

Bylaws of the Allegheny Mountain Section of the Mathematical Association of America

ARTICLE I Name and Purpose

1. The name of this section shall be the Allegheny Mountain Section of the Mathematical Association of America (MAA).
2. The purposes of the Allegheny Mountain Section shall be to advance the mission of the MAA on a regional level (namely within the territory defined in Article II below); to offer guidance to the MAA as it forms and fulfills its mission; to provide professional development and networking activities for section members and mathematics students in geographically accessible locations; and to promote discussion and action on issues affecting mathematics teaching, learning, and research in the region.

ARTICLE II Membership

The membership of the Allegheny Mountain Section shall be members of the Mathematical Association of America whose MAA mailing addresses are in Pennsylvania or West Virginia postal codes with the first three digits 150-168, 247-254, or 258-268. Exceptions may be made by the MAA membership department upon request of the affected member.

ARTICLE III Officers

1. The elected officers of this section shall be Chair, Chair-Elect (when that office is filled), Past Chair (when that office is filled), First Vice-Chair, Second Vice-Chair, Treasurer, Past Treasurer (when that office is filled), Secretary, Past Secretary (when that office is filled), Newsletter Editor, and Coordinator of Student Programs.
2. The appointed officers of this section shall be Section Historian, Director of e-Communications, Coordinator(s) of Section NExT, and Puzzle Czar. These officers shall be appointed by the elected members of the Executive Committee.
3. The Executive Committee of the section shall consist of the elected and appointed officers of the section and the section Governor. All members of the Executive Committee shall have voting privileges at Executive Committee meetings. No individual shall hold two section offices at the same time.
4. Each section officer must be a member of the Mathematical Association of America and of this section.
5. The elected officers shall be elected at the annual business meeting. A tie during an election shall be resolved by the Nominating Committee. The term for each officer shall be two years, except for the Chair-Elect, Past Chair, Past Secretary, and Past Treasurer who shall

serve for one year, and Treasurer and Secretary, who shall serve three years. A Vice-Chair cannot serve for two consecutive two-year terms, and a Past Chair cannot begin a term as Chair-Elect in the year after the term as Past Chair ends. The terms of the Treasurer, Secretary, Newsletter Editor, and Coordinator of Student Programs may be extended indefinitely by reelection. The appointed officers shall be appointed at the Executive Committee meeting held at the annual spring meeting. An appointed officer shall abstain from the vote for his or her reappointment. The terms of the Section Historian, Director of e-Communications, Coordinator(s) of Section NExT, and Puzzle Czar may be extended indefinitely by biennial appointment by the Executive Committee. The elected officers shall assume their duties upon adjournment of the meeting at which they are elected. The appointed officers shall assume their duties immediately upon appointment by the Executive Committee.

6. A Vice-Chair, Coordinator of Student Programs, and Newsletter Editor shall be elected in odd numbered calendar years. A Chair-Elect and Vice-Chair shall be elected in even numbered calendar years. A Treasurer shall be elected in calendar years congruent to $1 \pmod{3}$. A Secretary shall be elected in calendar years congruent to $2 \pmod{3}$. After serving one year, the Chair-Elect becomes Chair. After serving two years, the Chair becomes Past Chair. The Vice-Chair serving his or her second year shall be designated the First Vice-Chair. The Vice-Chair serving his or her first year shall be designated the Second Vice-Chair. When a new Treasurer is elected, the current Treasurer shall become Past Treasurer. When a new Secretary is elected, the current Secretary shall become the Past Secretary.
7. Prior to the election of section officers, a Nominating Committee of three persons, appointed by the Chair at least five months prior to the election, shall prepare a slate of candidates for each office to be filled. Additional nominations may be made by any member of the section at the time of the election.
8. The Executive Committee shall nominate candidates for the office of section Governor during the final year of the term of the incumbent Governor. The term of the section Governor and the election procedure for section Governor shall be determined by the MAA.
9. The duties of the section officers shall be as follows.
 - a. The Chair shall preside at all business meetings of the section and all meetings of the Executive Committee. The chair shall have general charge and shall execute the affairs of the section. The Chair shall appoint all committees (except the Executive Committee), unless otherwise directed by the Executive Committee, 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.
 - b. The Treasurer shall collect registration fees, receive funds provided by the MAA, arrange for safekeeping of all section monies, maintain proper and accurate books of account of such monies, and make timely payment of all debts of the section. In addition, the Treasurer will file an annual report with the MAA and collect section meeting registration information to be used for an annual section report to the MAA Committee on Sections.

