

THE MATHEMATICAL ASSOCIATION OF AMERICA
HANDBOOK FOR SECTION OFFICERS

Prepared by

Edith R. Schneckenburger
and
Lloyd J. Montzingo, Jr.

University of Buffalo

The Mathematical Association of America

University of Buffalo

Buffalo 14, New York

1950

Revised, 1953, 1956, 1958, 1960

THE ASSOCIATION OFFICE AND OFFICERS

In this handbook frequent reference is made to the Association office. This is the general office of the Association, located at the University of Buffalo. The Treasurer of the Association is in charge of this office.

The Treasurer is responsible for the payment of dues and subscriptions, ordering of publications, changes of address, and application for membership. All correspondence concerning these matters, therefore, should be addressed thus:

Professor H. M. Gehman, Treasurer,
Mathematical Association of America,
University of Buffalo,
Buffalo 14, New York.

The Associate Secretary is also located at the Association office. He is responsible for all activities pertaining to the Sections and for the News and Notices section in the MONTHLY. All correspondence concerning these matters should be addressed thus:

Mr. L. J. Montzingo, Associate Secretary,
Mathematical Association of America,
University of Buffalo,
Buffalo 14, New York.

The office of Secretary of the Association has been separated from that of Treasurer. The Secretary is responsible for arrangements of national meetings of the Association, the operations of the Board of Governors, the Executive and Finance Committees, and all other committees of the Association. Correspondence regarding these items should be addressed thus:

Professor H. L. Alder, Secretary,
Mathematical Association of America,
University of California,
Davis, California.

TABLE OF CONTENTS

	Page
I. Introduction	1
II. Geographical boundaries of the sections	1
III. Section members	3
IV. Section by-laws	3
V. Officers of the sections	4
VI. Sectional governors	5
VII. Section meetings	7
Time and place of meeting	7
Program of the section meeting	7
Report of section meeting	8
VIII. Finances	11
IX. Special projects of the sections	12
X. Membership	14
XI. Conclusion	15
Appendix A. Duties of the section secretary	16
Appendix B. Model by-laws	18

HANDBOOK FOR SECTION OFFICERS

I. Introduction

The sections of the Mathematical Association of America have been organized to perform locally the functions of the Association. These are described in Article I of the By-Laws (see the American Mathematical Monthly, Vol. 66, 1959 pp. 447-450) as follows: "to assist in promoting the interests of mathematics in America, especially in the collegiate field, by holding meetings in any part of the United States or Canada for the presentation and discussion of mathematical papers, by the publication of mathematical articles, journals, books, monographs and reports, by conducting investigations for the purpose of improving the teaching of mathematics, by accumulating a mathematical library and by cooperating with other organizations whenever this may be desirable for attaining these or similar objects."

The section officers have the responsibility of directing the activities of the sections so as to attain the above objectives. They serve also as links between the local membership and the national organization.

The purpose of this handbook is to describe the duties of the section officers and to give pertinent information about the sections.

II. Geographical Boundaries of the Sections

Allegheny Mountain	Pennsylvania (west of longitude $77^{\circ}30'W$), West Virginia (except Cabell County)
Illinois	Illinois
Indiana	Indiana
Iowa	Iowa
Kansas	Kansas
Kentucky	Kentucky
Louisiana-Mississippi	Louisiana, Mississippi

Maryland-District of Columbia-Virginia	Maryland, District of Columbia, Virginia
Metropolitan New York	New York (south of latitude 42°N)
Michigan	Michigan
Minnesota	Minnesota, North Dakota, South Dakota (east of Missouri River, except Bon Homme, Clay, Union and Yankton Counties); Manitoba, Saskatchewan
Missouri	Missouri
Nebraska	Nebraska, South Dakota (Bon Homme, Clay, Union and Yankton Counties)
New Jersey	New Jersey
Northeastern	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont; New Brunswick, Newfoundland, Nova Scotia, Prince Edward Island.
Northern California	California (except for the 14 counties included under Southern California), Hawaii, Nevada.
Ohio	Ohio, Huntington (Cabell County) in West Virginia
Oklahoma	Arkansas, Oklahoma
Pacific Northwest	Alaska, Idaho, Montana, Oregon, Washington; Alberta British Columbia
Philadelphia	Delaware, Pennsylvania (east of longitude 77°30'W)
Rocky Mountain	Colorado, South Dakota (west of Missouri River), Utah, Wyoming
Southeastern	Alabama, Canal Zone, Florida, Georgia, North Carolina, Puerto Rico, South Carolina, Tennessee
Southern California	California (the counties of San Luis Obispo, Kings, Tulare, Inyo, and Mono and the counties to the south of these)
Southwestern	Arizona, New Mexico, El Paso County in Texas
Texas	Texas (except El Paso County)
Upper New York State	New York (north of latitude 42°N); Ontario, Quebec
Wisconsin	Wisconsin

