

Bylaws of the Ohio Section of the Mathematical Association of America
Approved by the Board of Governors
August 4, 2015

ARTICLE I

Name and Purpose

1. The name of this section, henceforth referred to as “the Section,” shall be the Ohio Section of the Mathematical Association of America (MAA).
2. The purposes of the 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 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

The membership of the Ohio Section shall be members of the Mathematical Association of America whose MAA mailing addresses are in the State of Ohio or the County of Cabell in the State of West Virginia, ZIP codes 43001-45999 or 25504-25799. Exceptions may be made by the MAA membership department upon request of the affected member.

ARTICLE III

Officers

1. The officers of the Ohio Section shall be a President, a Secretary, a Treasurer, a chair of the Program Committee, and, when these positions are filled, a President-Elect, a Past-President, a Secretary-Elect, and a Treasurer-Elect.
2. The Executive Committee of the Ohio Section shall consist of the officers of the Section, the section Governor, the Coordinator of Ohio NExT, and the chairs of the Committees on Curriculum, Section Activities, Student Members, and Teacher Education and Licensure. The President shall be the chair of the Executive Committee.
3. Each section officer must be a member of the Mathematical Association of America and of the Section.
4. Elections shall occur at the business meeting held in conjunction with the Annual Meeting of the Section. The list of candidates nominated by the Nominating Committee may be augmented by nominations made and seconded from the floor. All elections shall be by simple majority vote of those members of the Section present and voting. In the

case of a tie, the winner of an election shall be determined by lot. Terms of newly elected officers shall begin at the conclusion of the Annual Meeting.

- a. The term of the section Governor and the election procedure for section Governor shall be determined by the MAA. The officers of the Section and the incumbent Governor shall nominate at least two candidates for the office of section Governor during the final year of the term of the incumbent Governor.
- b. A President-Elect shall be elected at the Annual Meeting one year prior to the completion of the term of the current President. The term of the office of President-Elect shall be one year. At the end of this term, the President-Elect shall become President. Except as provided in Article III, Section 8, no one who has served as President for a term of at least one year shall be eligible for election or appointment as President-Elect until at least three years have elapsed since the end of his/her most recent term as President.
- c. The term of the office of President shall be two years, beginning with the end of the term as President-Elect.
- d. The term of Past President shall be one year, beginning with the end of the term as President.
- e. A Secretary-Elect shall be elected at the Annual Meeting one year prior to the completion of the term of Secretary. The term of the office of Secretary-Elect shall be one year. At the end of this term, the Secretary-Elect shall become Secretary. Except as provided in Article III, Section 8, no one who has served as Secretary for a term of at least four years shall be eligible for election or appointment as Secretary-Elect until at least two years have elapsed since the end of his/her most recent term as Secretary.
- f. The term of office of the Secretary shall be three years, beginning with the end of the term as Secretary-Elect.
- g. A Treasurer-Elect shall be elected at the Annual Meeting one year prior to the completion of the term of Treasurer. The term of the office of Treasurer-Elect shall be one year. At the end of this term, the Treasurer-Elect shall become Treasurer. Except as provided in Article III, Section 8, no one who has served as Treasurer for a term of at least four years shall be eligible for election or appointment as Treasurer-Elect until at least two years have elapsed since the end of his/her most recent term as Treasurer.
- h. The term of office of the Treasurer shall be three years, beginning with the end of the term as Treasurer-Elect.
- i. A member of the Program Committee shall be elected at each Annual Meeting. The term of service on the Program Committee is three years, beginning at the conclusion of the Annual Meeting. Except as provided in Article III, Section 8, no one who has served as chair of the Program Committee shall be eligible for

election or appointment to the Program Committee until at least three years have elapsed since the end of his/her most recent term as chair of the Program Committee.

- j. No person may serve simultaneously in two section officer positions, or as section Governor and a section officer, with the exceptions that the Secretary may also be the Secretary-Elect, and the Treasurer may also be Treasurer-Elect.
 - k. To effect a staggering of the offices of Secretary and Treasurer, the Executive Committee may appoint an Interim Secretary or an Interim Treasurer as necessary, for a term of not more than one year.
5. Nominations for section officers shall be made by the Nominating Committee, as described in Article VI, as well as by Section members during business meetings of the Section.
 6. The duties of the section officers are as follows.
 - a. The President shall be the chief executive officer of the Section, presiding at all business meetings of the Section and at all meetings of the Executive Committee. The President shall appoint members to all committees except those whose memberships are provided for in these bylaws, and shall be an ex-officio member of all committees. The President shall appoint, for terms of appropriate length, members of the Section to such offices as are necessary for the execution of the Section's business, e.g., newsletter editor and liaison coordinator.
 - b. The President-Elect shall prepare to assume the duties and responsibilities of the office of President, shall chair the Teaching Award Committee when the position of Past President is vacant, and shall be a member of the Executive Committee. The President-Elect shall appoint a member of the Nominating Committee.
 - c. The Past President shall chair the Teaching Award Committee, appoint a member of the Nominating Committee, be a member of the Executive Committee, and perform other duties as may be delegated or assigned by the President.
 - d. The Secretary shall keep minutes of all business meetings of the Section and the Executive Committee; prepare and submit reports of section activities as required by the MAA; maintain records of the Section; disseminate lists of duties and responsibilities to new officers and committee members; serve on the Executive Committee; and serve as a nonvoting member of the Nominating and Teaching Award Committees.
 - e. The Secretary-Elect shall prepare to assume the duties of the office of Secretary, shall serve on the Executive Committee, and shall serve as a nonvoting member of the Nominating and Teaching Award Committees.
 - f. The Treasurer shall keep all of the financial records of the Section; receive all monies paid to the Section; deposit such monies in a federally insured account of

the Section; pay all bills of the Section out of the Section's funds; prepare and submit reports of the Section's financial activity as required by the MAA; and serve on the Executive Committee.

