

Bylaws of the Northeastern Section of the Mathematical Association of America

(Approved by the MAA Board of Governors, August 2010)

Article I

Name, Affiliation, and Mission

1. The name of the organization shall be the Northeastern Section of the Mathematical Association of America (MAA), hereinafter referred to as the Section.
2. The Section is an affiliated section of the MAA and subject to the rules determined for affiliated sections.
3. The mission of the Section is to advance 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 Section members and mathematics students within geographically accessible locations; and promote discussion and action on issues affecting mathematics teaching, learning, and research in the region.

Article II

Membership

The membership of the Section shall be members of the MAA whose mailing addresses are in the six New England states (Connecticut, Rhode Island, Massachusetts, Vermont, New Hampshire, and Maine) and the four Maritime Provinces of Canada (New Brunswick, Nova Scotia, Newfoundland, and Prince Edward Island), excepting members of the MAA who have requested the MAA include them in a different section, and including members of the MAA with other mailing addresses who have requested of the MAA to be members of the Section.

Article III

Officers

1. The officers of the Section shall be the Chair, the Vice Chair (when applicable), the Past Chair, the Secretary-Treasurer, and the Two-Year College Representative. All officers must be members of the Section and no member of the Section may hold more than one office simultaneously. The Section Governor may not also be an officer of the Section.
2. The Executive Committee of the Section shall consist of both voting and nonvoting members. The voting members shall be the officers of the Section and the Section Governor. The voting members may appoint Section members to nonvoting positions on the Executive Committee to serve various functions needed by the Section, as determined by Section policy. At any given time, any member of the Section may serve multiple nonvoting roles on the Executive Committee, including officers and the governor, who retain their voting status.
3. The officers shall be elected as follows:
 - a. The Vice Chair, Secretary-Treasurer, and Two-Year College Representative shall be elected in even-numbered years at the business meeting of the regular Fall meeting of the Section and shall assume office as of the end of that meeting;
 - b. The Vice Chair succeeds to the position of Chair in odd-numbered years at the end of the regular Fall meeting of the Section; the Chair succeeds to the position of Past Chair at the same time.

- c. The Secretary-Treasurer and Two-Year College Representative shall be eligible for immediate re-election.
 - d. The Past Chair is eligible for re-election to Vice Chair after the conclusion of his/her term as Past Chair.
 - e. Any electoral ties will be broken by the current Chair.
 4. The nomination procedure for Section officers shall be as follows:
 - a. In the Spring of even-numbered years, the Chair shall appoint a Nominations Committee consisting of three Section members. The Committee will nominate at least one candidate for each of the offices of Secretary-Treasurer and Two-Year College Representative, and at least two candidates for the office of Vice Chair. The names and biographies of the nominees shall be published in the Section newsletter and on the Section website prior to the election.
 - b. Any member of the Section may make other nominations at the time of the election.
 5. The duties of the Section officers shall be:
 - a. The Chair shall preside at each regular meeting of the Section and at each meeting of the Executive Committee of the Section. The Chair shall have general charge and shall execute the affairs of the Section. The Chair shall appoint committees of the Section and be an *ex officio* member of each committee, unless directed otherwise by the membership of the Section at a regular Section meeting.
 - b. The Vice Chair shall assist the Chair in executing the affairs of the Section and will conduct conferences and business meetings in the absence of the Chair, and will conduct all necessary business if the Chair is unable to do so.
 - c. The Past Chair shall provide guidance and institutional memory to the Executive Committee in general and to the Chair in particular. The Past Chair will conduct conferences and business meetings in the absence of both the Chair and Vice Chair, and will conduct all necessary business if the Chair and Vice Chair are both unable to do so.
 - d. The Secretary-Treasurer shall keep all the books, accounts and records of the Section, including minutes of regular meetings of the Section and of meetings of the Executive Committee and the official correspondence of the Section. The Secretary-Treasurer shall send an annual Section report to the Committee on Sections. The Secretary-Treasurer shall receive all monies paid into the Section for membership fees and dues and all other purposes, and shall deposit such monies in a bank to the account of the Section, and shall maintain proper and accurate books of account of the Section monies. The Secretary-Treasurer shall pay all bills of the Section out of the Section funds after these have been approved by the Chair.
 - e. The Two-Year College Representative shall represent the interests of the two-year colleges of the Section.
 6. The Executive Committee shall conduct the affairs of the Section between meetings of the Section membership.
 7. The Executive Committee will set policies which are needed to conduct the business of the Section and which are in keeping with these bylaws and rules for MAA sections.
 8. Vacancies among the officers of the section shall be filled as follows:
 - a. If the Chair is unable to serve and there is a Vice Chair able to serve, then the Vice Chair shall assume the duties of the Chair for the remainder of the Chair's term. The Vice Chair will then serve one term as Chair in his/her own right while the Past Chair will serve one additional term as Past Chair.
 - b. If the Chair is unable to serve and there is no Vice Chair able to serve, then the Past Chair shall assume the duties of Chair for the remainder of the Chair's term. At the end of such a term, he/she will serve an additional term as Past Chair.
 - c. If the Vice Chair is unable to serve, there shall be an election of a new Vice Chair at the next Section meeting. The newly elected Vice Chair will assume the duties of Vice Chair

