Shall keep non-participating students away from the testing rooms
 - j. Shall get extra copies of questions for each event after its completion from the Head Proctor and shall distribute these copies in the student lounge
 - k. Schools that cannot host may be required to do extra co-hosting and/or proctoring duties
13. Co-Host Schools
- a. Shall be assigned and or may volunteer on a rotational basis at the last official league meeting of the previous year
 - b. Shall provide refreshments for the participants and/or coaches
 - c. Shall assist in cleaning up after the meet
 - d. Shall provide at least one chaperone for the student lounge

VII. AWARDS

A. Team Awards

1. Perpetual trophies shall be awarded to the first, second, third, fourth, and fifth place teams in Division A and the first, second, and third place teams in Division B based on the least number of league points earned
2. A perpetual trophy shall be awarded to the Most Improved School in Division A and the Most Improved School in Division B based upon the greatest improvement in the final league standings over the previous year. In the case of a tie, the tie will be broken by using the greatest improvement in total league points.
3. In case of a tie in items 1 and 2 above, the tied schools shall each have their school names engraved on the trophy and shall share the possession of the trophy during the next school year.
4. Perpetual trophy winners shall also receive a wall plaque which includes the school name, year, and title of perpetual trophy

B. Individual Awards

1. Ten (10) individual awards shall be given to participants with the highest scoring average based on exactly five (5) meets. In the Newton division, a student's score will be used regardless of whether it was included in the school's total score for that meet.
2. In case of ties in the tenth position, duplicate awards will be given.

- C. Oahu Mathematics League Merit Awards
 - 1. This award will be presented to graduating students in recognition of their outstanding contribution to their school's team and/or the league.
 - 2. Number of awards
 - a. Minimum of 4
 - b. Maximum will be 25% of number of participating schools in the league
 - 3. Coaches will nominate at most three (3) graduating students
 - 4. Awards shall consist of a medallion and/or a gift
- D. Letter of Commendation – Recipients of Individual and Merit Awards may request to have letters of commendation forwarded to at most three (3) colleges of their choice. A record of recipients shall be maintained for three years.
- E. Certificates of Participation shall be awarded to the participating students.

VIII. COMMITTEES

- A. By-Laws Committee
 - 1. Shall be composed of interested members of the OML
 - 2. Shall meet as necessary
 - 3. Shall review the By-Laws
 - 4. Shall propose revisions which will enable the League to function more smoothly
 - 5. Shall propose additions which will enable the League to function more efficiently
 - 6. Shall provide the League President with copies of items 4 and 5 above by the first League meeting, or upon the request of the League President.
- B. Problems-Category Committee
 - 1. Shall be composed of interested members of the OML
 - 2. Shall meet as necessary
 - 3. Shall determine the schedule of events for each meet for the following academic year
 - 4. Shall evaluate and revise the OAHU MATHEMATICS LEAGUE REFERENCE SHEET
 - 5. Shall provide the League President with OAHU MATHEMATICS LEAGUE REFERENCE SHEET, copy-ready, upon request of the League President.
- C. Form of Answers Committee
 - 1. Shall be composed of interested members of the OML
 - 2. Shall meet as necessary
 - 3. Shall evaluate and revise the OAHU MATHEMATICS LEAGUE GUIDELINES FOR FORMS OF ANSWERS
 - 4. Shall provide the League President OAHU MATHEMATICS LEAGUE GUIDELINES FOR FORMS OF ANSWERS, copy-ready, upon request of the League President

D. Screening Committee

1. Shall be composed of individuals, the majority of whom are interested mathematics teachers, who are not concurrently coaching an OML team
2. Shall be responsible for screening the monthly problems, that is, seeing to it that the answers are correct, the problems are in category, the problems are free of typing errors, there is no ambiguity, etc.
3. Shall be responsible for the final selection of the monthly problems and for the evaluation of the problem sets turned in by the respective schools

E. Oahu Mathematics League Merit Awards Committee

1. Shall be composed of interested people in the community, preferably associated with education
2. Shall individually rate the applicants for the Merit Awards by their application forms and determine the number of awards to be given
3. Shall return all completed rating sheets to the League President by a deadline to be determined by the League President
4. The decision of the committee is final

F. Calendar Committee

1. Shall formulate a tentative calendar after consulting the following:
 - a. Public and private school calendars
 - b. SAT test dates
 - c. PSAT test date
 - d. ACT test date
 - e. Aloha Week Parade date
 - f. HCTM Conference dates
 - g. NCTM Convention date
 - h. AP Exam dates
2. Shall consider special requests from schools in formulating this calendar within the constraints in item 1 above
3. Shall provide the League President with a proposed League Calendar by Meets 5 or 6 or upon the request of the League President

G. Awards Committee

1. Shall be composed of interested members of the OML
2. Shall meet as necessary
3. Shall, order, pick up, and deliver trophies
4. Shall order, pick up, and distribute Certificates of Participation
5. Shall order and pick up monthly High Scorer ribbons
6. Shall assist the President in preparing ribbons for each meet
7. Shall purchase and wrap any prizes associated with the Merit Awards
8. Shall make its report available to the League President upon request

IX. OAHU MATHEMATICS LEAGUE JUNIOR VARSITY DIVISION

- A. Each school shall send a team of at most ten (10) members..
- B. Team members must be in grades 9 or 10.
- C. By the end of December each junior varsity team shall pay an entrance fee as determined by the coaches at the last official league meeting of the preceding school year. Payment is to be made by cash, check, or purchase order.
- D. At the discretion of the President, any League member which does not comply with Item IX.C shall be penalized a monetary amount to be determined by the coaches at the last official league meeting of the preceding school year.
- E. Junior Varsity participants may participate only in individual events designated as Algebra I or Geometry.
- F. Junior Varsity participants will not participate in the Team Event.
- G. Each officer and official of the Oahu Mathematics League will serve in his/her respective same capacity for the Junior Varsity Division.
- H. Perpetual trophies will be awarded to at least the first and second place teams based on the least number of Junior Varsity League points earned. Additional perpetual trophies may be awarded at the discretion of the League President.
- I. Perpetual trophy winners will also receive a wall plaque which includes the school name, year, and title of perpetual trophy.
- J. The Junior Varsity Division will award no Individual Awards.
- K. Certificates of Participation from the Oahu Mathematics League will be awarded to all participating students.
- L. For Junior Varsity Division schools, the sum of the scores of the school's top four (4) individuals will comprise the total score for that school. Schools will be ranked in the Junior Varsity Division by their total scores. The team with the highest total score in each meet shall be declared the winner of the meet and shall be awarded one (1) league point. The second place team will be awarded two (2) league points. The third place team will be awarded three (3) league points, etc.
- M. The Junior Varsity Division will adhere to all Oahu Mathematics League By-Laws which are not in conflict with the items A through L above.