

# **Bylaws of the Illinois Section of the Mathematical Association of America**

Approved at (tbd) meeting<sup>1</sup>

Approved by the MAA Board of Directors (tbd)

## **Article I - Name and Purpose**

1. The name of this Section is the Illinois Section of the Mathematical Association of America (MAA).
2. The purpose of the Illinois Section shall be to advance the mission of the MAA on a regional level (namely within the territory defined in Article II below); to offer guidance to the MAA as it forms and fulfills its mission; to provide professional development and networking activities for Section members and mathematics students in geographically accessible locations; and to promote discussion and action on issues affecting mathematics teaching, learning, and research in the region.

## **Article II - Membership**

The membership of the Illinois Section consists of the members of the Mathematical Association of America with MAA mailing addresses in Illinois, zip codes 60000-62999. Exceptions may be made by the MAA Secretary at the request of the member involved.

## **Article III - Officers and Board of Directors**

1. The Officers of the Section are Chair, Chair-Elect in the second year of the Chair's term, Past-Chair, and Secretary-Treasurer.
2. The voting members of the Board of Directors are six Directors-at-Large, one Director for Public Universities, one Director for Private Colleges, one Director for Two-Year Colleges, the Section Information Coordinator, the Section NExT Coordinator, the Officers of the Section, and the Section Representative to the MAA Congress. An at-large member of the MAA Congress who is a member of the Illinois Section is a non-voting member of the Board of Directors.
3. Each member of the Board of Directors must be a member of the MAA and of the Illinois Section.
4. The voting members of the Board of Directors, other than the Section Representative, are elected at the Annual Meeting and assume office upon adjournment of that meeting. A tie during an election at the Annual Meeting shall be resolved by the Nominating Committee.
5. The Nominating Committee nominates candidates for vacant positions. Additional nominations may be made from the floor at the time of the Annual Meeting. Elections occur at the Annual Meeting.
6. The Chair-Elect is elected biennially. Election as Chair-Elect presumes a five-year service cycle of one year as Chair-Elect, two years as Chair, and two years as Past-Chair. Re-election as Chair-Elect may not occur until the end of the five-year cycle. The Chair-Elect reviews the descriptions of responsibilities for each

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<sup>1</sup> This draft was approved by the Illinois Section Board of Directors on January 27, 2018 and the MAA Committee on Sections on February 3, 2018.

committee and may recommend additional or specific charges for committees for approval by the Board of Directors during his/her one-year term as Chair-Elect.

7. The Past-Chair assumes the responsibilities of the Chair in the absence of the Chair. The Past-Chair is responsible for maintaining up-to-date descriptions of committee responsibilities.
8. The Secretary-Treasurer is elected to a six-year term. The Secretary-Treasurer may be re-elected.
9. The Directors-at-Large, the Section Information Coordinator, and the Section NExT Coordinator are elected to three-year staggered terms with two Directors-at-Large elected each year. Directors-at-Large, the Section Information Coordinator, and the Section NExT Coordinator may be re-elected.
10. The Directors for Public Universities, Private Colleges, and Two-Year Colleges, called Designated Directors, are elected to three-year terms with one of the three Designated Directors being elected each year. A Designated Director may not serve successive terms as a Designated Director.
11. The Chair presides at all business meetings of the Section and all meetings of the Board of Directors. The Chair has general charge of, and executes the affairs of, the Section. The Chair appoints all ad hoc committees of the Section and is an ex officio member of such ad hoc committees, unless directed otherwise by the members of the Section at a meeting of the Section. The Chair appoints the appointed members of standing committees. The Chair also appoints the Financial Reviewer and annually appoints the chairs of the standing committees, with the exception of the Program Committee and the Nominating Committee. The Chair notifies committee chairs of the dates of Board meetings (see Article VI, item 11).
12. The Secretary-Treasurer keeps all the books, accounts, and records of the Section. The Secretary-Treasurer writes minutes of the meetings of the Board of Directors and business meeting held in conjunction with the Annual Meeting. The Secretary-Treasurer receives all monies paid to the Section, taking regular receipt of deposits thereof. The Secretary-Treasurer pays all bills of the Section out of Section funds, communicates directly with Association staff, arranges to send Section-wide emails, and notifies the members of all meetings of the Section. The Secretary-Treasurer submits the Section Annual Report, Section Financial Report, and all Section Meeting Reports to the Association, as required.
13. The Section Information Coordinator is responsible for the gathering, editing, and dissemination of news of interest to the members of the Section. Possible means of dissemination include the Section Newsletter, the Section Website, and social media.
14. The Section NExT Coordinator is responsible for administering the Illinois Section NExT program. Duties include soliciting and selecting new Section NExT fellows and organizing the Section NExT sessions at the Annual Meeting.
15. The Directors-at-Large serve on appropriate Section committees as needed.
16. The Board of Directors conducts the affairs of the Section between meetings of the members. It is empowered to fill any vacancy among the officers of the Section until the time of the annual election. The Chair fills, until the next annual election, any vacancy that occurs on the Board of Directors with the exception of the Officers and Section Representative to the MAA Congress. The Board of Directors meets in person at least twice a year.
17. A quorum for a Board of Directors meeting is eight (8) members of the Board.

