

GUIDELINES FOR SECTION OFFICERS

Information for Officers of Sections of The Mathematical Association of America

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TABLE OF CONTENTS

Preface	4
I. Information for Section Officers	5
A. Purposes of the Sections	
B. Section Membership and Bylaws	
C. Section Governors	
D. Finances and Section Subventions	
E. Special Projects of the Sections	
F. Membership Promotion	
G. Section Officers' Home Institutions	
H. Certificate of Meritorious Service	
II. Organization of an Effective Section	9
A. Characteristics of Effective Officers	
B. The Section's Nominating Committee	
C. Diversity Among the Section Officers	
D. The Secretary of the Section	
E. The Chair of the Section	
F. The Treasurer and Other Section Officers	
G. The Executive Committee of a Section	
H. Yearlong Schedule of Section Officers' Responsibilities	
I. The Section Newsletter	
J. Financial Reports	
K. The Section Web Site	
L. Money-saving Tips	
III. The Section Secretary or Secretary-Treasurer	13
A. Announcements of Meetings	
B. Section Business Meetings	
C. Registration Information	
D. Reports to the National Office	
E. MAA Book Sales	
F. Membership	
G. Other Responsibilities of the Secretary	
IV. Preparation for Section Meetings	15
A. The Program Committee	
B. Meeting Formats	
C. Costs of Meeting Programs	
D. National Officers as Section Speakers	
E. The Section Business Meeting	
F. Programs of Section Meetings	

V. Local Arrangements for Section Meetings	20
A. The Local Arrangements Committee	
B. The Host College or University	
C. Responsibilities of the Local Arrangements Committee	
D. Rooms Required for a Section Meeting	
VI. Activities for Students	24
A. Section Student Activities Coordinator	
B. MAA Student Chapters	
C. Student Paper Sessions	
D. Organizing a Student Paper Session	
E. Other Student Activities	
VII. Section Newsletters	28
A. The Newsletter Editor	
B. Delivery of Section Newsletters	
C. Topics for Newsletters	
VIII. Relations with the National MAA Office	30
A. Financial Considerations	
B. Services to Sections	
C. Section Coordinator of Departmental Liaisons	
D. National Deadlines	
IX. Bylaws for Sections	33

Preface

The document *Guidelines for Section Officers* is intended to aid the officers of the twenty-nine sections of The Mathematical Association of America as the section officers strive to promote the goals of MAA at the local level. It describes effective administrative roles, procedures, and structures for the sections, and it includes suggestions to help the section officers develop programs that support collegiate mathematical sciences.

In addition to the general information of the first part, these guidelines include strategies for planning successful section activities and maintaining productive interaction with the national organization. The document is largely based on earlier versions, and it describes procedures that have evolved throughout many years of experience within various sections.

National meetings of section officers, which usually are held on the first day of the Joint Mathematics Meetings in January and the first day of MathFest in the summer, provide an opportunity for sharing ideas as well as for learning about MAA programs from the officers and directors. During the discussion period, section officers can state their concerns, share their sections' successes, and ask questions. Each section designates an official representative to the Section Officers Meeting at MathFest, and the designated person may request partial travel support from the MAA national office. The Committee on Sections organizes these meetings of section officers.

The *Guidelines for Section Officers* is included in the *Handbook for Section Officers*, a collection of information traditionally given to the chair (or president) and the secretary of each MAA section. These documents are posted on MAA Online so that all section members can readily access them. Section officers are urged to read the *Guidelines*, to follow the MAA requirements, and to adopt the suggestions that are amenable to the traditions of their section. The Committee on Sections welcomes observations related to the *Guidelines* and to the *Handbook*.

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I. Information for Section Officers

A. Purposes of the Sections

The sections of the Mathematical Association of America (MAA) have been organized to promote locally MAA's mission: "to advance the mathematical sciences, especially at the collegiate level." Section officers have the responsibility of directing the activities of their sections so as to attain this mission. In addition, the officers serve as liaisons between the section membership and the national organization.

B. Section Membership and Bylaws

The membership of a section includes all members of MAA whose mailing addresses fall within a prescribed geographical area. The exact boundaries of a section are defined in the section bylaws. Members of MAA can change their section affiliation by petitioning the Committee on Sections for reassignment in accordance with Article VI of the bylaws of MAA.

Each section operates under the guidance of a set of section bylaws. The bylaws should follow the general pattern of the model provided in Chapter IX of this document, "Bylaws for Sections."

The section executive committee should review the bylaws of the section regularly, at least every five years, for possible revision or amendment. When changes are considered, the section secretary may send a preliminary version of the proposed new bylaws to the chair of the Committee on Sections for consultation with that committee before the bylaws are presented for a vote by the section's members. Proposed revisions and/or amendments of bylaws must first be approved by the membership of the section before being formally submitted for Committee approval to the chair of the Committee on Sections.

The section secretary should send two complete copies of the bylaws to the chair of the Committee on Sections after the proposed bylaws have been voted on and approved by the section members. One copy should show the complete existing bylaws with proposed revisions indicated, and the other copy should show the complete proposed bylaws approved by the section, not just the parts affected by the proposed amendments. The Committee on Sections will study the proposed bylaws for compatibility with the national bylaws and current MAA practices. It may make suggestions for the section's executive committee to consider before sending the document with the Committee's recommendation to the Board of Governors. The amended or revised bylaws of a section become official only after being approved by the Board of Governors.

C. Section Governors

Each section elects a member of the MAA Board of Governors, who serves for a three-year term. A committee appointed by the section chair must nominate at least two eligible members of the section. The national MAA office conducts the election. Approximately one-third of the sections elect a new governor each spring. The new governors' first official meeting immediately precedes the summer MathFest in the year they are elected.

A section governor must be an individual member of MAA and of that section. A section governor cannot be a candidate for a second consecutive term.

The section governor is expected to represent the section at all meetings of the Board of Governors of the Association and to report the MAA activities at the national level back to the officers and members of the section. A section governor who is unable to attend a meeting of the Board of Governors may appoint a past governor of that section as a substitute with voting rights; prior to the meeting, the governor must notify the MAA Secretary of the substitution. The section governor should be a member ex officio of the section's executive committee. (See Chapter IX, Article III-2 on section bylaws.)

The section governor is the primary liaison between the national organization and the section. This individual should assume a leadership role to see that recommendations from the Board of Governors are implemented in the section. The governor should report at the section business meetings on major actions taken by the Board of Governors. Section governors may also write reports for the section newsletter or section web site.

D. Finances and Section Subventions

Each section receives an annual subvention check from the national office of MAA after the section treasurer has submitted its annual financial report. (See section VIII-A.) The check's amount depends on the total of the individual and institutional dues paid by members in the section for the current year. The check is usually sent in late spring or early summer.

A section may augment its treasury in various ways. Successful sources of revenue for some sections include: registration fees for section meetings, exhibitors' fees at section meetings, MAA book sales, voluntary section dues, and workshop fees. Since every member of MAA is a member of a section, section dues must be clearly designated as voluntary dues. Special grant opportunities for section support may arise through the national MAA office.

Sections must communicate with the national office about certain possible fund raising activities so that MAA can maintain its tax status and good standing. Prior to soliciting donations from nonmembers or organizations, a section must obtain approval from the MAA Executive Director. The section newsletter may contain advertisements from graduate schools, book publishers, or other appropriate groups only with the approval of the Director of Finance in the national office. Also, recordings of section activities may not be disseminated for profit.

E. Special Projects of the Sections

Sections have found that the following projects enhance their programs and are consistent with the mission of MAA:

- workshops and short courses;

- section newsletters and web sites;
- lecturer programs;
- articulation (especially between two- and four-year colleges) at section meetings;
- MAA book sales (with discounts for participants) at section meetings;
- section NExT and ACCESS programs;
- career conferences and other activities for undergraduate students; and
- graduate student activities.

