

By-Laws 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 purpose of the Allegheny Mountain Section shall be to further the mission of the Mathematical Association of America (MAA), "to advance the mathematical sciences, especially at the collegiate level," within the territory defined below in Article II, Section 1.

Article II.

Membership.

1. The membership of the Allegheny Mountain Section shall be as follows:
 - a. members of The Mathematical Association of America residing in Pennsylvania and West Virginia whose addresses have zip codes with the first three digits
 - i. 150 – 168
 - ii. 247 – 254
 - iii. 258 – 268
 - b. members of the Mathematical Association of America not being resident in the territory of this Section, who have become members of this Section in accordance with Article VI of the By-Laws of The Mathematical Association of America.

Article III.

Officers.

1. The elected officers of the 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, Secretary, Newsletter Editor, Director(s) of Short Courses, and Coordinator of Student Programs. The elected officers shall appoint the following officers: Section Historian and Director of e-Communications. The elected officers, in consultation with the Section NExT members, shall appoint the Coordinator(s) of Section NExT as appointed officers.
2. All officers of this Section must be members of the Mathematical Association of America and of this Section.
3. The Executive Committee 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.
4. The term of each officer shall be for two years, except for the Chair-Elect and Past Chair, who serve for one year. 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, Director(s) of Short Courses, and Coordinator of Student Programs may be extended indefinitely by biennial reelection. The terms of the Section Historian, Director of e-Communications, and Coordinator(s) of Section NExT may be extended indefinitely by biennial reappointment by the elected officers. 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 elected officers.
5. A Treasurer, Coordinator of Student Programs, Vice-Chair, Director of Short Courses (if the Executive Committee determines a second director to be necessary), and Newsletter Editor shall be elected at the Spring Meeting held in odd numbered years. A Chair-Elect, Vice-Chair, Director of Short Courses, and Secretary shall be elected at the Spring Meeting held in even numbered years. After serving one year the Chair-Elect becomes the Chair. After serving two years the Chair becomes the 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.

6. A nominating committee of three persons appointed by the Chair at least six months prior to an election shall prepare a slate of candidates for each office to be filled by an election. Additional nominations may be made by any member of the Section at the time of the election.
7. 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 all committees.
8. The Treasurer shall keep all the financial accounts and records of the Section. The Treasurer shall receive all money paid into the Section and shall deposit such money in a bank to the account of the Section, taking regular receipt of deposit thereof. The Treasurer shall pay all bills of the Section out of the Section's funds and file the Annual Financial Reports and other requested reports with the MAA Director of Finance.
9. The Secretary shall keep copies of all correspondence of the Section and obtain current records of Section membership from the MAA national office. The Secretary shall file the Annual Section Report with the chair of the Committee on Sections and keep minutes of all Business and Executive Committee meetings of the Section.
10. The duties of the First Vice-Chair shall include making speakers' arrangements 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 duties of the Second Vice-Chair shall include the coordination of contributed talks and making local arrangements with the host institution for the Section Spring Meeting.
11. The Chair-Elect and Past Chair shall participate in the meetings of the Executive Committee for the purpose of maintaining continuity in the programs of the Section.
12. The duties of the Newsletter Editor shall include publishing a newsletter to be disseminated to all members of the Section at least twice each academic year – one in the Fall and one at least a month prior to the Spring Meeting.
13. The Coordinator of Student Programs is responsible for the student portion of the program at the Spring Meeting and for any other student activities sponsored by the Section.
14. The duties of the Director(s) of Short Courses shall include the coordination of the summer short course and minicourse(s) which are offered by the Section.
15. The duties of the Section Historian shall include collecting and preserving significant records that are central to the Section.
16. The duties of the Director of e-Communications shall include maintaining the section website and electronic registration for meetings, as well as coordinating electronic communication to members of the section.
17. The duties of the Coordinator(s) of Section NEXt shall include recruiting members of Section NEXt and organizing the Section NEXt program.
18. The Executive Committee shall conduct the affairs of the Section between meetings, and it is empowered to fill by appointment any vacancy of an elected office (except Section Governor and Chair-Elect) until the next annual election, at which time the committee to make nominations will include a slate of candidate(s) for this vacancy. The person elected to fill such a vacancy may serve only one year, to maintain Article III, Section 5. The Executive Committee is empowered to fill by appointment a vacancy of the office of Chair-Elect until the next annual election, when the appointment will end and the nominating committee will present a slate of candidates for the office of Chair, who will serve as specified in Article III, Section 5.

Article IV.

Meetings.

1. This Section shall hold at least one regular meeting in the spring of each year at which time the annual business meeting will be held. The time, place, and program for the annual Spring Meeting, and any other regular or special meeting, shall be arranged by the Executive Committee.
2. A Special Meeting may be called by the Chair or by the Executive Committee.

3. Each member of the Section shall be notified in writing at least ten days in advance of any Regular Meeting or Special Meeting of the Section.
4. A quorum shall consist of not less than 25 members.

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 official meeting of the Section.
2. The assets of the Allegheny Mountain Section shall be used exclusively to further the purpose of the Section, and in the event of the dissolution of the Section the remaining assets will be returned to the Mathematical Association of America to be used according to the regulations of that organization.

Article VI.

Amendments.

1. Amendments to the By-Laws are proposed by the Executive Committee. Members of the Section may recommend amendments to the By-Laws by submitting them in writing, signed by three members of the Section, to the Executive Committee.
2. A Proposed Amendment shall be disseminated to every member of the Section at least fifteen days prior to the meeting at which the voting on the amendment will take place.
3. An amendment of the By-Laws shall be approved by receiving a majority of the votes cast by the members at a Regular or Special Meeting of the Section, subject to the approval by the Board of Governors of the Mathematical Association of America.
4. When an amendment has been approved by the members of the Section it must be submitted to the Committee on Sections for its recommendation to the Board of Governors.
5. A complete revision of this set of By-Laws will be subject to the same procedure as that of amending this set.

April 2, 2005