## **Article IV - Meetings**

1. The Section will hold an Annual Meeting each year. The Board of Directors sets the dates and place for each meeting. At least six months' notice of the dates for the Annual Meeting must be given to the membership. The business meeting shall be held in conjunction with the Annual meeting.
2. Meetings other than the Annual Meeting must be called by the Chair after either majority approval by the Board of Directors or by resolution of the members at a previous meeting.
3. Each member of the Section is notified at least twenty (20) days in advance of any meeting of the Section.
4. The quorum for a Section business meeting shall be ten (10) members of the Section and no business may be validly transacted at a business meeting where less than a quorum is present.

## **Article V - Fees and Use of Assets**

1. The Board of Directors is authorized to assess a registration fee for those members and guests attending the Annual Meeting or any other meeting sponsored by the Section.
2. The assets of the Illinois Section are used exclusively to further the purpose of the Section and in the event of the dissolution of the Section the remaining assets shall be turned over to MAA to be used for purposes consistent with the bylaws of that organization.

## **Article VI - Committees**

1. Insofar as possible, the composition of all Section committees shall reflect the diversity of the Association membership and of the profession. Therefore the charge to and composition of standing committees should follow the policies of the MAA as outlined in its documents, including those on implicit bias.
2. The Standing Committees of the Section are:
  - a. Two-Year College Committee
  - b. Nominating Committee
  - c. Program Committee
  - d. Awards Committee
  - e. Teacher Education Committee
  - f. Finance Committee
  - g. Financial Review Committee
3. The Two-Year College Committee consists of five members, each appointed to three-year staggered terms (one or two replacements each year). At least one Director-at-Large of the Section is appointed to serve on this committee. The Two-Year College Committee is responsible for identifying and addressing professional needs of two-year college faculty and the mathematics learning needs of their students.
4. The Nominating Committee consists of three members, each appointed to three-year staggered terms (one replacement each year) plus the Past-Chair of the Section, who serves as Chair of the Committee. The Nominating Committee is responsible for recruiting candidates to run for open Section board positions and for the Section representative to the MAA Congress.
5. The Program Committee consists of the three Designated Directors, the Section NExT Coordinator, and a representative of the host institution. The Designated Director in the second year of office serves as chair of the Program Committee. The Program Committee plans the Annual Meeting.
6. The Awards Committee consists of three members, each appointed to three-year staggered terms (one replacement each year). The Awards Committee identifies faculty to be honored for excellence in teaching

and/or service to the Section. Further, the Awards Committee nominates worthy candidates for honor at the Association level. The committee will also provide awards to students as directed by the Board.

7. The Teacher Education Committee consists of five members who are appointed to four-year staggered terms (one or two replacements each year). In addition to the chair, the members are representatives from a public university, a private college or university, a two-year college, and a licensed middle grade or secondary mathematics teacher. The Teacher Education Committee monitors state requirements for licensure in mathematics teaching and regularly communicates substantive changes to members of the Section.
8. The Finance Committee consists of four members, one of whom is the Secretary-Treasurer of the Section (ex-officio), and three others each appointed to six-year staggered terms (one replacement each two years). No member of the Financial Review Committee may serve on the Finance Committee. The Finance Committee is responsible for generating an annual budget and proposing financial guidelines for utilizing Section resources.
9. The Financial Review Committee consists of the Financial Reviewer, who serves a renewable three-year term. The Financial Reviewer examines the financial bookkeeping of the Section and issues an annual report to the Board.
10. Terms of committee members expire at the close of the Annual Meeting in the designated year.
11. The chair of each standing committee is responsible for a written report of the committee's activity to be submitted for each regular meeting of the Board of Directors. Committee chairs are notified of the dates of such regular meetings by the Chair of the Section (see Article III, item 11).
12. Each committee annually reviews the description of the committee's responsibilities and procedures, and submits any recommendations for change to the Past-Chair of the Section no later than the close of the Annual Meeting each year.

## **Article VII - Amendments**

These bylaws may be amended or revised by a super majority of two-thirds vote of the members present at the Annual Meeting, provided notice of such amendments has been submitted to the members of the Section by the Secretary-Treasurer at least twenty (20) days prior to the date of the meeting and provided that these amendments are approved by the Board of Directors of the Mathematical Association of America.