The national office frequently provides support and ideas for special programs at the section level. Sections are encouraged to contact the Program and Services Department when planning meetings to see what is currently available.

F. Membership Promotion

Section officers and members should encourage their colleagues to become members of MAA. Any person interested in collegiate mathematics is eligible for membership. Special efforts should be made to encourage all persons engaged in teaching collegiate mathematics to join the Association. High school teachers as well as persons employed by industry, business, and other non-academic organizations also should be encouraged to become members. Personal solicitation is most effective. (See section III-F.)

G. Section Officers' Home Institutions

Traditionally the institution or company of a section officer supports the section activities financially by paying some of the expenses incurred by the officer in the performance of section duties. Letters should be sent to the chief administrator of a section officer's institution or company on initial appointment to describe the responsibility and again at the conclusion of a term to explain the work accomplished by the officer. The member should be consulted on the possibility of sending copies of these letters to others, such as a department chairperson or dean. These letters should thank the administrator for any support that the institution has provided. It is appropriate for the section chair to write letters for all other members of the executive committee; the section governor could write for the chair. It is important that the administrators know about the time and effort that officers devote to the section.

H. Certificate of Meritorious Service

At its August meeting in 1983, the MAA Board of Governors voted to establish a Certificate of Meritorious Service to be presented at the national level for service to a section. The first such awards were presented at the August 1984 meeting. Previous winners of the Award for Distinguished Service to Mathematics are not eligible for the Certificate. The Certificate may be issued posthumously.

Each section is entitled and encouraged to nominate one person for the section award every five years. For this purpose, the MAA sections are separated into five sets, with one set of sections making nominations to the Board each year on a rotating basis as shown in the table below.

The national MAA office sends full instructions to each section at the appropriate time. In each section, a committee of at least three members should be appointed to select a single

candidate for the award and then to send the name to the section governor. This nominating committee should provide the section governor with a statement of the reasons for the selection. The section governor should present the name of this nominee to the Board of Governors along with a citation summarizing the MAA service contributions of the nominee. After the Board's approval, the name of the awardee is public knowledge, and the awardee's name is presented to the section and the public at large. The public presentation of Certificates takes place at the Joint Mathematics Meetings each January.

Schedule for Nominations for Certificates of Meritorious Service*

*Please note that the years given below are for ***nominations only***. The actual award is given the following year.

Year 2005, 2010	Year 2006, 2011	Year 2007, 2012	Year 2008, 2013	Year 2009, 2014
EPADEL	Florida	Illinois	Indiana	Allegheny Mountain
Iowa	Kansas	Kentucky	Louisiana - Mississippi	Intermountain
Metropolitan New York	Michigan	Missouri	Nebraska	MD-DC-VA
North Carolina	Northeastern	N. California, Nevada and Hawaii	Ohio	New Jersey
Pacific Northwest	Rocky Mountain	Seaway	Southeastern	Oklahoma - Arkansas
Southwestern	Texas	Wisconsin		Southern California - Nevada

II. Organization of an Effective Section

This chapter provides information on the overall organization of an MAA section. It is intended to stimulate the officers and members of every section to be active participants in both the local and the national activities that promote the MAA objectives. Since the MAA sections differ in many respects, some of the guidelines may not be applicable in all sections. It is hoped, however, that these suggestions will be discussed and considered by the officers and members of every section.

A. Characteristics of Effective Officers

Of paramount importance is the election of officers from those members of the section who:

- command the respect of the membership of the section,
- have demonstrated an interest in the activities of the Association, for example, by having served on one of its national or sectional committees or by regularly attending meetings,
- possess known leadership qualities, and
- are able to give service to the section for the terms of the usual sequence of offices (such as chair-elect, chair, and past chair) or for the term of an office not in a sequence.

B. The Section's Nominating Committee

In order to ensure that the best people are elected, the chair of the section or some other person or group of persons designated by the section bylaws should appoint a nominating committee more than half a year prior to the time at which it is to report, so that the nominating committee can give the necessary careful attention to the selection of its nominees. The nominating committee should invite the members of the section to suggest nominees with supporting information. No extra expense is incurred if the request is sent in the section newsletter, in an email message to members and departmental liaisons, or in one of the section secretary's mailings.

C. Diversity Among the Section Officers

While the qualifications listed above should be considered to be of overriding importance, the section should strive for diversity and balance in representation. For example, it may be desirable that at least one officer come from a major university; one from a two-year college, one from a four-year college, and one from industry. Consideration should be given to diversity with respect to geography, gender, race and ethnicity.

D. The Secretary of the Section

The position of secretary is a key position of the section. The success or failure of a section depends to a large degree on this officer. Prior to being nominated, the person should be carefully instructed concerning the duties of a secretary. (See Chapter III, "The Section Secretary or Secretary-Treasurer".) The secretary should have access to secretarial and clerical assistance and to adequate facilities for communicating with the members of the section. This includes facilities for electronic communication, as well as help in preparing and mailing letters, announcements, and programs of meetings. The secretary

should have a clear conception of the importance of the position. Because of this crucial role, the secretary's term of office should be at least three years with an option for re-election.

E. The Chair of the Section

The section chair should be selected with special care. In addition to possessing the qualifications outlined above, it is desirable that the person also be distinguished in some mathematical endeavor, which could be in mathematical research, curriculum development, contest construction, exemplary teaching, etc. A member should never be excluded as a nominee because of a suspicion that the nomination will be declined. A person should, however, never be nominated solely as an honor. There are other and better ways to confer an honor upon a member of the section.

With the qualifications suggested above, the chair should be in a position to exert the necessary leadership in the section. Early in the term of office the chair should conduct a review of all section activities, discontinuing obsolete ones, improving others, and initiating new ones. Means should be devised for increasing attendance at section meetings. All possible influence should be used to encourage participation of all institutions within the section that are involved with the undergraduate mathematical sciences.

Since it takes a year to learn the routine of the office of section chair, it is unwise to have him or her serve for merely a year. Accordingly, it is recommended that section bylaws provide a chair to serve first for one year as chair-elect (unless a vice-chair is ordinarily nominated for the position of chair), for one or two years as chair, and then to remain on the executive committee for an additional year as immediate-past chair. Thus, he or she will be a member of the executive committee for a total of three or four years. The section bylaws should state that a chair is not eligible for re-election to a consecutive term as chair-elect or chair. The year as chair-elect gives the prospective chair the opportunity to become familiar with the administration of the section and the responsibilities of the office. It should enable the incoming chair to decide what he or she would like to accomplish during his or her term of service.

F. The Treasurer and Other Section Officers

Each section must have a treasurer, whose term should last for several years. A section may want to combine the offices of secretary and treasurer. (See section J below.) In order that the sections function in a healthy manner, it is recommended that each section have additional officer positions such as chair-elect and several vice-chairs. For a number of reasons (the most important of which is to provide for the possibility that at the end of a term the first vice-chair might be nominated as chair-elect), a chair-elect and a first vice-chair should commence and end their terms at the same time.

G. The Executive Committee of a Section

The executive committee should include the chair, section governor, secretary, treasurer (or secretary/treasurer), and all other officers. The newsletter editor, webmaster, student activities coordinator, and section liaison coordinator as well as members at large should

be considered for membership on the executive committee. The executive committee should hold regular formal meetings, at least once per year, at which all aspects of the operations of the section should be given a thorough review. In particular, special attention should be given to recommendations made by the national MAA office and the Board of Governors as well as to suggestions made at the national meetings of section officers.

