

Bylaws of the New Jersey Section of the Mathematical Association of America

ARTICLE I – NAME AND PURPOSE

1. The name of this Section shall be the New Jersey Section of the Mathematical Association of America (MAA).
2. The purpose of the New Jersey Section shall be to advance the mission of the MAA on a regional level; to offer guidance to the MAA as it forms and fulfills its mission; to provide professional development and networking activities for section members and mathematics students in geographically accessible locations; and to promote discussion and action on issues affecting mathematics teaching, learning, and research in the region.

ARTICLE II – MEMBERSHIP

1. The membership of the New Jersey Section shall be members of the Mathematical Association of America, whose MAA mailing address is in the state of New Jersey, Zip Codes 07000-08999. Exceptions may be made by the MAA membership department upon request of the affected member.

ARTICLE III – OFFICERS

1. The Section's elected officers shall consist of:
 - a. Chair,
 - b. Chair-Elect or an Immediate-Past-Chair,
 - c. Vice-Chair for Speakers,
 - d. Fall Program Chair,
 - e. Spring Program Chair,
 - f. Vice-Chair for Two-year Colleges,
 - g. Vice-Chair for Student Activities,
 - h. Secretary, and
 - i. Treasurer.
2. The Executive Committee shall consist of the Section Governor and both the elected and appointed officers of the section. The Executive Committee shall conduct the affairs of the section between meetings of the section membership. A quorum for a meeting of the Executive Committee shall consist of no fewer than 4 of the elected officers of the section.
3. The Chair, in consultation with other elected officers of the Executive Committee, shall appoint a Section Liaison Coordinator, Web Site Director, and other needed officers. The appointed officers shall be nonvoting members of the Executive Committee.
4. Each Section officer must be a member of The Mathematical Association of America and of the Section.
5. Elections shall be held during the Section's fall meeting in even-numbered years to elect officers as follows:

- a. The Chair shall be elected to a four-year term; this officer shall serve the first year of this term as Chair-Elect, the last year of this term as Immediate-Past-Chair, and the intervening two years as Chair, so that the first year of the term coincides with the second year of the current Chair's term as Chair.
 - b. The Program Chairs and Vice-Chairs shall be elected to two-year terms.
 - c. The Secretary shall be elected to a four-year term in years divisible by four.
 - d. The Treasurer shall be elected to a four-year term in years congruent to two (modulo four).
 - e. Officers, except for the Chair, are eligible for re-election at the end of a term, except that no officer may serve in the same office for more than two consecutive elected terms. However, rules limiting consecutive terms may be suspended, by a vote of 2/3 of the members present at a business meeting of the Section, for the election at that meeting. The Chair may not serve two consecutive terms.
 - f. Officers shall assume their responsibilities at the end of the meeting at which they are elected, and serve through the end of the meeting which concludes their term.
6. In those years with elections, the section's nominating committee shall present a slate of candidates for the elected offices as specified in Article VI, Section 3. There shall be an opportunity for nominations from the floor to supplement the slate. In case of a tie for an elected position, the nominating committee shall cast the deciding vote.
7. The responsibilities of the Section Officers are as follows:
- a. The Chair shall:
 - i. provide leadership for the Section in attaining its objectives;
 - ii. preside at each meeting of the Section and of the Executive Committee of the Section;
 - iii. appoint, in consultation with the other elected officers, the standing committees described in Article VI.1, and other committees as needed, and be an ex-officio member of each committee unless directed otherwise by the membership of the Section at an official Section meeting;
 - iv. appoint other officers and redefine officers' responsibilities as needed in accordance with Article III Section 3;
 - b. Assume ultimate responsibility for the effective functioning of the Section.
The Chair-Elect shall:
 - i. provide leadership for the Section in attaining its objectives;
 - ii. learn, with the aid of the Chair, how to be an effective Chair;
 - iii. assist the Chair and Program Chairs in planning and implementing a program for each Section meeting;
 - iv. preside at meetings of the Section or of the Executive Committee of the Section in the absence of the Chair.
 - c. The Immediate-Past-Chair shall:
 - i. provide leadership for the Section in attaining its objectives;
 - ii. advise the Chair when so requested;
 - iii. assist the Chair and Program Chairs in planning and implementing a program for each Section meeting.

