

Planning the Section Meeting

Single-State (more or less) Sections

Wording either copied or paraphrased from Section Bylaws

Florida – Program Committee: VP for Programs (Chair), VP-Elect for Programs, with **Local Arrangements Committee:** agreed on with host institution, chaired by a Section member from host, and **Secretary-Treasurer**, who provides helpful information to LAC Chair from MAA and previous LACs.

Illinois – Program Committee: the three “Designated Directors” (Public Univs., Private Colleges, Two-Year Colleges), Section NExT Coord., a rep. from host institution. Chair is DD in their second year (of three).

Indiana – planned by **Chair** and **Vice-Chair**, **OR** an appointed **Program Chair or Program Committee**. An individual jointly designated by host institution and the Chair shall make logistical arrangements in consultation with the Chair.

Iowa – The **Vice-Chair** shall be the Program Chair and be responsible for organizing the program for each Section meeting. The **Vice-Chair Elect** shall either host the section meeting(s) at his or her home institution or find another location for the section meeting(s) and work closely with a local arrangements chair there.

Kansas – Program Committee: the **Vice-Chair** shall be the chair of the Program Committee and shall be responsible for the organization of the annual program meeting [sic], both the program and the arrangements. The **Vice-Chair Elect**, the **Competition Coordinator**, and two other section members appointed by the Vice-Chair make up the Program Committee.

Kentucky – The **Chair-Elect** shall have primary responsibility for the program of the Annual Meeting of the Section. Advance planning for the Annual Meeting shall be done by the Executive Committee (elected officers of the section, Chair, Chair-Elect, Governor, Vice-Chair, Newsletter Editor, and Student Chapter Coord.)

Michigan – The Annual Meeting shall be planned by the **Executive Committee**, which shall determine place, time, and length of the meeting. The Executive Committee shall set the meeting registration fee and other related fees.

Program Committee: co-chaired by the two **Vice-Chairs** (one of whom must be from a two-year institution) plus other members appointed as needed. A **Local Arrangements Committee** shall also be appointed.

Missouri – The **Chair** shall oversee the planning for the annual section meeting...

Program Committee: Past-Chair (chairs PrCom) and Vice-Chair. Responsible for planning the major speakers at annual section meetings. It is our practice, but not in the bylaws, that the annual meeting is held at the Chair’s home institution.

Nebraska – SE South Dakota – The annual meeting shall be planned by the Chair with the help of the Executive Committee.

New Jersey – meets in both fall and spring.

Fall Program Committee: Fall Program Chair, Chair, Chair-Elect/Past Chair, Vice-Chairs (for Speakers, for Two-Year Colleges, for Student Activities), representatives from host institution.

Spring Program Committee: Spring Program Chair, Chair, Chair-Elect/Past Chair, Vice-Chairs (for Speakers, for Two-Year Colleges, for Student Activities), representatives from host institution. The Spring Meeting is coordinated with the Garden State Undergraduate Mathematics Conference, which the **Vice-Chair for Student Activities** is in charge of.

Ohio – Program Committee: Three members of the section, one elected each year for a three-year term. Chair is the member in his/her third year on the committee. The Program Committee shall arrange, in cooperation with the Executive Committee, the program for each program meeting of the section. (Chair of PrCom is on ExC).

Texas – The **Arrangements Chair** (election timed so the Spring meeting is at this person's home institution) shall be responsible for plans and preparations of meetings, *except for the program*, and shall be in charge and preside over all social functions connected with any meeting. The **Arrangements Chair-Elect** shall assist the Arrangements Chair in the planning of all meetings, taking note of details so that improvements may be made in the conduct of the next meeting. The **Secretary-Treasurer** shall be responsible for assembling the program in consultation with the Chair and the Arrangements Chair.

Wisconsin – The annual meeting shall be planned by the **Chair-Elect** (including organizing the program) in cooperation with the host institution and the Executive Committee.