The executive committee should give high priority to arranging effective section meetings (See Chapter IV, "Preparation for Section Meetings".) and also to devising ways and means to assure a good attendance at section meetings. In addition, the executive committee should promote meetings and programs that interest mathematics students and faculty at the various types of collegiate institutions within the section's geographic region as well as other section members.

H. Yearlong Schedule of Section Officers' Responsibilities

Some sections have found it useful to construct a schedule of the annual duties and standard actions for the section officers. Such a timeline is particularly useful for new officers just assuming their positions.

I. The Section Newsletter

A newsletter can be an effective means of communication and may encourage increased activity within the section. Because the section secretary has many duties, the section should consider having someone else serve as newsletter editor. (See Chapter VII.)

J. Financial Reports

The section treasurer must submit an annual financial report to the national MAA office as soon after January 1 as possible, but in no case later than January 31. In addition, the treasurer should report on financial activity at section business meetings and through section newsletters and web pages.

K. The Section Web Site

A section's web site provides a means of communicating with the section members as well as other interested people. The site should include the following:

- names and email addresses of the officers,
- announcements of planned section meetings,
- pre-registration forms for section meetings,
- news of individual and institutional members,
- past reports of the chair, secretary, and section governor,
- the section bylaws, and
- a link to MAA Online.

The site should contain other interesting material, such as historical section pictures and stories, mathematics in the local news, and articles on local people honored for a mathematical achievement. The section webmaster should notify the MAA webmaster whenever the URL of the section website changes.

L. Money-saving Tips

- Use a savings account instead of putting everything into a checking account.
- Use email and the section web site as the major means of communicating with section members.
- For any mailed communications, use bulk mailing rates (in U.S.). Many institutions already have a bulk mailing permit. Check with the public relations office or alumni office, and check with the Post Office about current regulations. Copies of the Internal Revenue Service's notification of the MAA and its sections as income tax exempt are available from the national MAA office. (See section VIII-A.) Note that MAA sections are not exempt from paying sales taxes.
- Use MAA department liaisons to distribute any mailed programs and announcements.
- Make plans early with the host institution of a section meeting. Many host institutions are willing to help with the expenses of a meeting if they have enough advance notice to budget the amount needed. Different institutions have different policies regarding what types of expenses they can cover. Some common expenses for a meeting are refreshments during registration or a break, refreshments for an informal social hour in the late afternoon or evening (such as punch, wine, cheese and crackers), and paper and postage for preliminary and final announcements.

III. The Section Secretary or Secretary-Treasurer

Since the section secretary, or secretary-treasurer, is the officer who handles major business affairs of the section and initiates many of the activities of the section, and since secretaries tend to serve longer terms, this position merits special attention. Some of the tasks described here may be assigned to other section officers or members, but the secretary or executive committee should ensure that someone in the section is responsible for each task.

A. Announcements of Meetings

The secretary should send preliminary announcements of each meeting at least three months before each section meeting. A secretary may arrange to receive section mailing labels for this purpose by contacting the national MAA office, which maintains a calendar for such mailings. Instructions for ordering labels can be found at www.maa.org/sections/handbook.html. The national office also can send a list of the email addresses of section members.

The secretary should mail or email final announcements for the meeting at least three weeks before the meeting. If bulk rate is used for mailed announcements, the announcements should be sent four to five weeks in advance. Both preliminary and final meeting announcements may be included in the section newsletter.

B. Section Business Meetings

The secretary should make sure that all necessary business matters and reports of committees are included in the agenda of the business meeting of the section and of the executive committee. The secretary should inform committee chairs well ahead of time that they will be asked to give an oral report at the business meeting and that they should submit a brief written report to the secretary by that time.

C. Registration Information

The secretary should make certain that pre-registration forms and on-site registration forms for section meetings are used to obtain a list of those attending and to collect the data for the annual section report. These forms should have the following check-off boxes: MAA member; 2-year college faculty, 4-year college faculty, university faculty, business/government, undergraduate student, and graduate student. The section may want to include other boxes, such as one for retired mathematicians and one for high school faculty.

D. Reports to the National Office

The secretary must report the following to the national office:

- the dates and places of future section meetings as soon as they are known,
- the names of newly elected officers as soon as possible after an election, and
- a report on each section meeting.

E. MAA Book Sales

The secretary is encouraged to arrange an MAA book sale at each section meeting. Then the MAA national office sends MAA books and products, copies of the publications catalog, fliers pertaining to new and recent books, and a supply of publications order forms. A 20% discount, below the member price, is extended to all meeting registrants.

In addition, each section receives 10% of the proceeds from each of its section book sales. After the MAA national office receives payments and orders from a book sale, a check is sent to the treasurer. A book sale with such a substantial discount for newly published books may stimulate better attendance at section meetings, particularly if the sale is given adequate advance publicity. The secretary may obtain full details on holding an MAA book sale from the Director of Publications in the national office.

F. Membership

The secretary may initiate and help plan campaigns for inviting nonmembers to join the MAA. Soon after each meeting the secretary should send a letter of invitation, along with a membership application form and a brochure describing MAA, to each nonmember who attended the meeting. The section newsletter downloadable membership form is available from the MAA website for reproduction in newsletters at <http://www.maa.org/mbsvcs/future.html#joinmaa> . (See section I-F.)

G. Other responsibilities of the Secretary

Other responsibilities of the secretary include:

- answering by the June 25 deadline a questionnaire sent by the Committee on Sections each spring to be included in the Committee's report at MathFest,
- providing newly elected officers and members of the nominations committee with copies of the bylaws of the section,
- seeing that a copy of the official bylaws of the section is on file in the national office,
- reporting to the national office personal items about members of the section such as national and regional recognitions as well as deaths (but not new appointments, promotions, sabbaticals, and retirements, which may be published in the section's newsletter),
- informing the section membership of major events of interest occurring within the section through the section newsletter, email messages, short notes, or other means,
- preparing or updating a "Guide for Host Institutions of Section Meetings" and providing it to each host, and
- sending a note of thanks to speakers and the host institution after the meeting, or arranging for the chair or program chair to do so.

IV. Preparation for Section Meetings

Each section is required to meet at least once each year, and many sections choose to hold both fall and spring meetings. A program of interesting section meetings is a major contributor to the success of a section. The section meetings should be widely publicized, that is, not only among the membership of the section, but also to every mathematical sciences department in the section.

Since sections have their own characteristics and traditions, the suggestions in this chapter are not intended to be prescriptive but rather to report on a wide range of successful experiences. The Committee on Sections urges all sections to seek new ways to improve their meetings and to discuss their experiences, innovations, and successes at the Section Officers Meetings and in annual section reports.

A. The Program Committee

These guidelines provide a resource and a guide for program committees. Program committees are encouraged to consult programs from recent meetings, past program chairs, section officers, and long-time section members. Program committees typically have a certain amount of freedom in determining the program, but any major departure from section traditions should be discussed with the section officers.

Program committees usually should consist of three to five members and be coordinated by a program chair. Some sections have an elected officer who serves as program chair for a sequence of meetings; other sections appoint a different program chair for each meeting. In some sections, the executive committee serves as the program committee. Some sections have separate committees to choose the speakers for certain named lectures. In any case, a wide variety of members and possible meeting participants should be included, such as women and men, junior and senior faculty, as well as two-year college, university, and four-year college faculty and possibly high school teachers. One person on the committee should be designated as the local arrangements chair, whose duties are discussed in Chapter V.

