

Iowa Section Bylaws

Article I -- Name and Purpose

Section 1. The name of this section shall be the Iowa Section of the Mathematical Association of America.

Section 2. The purpose of the Iowa Section shall be to further the development and understanding of, and instruction in, the mathematical sciences by carrying out the purposes of the national organization within the territory defined below in Article II.

Article II -- Membership

The membership of the Iowa Section shall be the members of Mathematical Association of America whose MAA mailing address is in Iowa, zip codes 50000-52899 , except any MAA member who is a member of this section or another section as a result of requesting the national office for assignment to a particular section not determined by MAA mailing address.

Bylaws of the Iowa Section of the Mathematical Association of America

ARTICLE I Name and Purpose

1. The name of this Section shall be the Iowa Section of the Mathematical Association of America (MAA).
2. The purposes of the Iowa 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 Iowa Section shall be members of the Mathematical Association of America whose MAA mailing addresses are in Iowa, postal codes 50000-52899. Exceptions may be made by the MAA Secretary upon request of the affected member.

Article III -- Officers

Section 1. The officers of the Section shall be distinct Section members occupying the offices of Chair, Vice-Chair, Vice-Chair Elect, Secretary and Treasurer. The Vice-Chair Elect shall be elected annually and automatically shall become the Vice-Chair the following year for a term of one year. Similarly, the Vice-Chair shall become Chair after one year for a term of one year. The Chair cannot immediately be elected as Vice-Chair Elect after the term as Chair. The Secretary and the Treasurer shall be elected for staggered terms of three years and may serve for at most two consecutive terms. Each officer shall hold office until a successor has been duly elected and qualified.

Section 2. The Executive Committee of the Section shall consist of the officers of the Section, the Section Governor (ex-officio), and the following (also ex-officio but non-voting): Past Chair, Information Director (formerly Newsletter Editor), Competition Coordinator, and Liaison Coordinator.

ARTICLE III Officers

Article III describes the officers of the Section, other members of the Executive Committee, and their duties. It includes nomination and election procedures.

5. The officers of this Section shall be distinct Section members occupying the offices of Chair, Vice-Chair, Vice-Chair Elect, Secretary, and Treasurer.

[Each section must have a chairperson (or president) and either a secretary-treasurer or a secretary and a treasurer. There could be one or more vice chairpersons who may serve in roles such as those outlined in Section III-2. In some sections, one of the officers is specially charged with representing the interest of members and potential members from two-year colleges and/or high schools.] (Terms in III-parts 4 & 5)

6. The executive committee of the Section shall consist of the officers of the Section and the Section Representative to the MAA Congress, and the following (non-voting): Past Chair, Information Director, Competition Coordinator, and Liaison Coordinator.

[In addition to the Section officers listed in III-1, some sections include other non-elected, non-officers such as chair-elect, immediate past chair, webmaster, newsletter editor, student activities coordinator, section liaison coordinator, section NExT coordinator, program chair, archivist, and members-at-large as voting members of their executive committees. Persons serving in these roles should

Section 3. Each Section officer must be a member of the Mathematical Association of America and of this Section.

Section 4. The officers shall be elected at the annual meeting and shall assume office upon adjournment of this meeting.

not be currently serving as Section chairperson, secretary-treasurer, secretary, or treasurer.]

3. Each member of the executive committee must be a member of the Mathematical Association of America and of this Section.
4. The officers shall be elected at the annual meeting and shall assume office upon adjournment of this meeting. The Vice-Chair Elect shall be elected annually and automatically shall become the Vice-Chair the following year for a term of one year. Similarly, the Vice-Chair shall become Chair after one year for a term of one year. The Chair cannot immediately be elected as Vice-Chair Elect after the term as Chair. The Secretary and the Treasurer shall be elected for staggered terms of three years and may serve for at most two consecutive terms.
5. *The Information Director, Competition Coordinator, and Liaison Coordinator shall be appointed by the Chair with Executive Committee oversight. The Information Director shall serve for a term of five years, and can be reappointed for consecutive terms. In the last year of an Information Director's term, the new Information Director is appointed and shall serve as an assistant Information Director for the final year of the outgoing Information Director's term. The Competition Coordinator shall serve for a term of five years, and can be reappointed for consecutive terms. In the last year of a Competition Coordinator's term, the new Competition Coordinator is appointed and shall serve as an assistant Competition Coordinator for the final year of the outgoing Competition Coordinator's term. The Liaison*

Coordinator shall serve for a term of five years, and can be reappointed for consecutive terms.