- iv. preside at meetings of the Section or of the Executive Committee of the Section in the absence of the Chair.
- d. The Fall Program Chair shall:
 - i. provide leadership for the Section in attaining its objectives;
 - ii. have primary responsibility to initiate and direct procedures to produce a fall meeting of the Section;
 - iii. work with the other section officers to produce the fall meeting.
- e. The Spring Program Chair shall:
 - i. provide leadership for the Section in attaining its objectives;
 - ii. have primary responsibility to initiate and direct procedures to produce a spring meeting of the Section;
 - iii. work with the other section officers to produce the spring meeting;
 - iv. work with the Vice-Chair for Student Activities to coordinate the spring meeting with the Garden State Undergraduate Mathematics Conference.
- f. The Vice-Chair for Speakers shall:
 - i. provide leadership for the Section in attaining its objectives;
 - ii. have the responsibility of recruiting speakers for the Section meetings;
 - iii. select and invite speakers in consultation with the Chair and Program Chairs;
 - iv. assist the Chair and Program Chairs in planning and implementing a program for each Section meeting;
 - v. preside at meetings of the Section or of the Executive Committee of the Section in the absence of the Chair, the Chair-elect, and Immediate Past Chair.
- g. The Vice-Chair for Two-year Colleges shall:
 - i. provide leadership for the Section in attaining its objectives;
 - ii. promote the objectives of the Section with respect to the two-year colleges in New Jersey;
 - iii. assist the Chair and Program Chairs in planning and implementing a program for each Section meeting, and ensure the inclusion of activities focused on the needs of two-year college faculty.
- h. The Vice-Chair for Student Activities shall:
 - i. provide leadership for the Section in attaining its objectives;
 - ii. oversee the organization of the Garden State Undergraduate Mathematics Conference and other student conferences;
 - iii. serve as director of the Garden State Undergraduate Mathematics Conference and appoint co-directors as needed;
 - iv. organize student activities for Section meetings;
 - v. coordinate activities of the MAA student chapters;
 - vi. assist the Chair and Program Chairs in planning and implementing a program for each Section meeting.
- i. The Secretary shall:
 - i. provide leadership for the Section in attaining its objectives;

- ii. take responsibility for the preservation of all records of the section and maintenance of files of official correspondence of the section;
- iii. oversee the notification to members of all regular and special meetings. Specific duties entail:
 - 1. ensuring that timely meeting announcements are sent to the membership; and
 - 2. that meeting information, including agenda for fall and spring meetings, are posted on the Section's web site;
- iv. keep and distribute minutes of Executive Committee meetings to members of the Executive Committee: these minutes are posted on the Section web site;
- v. be responsible for correspondence with the MAA, and act as liaison between the MAA and the Executive Committee. In particular,
 - 1. be responsible for sending meeting reports after each meeting of the section and an annual section report to the Chair of the MAA Committee on Sections;
 - 2. report to the MAA the place and date of the future meetings and the names of newly elected officers, in a timely fashion;
 - 3. correspond with MAA regarding the names, affiliations, and email addresses for the 25 and 50-year members for the Spring meeting, and ensure certificates are sent out;
 - 4. submit the name of the Section's annual teaching award winner;
 - 5. submit the section's nomination for the Haimo Distinguished Teaching Award;
 - 6. communicate to the Committee on Sections about any proposed revisions to the Section bylaws.
- vi. make available various MAA materials, including membership application forms, at each Section meeting.
- j. The Treasurer shall:
 - i. provide leadership for the Section in attaining its objectives;
 - ii. have responsibility for all financial records of the Section and all monies of the Section;
 - iii. receive all monies paid into the Section and deposit such money in a bank to the account of the Section;
 - iv. pay all bills of the Section out of the Section's funds;
 - v. prepare a financial report for each section meeting, following its conclusion;
 - vi. prepare a report on the finances of the section for the fall section meeting;
 - vii. submit the annual financial report to the MAA; and
 - viii. send copies of all final financial reports to the secretary of the section.
- k. The Section Liaison Coordinator shall maintain an up-to-date list of MAA liaisons, including contact information, for the colleges and universities in New Jersey.