- c. The Secretary shall keep and distribute minutes of business meetings (including meetings of the Executive Committee), preserve records of the section, maintain files of official correspondence of the section, notify members of all regular and special meetings, and notify members of the Executive Committee of meetings of that group. The Secretary shall be responsible for sending meeting reports after each meeting of the section and an annual section report to the MAA Committee on Sections.
- d. The First Vice-Chair shall make invited speakers' arrangements and shall act as the contact person for the invited speakers for the section spring meeting. The First Vice-Chair shall assume the duties of the Chair in the event the Chair is unable to serve. The Second Vice-Chair shall organize and schedule the contributed faculty talks for the section spring meeting, in coordination with the host institution.
- e. The Chair-Elect, Past Chair, Past Secretary, and Past Treasurer shall participate in the meetings of the Executive Committee and shall be available for consultation, for the purpose of maintaining continuity in the programs of the section.
- f. The Newsletter Editor shall publish a newsletter to be disseminated to all the members of the section at least twice each academic year – once in the fall and once at least one month prior to the spring meeting.
- g. The Coordinator of Student Programs shall be responsible for the student portion of the program at the spring meeting. This includes scheduling student talks and organizing a student problem-solving competition, in coordination with the host institution. The Coordinator of Student Programs shall also be responsible for any other student activities sponsored by the section.
- h. The Puzzle Czar shall prepare the problems and solutions for the student problem-solving competition and shall attend and assist with the student problem-solving competition.
- i. The Section Historian shall collect and preserve significant records that are central to the section.
- j. The Director of e-Communications shall maintain the section website as an up-to-date repository of important section information, including announcements, information about the spring section meeting, electronic registration for meetings, and the section newsletters.
- k. The Coordinator(s) of Section NExT shall recruit members of Section NExT and organize the Section NExT program.
- l. The Executive Committee shall conduct the affairs of the section between meetings of the section membership. A quorum at a meeting of the Executive Committee shall consist of not fewer than 6 members of the Executive Committee.

- m. If the office of Chair-Elect should become vacant during the one-year term, then the office will remain vacant until the next annual election when the Nominating Committee will present a slate of candidates for the office of Chair. If the office of section Governor should become vacant between elections, the MAA Board of Governors shall elect a replacement to complete the unexpired term. If any other elected office should become vacant between elections, the Executive Committee is empowered to appoint a replacement to complete the unexpired term.

ARTICLE IV Meetings

1. The section shall hold one program meeting in the spring of each year at which time the annual business meeting will be held.
2. Program meetings shall be planned by the Executive Committee and the host institution. The time, place, and program shall be arranged by the Executive Committee. The logistical details shall be the responsibility of the host institution and determined in consultation with the Executive Committee.
3. Additional program meetings may be organized by the Executive Committee.
4. The annual business meeting shall be planned by the Executive Committee.
5. The quorum for a business meeting shall consist of not fewer than 20 members of the section and no business may be validly transacted at business meetings where less than a quorum is present.
6. A special business meeting may be called by the Executive Committee. Members of the section may recommend a special business meeting by submitting a request in writing, signed by at least ten members of the section, to the Executive Committee. The Executive Committee shall make arrangements for the special business meeting.
7. Each member of the section shall be notified at least 20 days in advance of any program or business meeting of the section.

ARTICLE V Fees and Use of Assets

1. A registration fee as determined by the Executive Committee shall be collected from those registering at each program meeting of the section.
2. The Executive Committee may also determine specific voluntary dues, fees, or contributions that may be made to the section.

3. 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

1. Insofar as possible, the composition of all Section committees shall reflect the diversity of the Association membership and of the profession. The Section will follow the practices outlined in the document *Avoiding Implicit Bias: Guidelines for MAA Selection Committees*.
2. The Executive Committee shall function as described in Article III.
3. The Nominating Committee shall solicit nominations for the officer positions on the ballot of the upcoming spring section meeting. The Chair of the section shall appoint three members to the Nominating Committee, one of whom shall be chair. At least one member of the committee shall be a member who is not serving on the Executive Committee. The chair of the Nominating Committee shall run the election at the business meeting. The term of appointed members shall be one year.
4. The Teaching Award Committee shall solicit nominations for the MAA Allegheny Mountain Section Award for Distinguished College or University Teaching of Mathematics and determine the recipient of the award. Nominations shall be valid for three years. The Teaching Award Committee shall be responsible for selecting a Haimo Award nominee from among current and past distinguished teaching awardees and submitting the section's Haimo Award nomination to the MAA. The Chair of the section shall appoint three members to the Teaching Award Committee, one of whom shall be chair. At least one member of the committee shall be a member who is not serving on the Executive Committee. Typically, the previous year's recipient serves on the committee. The term of appointed members shall be one year.
5. The Service Award Committee shall solicit nominations for the Allegheny Mountain Section Service Award and determine the recipient of the award. Nominations shall be valid for three years. The Chair of the section shall appoint three members to the Service Award Committee, one of whom shall be chair. At least one member of the committee shall be a member who is not serving on the Executive Committee. Typically, the previous year's recipient serves on the committee. The term of appointed members shall be one year.
6. The Mentor Award Committee shall solicit nominations for the Allegheny Mountain Section Mentor Award and determine the recipient of the award. Nominations shall be valid for three years. The Chair of the section shall appoint three members to the Mentor Award Committee, one of whom shall be chair. At least one member of the committee shall be a member who is not serving on the Executive Committee. Typically, the previous year's recipient serves on the committee. The term of appointed members shall be one year.

7. The Executive Committee may create and subsequently disband ad hoc committees for specific purposes. The Executive Committee shall provide a charge to such committees and shall determine how committee members and chairs shall be selected.

ARTICLE VII
Amendments to Bylaws

1. Amendments to the bylaws may be proposed by the Executive Committee. Members of the section may recommend amendments to the bylaws by submitting them in writing, signed by at least three members of the section, to the Executive Committee.
2. Subject to subsequent approval by the Board of Governors of the Mathematical Association of America, these bylaws may be amended by $2/3$ of the votes cast by a quorum at a business meeting of the section.
3. The Secretary of the section shall notify each member of the section 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.

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