

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

## **ARTICLE I Name and Purpose**

1. The name of this section shall be the Michigan Section of the Mathematical Association of America (MAA).
2. The purposes of the Michigan Section shall be to advance the mathematical sciences, especially at the collegiate level, and to promote the purposes of MAA, within the territory defined in Article II below; and to offer guidance to the MAA as it forms and fulfills its mission.

## **ARTICLE II Membership**

The membership of the Michigan Section of the MAA shall be members of the Mathematical Association of America whose MAA mailing addresses are in Michigan, postal codes 48000-49999. Geographical reassignments may be made by the Secretary of the MAA upon request of the affected member.

## **ARTICLE III Executive Committee**

1. The elected Officers of this Section shall be a Chairperson, two Vice-Chairpersons, a Secretary-Treasurer, a Newsletter Editor, a Director of the Michigan Mathematics Prize Competition (MMPC), and a Webmaster. The Past Chairperson shall remain an Officer for the year following that person's term as chair, or for two years if the Chair is re-elected.
2. The Executive Committee of the Section shall consist of the Officers of the Section and the Section Representative to the MAA Congress. A Public Information Officer, shall serve as an ex officio non-voting member.
3. A quorum of the Committee shall be seven of the nine voting members.
4. Each member of the Executive Committee must be a member of the Mathematical Association of America and of this Section.
5. The Officers of the Section shall be elected at the Annual Meeting of the Section by a majority of a quorum (See Article IV-5). In the case of a tie, the Nominating Committee (see item 7

below, and Article VI-3) shall decide the winner. Those elected shall assume office upon adjournment of the Annual Meeting.

- a. The Chairperson shall be elected for a one-year term, and may be re-elected but shall not serve for more than two consecutive terms.
  - b. Each Vice-Chairperson shall be elected for a one-year term. Each may be re-elected but shall not serve for more than three consecutive terms. One of these officers shall be affiliated with a two-year institution.
  - c. The Secretary-Treasurer, Newsletter Editor, Webmaster, and Director of the MMPC shall each be elected for a three-year term, and may be re-elected. These terms shall be staggered so that no more than two shall be up for election each year.
  - d. The offices of Newsletter Editor and Director of the MMPC may be held by co-Editors or co-Directors, in which case the co-Editors or co-Directors shall be elected on a single ballot line. The co-holders of the office shall have one vote on the Executive Committee, which shall be cast by one of the co-holders to represent their common intent; in the event of disagreement the holder casting the vote shall be determined at random.
6. The Section Representative to the MAA Congress shall be elected by members of the Section in accordance with the provisions of the MAA Bylaws.
7. The nomination procedure for Section Officers shall be as follows:
- a. At least six months prior to the Annual Meeting (see Article IV), the Chairperson of the Section shall appoint a Nominating Committee of at least three Section members, as described in Article VI-3.
  - b. The name of the Chairperson of this Committee shall be circulated to the membership and suggestions for nominees shall be solicited, normally in the fall newsletter.
  - c. This Committee shall present nominations, at the Annual Meeting, for Chairperson and two Vice-Chairpersons as well as for any of the offices of Secretary-Treasurer, Newsletter Editor, Webmaster, and Director of the MMPC having expiring terms. All nominees shall have agreed to serve if elected.
  - d. Nominations of candidates who have agreed to serve if elected shall also be accepted from the floor at the Annual Meeting.
  - e. Every third year, the Nominating Committee shall submit at least two nominations for Section Representative to the MAA as requested by the Association.
8. The duties of the Executive Committee members shall be:

- a. The Chairperson shall preside at meetings of the Section and of the Executive Committee. The Chairperson shall have general charge of executing the affairs of the Section, shall appoint all committees (unless otherwise directed by these Bylaws or by the members at a meeting), and shall be an ex officio member of all committees.
- b. The Vice-Chairpersons shall be in charge of the program for the Annual Meeting and co-chair the Program Committee, and perform other duties specified by the Chairperson.
- c. The Past Chair shall chair the Nominating Committee (see Articles III–5, III–7, and VI–3), and shall conduct the meetings of the Section in the absence of the Chairperson.
- d. The Secretary-Treasurer shall:
  - i. keep all books, accounts, and records of the Section.
  - ii. keep all books, accounts, and records for monies collected through the Michigan Mathematics Prize Competition, which shall be kept in a separate account from those for the Section. Expenditures for this account must be authorized by the Director of the Competition. The Executive Committee shall specify the bookkeeping and auditing procedures to be used for this fund.
  - iii. file all necessary tax and financial reports,
  - iv. maintain accurate lists of members who pay dues and serve on committees,
  - v. assist the Nominating Committee upon request,
  - vi. submit, each year, the Section financial report, annual reports, and Section meeting reports to the MAA as requested by the Association.
  - vii. be responsible for the collection of fees and voluntary Section dues, for receipt of the subvention provided by the Association, and for the safe-keeping of all monies of the Section (other than Michigan Mathematics Prize Competition funds),
  - viii. be responsible for the payment of all bills authorized by the Section, the Executive Committee, or the Chairperson,
  - ix. notify all institutions in the fall of voluntary dues payable,
  - x. notify all members in the fall of voluntary dues payable.
- e. The Editor for the Newsletter shall assemble, edit, and make available the Section Newsletter, two issues per year, to the mathematical sciences faculty and MAA members in Michigan.