The program committee is responsible for the following:

- choosing the basic program elements: the talks, workshops, panel discussions, etc., and determining the schedule for the meeting;
- inviting the speakers and presenters;
- obtaining titles, abstracts and biographical information from the speakers and presenters;
- providing the following information to the newsletter editor and webmaster far enough in advance of the meeting for members to make arrangements to attend: the titles, abstracts, biographical information and schedule form of the meeting; all local arrangements information such as directions to the campus, parking information, a campus map, location of registration, lodging information and costs; the pre-registration form;
- discussing with the local arrangements chair in what form the program information should be sent to facilitate the creation of the program;

- providing all program information (the titles, abstracts, biographical information and schedule for the meeting) and the on-site registration form to the local arrangements chair, who is responsible for creating and copying the program;
- providing a preliminary announcement of the meeting two to three months in advance to the section secretary;
- communicating frequently with the local arrangements chair, particularly as to the room and equipment needs for the meeting, so that the necessary arrangements can be made as soon as possible;
- arranging for people to introduce the speakers;
- confirming date, time, and location of talk with each speaker and inviting the speakers to all social events several weeks before the meeting;
- providing speakers' registration information, including social events they will attend, to the local arrangements chair;
- coordinating with the local arrangements chair to ensure that the local plans are complete for local transportation, lodging, meals, room reservations, and technical support.

B. Meeting Formats

A section meeting may be held all on one day, or on two days, such as a Friday and Saturday. A typical format of a two-day section meeting is two time slots on Friday afternoon, an after-dinner speaker on Friday, two or three slots on Saturday morning and one or two slots on Saturday afternoon. During some of those times there may be concurrent talks or workshops; at other times, such as during a major speaker's presentation, there should be only one activity. Some sections plan additional time slots for undergraduate or graduate student papers, new or future colleague activities, and contributed paper sessions.

C. Costs of Meeting Programs

In designing the program, the program committee should be mindful of costs. Speakers from within the section should generally cover their own travel and any lodging expenses, but expenses of all other invited speakers usually are reimbursed. All speakers usually are not charged for registration or for social events during the section meeting. An honorarium usually is not offered to any speaker. **When contacting a speaker from within or outside the section, the issue of travel expenses should be directly addressed, and there should be an explicit agreement in writing before the meeting on what the section is covering.**

D. National Officers as Section Speakers

The program of "National Officers as Section Speakers" provides a strong link between the national MAA officers and the sections, and it helps with section finances since these speakers' travel expenses are paid by MAA. Refer ahead to section IV-F for details. Most sections now take advantage of this plan on a regular basis. The effectiveness of these visits can be greatly increased by the section's planning for maximum participation of the national officer in section affairs during a visit. In addition to a one-hour lecture on a topic of his or her choice, the visiting officer should be invited to meet with the executive committee of the section, perhaps at lunch or dinner, and invited to contribute to the

discussions at the business meeting of the section. The officer also might be asked to participate in a panel discussion that would be a scheduled part of the section program. The officer should be invited to all social events as a guest.

E. The Section Business Meeting

Each section meeting should include an informative business meeting. The section governor should report on actions taken by the Board of Governors and other national MAA activities. (See section I-C.) The chairs of the section committees should report on their major current activities. An invited national officer should be given the opportunity to make some remarks at the business meeting. Part of the business meeting can be devoted to giving recognition or making appropriate awards to invited guests, such as the top scorers in the Putnam Prize Competition and the High School Contests.

F. Programs of Section Meetings

The following provide some additional suggestions, ideas and parameters for section meeting programs.

- The program committee's most important goal is obtaining good speakers and presenters who will talk on subjects of interest to all section members, including two-year college, university, and four-year college faculty, undergraduate and graduate students, mathematicians outside academia, and possibly high school teachers; the committee should strive for a program that includes a mix of speakers: male and female, junior and senior, established and not yet established.
- A good program has a healthy balance between mathematical and pedagogical topics, and a mixture of presentations, workshops, and other activities is desirable.
- The program committee may organize the program around some theme, but that theme should appeal to a wide audience and allow for a sufficient number of speakers whose topics are not extremely specialized.
- One excellent source of speakers is the list of national MAA officers; the names of these speakers and their topics are available on line at <http://www.maa.org/sections/nationalofficersspeakers.htm>; each year a section can schedule one national officer to speak at a section meeting with all travel expenses paid by the national MAA, not the section.
- On a rotating basis, sections can apply to have an MAA Polya Lecturer speak at a meeting with the speakers' travel expenses covered by the national MAA. (See <http://www.maa.org/sections/polya%5Frqstfrm.html> for the application form.)
- A list of past invited speakers at section meetings during the preceding year is posted on MAA Online. (See <http://www.maa.org/Sections/officer-info.html> .) Sections are responsible for the expenses of these speakers.

- Sections should consider holding joint meetings with other organizations, including AMS, AMATYC affiliates, SIAM, and NCTM.

In addition to invited addresses, there are a number of elements that could be part of section meetings:

- Student Paper Sessions: Many sections have a student activities coordinator or student papers coordinator who arranges these sessions for undergraduate students. Students from the section who have performed especially well on a mathematical contest in modeling or problem contest may be invited to give presentations. Some sections schedule these sessions so that they do not run parallel with other program activities.
- Contributed Paper Sessions. A section member may be asked to arrange a contributed paper session for faculty members or graduate students. The papers presented should be accessible to most members of the section.
- New Colleagues Sessions: Project NExT offers support for sections to start local versions of the NExT program for new faculty and to continue an established program. Sections may include ACCCESS participants, graduate students, and faculty members a few years past the national requirement of only the first two years of full-time teaching. Some sections have a specific session that features presentations or other activities for new colleagues. (See <http://www.math.lsa.umich.edu/~glarose/pnext/sections/> .)
- Future Colleagues Sessions: These sessions could occur at the section meeting for those who are finishing graduate school and expect to be searching for jobs within a year or two.
- Named Lectures: These are featured lectures of a section meeting.
- The Distinguished Teacher Lecture: The section's Distinguished Teaching Award winner may be invited to give a talk.
- Student Chapters Workshops: At a section meeting, there could be a special workshop/presentation designed for students. Generally, others are also welcome to attend, but something else should be scheduled simultaneously. The presenter could also give a general talk.
- Social Opportunities: Each meeting should include opportunities for informal interaction at social events (a reception, lunch, or banquet) and at various locations (registration area or exhibit area).
- Poster Sessions: Poster sessions may be held for undergraduate students, graduate students, or the general membership.

- Panel Discussions: A panel discussion with audience participation should be included in the program whenever possible since such discussions are always popular. The topic usually should be a controversial one of current interest in the teaching of mathematics or in the curriculum. A strong moderator can be a great asset to a panel by keeping the panelists' comments on schedule and the audience members' comments of reasonable length and on the intended topic.

V. Local Arrangements for Section Meetings

A. The Local Arrangements Committee

The section chair should appoint a local arrangements committee and a chair of that committee far in advance of a section meeting. The committee members, and especially the chair, should be faculty members of the host institution, or they should at least reside close to the physical facilities to be used for the meeting.

These guidelines provide a resource and a guide for the local arrangements chair and committee. Local arrangements chairs are encouraged to also consult programs from recent meetings, past local arrangements chairs, members of the section executive committee, and long-time section members. Certain details of the local arrangements vary from site to site, but any major departure from section traditions should be discussed with the section officers. In some sections, some of the following duties may be assigned to other section officers; but every task should be assigned to *someone*.

The local arrangement committee must make arrangements and reservations as early as possible, a year or more in advance of the section meeting.

B. The Host College or University

In general, section meetings are held on the campus of a college or university, which provides an appropriate setting for the meeting and helps to reduce costs of the meeting. The section should expect the host institution to offer the use of its facilities without either direct or indirect charges such as charges for custodial staff. The host institution usually absorbs costs for secretarial work, printing the program, the folders, and any postage. Sometimes the institution also provides refreshments. The institution as a result benefits from exposure and publicity while it provides a service to the larger academic community.