*[Many sections specify that elections be held during a designated regular scheduled business meeting, but elections by mail or email ballot are also acceptable. A method for resolving ties, such as a decision by the nominating committee, should be included. **The terms of office for each officer must be specified in this paragraph.** (Terms of at least three years for secretary and treasurer are encouraged.) If the section wishes to prohibit successive terms by an officer, such a restriction is included here. The case for not letting a chair serve consecutive terms is particularly persuasive but care should be taken to provide continuity on the executive committee when considering terms of office and rules against consecutive terms.]*

Section 5. A slate of officers shall be nominated by a committee appointed by the Chair, but this shall not prevent other nominations being made by a member at the time of the annual meeting.

6. The nomination procedure for Section officers shall be a slate of officers nominated by a committee of three persons appointed by the Chair. Nominations from the floor will also be accepted at the annual meeting.

[Typically the chair appoints a nominating committee to recommend a slate of officers. The number of persons required for the nominating committee and the time of the existence of the nominating committee should be stated. Provision should be made to permit additional nominations by members of the section prior to elections.]

Section 6. The duties of the Section officers shall be:

(a) The Chair shall preside at each meeting of the Section and of the Executive Committee of the Section. The Chair, in consultation with the other officers, shall appoint the Information Director, Competition Coordinator, and Liaison Coordinator.

(b) The Vice-Chair shall be the Program Chair and be responsible for organizing the program for each Section meeting.

(c) The Vice-Chair Elect shall either host the section meeting(s) at his or her home institution and be responsible for all local arrangements, or find another location for the section meeting(s) and work closely with a local arrangements chair there.

(d) The Secretary shall keep minutes of the annual section business meeting and of meetings of the Executive Committee, handle the Section correspondence, manage registration and registration fees for the annual meeting, and submit an annual section report to the Committee on Sections.

7. The duties of the Members of the Executive Committee shall be:

(a) The Chair shall preside at each meeting of the Section and of the Executive Committee of the Section. The Chair, in consultation with the other officers, shall appoint the Information Director, Competition Coordinator, and Liaison Coordinator. In making these appointments, every effort will be made to avoid implicit bias and to reflect the diversity of the Section.

(b) The Vice-Chair shall be the Program Chair and be responsible for organizing the program for each Section meeting.

(c) The Vice-Chair Elect shall either host the Section meeting(s) at his or her home institution and be responsible for all local arrangements, or find another location for the Section meeting(s), and work closely with a local arrangements chair there.

(d) The Secretary shall keep minutes of the annual Section business meeting and of meetings of the Executive Committee, preserve records of the Section, notify members of all regular and special meetings, notify members of the executive committee of meetings of that group, handle the Section correspondence, manage registration for the annual meeting, and submit annual Section and meeting reports to the Committee on Sections.

(e) The Treasurer shall receive all money paid into the Section and deposit such money in a bank to the account of the Section, and pay all bills of the Section out of the Section funds. The Treasurer shall organize a book sale to be held at the annual meeting. The Treasurer shall send the required annual financial report to the national office.

(f) The Information Director shall gather information suitable for the Section's newsletter, publish a fall and spring Section newsletter, notify appropriate media outlets about Section activities, and keep the Section's web site up-to-date.

(g) The Competition Coordinator shall be responsible for organizing (set date and location(s), work closely with local organizer) the annual competition; work closely with a problem writer to ensure error-free competition problems and solutions (the author will be paid a writing fee out of the competition fund); manage team registration and supervise grading of the results.

(h) The Liaison Coordinator shall be responsible for passing on to all Section liaisons messages intended for all Section members and shall work with the national office to recruit liaisons for all Iowa's institutions.

(e) The Treasurer shall receive all money paid into the Section and deposit such money in a bank to the account of the Section, pay all bills of the Section out of the Section funds, organize a book sale to be held at the annual meeting, send the required annual financial report to the national office, arrange for safekeeping of all Section monies, and maintain proper and accurate books of account of such monies.

(f) The Information Director shall gather information suitable for the Section's newsletter, publish a fall and spring Section newsletter, notify appropriate media outlets about Section activities, and keep the Section's web site up-to-date.

(g) The Competition Coordinator shall be responsible for organizing (set date and location(s), work closely with local organizer) the annual competition, work closely with a problem writer to ensure error-free competition problems and solutions, and manage team registration and supervise grading of the results.

(h) The Liaison Coordinator shall be responsible for passing on to all Section liaisons messages intended for all Section members.

(i) The Section Representative to the MAA Congress shall be responsible for duties as described in the bylaws of the Congress.

(j) The Past Chair shall be responsible for attending Executive Committee meetings and sharing wisdom accumulated by the experiences of serving in the offices of Vice-Chair Elect, Vice-Chair and Chair.

