

THE MATHEMATICAL ASSOCIATION OF AMERICA

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Buffalo 14, New York

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Associate Secretary

MEMORANDUM FOR SECTION OFFICERS 1963

The Associate Secretary of the Association is responsible for all activities pertaining to the Sections and for news items intended for publication in the News and Notices section of the AMERICAN MATHEMATICAL MONTHLY. His name and address is:

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Object of the Sections of the Mathematical Association of America

The sections of the MAA have been organized to perform locally the functions of the Association. The object of the Association is "to assist in promoting the interests of mathematics in America, especially in the collegiate field" (see MAA By-Laws in Monthly, Vol. 70, 1963, pp. 599-603.) Section officers have the responsibility of directing the activities of the sections so as to attain this objective. They should also serve as links between the local membership and the national organization.

Section Meetings

Each section holds at least one meeting per year. Information about the date and place should be supplied by the Section Secretary as early as possible to the Associate Secretary for publication in the Monthly. The planning of the programs is delegated to some particular section officer or to a program committee. After the meeting, the Section Secretary should send two copies of the report of the meeting to the Associate Secretary as soon as possible. The report should be typed and double spacing should be used. Please follow the form of reports appearing in current issues of the Monthly.

Visits by the President or Other Officers of the Association to Meetings of the Sections

Any section wishing to have the President or some other officer of the Association attend a section meeting should address a request to the President; travel expenses for such visits will be paid from the treasury of the Association.

Section Organization and Government

Each section includes in its membership all members of the Association living within a certain geographical area. Information about the exact boundaries of a section may be obtained from the Associate Secretary.

All sections elect a chairman, a secretary-treasurer (or secretary and treasurer) and often one or two vice-chairmen. In general the officers are members of an executive committee which is authorized to conduct all business that does not require a vote by the members of the section. The Associate Secretary should be notified promptly of any change in the officers of a section.

The Section Secretary should provide newly elected section officers with copies of the by-laws of the section. Official copies of the by-laws of each section are on file in the Buffalo office. Proposed amendments to the by-laws of a section should be reported to the Associate Secretary who will submit them to the Board of Governors for approval.

### Sectional Governors

Each section elects triennially a member of the Board of Governors for a three year term. Nominations are made by a committee appointed by the chairman of the section. The election is conducted by mail by the Buffalo office. The Sectional Governor is expected to represent his section at all meetings of the Board of Governors of the Association.

### Finances

Each section will receive from the Association treasury \$60 per year plus an additional \$10 per year for each one hundred members or fraction thereof in excess of two hundred. Some sections collect dues (twenty-five cents to one dollar per year).

The Committee on Sections has available \$500 annually for the promotion of special activities of the Sections. Requests for extra funds, with a description of the activity needing support, should be sent to the Associate Secretary.

A section is not permitted to solicit funds from non-members, unless approval for such solicitation has been given in advance by the Executive and Finance Committees of the Association.

### Special Projects of the Sections

Many sections have established special projects with objectives such as these: improvement of the teaching of college mathematics or of secondary school mathematics; stimulation of interest in mathematics and the encouragement of exceptional high school and college students.

Most sections conduct a contest among high school students, either cooperating with the MAA Committee or conducting a separate examination.

### Membership

Section officers should encourage membership in the Association, especially among teachers in junior colleges and small liberal arts colleges. Any person interested in collegiate mathematics is eligible for membership. Each section is urged to appoint a membership committee to contact non-members. Personal solicitation is most effective. The Association is willing to reimburse any section for expenses incurred in a membership campaign.

### Conclusion

For any further information, section officers and members should feel free to make inquiries of the Association office at any time.