

Bylaws of the
Maryland-District of Columbia-Virginia Section of
the Mathematical Association of America

ARTICLE I
Name and Purpose

1. The name of this section shall be the Maryland-District of Columbia-Virginia (MD-DC-VA) Section of the Mathematical Association of America (MAA).
2. The purpose of the Maryland-District of Columbia-Virginia Section is to advance the mathematical sciences, especially at the collegiate level, and to promote the mission of the MAA on a regional level; offer guidance to the MAA as it forms and fulfills its mission; provide professional development and networking activities for members and students within the Section; and promote discussion and action on issues affecting mathematics teaching, learning, and research in the region defined in Article II below.

ARTICLE II Membership

The membership of the Maryland-District of Columbia-Virginia Section shall be members of the Mathematical Association of America whose MAA mailing addresses are in the District of Columbia or in the states of Maryland or Virginia, postal codes 20000-20599, 20600-21999, or 22000-24699. Exceptions may be made by the MAA Secretary upon request of the affected member.

ARTICLE III
Officers and Executive Committee

1. The officers of this Section shall be Chair, Chair-Elect or Immediate Past Chair, Secretary, Treasurer, Newsletter Editor, Program Chair, Vice Program Chair, Student Activities Coordinator, Director of Member Communications, New Faculty Coordinator, Webmaster, and two At-Large Directors.
2. The Executive Committee of the Section shall consist of the officers of the Section and the Representative to the MAA Congress.
3. Each Section officer must be a member of the Mathematical Association of America and of the Section.
4. Election of officers for the Section shall take place annually at the spring meeting.

The Chair shall be elected in each even numbered year to a two-year term which shall start after the following spring meeting. During the year prior to this term, the Chair shall serve as Chair-Elect. During the year following this term, the Chair shall serve as Immediate Past Chair. The position of Chair-Elect may be held concurrently with another elected office. A Chair may not serve two consecutive full terms.

The Program Chair shall be elected in odd numbered years for a two year term that shall start after the following spring meeting. During the year prior to this term, the Program Chair shall serve as the Vice Program Chair. A Program Chair may not serve two full consecutive terms.

The Newsletter Editor, the New Faculty Coordinator, and each At-Large Director shall be elected for two year terms to begin immediately after the spring meeting at which he or she is elected. The Newsletter Editor and one At-Large Director are elected in odd-numbered years; the New Faculty Coordinator and the other At-Large Director are elected in even-numbered years.

The Student Activities Coordinator, Director of Member Communications, Webmaster, Secretary and the Treasurer shall each be elected for three year terms to begin immediately after the spring meeting at which he or she is elected. The election for Secretary shall come in the year following that for Treasurer.

5. Prior to the spring Section meeting, the Nominating Committee shall prepare a slate of candidates willing to stand for election. The slate will be made available to the members of the Section at least one week before the election. Further nominations by Section members shall be accepted at the spring 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. Any member who cannot be present at the meeting in which an election is held may obtain an absentee ballot from the Section Chair.
6. The duties of the section officers shall be:
 - a. The Chair assumes overall leadership of the Section. In this role, the Chair is concerned with the overall well-being of the Section, and leads the development and enhancement of programs and activities to better serve section members. The Chair shall arrange for meeting sites and preside at the meetings of the Section and of the Executive Committee. The Chair shall appoint all committees as directed by the Section or the Executive Committee and may appoint such other committees as needed. He or she shall be a member of every committee unless the Section directs otherwise.
 - b. The Chair-Elect shall assist in the activities of the Executive Committee as requested by the Chair.