III. Section Members

Any member of the Association who resides within the boundaries of a section is considered a member of that section and, as such, has voting privileges. Some information about this membership can be obtained by referring to Geographical Distribution of Individual Members, Combined Membership List. This is distributed to members biennially.

About six weeks before each section meeting the Associate Secretary of the Association will send a list of members to the secretary of the section. In addition, a membership list will be sent to any section officer whenever a request is made for it.

The secretary of each section should also include on his mailing list members of other sections and non-members of the Association who have expressed a desire to be informed of meetings of the section.

IV. Section By-Laws

Most sections have adopted by-laws. Usually the by-laws include the following items: boundaries of the section, a brief description of the duties of officers and committees together with details pertaining to time and mode of election, a statement regarding the number and time of meetings, and some provision for revising these by-laws.

It should be noted that the boundaries described in by-laws which were adopted before 1949 may be different from those given above. If that is the case, the definition of boundaries given in part II of this handbook should be followed.

Each officer should study the by-laws of his section not only for information but also for critical evaluation. Perhaps the regulations are no longer adequate for the present situation. Sections which have never adopted by-laws should

consider as soon as possible the matter of their adoption.

For the benefit of those who are considering adoption or revision of by-laws some suggestions pertaining to form and topics to be included are given in Appendix B of this handbook. Revisions or new by-laws should be reported to the Associate Secretary who will submit them to the Board of Governors of the Association for their approval.

The section secretary should provide newly elected officers with copies of the by-laws of the section.

V. Officers of the Sections

The number of officers, the method of their election, and regulations regarding duties and term of office vary and are usually prescribed by the by-laws of the section. All sections elect a chairman and secretary-treasurer (or secretary and treasurer).

The chairman has the responsibility of directing the activities of his section during his term of office. In addition, he is expected to perform the usual duties of presiding at meetings and appointing committees.

The secretary has various duties which are described throughout this handbook. A list is given in Appendix A.

The treasurer (who is often secretary also) has the usual responsibility of keeping the accounts of the section, paying all bills, and collecting dues, if the section assesses its members.

In most sections one or two vice-chairmen are elected. Since their responsibilities vary greatly, no attempt will be made to describe them here.

All of these elections are conducted entirely within the section. A nominating committee is appointed by the chairman; he should select only members of his section to serve on this committee. Members of this committee should be

provided with copies of the by-laws and a list of members of the section, since officers should be drawn only from the membership. If a new secretary is to be elected, it is advisable to nominate candidates who can serve for several years.

In most sections 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. On August 31, 1953 the Board of Governors voted to recommend to the sections that the sectional governor be made a member of the Executive Committee "in order that there be better coordination between the policies of the national organization and those of the sections."

At the meeting of the Board of Governors on August 31, 1959, it was voted "that meetings of section officers be held annually, preferably at the time and place of the Summer Meeting, and that one elected section officer (Chairman, Vice-Chairman, Secretary, or Treasurer) of each section, or a representative of the section designated by them, be reimbursed for his travel expenses incurred in attending a Meeting of Section Officers on the same basis as members of the Board of Governors, provided that a member of the Board of Governors may not be reimbursed also as a section officer for attendance at the same meeting."

The reimbursement mentioned in this action is defined as ten cents per mile, using the one-way distance as given in Rand McNally's Standard Highway Mileage Guide. All officers of a section may attend these meetings of section officers, but one of them must be designated as the official representative.

