

## Mathematical Association of America

### Michigan Section

## Bylaws of the Michigan Section of the Mathematical Association of America

### ARTICLE I. Name and Purpose

1. The name of this Section shall be the *Michigan Section of the Mathematical Association of America*.
2. The purposes of the Michigan 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 I.

### ARTICLE II. Membership

1. The membership of the Michigan Section shall be as follows:
  - a. members of the Mathematical Association of America residing in Michigan zip codes 48000–49999.
  - b. members of the Mathematical Association of America not being residents in the territory of this Section, who have become members of this Section in accordance with the Bylaws of the Mathematical Association of America.

### ARTICLE III. Officers

1. The Officers of this Section shall be a Chairperson, two Vice-Chairpersons, and a Secretary-Treasurer.
2. The Executive Committee of the Section shall consist of the Officers of the Section, the Section Governor, and the Past Chairperson. The *Newsletter* Editor, the Public Information Officer, and the Webmaster shall serve as ex-officio non-voting members.
3. Each member of the Executive Committee must be a member of the Mathematical Association of America, and of this Section.
4. The Officers of this Section shall be elected at the Annual Meeting of the Section. They shall assume office

- upon adjournment of the Annual Meeting.
- a. The Chairperson shall be elected for a one-year term. He/She may be re-elected but shall not serve for more than two consecutive terms.
  - b. Each Vice-Chairperson shall be elected for a one-year term. Each may be re-elected but shall not serve in the office for more than two consecutive terms. One of these officers shall be affiliated with a two-year institution.
  - c. The Secretary-Treasurer shall be elected for a three-year term. He/She may be re-elected. Subsequent terms may be of one, two, or three years' duration.
  - d. The Section Governor shall be elected by members of the Section for a three-year term beginning July 1 of an election year. The election shall be conducted by the Mathematical Association of America. The Governor is eligible for re-election only after an interim of three years.
5. The nomination procedure for Section Officers shall be as follows: At least six months prior to the Annual Meeting, the Chairperson of the Section shall appoint a Nominating Committee. The name of the Chairperson of this Committee shall be circulated to the membership, normally in the fall *Newsletter*, and suggestions solicited. This Committee shall present nominations for Chairperson, two Vice-Chairpersons, and Secretary-Treasurer (if his/her term is expiring). Nominations from the floor will be permitted at the Annual Meeting. For Governor, the Nominating Committee shall submit at least two nominations to the Executive Director of the Association prior to a date specified by him/her.
6. The duties of the Section Officers shall be as follows:
- a. The Chairperson shall preside at meetings of the Section and of the Executive Committee. He/She shall have general charge of executing the affairs of the Section, shall appoint all committees (unless otherwise directed by these Bylaws or by the members at a meeting), and shall be an ex-officio member of all committees.
  - b. The Vice-Chairpersons shall have duties as specified by the Chairperson.
  - c. The Secretary-Treasurer shall:
    1. keep all books, accounts, and records of the Section. (Monies collected through the Michigan Mathematics Prize Competition shall be kept in a separate

account. Expenditures for this account must be authorized by the Director of the Competition. The Executive Committee shall specify the bookkeeping and auditing procedures to be used for this fund.)

2. file all necessary tax and financial reports.
3. maintain an accurate list of members who pay dues and membership of committees.
4. assist the Nominating Committee upon request.
5. prepare the Section's Annual Report for the national office of the Association.
6. be responsible for the collection of Section dues and/or registration fees, for receipt of the allowance provided by the national office of MAA, and for the safe-keeping of all monies of the Section (other than MMPC funds).
7. be responsible for the payment of all bills authorized by the Section, the Executive Committee, or the Chairperson.
8. notify all institutions in the fall of dues payable.
9. notify all members in the fall of dues payable.

7. The Executive Committee shall:

- a. serve as the policy body in all matters related to the Michigan Mathematics Prize Competition.
- b. be responsible for the preparation of guidelines for the administration of the Competition.
- c. conduct the affairs of the Section between Annual Meetings including such resolutions as are necessary to effect the deposit and withdrawal of funds.
- d. be empowered to fill any vacancy in the Executive Committee (except that of the Section Governor) until the next Annual Meeting. (A vacancy in the Section Governor Office is filled by the Board of Governors.) <![endif]>

#### ARTICLE IV. Meetings

1. The Section shall hold one regular meeting each year. This shall be known as the Annual Meeting.
2. The Annual Meeting shall be planned by the Executive Committee, which shall determine place, time, and length of the Meeting. The Vice-Chairpersons shall be in

charge of the program.

