

Bylaws of the Eastern Pennsylvania and Delaware Section of the Mathematical Association of America

Revised in 1971, 1977, 1979, 1980, and 2008

Article I Name and Purpose

1. The name of this Section shall be the Eastern Pennsylvania and Delaware Section of the Mathematical Association of America (MAA).
2. The purpose of the Eastern Pennsylvania and Delaware Section shall be to advance the mathematical sciences, especially at the collegiate level, by carrying out the purposes of the Mathematical Association of America, primarily within the territory defined below in Article II.

Article II Membership

The membership of the Eastern Pennsylvania and Delaware Section shall be members of the Mathematical Association of America whose MAA mailing addresses are in Delaware, ZIP codes from 19700 to 19900, and in that part of Pennsylvania with ZIP codes from 16900 to 19600. Exceptions may be made by the MAA headquarters office upon request of the affected member.

Article III Officers and Executive Committee

1. The officers of the Section shall be the Chair, the Vice-Chair, the Secretary, and the Treasurer.
2. The Executive Committee of the Section shall consist of the officers, six members-at-large, the Section Governor ex officio, other MAA Governors ex officio who are members of the Section, and nonvoting members as stated in Article III Section 7.
3. Members of the Executive Committee shall be members of the Mathematical Association of America and of the Section.
4. Members of the Executive Committee who are elected by the Section shall be elected at the Annual Meeting.
 - a. The Chair and Vice-Chair shall be elected annually and shall serve at most two consecutive terms.
 - b. The Secretary and Treasurer shall be elected for staggered three-year terms.
 - c. Members-at-large shall be elected for staggered three-year terms with two members elected each year. A member-at-large shall serve at most two consecutive terms.

5. The duties of members of the Executive Committee shall be as follows.
 - a. The Chair shall preside at all meetings of the Section and of the Executive Committee. The Chair shall have general charge of the Section. The Chair, in consultation with the Executive Committee, shall appoint all committees and the committee chairs except the Program Committee, which is appointed by the Vice Chair.
 - b. The Vice-Chair shall assume the duties of the Chair in the absence of the Chair and shall assist the Chair with the business of the Section. The Vice-Chair shall appoint and chair the Program Committee for each Section meeting.
 - c. The Secretary shall keep the records of the Section, write minutes of the Annual Meeting and Executive Committee meetings, prepare and distribute announcements of meetings, and act as liaison between the Section and the MAA headquarters office by reporting on Section meetings, elections of officers, and activities of members. The Secretary shall submit the annual activities report of the Section to the chair of the MAA Committee on Sections when requested.
 - d. The Treasurer shall administer the financial affairs of the Section under the direction of the Executive Committee. The Treasurer shall collect registration fees and voluntary dues, receive the funds provided by MAA, arrange for safekeeping of all Section monies, maintain proper and accurate books of account of such monies, pay all Section bills in a timely manner, and file the annual financial report of the Section with the MAA headquarters office.
 - e. Members-at-large of the Executive Committee shall assist the Vice-Chair in planning the Section's programs and perform other tasks as requested by the Chair.
6. The Nominating Committee shall prepare a slate of candidates willing to stand for election at the Annual Meeting. Further nominations by Section members shall be accepted at the Annual Meeting provided that the candidates have agreed to serve. In the case of a tie, the Nominating Committee shall make the selection from among those tied. The Nominating Committee shall consist of at least three members and shall be appointed by the Chair at least six weeks before the Annual Meeting.
7. The Chair, in consultation with the Executive Committee, may appoint non-voting members to the Executive Committee to handle special tasks, such as the liaison coordinator, newsletter editor, webmaster, book tables manager, Section NExT coordinator, student activities coordinator, etc. Such appointments shall normally be for one to three years, and they may be renewed.
8. The quorum for Executive Committee meetings is five voting members. The Executive Committee shall conduct the affairs of the Section between meetings. It is empowered to fill any vacancy on the Executive Committee (except that of an MAA Governor) until the next Annual Meeting.

Article IV Meetings

1. The Section shall hold a meeting in the fall of each year during which the Annual Meeting shall be held to conduct the business of the Section. Elections shall be held during the Annual Meeting. Newly elected members of the Executive Committee shall assume office upon the adjournment of the Annual Meeting.
2. The time and place of meetings shall be determined by the Executive Committee.
3. The Executive Committee shall call and arrange any special meetings of the Section. The Executive Committee shall honor any written request of 20 Section members for a special meeting.
4. Each member of the Section shall be notified in writing at least 20 days in advance of any regular or special business meeting of the Section.
5. A quorum shall consist of not fewer than 15 members of the Section, and no business may be transacted at meetings where less than a quorum is present.

Article V Fees and Use of Assets

1. A registration fee may be collected from those who attend Section meetings. The Executive Committee shall set the meeting fees.
2. The Executive Committee may request that members pay voluntary section dues or make donations to special funds.
3. The Executive Committee shall annually appoint a Committee to review the financial records.
4. The assets of the Eastern Pennsylvania and Delaware 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 returned to the Mathematical Association of America to be used for a purpose consistent with the purposes of that organization.

Article VI Amendments

1. These bylaws may be amended by 2/3 of the votes cast by a quorum at any business meeting of the Section, subject to subsequent approval by the Board of Governors of the Mathematical Association of America.
2. Proposed amendments approved by the Executive Committee shall be submitted in writing by the Secretary to all members of the Section at least 20 days prior to the time of voting.
3. A complete revision of these bylaws shall be subject to all of the same procedures required for other amendments to these bylaws.