VI. Sectional Governors

In one sense, the sectional governor is an officer of the section. However, his duties and manner of election are very different from that of the other officers.

By action of the Board of Governors, Sectional Governors are elected by a mail vote conducted by the Associate Secretary.

Several months prior to the expiration of the term of office of a sectional

governor the Associate Secretary instructs the section chairman to appoint a nominating committee. This committee should nominate two or three section members as candidates and report the names of its nominees to the Associate Secretary. Ballots are prepared by the staff of the Association office and are mailed to all members of the section. After the votes are counted, the Associate Secretary reports the election results to the candidates and to the officers of the section.

The newly-elected sectional governor takes office on July 1 of the year in which he is elected and serves for three years. Information regarding dates of election for the various sections can be found in the current list of Officers and Committees, usually printed in the April number of the Monthly.

The sectional governor is expected to represent his section at all meetings of the Board of Governors of the Association. This Board convenes at the Summer Meeting and at the Annual Meeting of the Association. Occasionally a special meeting is called. Much routine business is transacted by mail. All actions of the Board that affect the activities of a section should be reported by the sectional governor to the section officers and eventually to the entire membership of the section. In some instances the sectional governor serves as a member of the Executive Committee of his section (see part V of this handbook).

On August 31, 1959 the following ruling became effective: "One-half mileage is to be paid by the Association to all sectional governors for attendance at a meeting of the Board held in connection with either an annual or summer meeting, but not for both in the same calendar year. Full mileage is defined as twenty cents per mile, using the one-way distance as given in Rand McNally's Standard Highway Mileage Guide."

VII. Section Meetings

Each section holds at least one meeting per year. In several instances, this is a two-day meeting. Often a joint meeting is held with some other mathematical or educational organization.

Time and Place of Section Meeting

It is very essential that the date and place of each meeting be decided far in advance. It is suggested that, whenever possible, decisions of this nature be made at (or before) each meeting for the next meeting.

A form for reporting the date and place of future meetings will be sent to each section secretary. This form with the requested information should be returned as soon as possible to the Associate Secretary. The information will then be published in the Calendar of Future Meetings, The American Mathematical Monthly.

If complete information is available, the following form is used:

Allegheny Mountain, Geneva College, Beaver Falls, Pennsylvania,
April 30, 1960.

If there is uncertainty about these arrangements, it is advisable to print as much information as possible, including some indication of the time of meeting; e.g., Spring, 1960.

The Section secretary is asked to send this information several months before the meeting because the copy for each issue of the Monthly is forwarded to the Editor almost three months in advance of publication; e.g., the copy for an April issue is mailed from Buffalo on January 28.

Program of the Section Meeting

The planning of the programs of the section meetings is delegated to various officers or committees. In many sections the secretary assumes this responsibility; in others, the vice-chairman is in charge of these arrangements. In several

instances, the program is planned by a committee consisting either of all the officers or of members appointed by the chairman. It is advisable to consult the section by-laws, when available, to see whether they contain any statement pertaining to program planning.

Arrangements for the program should be made at least three or four months in advance of each meeting. Some time should be allowed for the business meeting but, aside from this, it is not essential or desirable that the programs of all the sections or even of one section be uniform. A study of section reports of meetings reveals varied types of programs, such as:

- (a) ten to thirty minute papers, given by members of the section or graduate and undergraduate students connected with member institutions;
- (b) hour addresses by invited speakers (often not members of the section);
- (c) combination of (a) and (b);
- (d) panel discussions or discussions by entire group.

For more detailed information regarding programs, the program committee may consult reports of section meetings which are published in The American Mathematical Monthly.

The Associate Secretary will obtain copies of the Employment Register and send them to the section secretaries to display at section meetings.

Report of Section Meeting

The section secretary is expected to prepare a report of the section meeting for publication in Official Reports and Communications, The American Mathematical Monthly. Two copies of this report should be forwarded within a month after the date of the meeting to the Associate Secretary.

The report of the meeting should be typed and double spacing should be used.

The title of the report should contain the name of the section and an indication of the time of meeting, as follows:

THE APRIL MEETING OF THE SOUTHEASTERN SECTION.