C. Responsibilities of the Local Arrangements Committee

In the list of responsibilities that follows, the assumption is made that the meeting takes place on a college campus, but some section meetings may be held at other locations, such as a hotel. **In any event, the local arrangements committee should work to minimize the cost of the meeting and must make sure that all financial arrangements are discussed in advance and are obtained in writing.**

The local arrangements committee is responsible for:

- obtaining from the program committee, as early as possible, specific information about the planned section meeting, including
 1. the date of the meeting;
 2. the precise time for starting and ending the meeting;
 3. the approximate number of persons expected to attend the meeting;
 4. the rooms required for the meeting;
 5. the required special equipment, such as overhead projectors, slide projectors, movie projectors, computers, and other audiovisual equipment, as well as all appropriate and requested software;

6. specific details on requirements for any luncheon, dinner, reception or overnight accommodations;
- obtaining approval and support from appropriate campus administrators to hold the meeting; acknowledging all discussions, keeping all correspondence, and keeping records of any discussion of special funding for the section meeting;
 - contacting the campus facilities office about any needed special considerations or arrangements such as custodial service;
 - reserving the rooms and equipment needed for the talks and other program features immediately when requirements are known;
 - arranging for the spatial and support needs of any special activities such as executive committee meetings, section NExT and ACCESS programs, student competitions or poster sessions, a book sale, and planned social events including refreshments, luncheons and banquets;
 - arranging for parking for the meeting, including parking for the handicapped, and obtaining any required parking passes, to be distributed upon arrival rather than through the mail if possible;
 - meeting with campus security to discuss the arrangements for any needed security protection during the meeting and providing the security office with a copy of the meeting schedule;
 - making arrangements with the campus security office or the facilities office to ensure that buildings and rooms are unlocked and properly heated or cooled during the meeting;
 - checking the rooms for readiness just prior to the meeting;
 - making sure that meeting facilities are accessible to all attendees;
 - planning all the necessary meals and “snacks”, including location, menu, and cost; checking the food service’s hidden costs and extra charges for off-campus groups, which may be avoided through department sponsorship; then being careful not to violate any contracts with the food service;
 - checking the college’s policies for any (cash) bar to be held at the meeting so that the section does not violate college policy, or the law;
 - arranging for refreshments and trying to obtain support from a book representative or from an on-campus entity, such as the mathematics department, dean, alumni association, career services office, or any campus program that seems to have money available;
 - developing a list of area hotels and motels with addresses, phone numbers, and prices as well as arranging for on-campus housing in the residence halls if possible; making reservations up to a year in advance of the meeting; keeping costs down by using hotels with special arrangements with the college, consulting AAA materials, and asking for discounts based on the number of people; considering special features such as a free continental breakfast or van transportation between the hotel and meeting site;
 - providing the newsletter editor and webmaster with any needed information: a description of the college, directions to the college from all directions, a campus map with buildings and parking facilities to be used clearly indicated, room locations for program events, cost of meals and meal options for the banquet, the

list of area hotels and motels with addresses, phone numbers and prices, as well as the cost of any available on-campus housing;

- sending letters to area schools to invite local teachers to the meeting;
- obtaining from the program committee the titles, abstracts, and biographical information of speakers as well as the schedule for the meeting from the program committee and all the coordinators of special sessions for contributed papers, student papers, and NExT and ACCESS activities; discussing with the program chair the format of the meeting program and types of files to be sent; then creating and printing copies of the meeting program for all the participants;
- preparing folders for meeting attendees with the program, a badge (preferably the plastic hanging type) with the person's name and affiliation, a campus map, a list of pre-registered participants with affiliation and e-mail addresses, and possibly other materials such as paper, pen, and information about the host college; keeping costs down by seeking subsidy from a college dean or president and by comparison shopping for materials;
- helping the section member in charge of book sales with the following: contacting MAA to arrange for books and sample copies of journals to be sent for the meeting; contacting local book representatives to arrange displays (generally for a fee for display space) and donations of books;
- appointing a section member to take special responsibility for each guest speaker, to confirm travel and accommodation plans, arrange local transportation between airport, hotel, and meeting; and generally act as a good host;
- contacting software companies to arrange displays, demonstrations, or donations for a raffle;
- arranging for someone to handle the book sales during the meeting;
- arranging for the president, dean, or other college official to give welcoming remarks at the beginning of the meeting;
- administering pre-registration and on-site registration; keeping careful records (in a spreadsheet preferably) of registrants and their payments; organizing a group of students and faculty to assist with registration at the meeting; keeping all checks and cash in a lockable box until deposited; using a two-copy receipt book for on-site registration;
- sending the section secretary-treasurer all registration forms, receipts for expenses, cash, and checks after recording each check number on the person's registration form and copying all checks;
- placing signs leading from the edge of campus to the parking lots and from the parking lots to the registration site;
- attending to any local travel arrangements for speakers from outside the section, including obtaining information on transportation from the airport and on rental cars as well as finding a volunteer to transport the speaker where needed;
- dealing with any local arrangements issues that arise during the meeting;
- providing faculty and students to help with on-site registration, set up and clean up book and technology displays, monitor workshops and sessions for possible problems, serve as moderators for paper sessions, and generally provide help as needed;

- arranging for technology help from the mathematics department or computer services department to be available during the meeting and providing alternatives if insurmountable technology problems arise;
- arranging publicity with local media and campus publications possibly with the help of campus college relations or alumni offices;
- maintaining communication with the program committee, which includes the local arrangements chair, particularly with regards to the room and equipment needs for the meeting; and
- contacting the national MAA office to deal with any insurance matters if the local institution requires proof of MAA insurance.

D. Rooms Required for a Section Meeting

The space needs of the meeting largely depend on the program and should be communicated by the program committee to the local arrangements committee well in advance of the meeting so that reservations can be made. The required rooms include the following:

- a large lecture hall to accommodate all the participants of the meeting;
- several classrooms ideally located close together for concurrent sessions such as contributed paper sessions and student presentations;
- computer labs if needed for the program;
- a registration area, frequently a lobby area;
- a place for refreshments, preferably near the registration and exhibits areas; an exhibit area located near registration and refreshments and provided with tables for the publishers, software companies, and MAA book sales; and
- a dining area for meals.

Every room reserved for talks and workshops should have an overhead projector as well as a blackboard or whiteboard with chalk or whiteboard markers and erasers. The local arrangements committee should work with the program committee to learn of requests for computers, PowerPoint, projection capability, mathematical software and Internet access, and then these requests should be accommodated.

VI. Activities for Students

The MAA sections should strive to include both undergraduate and graduate students in their meetings and other activities. Section members should consider the MAA student chapters and the MAA student members in their section as they provide and expand program activities for students. Most importantly, students should be made to feel that they are part of the mathematical community.

A. Section Student Activities Coordinator

Each section should have a student activities coordinator who helps to plan and encourage activities for undergraduate and graduate students in the section. The coordinator should inform the institutions of these student activities with regular letters or email messages sent to department liaisons and student chapter advisors. The coordinator should also facilitate the sharing of information about successful activities of MAA student chapters within the section.

B. MAA Student Chapters

Section officers should encourage those institutions without chapters to consider forming an MAA student chapter. Only five students and a faculty advisor are required to start a chapter. Benefits include a newsletter for chapter advisors, special career information for students, and MAA student membership at a reduced rate. Information packets on starting a student chapter can be obtained from MAA Online:

http://www.maa.org/students/chapter_index.html .

