

**MATHEMATICAL ASSOCIATION OF AMERICA  
NEW JERSEY SECTION**

**BY-LAWS**

**ARTICLE I – NAME AND PURPOSE**

- 1) The name of this Section shall be the New Jersey Section of The Mathematical Association of America.
- 2) The purpose of the New Jersey Section shall be to advance the mathematical sciences and 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.

**ARTICLE II – MEMBERSHIP**

The membership of the New Jersey Section shall be members of the Mathematical Association of America, whose MAA mailing address is in New Jersey, Zip Codes 07000-08999, unless assigned to this section or another section by the national office.

**ARTICLE III – OFFICERS**

- 1) The elected officers of the Section shall be a Chair, a Chair-Elect or an Immediate-Past-Chair, a Vice-Chair for Speakers, a Vice-Chair for Innovations, a Vice-Chair for Two-year Colleges, a Vice-Chair for Student Activities, a Secretary, and a Treasurer.
- 2) The Executive Committee shall consist of the officers of the Section and the Section Governor (ex-officio).
- 3) The Chair, in consultation with other elected officers of the Executive Committee, shall appoint a Section Liaison Coordinator and a Public Information Officer as well as any other needed officers. The appointed officers shall be nonvoting members of the Executive Committee.
- 4) Each Section officer must be a member of The Mathematical Association of America and of the Section.
- 5) Elections shall be held during the Section's fall meeting in even-numbered years to elect officers as follows:
  - a) The Chair shall be elected to a four-year term; this officer shall serve the first year of this term as Chair-Elect, the last year of this term as Immediate-Past-Chair, and the intervening two years as Chair, so that the first year of the term coincides with the second year of the current Chair's term as Chair.

- b) The Vice-Chairs shall be elected to two-year terms.
  - c) The Secretary shall be elected to a four-year term in years divisible by four.
  - d) The Treasurer shall be elected to a four-year term in years congruent to two (modulo four).
  - e) Officers are eligible for re-election at the end of a term, except that no officer may serve in the same office for more than two consecutive elected terms. However, rules limiting consecutive terms may be suspended, by a vote of 2/3 of the members present at a business meeting of the Section, for the election at that meeting.
  - f) The newly-elected officers shall assume their responsibilities at the end of the meeting at which they are elected.
- 6) At a fall meeting that includes elections, there shall be an opportunity for nominations from the floor to supplement the slate prepared by the Nominating Committee as specified in Article VI, Section 2.
- 7) The responsibilities of the Section Officers are as follows:
- a) The Chair shall:
    - i) provide leadership for the Section in attaining its objectives;
    - ii) preside at each meeting of the Section and of the Executive Committee of the Section;
    - iii) appoint every committee of the Section, in consultation with the Executive Committee, and be an ex-officio member of each committee unless directed otherwise by the membership of the Section at an official Section meeting;
    - iv) appoint other officers and redefine officers' responsibilities as needed in accordance with Article III Section 3;
    - v) initiate and direct procedures to produce a spring meeting and a fall meeting of the Section.
  - b) The Chair-Elect shall:
    - i) provide leadership for the Section in attaining its objectives;
    - ii) learn, with the aid of the Chair, how to be an effective Chair;
    - iii) assist the Chair in planning and implementing a program for each Section meeting;
    - iv) preside at meetings of the Section or of the Executive Committee of the Section in the absence of the Chair.

c) The Immediate-Past-Chair shall:

- i) provide leadership for the Section in attaining its objectives;
- ii) advise the Chair when so requested;
- iii) assist the Chair in planning and implementing a program for each Section meeting.

d) The Vice-Chair for Speakers shall:

- i) provide leadership for the Section in attaining its objectives;
- ii) have the responsibility of recruiting speakers for the Section meetings;
- iii) assist the Chair in planning and implementing a program for each Section meeting;
- iv) preside at meetings of the Section or of the Executive Committee of the Section in the absence of the Chair and the Chair-elect.

e) The Vice-Chair for Innovations shall:

- i) provide leadership for the Section in attaining its objectives;
- ii) suggest to the Chair and, with the approval of the Executive Committee, institute new initiatives in order to promote the objectives of the Section;
- iii) assist the Chair in planning and implementing a program for each Section meeting.

f) The Vice-Chair for Two-year Colleges shall:

- i) provide leadership for the Section in attaining its objectives;
- ii) promote the objectives of the Section with respect to the two-year colleges in New Jersey;
- iii) assist the Chair in planning and implementing a program for each Section meeting.

g) The Vice-Chair for Student Activities shall:

- i) provide leadership for the Section in attaining its objectives;
- ii) organize student activities for Section meetings and oversee the organization of student conferences, when these are held;
- iii) coordinate activities of the MAA student chapters;
- iv) assist the Chair in planning and implementing a program for each Section meeting.

h) The Secretary shall:

- i) provide leadership for the Section in attaining its objectives;
- ii) take charge of all non-financial Section records and retain copies of all notices sent to the membership and all correspondence;

- iii) keep and distribute minutes of Executive Committee meetings to members of the Executive Committee: these minutes are posted on the Section web site;
  - iv) ensure that preliminary announcements of the Section meetings are sent out via U.S. mail to the Section membership at least 45 days in advance of each meeting, and ensure that updates about the meeting are posted on the Section's web site;
  - v) include in that web site announcement an agenda for the business session of the fall meeting;
  - vi) at each Section meeting, make available various MAA materials, including membership application forms;
  - vii) in a timely fashion, report to the Executive Director of the MAA the place and date of the future meetings and the names of newly elected officers;
  - viii) submit the annual report of the Section to the Chair of the MAA Committee on Sections by the time requested;
  - ix) be responsible for correspondence with the national organization, and act as liaison between the national organization and the Executive Committee.
- i) The Treasurer shall:
  - i) provide leadership for the Section in attaining its objectives;
  - ii) take charge of all financial records of the Section, including book sales, and all monies of the Section;
  - iii) receive all monies paid into the Section and deposit such money in a bank to the account of the Section;
  - iv) pay all bills of the Section out of the Section's funds;
  - v) make a report on the finances of the Section at the Section meeting in the fall;
  - vi) by the time requested, submit the annual financial report to the national office.
- 8) The Executive Committee shall conduct the affairs of the Section between meetings of the Section membership.
- 9)
  - a) If a vacancy should occur in the office of Chair at a time when there is a Chair-Elect, then the Chair-Elect shall succeed immediately to the office of Chair, and shall remain in office for the entire term to which said Chair-Elect was elected.
  - b) If a vacancy should occur in the office of the Chair at a time when there is no Chair-Elect, then the Section Governor in consultation with the Executive Committee shall fill the vacancy by appointment until the next Section meeting, at which meeting the remainder of the term shall be filled by election. The Immediate-Past-Chair may be appointed to the vacancy but shall be ineligible for election to the balance of the term.
  - c) A vacancy in the office of Immediate-Past-Chair shall not be filled.

- d) A vacancy in the office of Chair-Elect pursuant to Article III, Section 9(a) of these By-Laws shall not be filled.
- e) If a vacancy in any other office on the Executive Committee should occur, it shall be filled by appointment by the Chair in consultation with the Executive Committee until the next fall meeting, at which meeting the remainder of the term, if any, shall be filled by election.

#### **ARTICLE IV – MEETINGS**

- 1) The Section shall hold one regular Section meeting during the fall and one during the spring of each academic year. A business meeting shall be held during the fall meeting.
- 2) A special meeting can be called by the Executive Committee on its own initiative, or by a petition of 40 members of the Section.
- 3) Members of the Section shall be notified via U.S. mail of each meeting at least 45 days in advance of the meeting.
- 4) A quorum shall consist of the members present at a meeting called in accordance with these by-laws.

#### **ARTICLE V – DUES AND ASSETS**

- 1) There shall be no dues for the Section but a registration fee shall be collected at each regular meeting.
- 2) The assets of the New Jersey 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 – STANDING COMMITTEES**

- 1) The Awards Committee shall select the winner of the Service Awards, at both the Section level and the National level.
- 2) The Nominating Committee shall nominate candidates for Section Governor, and shall prepare a slate of candidates for office to present at any Section business meeting with scheduled elections.
- 3) The New Jersey Section Distinguished College or University Teaching of Mathematics Award Selection Committee shall publicize the call for nominations for, and select a winner of, this award, following procedures consistent with guidelines recommended by the national committee for the award.

- 4) Other committees shall be appointed by the Chair as needed.
- 5) Standing committees shall consist of at least three members of the Section. The normal term of membership on all standing committees is three years; term ending dates should be staggered so that approximately one-third of the membership on each committee is replaced or reappointed each year.

#### **ARTICLE VII – AMENDMENTS TO THE BY-LAWS**

- 1) These By-Laws may be amended by a two-thirds majority of the votes cast by the members at a meeting called in accordance with these by-laws.
- 2) A proposed amendment shall be sent via U.S. mail by the Secretary to every member of the Section at least fifteen days prior to the meeting at which voting on the amendment will take place. Any member of the New Jersey Section may submit a proposed amendment in writing to the Executive Committee for consideration. Should the Executive Committee decide not to submit the proposed amendment to the Section for a vote, this decision may be overridden by a petition containing the signatures of at least five percent of the members of the Section.
- 3) After an amendment is approved by the members of the Section and subsequently by the Board of Governors, it becomes effective immediately.
- 4) When an amendment governing the length of a term becomes effective, time served previously shall be included for determining the fulfillment of that term.

Amended at the Fall, 2005 meeting of the New Jersey Section