The first paragraph should indicate the time and place of meeting, the number of sessions held, and the person who presided at each session. Thus:

"The eighth annual meeting of the Metropolitan New York Section of the Mathematical Association of America was held at Brooklyn College, Brooklyn, New York, on April 9, 1960. Professor T. F. Cope, Collegiate Vice-Chairman of the section, presided at the morning session and Professor R. A. Johnson, Chairman of the section, presided at the afternoon session."

The first paragraph should give the number of persons present and the number of Association members who attended.

The next paragraph pertains to the business meeting and should give the following information:

- (a) names of newly elected officers together with their titles and institutions; (Names of newly elected governors will not be given here since this information appears elsewhere in the Monthly).
- (b) actions that are of general interest, such as recommendations regarding committees.

This is followed by a description of the program. The papers of the program are numbered. The title of each paper is in italics (indicated by underlining); only the first word and proper nouns of the title are capitalized. With the speaker's name is given his title (i.e., Professor or Doctor) and his institution. If the speaker is not a member, he should be introduced by the secretary or some other member (see 2, page 10). If the speaker has been invited to give a paper, this should be indicated (see 1, page 10). In the case of joint authorship of a paper, the name of the speaker should be given (see 3, page 10).

The abstract of each paper should follow immediately after the announcement of the title and the author's name. An abstract should be written in the third person and should not be longer than one hundred words. Do not display formulas.

If a committee report has been included in the program, the committee

chairman should submit an abstract of his report and the report should be listed with the papers. This report should include the name and address of a person from whom more information can be obtained.

The suggestions given above may be illustrated thus:

1. Title of paper, by Professor _____, _____ University.
(By invitation).

Abstract.

2. Title of paper, by Doctor _____, _____ University,
introduced by the secretary.

Abstract.

3. Title of paper, by Professor _____, _____ University and
Professor _____, _____ University, presented by Professor _____.

4. Report of Committee on _____, by _____,
_____ University.

Abstract.

The report should be signed by the secretary.

The Association office supplies each secretary with abstract blanks. To secure abstracts promptly it may be advisable to send an abstract blank to each speaker about two weeks before the meeting. If an abstract is not obtained within a short time after the meeting, the secretary should feel free to submit the report without including that abstract. Otherwise, publication of the report of the meeting may be delayed too long. Occasionally the secretary may find it necessary to revise or shorten abstracts. The abstract blanks should not be returned with the section report but should be retained by the section secretary.

The report is checked in the Association office and by the editors of the Monthly. If it seems necessary to conserve space in the Monthly, some of the information of a non-mathematical nature may be deleted from the report when it is published. Galley proof of the report will be sent to the section secretary.

Committee reports have been mentioned above in the description of the form of the report of the section meeting. If a committee does not give a report at the meeting, the secretary should request that a progress report be submitted on an abstract blank. He should not include this information in the report of the meeting but should forward it to the Associate Secretary along with the report of the meeting. This request is made because section officers often inquire about the special activities of other sections.

VIII. Finances

On January 28, 1960, the Board of Governors approved "the recommendation of the Committee on Sections whereby each section will receive \$60 per year plus an additional \$10 per year for each 100 members or fraction thereof in excess of 200." The membership count will be made and the checks sent to the section treasurer in January of each year.

Some sections collect nominal dues (25 cents to one dollar per year), or registration fees at their meetings, to supplement the above allotment.

On January 29, 1959, the Board of Governors voted to "authorize the Treasurer to expend annually not more than \$500 for the promotion of special activities of the sections, the funds to be disbursed on request of the sections and with the approval of the Committee on Sections." Requests for some of these funds should be sent to the Associate Secretary with a description of the activity needing support and a statement of the amount of money needed from the Association.

On August 31, 1959, the Board of Governors voted that "any formal solicitation of funds on behalf of the Association shall be made by a written proposal signed by the treasurer, after authorization has been received from the Board of Governors or the Executive and Finance Committees. The acceptance of such funds is subject to final approval by the Board of Governors."