[This paragraph details the duties of all section officers named in Section III-1. For example, the chair shall preside at each meeting of the section and of the executive committee. The chair shall appoint committees of the section and shall be an ex officio member of each such committee unless specifically barred by vote of the membership at an official section meeting or unless otherwise specified in these bylaws.]

Duties that should be assigned to the secretary include keeping minutes of business meetings (including meetings of the executive committee), preservation of records of the section, maintenance of files of official correspondence of the section, notifying members of all regular and special meetings, notifying members of the executive committee of meetings of that group. The secretary is responsible for sending meeting reports after each meeting of the section and an annual section report to the Committee on Sections. (See Chapter III, "The Section Secretary or Secretary-Treasurer", for other possible duties.)

Duties of the treasurer shall include the collection of voluntary section dues and/or registration fees, the receipt of funds provided by MAA, the arrangement for safekeeping of all section monies, the maintenance of proper and accurate books of account of such monies, responsibilities for the timely payment of all debts of the section, and filing an annual report with the MAA headquarters office. If it is desired that the treasurer disburse section funds with the concurrence of

another section officer, provision for countersignatures or other forms of authorization should be spelled out in this section.

If the chair-elect, past-chair, webmaster, newsletter editor, program chair, or other persons are identified in Section III-2 as members of the executive committee, their duties should be defined here.]

Section 8. The Executive Committee shall conduct the affairs of the Section between meetings of the Section membership.

8. The Executive Committee shall conduct the affairs of the Section between meetings of the Section membership. The executive committee requires four (4) members for a quorum.

[You should specify a quorum for a meeting of the executive committee. A section may wish to specify what kinds of decisions the executive committee may make on behalf of the membership and/or those which the membership may keep to itself.]

9. If a vacancy on the executive committee, other than the Section Representative to Congress, should occur, the remaining officers shall fill the vacancy by appointing a member of the Section to serve until the next meeting when an election can be held.

[Except for the position of Section Representative, the executive committee fills vacancies that occur between elections. If the first position in a sequence of positions (such as a chair-elect) is filled by appointment, provision should be made for an election of the succeeding position (such as chair) in the sequence. For the Section Representative, the MAA

Board of Directors shall have authority to fill vacancies until such time as the regular appointment or election process can be employed, when a vacancy occurs between elections.]

Section 7. The Executive Committee will provide a Section representative to section officer meetings at MathFest and the Joint Meetings. One of the Chair, Vice-Chair, or Vice-Chair Elect should serve as the Section representative. If none of those officers are able to serve as Section representative, the Executive Committee will designate a Section representative.

Section 9. If a vacancy on the Executive Committee other than the Governor should occur, the remaining officers shall fill the vacancy by appointing a member of the section to serve until the next meeting when an election can be held.

Article IV -- Meetings

Section 1. The Section shall hold an annual meeting.

Section 2. The annual meeting shall be planned by the Vice-Chair in coordination with the Vice-Chair Elect.

10. The Executive Committee will provide a Section representative to Section officer meetings at MathFest and the Joint Meetings. One of the Chair, Vice-Chair, or Vice-Chair Elect should serve as the Section representative. If none of those officers are able to serve as Section representative, the Executive Committee will designate a Section representative.

(covered in part of the MAA template for Section 8.)

ARTICLE IV

Meetings

1. The Section normally shall hold at least one program meeting each year and an annual business meeting as part of the program meeting.

2. Program meetings shall be planned by the Vice-Chair in coordination with the Vice-Chair Elect.

[There are two distinct tasks here; logistical arrangements (often assigned to the host institution), and program planning. Many sections identify the vice-chair (or the first vice-chair) as program chair. It is best to trust meeting arrangements and program planning solely to individuals, although the bylaws should indicate who has overall responsibility if it is anticipated

that committees will do the detail work. The duties of the Program Chair should not be performed by the Section Chair.]

3. Additional program meetings may be organized if a proposal is presented to and approved by the executive committee.

4. The annual business meeting shall be planned by the Section chair. Elections are held at the annual business meeting as well as the presentation of any Section awards.

[The annual business meeting is usually held in conjunction with a program meeting and is planned by the executive committee. You may wish to specify parts of the agenda here, such as nominations and elections, or reports, etc.]

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

5. The quorum for a business meeting shall consist of not fewer than fifteen (15) members of the Section and no business may be validly transacted at business meetings where less than a quorum is present.

[Insert a relatively small number, possibly 15, here. A specific number should be included.]

Section 3. A special meeting may be called by the Executive Committee or upon the petition of ten (10) members of the Section. The time and place of any special meeting shall be determined by the Executive Committee.