One of the most effective ways to organize student activities is to cooperate with the active MAA student chapters in the section. The student activities coordinator of the section can serve as an information resource about active chapters in the section for the section's program committee. The students in these chapters have sound ideas to suggest for program activities and are excellent prospects for contributed papers at section meetings.

C. Student Paper Sessions

Many sections have specially sponsored student paper sessions at their meetings. In addition, some sections allow undergraduate and graduate students to present in the regular contributed paper session. A student who gives a talk at a section meeting receives a certificate supplied by the national MAA office. Student presenters who are not MAA members are given a year's free MAA membership and a journal of choice, and MAA members are given an MAA book.

Do undergraduate student papers exist? And if so, how good are they, and what do they cover? To answer the first question, yes, they do exist. In fact, almost every campus has students working on projects, solving problems, and doing minor (and sometimes major) mathematical research. Student paper sessions provide opportunities for these students to share their work and sharpen their presentation skills. Further, a paper presentation makes a good appearance on a resume when viewed by a prospective employer. Most sections

allow papers on expository subjects, research projects, problems from the Monthly, and employment and internship experiences.

Because of the natural reluctance of students to present papers in front of faculty members, the key to a successful student paper session is individual contact and enthusiastic encouragement. Some sections have found that their student paper sessions started slowly but within a very few years became an integral part (some even claim the best part) of the meeting. Obvious advantages include encouraging students in their mathematical efforts, recruiting young researchers and graduate students for MAA membership, and increasing the scope of section meetings. These sessions can give students a sense of accomplishment and also expose them to a variety of mathematics and mathematicians.

Student paper sessions should be scheduled at all section meetings. Some sections place a special emphasis on student papers at one meeting each year. Students who have presented outstanding papers should be encouraged to submit these papers for consideration at the student paper sessions at MathFest and to apply for one of the travel grants available to student chapter members.

D. Organizing a Student Paper Session

A successful student paper session can be organized in much the same way as any contributed paper session, but students should be especially encouraged to participate and they should be recognized for their efforts. The following steps should ensure successful student paper sessions at section meetings.

- The section chair should appoint an enthusiastic student paper chair, or possibly a committee, to organize either a student paper session at one section meeting or the student paper sessions for several years.
- The announcement of the section meeting should include the student paper session with directions for applying and requirements, such as the submission of the title of the talk and a brief abstract by a specific date.
- The section student activities coordinator should communicate with department liaisons about the student paper sessions so that students are informed in the fall about the opportunity for papers to be presented in the spring, and vice-versa.
- The student paper chair should work directly and closely with selected faculty advisors, such as advisors of MAA student chapters, at each institution since these advisors are crucial to identifying prospective papers, to encouraging the students, and to arranging department financial support when possible. These advisors should be asked to bring other students to the meeting not only to serve as an audience, but also to encourage future participation from their campuses.

- The student paper chair should inform graduate schools in the section about the student paper sessions. Graduate students nearing the end of their studies may be invited to practice their “job talks” at the MAA section meetings.
- The students should give 15 to 20-minute talks with about 5 minutes for questions. A moderator, who may be the student paper chair or a carefully selected local student, should briefly introduce each speaker and enforce the time restrictions.
- The program committee should schedule the student papers so that they don't conflict with major presentations and so that the times are attractive to students and faculty. Ideally no parallel sessions would be scheduled at the times for student papers.
- A broad range of topics on anything related to mathematics, statistics, or computer science should be encouraged for the student talks. These subjects could range from research topics to expository papers on interesting applications, mathematics history, solutions of problems, summer employment, and internships.
- Meeting registration fees for all students should be waived or greatly reduced, and presenters should be offered meals with little or no charge if possible.
- The local arrangements committee and the student paper chair should arrange low cost or free student housing for section meetings that involve an overnight stay. Possibilities include the dormitories and the homes of students at the host institution. The local advisors of Pi Mu Epsilon, Kappa Mu Epsilon and MAA student chapters should be asked to help find housing.
- The students should be invited to section parties, luncheons, banquets, coffees, and any other social events.
- The student paper chair should obtain a supply of blank certificates for the student presenters from the national MAA office. These certificates should be completed before the student presentations, framed, and given to the students at the section meeting. Also, the presenters should meet with the student paper chair, possibly just before the paper session, to either join MAA and choose a journal or to select an MAA book if they already are members.
- The student presenters should be recognized at another time during the meeting, possibly at the business meeting.

E. Other Student Activities

Sections should offer both undergraduate and graduate students a variety of opportunities to participate in mathematical activities. Although the student paper sessions at section meetings may be regularly scheduled, additional activities should be sponsored from time to time. These activities may involve major projects, such as a careers conference or a

modeling competition. Suggestions for student activities at section meetings are listed below.

- A student **poster session** may supplement or replace a student paper session at a section meeting. Undergraduate students can then be encouraged to participate in the student poster session at the Joint Meetings in January. Graduate students have the opportunity to meet other mathematicians and discuss their work at a higher level than would be appropriate for a general talk.
- A **problem-solving competition** can be included in a section meeting. The section chair should appoint a committee to write the questions and then grade the solutions.
- A section meeting may include a **special workshop or presentation** on a topic especially interesting and accessible to students. Another possibility is a **banquet or luncheon with a keynote speaker** for students.
- A **panel on careers** would give information on various career opportunities in the mathematical sciences and how to prepare for these careers.
- Representatives from several graduate programs in the section could describe their programs in a **graduate school panel**. This is a great recruiting device for the graduate schools.

VII. Section Newsletters

Most MAA sections have newsletters that are published once or twice each year to communicate with section members. One of the main features of these newsletters is announcements of section meetings.

A. The Newsletter Editor

Although secretary-treasurers may have been responsible for starting the newsletters, most sections now have a separate newsletter editor. In some sections, the editor is a member of the section executive committee. The editor should communicate with the section chair, section governor, program chair, local arrangements chair, and any other contributors to establish firm deadlines and any requirements for submission of material for the newsletter.

B. Delivery of Section Newsletters

Sections should consider reducing costs by sending the newsletter via email or posting the newsletter on the section's web site. A section should continue to send the newsletter via regular mail to any section members who request this form of the newsletter. The electronic newsletter may be supplemented with a post card sent to all section members to announce a section meeting and the availability of registration forms on the web site.

C. Topics for Newsletters

The section executive committee should decide on the topics to be included in the section newsletter and any related policies. Below is a list of some of the items that have been included in various section newsletters:

- announcements of upcoming section meetings, including registration forms, program, and directions to the meeting site;
- minutes of previous section business meetings;
- executive committee activities and decisions;
- reports from the section governor, chair, secretary, treasurer, and committee chairs;
- news from the campuses within the section;
- a problem section;
- a queries section;
- editorials;
- news gleaned from various national or local sources;
- a call for recommendations for nomination;
- the slate of nominees for section positions;
- a calendar of future section meetings, workshops, and other activities;
- a calendar of future MAA national meetings, workshops and programs;
- a calendar of future regional meetings of AMATYC, AMS, NCTM, and SIAM to be held within the section boundaries;
- announcements of section awards;
- announcements of student awards (Putnam, high school contests);
- doctorates granted by universities in the section;

- articles on special topics;
- mathematical humor or cartoons;
- visiting lecturers exchange;
- women in mathematics; and
- information on textbooks used throughout the section.

VIII. Relations with the National MAA Office

The national office and the sections work together to achieve the goals of the Association. The MAA Director of Programs and Services is the liaison between the national office in Washington and the sections, and other staff members are closely involved with certain aspects of section activities. For example, the MAA Executive Director is an active member of the Committee on Sections, and the Directors of Membership and of Programs and Services regularly participate in the Committee's meetings. Many MAA Directors attend the Section Officers Meetings at MathFest and the Joint Mathematics Meetings to speak about national programs and to answer questions as they arise.