IX. Special Projects of the Sections

Many of the sections have found special ways in which to serve the colleges and secondary schools in their areas. It is expected that the committees mentioned in Section VII will usually be concerned with special projects. At present the special activities of the sections have one or more of the following objectives:

- (1) Improvement of the teaching of college mathematics;
- (2) Improvement of the teaching of secondary school mathematics;
- (3) Stimulation of interest in mathematics and the encouragement of exceptional students in both high school and college.

Most of the sections are now conducting high school mathematics contests. Two sections write their own tests while the others use the material produced by the National Committee on High School Contests. More information on the national contest can be obtained from Professor W. H. Fagerstrom, Pan American College, Edinburg, Texas.

Many sections are trying to improve secondary school mathematics education in their respective states by working more closely with State boards of education and teacher organizations. To implement this, it has been suggested that a liaison officer be appointed in each state to keep the members of the section informed concerning educational developments, particularly in the areas in which the section could exert some influence.

Since the activities of the sections vary so greatly, a detailed list of special projects is not included in this handbook.

For the benefit of those sections which are concerned with the awarding of prizes to high school students the following action of the Board of Governors is brought to the attention of section officers.

On December 30, 1949, the Board of Governors voted to pay the cost of the die from which medals are to be struck. The Executive Committee selected a medal

designed and manufactured by the L. G. Balfour Company. The medal is similar to the seal of the Association which appears on each copy of the Monthly. The words around the outside are "Mathematical Ass'n. of America. Award." The letters are in gold on a blue background and the center is in gold. The cost of the medal in 10K gold is about \$2. The medal can be made as a button or pin, that is, either with a screw back or a pin with a safety catch. There is no difference in price. Orders can be placed for the exact number of each type desired. The prices include the engraving of initials and the year. Normally orders can be completed in a month. Medals may be ordered from Mr. Garry Schmeelk, L. G. Balfour Company, 535 Fifth Avenue, New York 17, New York.

These medals have been awarded by some sections to contestants in mathematics contests for high school students. Certificates of Merit have been awarded also.

The certificate is engraved on heavy paper about six by eight inches with name of section, individual, and date engrossed. It reads:

THE MATHEMATICAL ASSOCIATION OF AMERICA

(Seal)

_____ Section

Awards this Certificate to

(Name of Individual)

_____ High School, City, State

who has shown outstanding proficiency in
Mathematics Competition for Secondary Schools.

Given this _____ day of _____ 19__

Section Chairman

The cost of each certificate is about seventy-five cents. It may be ordered from Mr. Garry Schmeelk (address above).

X. Membership

The Association relies upon section officers or section committees to encourage membership among those who can profit from it. According to the By-Laws of the Association, any person who is interested in collegiate mathematics is eligible for membership. Section officers or committees should adopt some plan for membership activities.

It is advisable to work on membership during the entire year. Names of prospective candidates can be obtained from various sources. A few of these are indicated here. It may be profitable to check the membership list to learn what institutions are not represented in the membership of the Association. A list of institutions within the boundaries of a section can be found in: Education Directory, Part 3, Higher Education, which may be purchased for ~~70¢~~ from Superintendent of Documents, U. S. Government Printing Office, Washington, D. C. News items about mathematicians may provide names for prospective candidates. A list of non-members as well as members attending a section meeting should be obtained. It may be helpful to send each non-member an invitation to become a member shortly after the section meeting. These letters will be sent from the Association office if the section secretary submits a list of these non-members. Any non-member who participates in a program may be regarded as a prospective candidate for membership.

The Association is willing to reimburse any section for expenses incurred in a membership campaign, such as postage, secretarial work, etc. The secretary of the section should submit a bill to the Treasurer of the Association.

In order to encourage membership in the Association, a special concession has been made to two groups. Members of the National Council of Teachers of Mathematics and undergraduates are not required to pay the \$2.00 initiation fee when joining the Association.

XI. Conclusion

It is probable that this handbook will not answer every question. Section officers and members should feel free to make inquiries of the Association office at any time. The officers of the Association appreciate the cooperation given them by the section officers.

APPENDIX A

DUTIES OF SECTION SECRETARY

Various duties of the section secretary are listed below. Since the sections vary greatly, each secretary will find it necessary to decide when these duties should be performed and whether he should assume additional responsibilities.