1. The Section Web Site Director shall maintain the Section's website. Duties include
 - i. Ensuring the website contains necessary information about future and past meetings, section awards and records, and coordinates with the section's social media initiatives.
 - ii. Overseeing the section's electronic registration, feedback, and other initiatives.
8. Filling of Vacancies:
 - a. If a vacancy should occur in the office of Chair at a time when there is a Chair-Elect, then the Chair-Elect shall succeed immediately to the office of Chair, and shall remain in office for the entire term to which said Chair-Elect was elected.
 - b. If a vacancy should occur in the office of the Chair at a time when there is no Chair-Elect, then the Section Governor in consultation with the Executive Committee shall fill the vacancy by appointment until the next Section meeting, at which meeting the remainder of the term shall be filled by election. The Immediate-Past-Chair may be appointed to the vacancy but shall be ineligible for election to the balance of the term.
 - c. A vacancy in the office of Immediate-Past-Chair shall not be filled.
 - d. A vacancy in the office of Chair-Elect pursuant to Article III, Section 8(a) of these By-Laws shall not be filled.
 - e. If a vacancy in any other office on the Executive Committee should occur, it shall be filled by appointment by the Chair in consultation with the Executive Committee until the next fall meeting, at which meeting the remainder of the term, if any, shall be filled by election.

ARTICLE IV – MEETINGS

1. The Section shall hold one regular Section meeting during the fall and one during the spring of each academic year.
2. The Fall Meeting shall be organized and implemented by the Fall Program Committee, which is chaired by the Fall Program Chair. The additional members of the committee are the Chair, Chair-Elect/Past Chair, and Vice-Chairs, and representatives from the host institution.
3. The Spring Meeting shall be organized and implemented by the Spring Program Committee, which is chaired by the Spring Program Chair. The additional members of the committee are the Chair, Chair-Elect/Past Chair, and Vice-Chairs, and representatives from the host institution.
4. The annual business meeting shall be held during the fall meeting and planned by the Executive Committee. The agenda shall include elections and reports, and additional matters as needed.

5. The quorum for a business meeting shall consist of not fewer than 20 members of the section and no business may be validly transacted at business meetings where less than a quorum is present.
6. A special meeting can be called by the Executive Committee on its own initiative, or by a petition of 30 members of the Section.
7. Each member of the section shall be notified at least 20 days in advance of any program or business meeting of the section.

ARTICLE V – DUES AND ASSETS

1. There shall be no dues for the Section but a registration fee shall be collected at each regular meeting.
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 – STANDING COMMITTEES

1. The Section shall have a Service Awards Committee, Nominating Committee, and a Teaching Award Committee. These committees are appointed by the Section Chair. Section committees should reflect the diversity of the Association membership and of the profession. Therefore the charge to, and composition of, standing committees should be designed to minimize implicit bias. See http://222.maa.org/sites/default/files/pdf/ABOUTMAA/avoiding_implicit_bias.pdf.
2. The Service Awards Committee shall select the winner of the Service Awards, at both the Section and the Association level. The committee should prepare a citation indicating the reasons for the selection of the nominee. For the certificate of meritorious service, the committee shall send electronically the final recommendation with the citation to the MAA Secretary's office.
3. The Nominating Committee shall nominate candidates for Section Governor, and shall prepare a slate of candidates for office to present at any Section business meeting with scheduled elections.
4. The Teaching Award committee shall oversee the awarding of the New Jersey Section Distinguished College or University Teaching of Mathematics Award. It shall publicize the call for nominations for, and select a winner of, this award, following procedures consistent with guidelines recommended by the MAA's Haimo Award committee. This committee shall also have responsibility for selecting the section's Haimo nominee and submitting the Haimo nomination.
5. Ad hoc committees shall be appointed by the Chair as needed.
6. Committees shall consist of at least three members of the Section. The normal term of membership on all standing committees is three years; term ending dates should be

staggered so that approximately one-third of the membership on each committee is replaced or reappointed each year.

ARTICLE VII – AMENDMENTS TO THE BY-LAWS

1. Amendments to the bylaws may be proposed by any member of the New Jersey Section by presenting to the Secretary a petition with at least 20 signatures of members of the New Jersey Section. This will be submitted to the membership at the next business meeting of the Section. The Executive Committee can also propose bylaws changes for a vote at a business meeting of the Section.
2. Subject to subsequent approval by the Board of Governors 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. After an amendment is approved by the members of the Section and subsequently by the Board of Governors, it becomes effective immediately.
4. When an amendment governing the length of a term becomes effective, time served previously shall be included for determining the fulfillment of that term.
5. 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.

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