A. Financial Considerations

A portion of MAA dues of section members is returned to the section by an annual subvention payment. (See section I-D.) Sections may apply to the Director of Programs and Services for occasional further support of innovative programs. The national MAA office offers funding for special section programs from time to time and handles payment of partial travel support for one officer from each section to attend the Section Officers Meeting at MathFest. (See the Preface.) Section treasurers must file an annual financial report with the national MAA office. (See section II-J.)

The sections share the non-profit 501©3 federal ID with the MAA parent organization, and as such, are jointly responsible for ensuring that activities prohibited under the non-profit charter are not undertaken within the sections. The activities that are prohibited for any non-profit 501©3 organization include: participating in any political lobbying endeavors except those coordinated by the MAA headquarters; advocating or participating in any way in any political election; using any section or MAA resources to the benefit of an individual or group of individuals outside of the non-profit purpose of the MAA charter; disregarding any federal or regional laws as they may apply to any activities of the MAA; and utilizing any MAA resources, including any MAA sponsored website, to espouse or disseminate communications with religious content.

The MAA prohibits the solicitation by sections of federal grant dollars to fund any section activity or program except as may be coordinated with the MAA headquarters. Accounting for the expenditure of federal dollars, which automatically include the mandatory adherence to all federal funding and administrative guidelines, is beyond the scope of the sections to administer independently.

In addition to the above 501©3 prohibitions, the following should assist in establishing commonsense financial and administrative principles: pay all bills on time to ensure the continued good standing of the shared MAA credit rating; limit the use of alcohol to carefully controlled situations and give careful consideration to any other MAA sanctioned activity that may increase legal liability; safeguard MAA assets by severely limiting access to bank accounts, check forms, and debit or credit cards; when collecting funds at events, maintain careful oversight of the lockable cash-box during and after the event until the funds can be deposited – at such events, a two-copy, pre-numbered receipt book should be

used to record all receipts of cash and/or checks with this book returned to the Secretary/Treasurer with the funds at the conclusion of the event; for a purchase of any significant dollar amount, solicit multiple bids and make purchases at the lowest possible price without sacrificing utility; consider procuring as much as possible through a sponsoring university as they are probably sales tax-exempt in your state.

Fund-raising activities that may produce income subject to “unrelated business income tax” (UBIT), should be avoided and include: games of chance such as bingo, casino nights, etc.; sales of merchandise not containing the MAA logo or other MAA designations printed on the item (This does not impact sales of MAA books, which are not an issue.); and the solicitation of any advertising revenue from a sponsor/advertiser, the acknowledgement of which appears in any MAA periodical publication, including electronic ones.

There has been confusion about MAA sections and sales tax exemption. Sales tax exemption is conferred on a state, and sometimes local basis, and is independent of the federal income tax exemption which has been granted to the MAA. Several sections have investigated obtaining sales tax exemption in their regions unsuccessfully as the state and/or regional governing authorities traditionally limit sales tax exemption to entities maintaining a “permanent” business address, or further limit exemption to a few targeted entities such as non-profit hospitals, volunteer fire departments, etc. Due to the number of MAA sections, the limited financial resources available at headquarters to undertake such work, and the unlikelihood of success, MAA financial staff cannot assist section officers in pursuing regional sales tax exemption except to provide copies of corporate documents.

As mentioned elsewhere in this document, annual subvention payments cannot be released until the sections have forwarded the necessary financial reports to the MAA headquarters including year-ending statements for all bank accounts. The recommended report template can be found on the MAA website at: <http://www.maa.org/Sections/officer-info.html>. MAA also requires that all sections have the bank(s) which house any of their accounts forward a duplicate original of the year-ending statement directly to the MAA headquarters to: Sharon Tryon, Director of Finance, 1529 18th Street, NW, Washington, DC 20036. This letter should request that the bank forward these statements directly to the MAA headquarters independent of the section officer. This procedure is being initiated for the year-ending 2004 report at the request of the MAA auditors.

B. Services to Sections

The national MAA office provides many services to sections. Some of these services are listed below:

- sending requested lists of section members, email addresses, and mailing labels;
- running the elections of section governors (See section I-C.);
- sending books and materials for MAA book sales at section meetings (See section III-E.);

- providing space and refreshments for the Section Officers Meetings at MathFest and the Joint Mathematics Meetings; and
- including section information and links to sections' web sites on MAA Online.

C. Section Coordinator of Departmental Liaisons

Each section should have a coordinator of the departmental liaisons within the section. The section liaison works with the national office to encourage all departments to have a liaison and to help maintain accurate records of current liaisons.

D. National Deadlines

The annual deadlines for sections are listed below.

January 31	Section Financial Report
March 1	Nomination for the Haimo Award for Distinguished College or University Teaching
June 25	Section Annual Report to Chair, Committee on Sections
June 30	Request for Polya Lecturer (every 5 th year)
December 15	Nomination for the Alder Award for Distinguished Teaching by Beginning College or University Faculty

IX. Bylaws for Sections

While sections should tailor their bylaws for their particular needs, each section's bylaws must be in accord with the bylaws of the Mathematical Association of America. In particular, to preserve the tax-exempt status of MAA and its sections, it is important to follow the suggested format as closely as possible for Articles I, II, and V. In addition to the format and suggestions contained here, consideration should be given to further ideas contained in Chapter II, "Organization of an Effective Section". Sections contemplating changes in bylaws should consult the Committee on Sections early in the process. This committee will provide guidance after reviewing a preliminary version of the proposed section bylaws. (See section I-B of the *Guidelines for Section Officers* at <http://www.maa.org/sections/guidelines/toc.html>.)

Bylaws of the _____ Section of the Mathematical Association of America

ARTICLE I

Name and Purpose

1. The name of this section shall be the _____ Section of the Mathematical Association of America (MAA).
2. The purposes of the _____ Section shall be to advance the mathematical sciences, especially at the collegiate level, and to promote the purposes of MAA within the territory defined in Article II below.

ARTICLE II

Membership

The membership of the _____ Section shall be members of the Mathematical Association of America whose MAA mailing addresses are in (geographic area), postal codes _____. Exceptions may be made by the MAA headquarters office upon request of the affected member.

ARTICLE III Officers and Executive Committee

Article III describes the officers of the Section, other members of the Executive Committee, and their duties. It includes nomination and election procedures.

1. The officers of this Section shall be . . .

[Each section must have a chairperson (or president) and either a secretary-treasurer or a secretary and a treasurer. There could be one or more vice chairpersons. In some sections, one of the officers is specially charged with representing the interest of members and potential members from two-year colleges as well as high schools.]

2. The executive committee of the section shall consist of the officers of the section and the section governor ex officio.

[Some sections include such persons as chair-elect, immediate past chair, webmaster, newsletter editor, student activities coordinator, section liaison coordinator, section NExT coordinator, program chair, archivist, and members-at-large as voting members of their executive committees.]

3. Each section officer must be a member of the Mathematical Association of America and of this section.

4. The officers shall be elected. . .

[Many sections specify that elections be held during a designated regular meeting but elections by mail or email ballot are also acceptable. A method for resolving ties, such as a decision by the nominating committee, should be included. The terms of office for each officer must be specified in this paragraph. (Terms of at least three years for secretary-treasurer are encouraged.) If the section wishes to prohibit successive terms by an officer, such a restriction is included here. The case for not letting a chair serve consecutive terms is particularly persuasive but care should be taken to provide continuity on the executive committee when considering terms of office and rules against consecutive terms.]

5. The nomination procedure for section officers shall be . . .

[Typically the chair appoints a nominating committee to recommend a slate of officers. The number of persons required for the nominating committee and the time of the existence of the nominating committee should be stated. Provision should be made to permit additional nominations by members of the section prior to elections.]