- c. The Immediate Past Chair shall serve on the Executive Committee to aid in preserving continuity in the activities of the Section. The Immediate Past Chair shall assist in the activities of the Executive Committee as requested by the Chair.
- d. The Program Chair shall, in consultation with the remaining members of the Executive Committee, be responsible for arranging the scientific program for each regular or special meeting of the Section.
- e. The Vice Program Chair shall assist the Program Chair, and specifically work with the Student Activities Coordinator in planning the student aspects at Section meetings.
- f. The Newsletter Editor shall prepare issues of the section newsletter each fall and each spring, and shall arrange for its distribution (including posting on the Section website). The Editor shall solicit items for the newsletter from various sources, including an annual solicitation from the MAA liaison at each institution in the Section.
- g. The Secretary shall maintain the records of the Section, including minutes of the meetings. The Secretary shall be responsible for the official correspondence of the Section and for the announcement of guidelines and regulations for the conduct of the annual sectional competitions for the John Smith Award for Distinguished College or University Teaching of Mathematics and the Sister Helen Christensen Award. The Secretary is liaison to the Awards Committee.
- h. The Treasurer shall be responsible for the funds of the Section. The Treasurer shall collect registration fees at the meetings, receive the annual subvention from the MAA, maintain proper and accurate records, and pay the bills of the Section. The Treasurer shall, when requested, report on the financial condition of the Section.
- i. The Director of Member Communications shall be responsible for transmitting notices and reminders of section meeting and events, as well as other announcements of interest, to the section membership. The Director of Member Communications should utilize and maintain contact with MAA Department Liaisons within the Section, and encourage departments without current Liaisons to appoint one.
- j. The Webmaster shall be responsible for maintaining a complete and easy to use section web page. The Webmaster shall post preliminary announcements and newsletters provided by the Newsletter Editor on the section web page.
- k. The Student Activities Coordinator shall plan mathematical and social activities for graduate and undergraduate students at section meetings, including the student paper competitions. The Student Activities Coordinator shall also coordinate other section efforts in promoting mathematical activities for students beyond the section meeting.

- l. The New Faculty Coordinator shall be responsible for the recruitment of participants in and planning programs for the Section NExT program and other new faculty in the Section.
 - m. The At-Large Directors shall be charged with the representation of those members of the Section whose interests are not necessarily represented by the other members of the Executive Committee.
- 7. The Executive Committee shall conduct the affairs of the Section between meetings of the section membership.
 - 8. With the exception of the Section Representative to the MAA Congress, if a vacancy on the Executive Committee should occur, a replacement will be appointed by the remaining members of the Executive Committee to fill out the unexpired term.

ARTICLE IV Meetings

- 1. The Section shall hold two regular meetings each year. The spring meeting is designated as the Annual Meeting of the Section.
- 2. The Executive Committee has overall responsibility for each meeting of the Section. Specific responsibility for the scientific program lies with the Program Chair; logistical arrangements are handled by a local meeting coordinator from the host institution; and meeting registrations and other financial concerns are the responsibility of the Treasurer.
- 3. The Executive Committee may call special meetings of the membership as needed. The Executive Committee shall honor any written request of at least 15 members of the Section for a special meeting.
- 4. Notification of any special meeting of the Section shall be communicated to members at least 20 days in advance of that meeting.
- 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.
- 6. Any action, other than the election for Section officers (see Article III-5), resulting in a tie vote of the membership shall be resolved by the Section Chair.

ARTICLE V
Fees and Use of Assets

1. Registration fees shall be charged for attendance at the two regularly scheduled section meetings. The amount of the registration fees shall be determined by the Executive Committee.
2. 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 shall be turned over to MAA to be used for purposes consistent with the bylaws of that organization.

ARTICLE VI
Committees

1. Each fall, the Section Chair shall appoint a Nominating Committee of at least three members of the Section. The Nominating Committee shall recommend a slate of officers to be presented to the membership at the subsequent spring meeting of the Section.
2. The Awards Committee, appointed by the Section Chair, is charged with selecting the recipient of the John Smith Award for Distinguished College or University Teaching of Mathematics, to be awarded annually at the spring Section meeting, and the Sister Helen Christensen Service Award, to be awarded annually at the fall Section meeting. The Awards Committee will consist of 5 members of the Section, appointed for 2 year terms, and may include up to 2 prior winners for each of the two awards and at most one member of the Executive Committee. The Secretary of the Section serves as liaison to this committee. The Awards Committee shall be responsible for selecting a Haimo Award nominee from among current and past John Smith Award winners and, together with the Secretary of the Section, submitting the Section's Haimo Award nomination to the MAA.
3. Other committees or individuals may be appointed by the Section Chair, upon the advice of the Executive Committee, to serve specified purposes and for designated periods of time.
4. In all cases when appointing Section members to committees, the Section Chair shall follow the policies of the MAA that are designed to minimize implicit bias as outlined in the policy document "Avoiding Implicit Bias: Guidelines for MAA Selection Committees."

ARTICLE VII
Amendments to Bylaws

1. Amendments to the bylaws may be proposed by the Executive Committee.
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 regular or special meeting of the Section.
3. The Secretary of the Section shall communicate to each member of the Section a copy of any proposed amendment(s) at least 20 days prior to the meeting at which voting on the proposed amendment(s) takes place.
4. A complete revision of these bylaws shall be subject to the same procedures required for other amendments to these bylaws.

Adopted by the MD-DC-VA Section on November 18, 2017 and approved by the MAA Board of Directors on January 9, 2018.