

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 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 those with an interest in mathematics including Section members, mathematics students, and members of the larger mathematics community; to promote discussion and action on issues affecting mathematics teaching, learning, and research in the region; and to pursue initiatives that advance the core values of the MAA -- Community, Inclusivity, Communication, Teaching & Learning -- in pursuit of our vision of a society that values the power and beauty of mathematics and fully realizes its potential to promote human flourishing.

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. Exceptions may be made by the Secretary of the MAA upon request of the affected member.

ARTICLE III Avoiding Implicit Bias

The Michigan Section of the Mathematical Association of America shall make every effort to avoid implicit bias and to reflect the diversity of the section. The Section shall ensure its committee members, officers, invited speakers, awardees, and other leaders represent the various geographic regions, types of institutions, and diverse membership within the section. It shall strive for balanced representation with regard to gender as well as underrepresented groups, and shall seek out nominations for any positions or awards to help achieve that balance. Section committees and members may consult the most recent version of the document [Guidelines for MAA Selection Committees: Avoiding Implicit Bias](#) for guidance.

ARTICLE IV Officers

1. The elected Officers of this Section shall be a Chairperson, a Four-Year-College Vice-Chairperson, a Two-Year-College Vice Chairperson, a Section Meeting Coordinator, a Secretary-Treasurer, a

Newsletter Editor, and a Webmaster. The Past Chairperson shall remain in Officer until the current Chairperson is no longer in office.

2. The Executive Committee of the Section shall consist of the Officers of the Section and the Section Representative to the MAA Congress.
3. A quorum of the Committee shall be six 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 by a plurality of the members of the Section by electronic ballot prior to the Annual Meeting of the Section provided quorum is reached. In the case of a tie, the Nominating Committee shall decide the winner. Those elected shall assume office on July 1st.
 - a. The Chairperson, Four-Year-College Vice-Chairperson and Two-Year-College Vice-Chairperson shall be elected for a three-year term. Each may be re-elected but shall not serve for more than three consecutive terms. These three offices will be staggered with one being elected each year.
 - b. The Secretary-Treasurer, Newsletter Editor, and Webmaster 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.
 - c. The offices of Newsletter Editor may be held by co-Editors in which case the co-Editors 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.
 - d. The Section Meeting Coordinator shall serve a three-year term consisting of one year as Coordinator Elect (which will overlap with the last year of the outgoing Coordinator's term) and two years as Coordinator and may be re-elected but shall not serve for more than two consecutive terms.
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, the Chairperson of the Section shall appoint a Nominating Committee of at least three Section members, as described in Article VII.
 - 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 the slate of candidates to the Section officers and the Past Chair will organize the election. All nominees shall have agreed to serve if elected.
 - d. 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 programs, outreach, and community building of section members within their respective institution type, and to coordinate joint programming between Four-year and Two-year institutions, and perform other duties specified by the Chairperson.
 - c. The Section Meeting Coordinator shall oversee the planning of the annual section meeting with the Local Arrangements Committee, invite plenary and invited speakers, solicit contributed papers, posters, and student talks, create the program of the meeting, manage all volunteers, coordinate transportation of speakers, arrange hotels, and make all other arrangements/decisions required of for the meeting.
 - d. The Past Chairperson shall chair the Nominating Committee, oversee the Teaching Award Committee, Chair the Service Award Committee, conduct officer elections, and shall conduct the meetings of the Section in the absence of the Chairperson. The Past Chair may hold another Executive position concurrently with the exception of: Chair, Two-Year College Vice Chair, and Four-Year College Vice Chair.
 - e. The Secretary-Treasurer shall:
 - i. keep all books, accounts, and records of the Section.
 - ii. keep all books, accounts, and records for monies collected.
 - 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.
 - 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.

- f. 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.
 - g. 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. be empowered to fill any vacancy in the Executive Committee (except that of the Section Representative to the MAA Congress) until the next election. (A vacancy in the Section Representative to the MAA Congress office is filled by the MAA Board of Directors.)

ARTICLE V

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. The annual business meeting shall be planned by the Executive Committee.
- 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, in coordination with the local arrangements committee. The program for the meeting shall be determined by the Section Meeting Coordinator.
- 3. A Special Business Meeting may be called by the Executive Committee.
- 4. The executive committee may call a special business meeting of the membership when a majority of the Executive Committee deems fit, or by a petition of the membership of 10% or more of the membership. Arrangements for such meetings is the responsibility of the executive committee and they may delegate it as they see fit.
- 5. 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.
- 6. A quorum of the business meeting at a Special Meeting or Annual Meeting or for elections is 15 members of the Section and no business may be validly transacted at business meetings where less than a quorum is present.

ARTICLE VI

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.

ARTICLE VII

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 Program Committee for the Section Meeting will be formed by the Section Meeting Coordinator and 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 by the hosting institution.
2. 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 Two-Year Vice-Chairperson shall be a member.
3. An Auditing Committee shall be appointed annually to examine the financial records of the Section. The committee shall report to the Executive Committee upon request.
4. 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 winner of the Award who has been on the committee the longest shall chair the Committee. This Committee will be overseen (not chaired) by the Past Chairperson. The committee may also nominate the winner for the Haimo award if they deem fit.
5. The Section Service Award Committee shall be appointed annually. It shall be chaired by the Past Chairperson and include two other members. Every five years the section nominates someone for the Meritorious Service Award. The committee will select the nominee from the past five winners.
6. Other committees may be appointed by the Executive Committee from time to time for special activities.

ARTICLE VIII

Amendments to Bylaws

1. Amendments to these Bylaws may be proposed by the Section 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 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 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 all of the same procedures required for other amendments to these bylaws.