3. A Special Section Meeting may be called by the Executive Committee.
4. Each member of the Section shall be notified in writing at least ten days in advance of the Annual Meeting or any Special Meeting of the Section. Normally this will be done in the *Newsletter*.
5. The members present at any Annual or Special Meeting shall constitute a quorum. <![endif]>

#### **ARTICLE V. Dues and Use of Assets**

1. Members and institutions shall be requested to pay voluntary annual (July 1–June 30) dues for the support of Section activities. Changes in the amount must be approved by the membership at the Annual Meeting.
2. The assets of the Michigan 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.
3. The assets resulting from the Michigan Mathematics Prize Competition shall be used solely for the administration and awards of that Competition and for projects of benefit to high school students in Michigan.

#### **ARTICLE VI. Committees**

1. The Officers of the Section shall appoint an Editor for the *Newsletter*. He/She will:
  - a. serve as an ex-officio non-voting member of the Executive Committee.
  - b. receive guidelines from the Executive Committee at the time of appointment.
2. The Officers of the Section shall appoint a member of the Section to serve as the Public Information Officer. He/She will:
  - a. serve as an ex-officio non-voting member of the Executive Committee.
  - b. receive guidelines from the Executive Committee at the time of appointment.
3. The Officers of the Section shall appoint a member of the Section to serve as the Webmaster. He/She will:

- a. serve as an ex-officio non-voting member of the Executive Committee.
  - b. receive guidelines from the Executive Committee at the time of appointment.
4. The Officers of the Section shall appoint a Director of the Michigan Mathematics Prize Competition, to serve for three years, with possibility of renewal. His/Her duties are to:
  - a. serve as an ex-officio member of the Examination Committee (see Article VI-5).
  - b. administer the Competition in accordance with guidelines prepared by the Executive Committee.
  - c. serve as the agent of the Executive and Examination Committees in administering the details of the Competition, including the scoring of the Examination papers and the determination of the prize winners.
  - d. handle the collection of fees, receiving of contributions, and paying of bills for the Competition.
  - e. consult with representatives of high schools strongly committed to the Competition to receive comments on the administration and content of previous Competitions, and to transmit appropriate suggestions to the Examination Committee.
5. The Officers of the Section shall appoint the Examination Committee of four members for the Michigan Mathematics Prize Competition, in addition to the Director, who serves ex-officio. Each of the four persons shall be appointed for a four-year term. Terms of office shall be so arranged that one person retires each year. The person serving for his/her fourth year shall be the Chairperson of the Committee. The Committee is responsible for the composition of the Examination for the Michigan Mathematics Prize Competition for the High Schools of Michigan.
6. The Program Committee of the Section shall consist of the Vice-Chairpersons and other members appointed as needed. The Committee shall include representatives from both two-year and four-year institutions. A Local Arrangements Committee shall also be appointed.
7. The Nominating Committee shall consist of at least three members appointed annually at least six months in advance of the Annual Meeting. The Past Chairperson shall chair the Nominating Committee, and the Vice-Chairperson from a two-year institution shall be a

member.

8. Two Auditing Committees shall be appointed annually. One committee, consisting of at least two members, shall examine the financial records of the Section. The other committee, consisting of at least two members or a professional auditor, shall examine the financial records of the Michigan Mathematics Prize Competition. Both committees shall report to the Executive Committee on request.
9. Each institution shall have a departmental liaison. He/She shall:
  - a. serve as liaison among the institution, the Section, and the national organization.
  - b. promote the national organization and its programs locally.
10. Other committees may be appointed from time to time for special activities.

#### **ARTICLE VII. Amendments**

1. These Bylaws may be amended by a majority of the members present at any Annual Meeting, subject to the approval of the Board of Governors of MAA.
2. A proposed amendment shall be submitted in writing by the Secretary-Treasurer to all members of the Section at least ten days prior to the Meeting at which voting on the amendment will take place. Normally this will be done in the *Newsletter*, via e-mail, or on the Section Web site.
3. When an amendment has been approved by members of the Section, the amended Bylaws shall be submitted to the MAA Committee on Sections for its recommendation to the Board of Governors.
4. A complete revision of the Bylaws shall be subject to the same procedure as that used for an amendment.

Approved by the Executive Committee of the Michigan Section,  
MAA,  
on September 13, 2001

Approved by the Membership at the Annual Section Meeting on  
May 10, 2002

Approved by the MAA Board of Governors on January 14,

2003