6. A special business meeting shall be called by the Executive Committee or upon the petition of ten (10) members of the Section. The time and place of any special meeting shall be determined by the Executive Committee.

Section 4. Each member of the Section shall be notified in writing (including the use of e-mail) at least ten (10) days in advance of any regular meeting or special meeting of the Section.

Article V -- Fees and Use of Assets

Section 1. The Executive Committee of the Section shall set the registration fee for the annual meeting.

Section 2. The Section will use funds to support representation (as described in Article III, Section 7) at section officer meetings at MathFest and the Joint Meetings.

Section 3. The assets of the 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 -- Committees

7. Each member of the Section shall be notified by the secretary at least twenty (20) days in advance of any program or business meeting of the Section.

ARTICLE V Fees and Use of Assets

1. The Executive Committee of the Section shall set the registration fee for the annual meeting.

2. The Section will use funds to support representation (as described in Article III, Section 9) at Section officer meetings at MathFest and the Joint Meetings.

3. The author of questions for the ICMC will be paid a writing fee out of the competition fund.

4. The assets of the 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 Association.

ARTICLE VI

Committees

Section 1. A nomination committee, appointed by the Chair, shall nominate a slate of officers for each election. An auditing committee, appointed by the Chair shall audit the Treasurer's books annually.

Section 2. The Chair may appoint such other committees as required, or as the members of the Iowa Section present at any properly called meeting may direct.

In the composition of all committees, the Section follows the recommendation of the MAA policy document on Avoiding Implicit Bias in order to reflect the diversity of the Association. Unless otherwise noted, committees consist of three (3) persons.

1. A nomination committee, appointed by the Chair, shall nominate a slate of officers for each election. An auditing committee, appointed by the Chair, shall audit the Treasurer's books annually. A teaching award committee, appointed by the Chair, shall review nominations and select the recipient of the Section Teaching Award. A Section NExT steering committee, elected at the annual Section NExT pre-meeting, shall plan the next year's Section NExT pre-meeting and handle any business required of Section NExT.

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2. The Chair may appoint such other committees as required, or as the members of the Iowa Section present at any properly called meeting may direct.

[This article (which should be numbered like the others if it has separable clauses) should define each of the standing committees and detail specified duties. If the members of such committees are elected, provisions for such elections and terms of membership should be spelled out. Terms of service should also be set so as to provide continuity of membership on standing committees. The number of standing committees should be minimized.]

Section committees should reflect the diversity of the Association membership and of the profession. Therefore the

charge to, and composition of, standing committees should be designed to minimize implicit bias. For example, a nominating committee consisting of sitting officers might tend to nominate candidates similar to themselves. Similarly, teaching award committees consisting solely of past winners may have an unintentional bias about particular teaching styles or institution type. Section leadership should consult the MAA policy document on Avoiding Implicit Bias (http://www.maa.org/sites/default/files/pdf/sections_archived/Sections_ImplicitBiasStatement.pdf) for guidance on how to achieve this goal in practice.]
[This article should also describe how ad-hoc committees are formed and disbanded.]
[Sections should be aware that their current distinguished teaching awardee is not automatically the section nominee for the Haimo Award. An additional mechanism needs to be in place to select a Haimo Award nominee from among current and past distinguished teaching awardees.]

Article VII -- Amendments

Section 1. These Bylaws may be amended by a majority of the votes cast by the members at a regular or special meeting of the Section, subject to the approval by the Board of Governors of the Mathematical Association of America.

ARTICLE VII

Amendments to Bylaws

1. Amendments to the bylaws may be proposed by the Section Executive Committee.

[Normally changes in the bylaws are proposed by the section executive committee. Some sections also provide a means for amendment proposals to be brought for a vote of the membership upon petition by a specified number of members.]

Section 2. A proposed amendment shall be submitted in writing (including the use of e-mail) to every member of the Section at least fifteen (15) days prior to the meeting at which the voting on the amendment will take place.

Section 3. When an amendment has been approved by the members of the Section, it must be submitted to the Committee on Sections for its recommendation to the Board of Governors.

Section 4. A complete revision of this set of Bylaws will be subject to the same procedure as that for amending this set.

2. Subject to subsequent approval by the Board of Directors of the Mathematical Association of America, these bylaws may be amended by $2/3$ of the votes cast by a quorum at a business meeting of the Section.

3. The secretary of the Section shall notify each member of the Section of any proposed amendment(s) at least twenty (20) days prior to the meeting at which voting on the proposed amendment(s) takes place.

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(This is implied by part 2.)

4. A complete revision of these bylaws shall be subject to all of the same procedures required for other amendments to these bylaws.