1. Keep an up-to-date list of members of his section.
2. Plan campaigns for new members.
3. Secure speakers for the program of each meeting several months in advance of the meeting (if this work is delegated to a committee, the secretary should check on its progress).
4. Send out preliminary announcements of each meeting about three months in advance of meeting.
5. Secure abstracts of papers to be presented on program before the meeting.
6. Mail final announcements of meeting about a month before the meeting.
7. Make sure that all necessary business matters and reports of committees are included on agenda of meeting.
8. At section meeting, check attendance of members and non-members; have application blanks and other membership materials available; invite non-members to join the Association.
9. Report date and place of future meetings as soon as possible after each meeting to the Associate Secretary.
10. Report newly elected officers as soon as possible after each meeting to the Associate Secretary.
11. Submit report of section meeting to the Associate Secretary within a month after the meeting.

12. Send invitations to join the Association to non-members who attend section meeting as soon as possible after meeting; or send list of these non-members to the Association office.
13. Provide newly elected officers with copies of the by-laws of the section.
14. Report news items pertaining to members of the section to the Associate Secretary.

APPENDIX B

MODEL BY-LAWS

ARTICLE I

Name and Purpose

1. The name of this Section shall be the _____ Section of The Mathematical Association of America, Inc.
2. The purposes of this Section shall be to carry out the purposes of the national organization in (territory included in Section).

ARTICLE II

Membership

1. The membership of the Section shall be as follows:
 - (a). The membership of The Mathematical Association of America, Inc. resident in (territory included in Section), unless a member has notified the Secretary otherwise;
 - (b). Members of The Mathematical Association of America, Inc., who reside in territory not included in any Section and who notify the Secretary that they wish to be members of this Section.

ARTICLE III

Officers

1. The officers of the Section shall be a Chairman, (name others).
2. The Executive Committee shall consist of the officers of the Section and the sectional governor.
3. The officers shall be members of the Section.
4. The officers shall be elected annually at the annual (or fall or spring) meeting of the Section and shall assume office upon the adjournment of this meeting.

5. The officers may be nominated by a committee appointed by the Chairman, but this shall not prevent other nominations being made by any member at the time of the annual election.
6. The Chairman shall (or shall not) be eligible for immediate reelection.
(Similar statements about other officers should be included here.)
7. The Chairman shall preside at all meetings of the Section and those of the Executive Committee. He shall have general charge and shall execute the affairs of the Section. He shall appoint all committees unless otherwise directed by the members at a meeting and he shall be an ex-officio member of all committees.
8. The Secretary-Treasurer shall keep all the books, accounts and records of the Section. He shall receive all monies paid into the Section for membership fees and dues and all other purposes and shall deposit such money in a bank to the account of the Section, taking a regular receipt of deposit thereof. The Secretary-Treasurer shall pay all bills of the Section out of the Section funds after approval by the Chairman.
9. (The duties of other officers should be described here.)
10. The Executive Committee shall conduct the affairs of the Section between meetings. It is empowered to fill any vacancy among the officers of the Section until the next annual meeting.

ARTICLE IV

Meetings

1. The Section shall hold (give number) meetings each year.
2. The time and place of these meetings shall be decided by (name of committee).
3. Programs for all meetings shall be arranged by (name of officer or committee).
4. The Section may hold special meetings, the time and place of which shall be determined by the Executive Committee, unless otherwise designated by a

resolution by the members at a meeting.

5. The members present at any regular or special meeting shall constitute a quorum, provided the members of the Section be notified of such meeting at least ten days in advance.

ARTICLE V

Dues

1. Every member of the Section shall pay to the Treasurer annually the amount of _____. These dues shall be used to help pay the expenses of conducting the business of the Section.

ARTICLE VI

Amendments

1. These By-Laws may be amended by a majority of the votes cast by members at any meeting of the Section, subject to the approval of the Board of Governors of the Mathematical Association of America.
2. Proposed amendments shall be submitted in writing by the Secretary-Treasurer to all members of the Section at least fifteen days prior to the time of voting.