6. The duties of the section officers shall be:

[This paragraph details the duties of all section officers named in Paragraph 1. For example, the chair shall preside at each meeting of the section and of the executive committee. The chair shall

appoint committees of the section and shall be an ex officio member of each such committee unless specifically barred by vote of the membership at an official section meeting or unless otherwise specified in these bylaws.

Duties that should be assigned to the secretary include keeping minutes of official meetings (including meetings of the executive committee), preservation of records of the section, maintenance of files of official correspondence of the section, notifying members of all regular and special meetings, notifying members of the executive committee of meetings of that group, and sending an annual section report to the Committee on Sections. (See Chapter II, "The Section Secretary or Secretary-Treasurer", for other possible duties.)

Duties of the treasurer shall include the collection of voluntary section dues and/or registration fees, the receipt of funds provided by MAA, the arrangement for safekeeping of all section monies, the maintenance of proper and accurate books of account of such monies, responsibilities for the timely payment of all debts of the section, and filing an annual report with the MAA headquarters office. If it is desired that the treasurer only disburse section funds with the concurrence of another section officer, provision for countersignatures or other forms of authorization should be spelled out in this section.

If the chair-elect, past chair, the webmaster, the newsletter editor, or other persons are identified as members of the executive committee, their duties should be defined here.]

7. The executive committee shall conduct the affairs of the section between meetings of the section membership.

8. If a vacancy on the executive committee should occur. . .

[Except for the position of section governor, the executive committee fills vacancies that occur between elections. If the first position in a sequence of positions (such as a chair-elect) is filled by appointment, provision should be made for an election of the succeeding position (such as chair) in the sequence. For the section governor, the MAA Board of Governors elects a replacement to complete the unexpired term when a vacancy occurs between elections.]

ARTICLE IV Meetings

1. The section normally shall hold _____ regular meetings each year.

2. Regular meetings shall be planned by . . .

[There are two distinct tasks here; logistical arrangements (often assigned to the host institution), and program planning. Many sections identify the vice-chair (or the first vice-chair) as program chair. It is best to trust meeting arrangements and program planning solely to several individuals, although the bylaws should indicate who has overall responsibility if it is anticipated that committees will do the detail work.]

3. A special business meeting shall be called. . .

[Provision should be made to permit the executive committee to call such meetings. In addition, provision for calling such meetings upon petition by a specified number of members of the section should be included. No matter how called, arrangements for such meetings should be a responsibility of the executive committee, which may, of course, delegate specific duties to program committees, etc.]

4. Each member of the section shall be notified in writing at least 20 days in advance of any regular or special business meeting of the section.

[Consider specifying whether "notification" by such means as section newsletters or email is acceptable, at least for special meetings, since direct mailing to individual members is costly.]

5. A quorum shall consist of not fewer than ____ members of the section and no business may be validly transacted at meetings where less than a quorum is present.

[Insert a relatively small number, possibly 15, here. A specific number should be specified.]

ARTICLE V Fees and Use of Assets

1. fees. . .

[If the section wishes to charge registration fees for section meetings, that fact should be included here. Sections may also request voluntary dues from members of the section in addition to MAA dues in order to provide supplemental funds for section activities. Since every MAA member is a member of a section, the section dues must be voluntary dues. To avoid having to amend the bylaws unnecessarily, the bylaws should assign responsibility for setting fees and voluntary dues (most likely to the section's executive committee) rather than state dollar amounts since the amounts needed may change over time.]

2. The assets of the 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 shall be turned over to MAA to be used for purposes consistent with the bylaws of that organization.

ARTICLE VI Committees

This article (which should be numbered like the others if it has separable clauses) should define each of the standing committees and detail specified duties. If the members of such committees are elected, provisions for such elections and terms of membership should be spelled out. Terms of service should also be set so as to provide continuity of membership on standing committees.

ARTICLE VII

Amendments to Bylaws

1. Amendments to the bylaws may be proposed by . . .

[Normally changes in the bylaws are proposed by the section executive committee. Some sections also provide a means for amendment proposals to be brought for a vote of the membership upon petition by a specified number of members.]

2. Subject to subsequent approval by the Board of Governors of the Mathematical Association of America, these bylaws may be amended by $\frac{2}{3}$ of the votes cast by a quorum at a regular or special meeting of the Section.

3. The secretary of the section shall communicate to each member of the section a copy of any proposed amendment(s) at least 20 days prior to the meeting at which voting on the proposed amendment(s) takes place.

4. A complete revision of these bylaws shall be subject to all of the same procedures required for other amendments to these bylaws.

Procedures for Amending Bylaws of MAA Sections

The Committee on Sections suggests that each MAA section thoroughly review the section's bylaws every ten years so that the bylaws reflect current practice in the section and current MAA policies. After new bylaws have been approved by the Board of Governors, for the next nine years, a section may amend the bylaws without an examination of the entire document by the Committee on Sections or by the Board of Governors.

Ten-year Reviews

The Committee on Sections will work with each MAA section to review the section's bylaws every ten years. The following table shows the suggested rotation schedule for reviews of section bylaws.

<u>2007-2008</u>	<u>2008-2009</u>	<u>2009-2010</u>	<u>2010-2011</u>
Illinois Michigan Seaway	E. Penn & Delaware Intermountain Metro New York	Florida Maryland-DC- Virginia Missouri	Northern California, Nevada & Hawaii Texas Wisconsin
<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2014-2015</u>
Nebraska Indiana Louisiana-Mississippi	Oklahoma-Arkansas Southern California- Nevada	Pacific Northwest Southwestern Northeastern	North Central Ohio Rocky Mountain
<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Allegheny Mountain New Jersey Kansas	Iowa Kentucky Southeastern	Illinois Michigan Seaway	E. Penn & Delaware Intermountain Metro New York

In the year that a section is reviewing bylaws, the section should follow certain procedures in a timely fashion. Important steps before the section members vote on the proposed bylaws are study of the model for section bylaws posted on MAA Online and consultation with the Committee on Sections.

The following table shows a suggested schedule for a section that plans to vote on a bylaws proposal at a spring business meeting held after March.

TIME	ACTIONS
Spring of preceding year – Fall	The section decides on any needed bylaws changes after considering current section practice and reading the model for section bylaws posted on MAA Online. Preliminary versions of proposals may be sent to the Committee on Sections for comments.
December 1	The section submits the following to the chair of the Committee on Sections via email: <ol style="list-style-type: none"> 1. the current bylaws, and 2. if changes are anticipated, the proposed new section bylaws and a list of major changes.
JMM	The Committee on Sections reviews the current or proposed bylaws.
After JMM	The chair of the Committee on Sections sends any suggestions to the section.
February 15	If requested, the section submits a new proposal to the chair of the Committee.
February 15 – March 15	The section and Committee continue to communicate about the proposal until the Committee and section agree.
Spring Section Meeting	Formal notice of the proposed bylaws is sent to section members according to the section's current bylaws. The section votes on the proposed bylaws at the business meeting. After approval, the section formally submits the bylaws to the chair of the Committee.
Summer	The Committee approves the proposed bylaws. The chair of the Committee places approved bylaws on the agenda of the MAA Board of Governors meeting held the day before MathFest. The Board votes on the bylaws.

Interim Amendments to Section Bylaws

After a ten-year review, limited amendments to section bylaws may be proposed in the years when a ten-year review is not scheduled. In this case, only the amendment and related parts of the bylaws, not the entire document, will be considered. The procedure is analogous to that for complete review: the section consults with the Committee on Sections, the section members vote on the proposed change, the Committee approves, and finally the MAA Board of Governors approves.