- f. The Public Information Officer shall issue news releases to local newspapers for different events of the Michigan Section.
  - g. The Director of the Michigan Mathematics Prize Competition shall:
    - i. serve a three-year term, with possibility of renewal,
    - ii. serve as an ex officio member of the Examination Committee (see Article VI-1),
    - iii. administer the Competition in accordance with guidelines prepared by the Executive Committee,
    - iv. serve as the agent of the Executive and Examination Committees in administering the details of the Competition, including the scoring of the Examination papers and the determination of the prize winners,
    - v. handle the collection of fees, receiving of contributions, and paying of bills for the Competition,
    - vi. consult with representatives of high schools strongly committed to the Competition to receive comments on the administration and content of previous Competitions, and to transmit appropriate suggestions to the Examination Committee.
  - h. The Webmaster shall maintain the Section's website and on-line presence, regularly posting items of importance to the Section membership, including the Section Newsletters.
9. The Executive Committee shall:
- a. conduct the affairs of the Section between business meetings of the Section including such resolutions as are necessary to effect the deposit and withdrawal of funds,
  - b. appoint a Public Information Officer whenever that position becomes vacant or as it is determined by the Committee to be necessary,
  - c. be empowered to fill any vacancy in the Executive Committee (except that of the Section Representative to the MAA Congress) until the next Annual Meeting. (A vacancy in the Section Representative to the MAA Congress office is filled by the MAA Board of Directors.)
  - d. serve as the policy body in all matters related to the Michigan Mathematics Prize Competition,
  - e. be responsible for the preparation of guidelines for the administration of the MMPC,

## **ARTICLE IV**

### **Meetings**

1. The Section normally shall hold one regular meeting each year. This shall be known as the Annual Meeting, and shall include a mathematical program and a business meeting.
2. The Executive Committee shall determine place, time, and length of the Annual Meeting, and shall set the meeting registration fee and other related fees. The program for the meeting shall be determined by the Program Committee (see Article VI-2).
3. A Special Section Meeting may be called by the Executive Committee.
4. Each member of the Section shall be notified in writing at least twenty days in advance of the Annual Meeting or any Special Meeting of the Section. Normally this will be included in the Newsletter.
5. A quorum of the business meeting at a Special Meeting or Annual Meeting is 15 members of the Section.

## **ARTICLE V**

### **Voluntary Dues and Use of Assets**

1. The Secretary-Treasurer shall notify members and institutions that annual voluntary dues are solicited for the support of Section activities during the fiscal year, July 1 – June 30. This notification shall be made through the Section newsletter, and in other manners as the Secretary-Treasurer sees fit.
2. The assets of the Michigan 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 the MAA to be used for purposes consistent with the bylaws of that organization.
3. The assets resulting from the Michigan Mathematics Prize Competition shall be used solely for the administration and awards of that Competition and for projects of benefit to high school students in Michigan.

## **ARTICLE VI**

### **Committees**

The Michigan Section of the MAA will endeavor to appoint committee members in ways that minimize implicit bias, and which result in representation that reflects the diversity of the Association and the Michigan Section.

1. The Executive Committee of the Section shall appoint the Examination Committee of four members for the Michigan Mathematics Prize Competition, in addition to the Director, who serves ex officio. Each of the four persons shall be appointed for a four-year term. Terms of office shall be so arranged that one person retires each year. The longest serving member of the Examination Committee shall be the Chairperson of the Committee. The Committee is responsible for the composition of the Examination for the Michigan Mathematics Prize Competition for the High Schools of Michigan.
2. The Program Committee of the Section shall consist of the Vice-Chairpersons and other members appointed as needed. The Committee shall include representatives from both two-year and four-year institutions. A Local Arrangements Committee shall also be appointed.
3. The Nominating Committee shall consist of at least three members appointed annually at least six months in advance of the Annual Meeting. The Past Chairperson shall chair the Nominating Committee, and the Vice-Chairperson from a two-year institution shall be a member.
4. Two Auditing Committees shall be appointed annually. One committee, consisting of at least two members, shall examine the financial records of the Section. The other committee, consisting of at least two members or a professional auditor, shall examine the financial records of the Michigan Mathematics Prize Competition. Both committees shall report to the Executive Committee on request.
5. The Section Distinguished Teaching Award Selection Committee shall be appointed annually. It shall consist of the past three winners of the Award and two additional members selected to ensure representation of the diversity of the Section. The earliest winner of the Award shall chair the Committee.
6. Other committees may be appointed from time to time for special activities.

## **ARTICLE VII**

### **Amendments to Bylaws**

1. Amendments to these Bylaws may be proposed by the Section Executive Committee.
2. A proposed amendment shall be approved by a two thirds majority of a quorum (see Article IV-5) at a business meeting of the Section, and are subject to the approval of the Board of Directors of the MAA.
3. A proposed amendment shall be made available in writing by the Secretary-Treasurer. All members of the Section shall be notified at least twenty days prior to the meeting at which voting on the amendment will take place. Notification shall normally be included in the Newsletter or sent via e-mail. The proposal shall be posted on the Section's website.

4. When an amendment has been approved by members of the Section, the amended Bylaws shall be submitted to the MAA Committee on Sections for its recommendation to the MAA Board of Directors.
5. A complete revision of the Bylaws shall be subject to the same procedure as that used for an amendment.