

## BY-LAWS

Maryland - District of Columbia - Virginia Section

Mathematical Association of America

(As revised April 17, 1993)

### ARTICLE I

#### Name and Purpose

1. The name of this section shall be the Maryland - District of Columbia - Virginia Section of the Mathematical Association of America, Inc.
2. The purposes of the Maryland - District of Columbia - Virginia Section shall be to assist in the improvement of education in the mathematical sciences at the collegiate level by carrying out the purposes of the national organization within the territory defined below in Article II, Section 1.

### ARTICLE II

#### Membership

1. The membership of the Maryland - District of Columbia - Virginia Section shall be as follows:
  - (a) members of the Mathematical Association of America, Inc. residing in the District of Columbia or in the states of Maryland or Virginia. Zip codes 20000 - 20599, 20600 - 21999, and 22000 - 24699 respectively.
  - (b) members of the Mathematical Association of America, Inc., 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, Inc.
2. Other members of the Association shall be welcome at all meetings, and persons not members may be invited to attend meetings.

### ARTICLE III

## Officers

1. The officers of this Section shall be a Chair, a Program Chair, a Newsletter Editor, a Secretary, a Treasurer, a Chair Elect (starting in the even numbered years), and an Immediate Past Chair (starting in the odd numbered years). In addition there is a Section Governor of the Mathematical Association of America, Inc. who is selected as provided by the Association.
2. The Executive Committee of the Section shall consist of the elected officers of the section and the Section Governor (ex officio).
3. Each Section officer must be a member of the Mathematical Association of America, Inc. and of this section.
4. Election of officers for the Section shall take place annually at the spring meeting. The Chair shall be elected in each even numbered year to a two year term which shall start after the following spring meeting. During the year following her or his election and before taking office he or she shall be the Chair Elect and in the year following her or his term of office he or she shall be the Immediate Past Chair. The position of Chair Elect may be held concurrently with another elected office. The Program Chair shall be elected in even numbered years for a two year term. The Newsletter Editor shall be elected in odd numbered years for a two year term. The Program Chair or the Newsletter Editor may not succeed herself or himself if he or she has served a full term. The Secretary and the Treasurer shall be elected for three year terms with no limitation on succession. The election for Secretary shall come in the year following that for Treasurer.
5. The nomination procedure for Section Officers shall be for the Chair to appoint a nominating committee of three which shall recommend a slate of officers for election. There shall be provision for additional nominations from the floor. Any member present at the previous meeting of the Section who cannot be present at the meeting in which an election is held may obtain an absentee ballot from the Section Chair.
6. The duties of the Section Officers shall be:

The Chair shall arrange for meeting sites and preside at the meetings of the Section and of the Executive Committee. He or she shall appoint all committees as directed by the Section or the Executive Committee and may appoint such other committees as he or she feels desirable. He or she shall be, ex officio, a member of every such committee unless the Section directs otherwise.

The Program Chair shall, in consultation with the remaining members of the Executive Committee, be responsible for arranging the program for each regular or special meeting of the Section.

The Newsletter Editor, about two months prior to each meeting, shall compile and send to each Institutional Representative a preliminary announcement with a reminder of dates for submission of papers and lodging information for the meeting. When the program schedule is complete the Editor shall send the

Newsletter for that meeting to each member of the Section.

The Secretary shall maintain the records of the Section, including minutes of the meetings. He or she shall be responsible for the official correspondence of the section, for the book sale of MAA publications at section meetings, and for the announcement of guidelines and regulations for the conduct of the annual sectional competition for the Award for Distinguished College or University Teaching of Mathematics.

The Treasurer shall have the safekeeping of the funds of the Section. He or she shall collect registration fees at the meetings, receive the allowance from the National Office of M.A.A., maintain proper and accurate records, and pay the bills of the Section. He or she shall, when requested, report on the financial condition of the Section.

The Chair Elect shall serve on the Executive Committee and shall assist in the activities of the Executive Committee as requested by the Chair.

The Immediate Past Chair shall serve on the Executive Committee to aid in preserving continuity in the activities of the Section. He or she shall assist in the activities of the Executive Committee as requested by the Chair.

7. The Executive Committee shall arrange for all meetings and shall conduct the affairs of the Section between meetings of the Section membership.

8. If a vacancy should occur among the elected officers, it shall be filled by the remaining members of the Executive Committee until the next election, at which time the Section will elect someone to fill any remaining unexpired term.

## ARTICLE IV

### Meetings

1. There shall be at least two meetings each year, one in the spring and one in the fall. Elections shall be held at the spring meeting which is designated the Annual Meeting.

2. The Executive Committee shall have power to call other meetings whenever it may be deemed expedient.

3. The Executive Committee shall arrange for all meetings.

4. 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.
5. A quorum shall consist of those members of the Section present at any properly called meeting of the Section.

## ARTICLE V

### Dues and Use of Assets

1. A registration fee shall be collected from those attending each meeting of the Section unless the Executive Committee decides otherwise.
2. The assets of the Maryland - District of Columbia - Virginia 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 will be returned to the national organization to be used for a purpose consistent with the purposes of the national organization.

## ARTICLE VI

### Amendments

1. These By-Laws may be amended by a two-thirds vote of the members present and voting at any regular meeting of the Section, subject to the approval of the Board of Governors of the Mathematical Association of America, Inc.
2. If an amendment is to be presented at a meeting, the membership of the Section shall be informed in the notice of the meeting as provided in Article IV, Section 4.
3. When an amendment has been approved by members of the Section, it shall be submitted, in seven copies, to the Committee on Sections for its recommendation to the Board of Governors.
4. A complete revision of this set of By-Laws shall be subject to the same procedure as for amending it.