for the remainder of the previous Vice Chair's term. At the conclusion of such a term (which could possibly occur the same day), the Vice Chair becomes Chair and the Chair becomes Past Chair.

- d. If none of the Chair, Vice Chair, or Past Chair is able to serve, the Executive Committee shall appoint an interim chair, to serve until the next regularly scheduled election for Vice Chair. At that election a Chair and a Vice Chair shall be elected and the elected Chair will serve out the remainder of the previous Chair's term. For such an election, the Executive Committee will appoint a Nominations Committee consisting of at least three section members. The Nominations Committee will select at least two candidates. The candidate receiving the most votes would be elected Chair, while the candidate receiving the second most number of votes would be elected Vice Chair. Any electoral ties will be broken by the chair of the Nominations Committee.
- e. If the Secretary-Treasurer or Two-Year College Representative is unable to serve, the executive committee shall appoint someone to hold the office on an interim basis until the next regularly scheduled Section meeting, at which point the office shall be filled via special election. The interim officeholder would be eligible to run in this election. The winner of such election will serve in the office until the next regularly scheduled election.
- f. If the Governor is unable to serve, the office shall be filled in accordance with the Bylaws of the national organization.

Article IV

Meetings

1. The section normally shall hold two regular meetings per year, and shall conduct a business meeting at each regular meeting.
2. The Executive Committee shall decide the time and place (the "host institution") of regular meetings.
3. Regular meetings shall be planned by two committees:
 - a. A Program Committee shall plan the programs. The Program Committee shall include members of the Section as appointed by the Chair, including at least one faculty member of a two-year college.
 - b. A Local Arrangements Committee shall make logistical arrangements at the host institution. A faculty member at the host institution appointed by the Section Chair shall chair the Local Arrangements Committee. The Local Arrangements Committee shall include other faculty from the host institution or nearby institutions as appointed by the Chair of the Committee.
4. A special business meeting may be called by a majority of the Executive Committee or upon petition by 15 members of the Section to the Executive Committee. The Executive Committee shall decide the time and place of such special business meetings.
5. Each member of the Section shall be notified in writing at least 20 days in advance of any regular or special business meeting of the Section. For the purposes of this notification, such means as e-mail, section newsletters, and postcard notification ("Lite" newsletters) are acceptable.
6. A quorum at a business meeting shall consist of not fewer than 15 members of the Section, at least two of which must be officers, and no business may be validly transacted at meetings where less than a quorum is present.

Article V

Fees and Use of Assets

1. A registration fee shall be charged at the regular meetings of the Section and, under the discretion of the Executive Committee, may be charged at special meetings. Responsibility for setting the amounts of fees shall lie with 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 assets remaining will be turned over to the MAA to be used for a purpose consistent with the Bylaws of that organization.

Article VI

Parliamentary Authority

The rules contained in Robert's Rule of Order, Newly Revised shall govern the section in all cases to which they are applicable and in which they are not inconsistent with the Bylaws of the section or MAA rules for sections.

Article VII

Amendments to Bylaws

1. Amendments to the bylaws may be proposed either by the members of the Executive Committee, or by petition of 15 members of the Section. Proposed amendments shall be communicated to the Secretary-Treasurer no later than 30 days before the next regular or special Section meeting.
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 at a regular or special business meeting of the Section.
3. The Secretary-Treasurer 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 all of the same procedures required for other amendments to these bylaws.