- g. The Treasurer-Elect shall prepare to assume the duties of the office of Treasurer and shall serve on the Executive Committee.
 - h. The chair of the Program Committee shall, along with other members of that committee, be responsible for planning each program meeting of the Section. The chair of the Program Committee shall also serve on the Executive Committee.
 - i. The section Governor shall serve on the Board of Governors of the MAA and on the Executive Committee of the Section.
7. The Executive Committee shall conduct the affairs of the Section between meetings of the section membership, and shall report its actions to the Section via the section newsletter or at the next Annual Meeting. The Executive Committee shall formulate plans and policies for the consideration of the Section. In making such formulations, it shall take into account any and all suggestions that it may receive from members of the Section. In addition, the Executive Committee shall fix dues and fees as described in Article V. Although other members of the Section may attend Executive Committee meetings, only members of the Executive Committee may make and vote on motions at those meetings. A quorum for meetings of the Executive Committee shall consist of six members of the Executive Committee.
 8. If a vacancy in an elected position should occur before the end of the elected term, the procedure for filling the vacant position shall be as follows.
 - a. Section Governor: The MAA Board of Governors shall elect a replacement to complete the remainder of the term.
 - b. President-Elect: The Executive Committee shall appoint an additional member to the Executive Committee, not as an officer, to serve the remainder of the term and fulfill all responsibilities of the office of President-Elect. The Nominating Committee shall nominate a candidate for President to stand for election at the next Annual Meeting.
 - c. President:
 1. The President-Elect shall succeed to the office of President and shall serve the remainder of the term and through the succeeding term of President.
 2. If the position of President-Elect is vacant, the Past President shall serve until the next Annual Meeting. The Nominating Committee shall nominate a candidate for President to stand for election at the next Annual Meeting, this election to be for a full term of two years.

- d. Past President: The Executive Committee shall appoint an additional member to the Executive Committee, not as an officer, to serve the remainder of the term and fulfill all responsibilities of the office of Past President.
- e. Secretary-Elect: This office shall remain vacant for the remainder of the term. The Nominating Committee shall nominate a candidate for Secretary to stand for election at the next Annual Meeting.
- f. Secretary: The Secretary-Elect shall succeed to the office of Secretary and shall serve the remainder of the term and through the succeeding term of Secretary. If the position of Secretary-Elect is vacant, the Executive Committee shall appoint a Secretary to serve until the next Annual Meeting. In this case, the Nominating Committee shall nominate a candidate for Secretary to stand for election at the next Annual Meeting, this election to be for a full term of three years.
- g. Treasurer-Elect: This office shall remain vacant for the remainder of the term. The Nominating Committee shall nominate a candidate for Treasurer to stand for election at the next Annual Meeting.
- h. Treasurer: The Treasurer-Elect shall succeed to the office of Treasurer and shall serve the remainder of the term and through the succeeding term of Treasurer. If the position of Treasurer-Elect is vacant, the Executive Committee shall appoint a Treasurer to serve until the next Annual Meeting. In this case, the Nominating Committee shall nominate a candidate for Treasurer to stand for election at the next Annual Meeting, this election to be for a full term of three years.
- i. Chair of the Program Committee: The member of the Program Committee next in line to become chair shall assume that position and shall hold it to the end of the term to which the member was elected.
- j. Other members of the Program Committee: The Executive Committee shall determine how to fill the vacancy, either by shortening or extending the term of another member of the committee, or by charging the Nominating Committee to nominate a candidate to complete the vacant term to stand for election at the next Annual Meeting.
- k. In the case that the procedures listed above cannot be followed, the Executive Committee shall make such appointments as necessary to continue the business of the Section until the elections at the next Annual Meeting.

ARTICLE IV

Meetings

- 1. The Section shall hold at least one program meeting and one business meeting each year. One program meeting each year shall be designated as the Annual Meeting, and a business meeting shall be held in conjunction with this Annual Meeting.

2. The time and place of each program meeting shall be determined by the Executive Committee.
3. The Executive Committee shall call such special business meetings as it deems necessary or when requested by a petition of at least 30 members of the Section. It shall fix the time and place of such special meetings.
4. The Program Committee shall arrange, in cooperation with the Executive Committee, the program for each program meeting of the Section.
5. A Local Arrangements Coordinator shall be appointed by the President to oversee the logistical arrangements for each program meeting.
6. The annual business meeting shall be planned by the Executive Committee.
7. A quorum for a business meeting of the Section shall be 20 members of the Section.
8. Each member of the Section shall be notified at least 20 days in advance of any regular or special meeting of the Section. If there is to be an election held, the report of the Nominating Committee shall be included in the announcement of the meeting.

ARTICLE V

Fees and Use of Assets

1. A registration fee in amounts fixed by the Executive Committee shall be paid by each person in attendance at Section meetings.
2. The Executive Committee is authorized to establish voluntary annual dues for members.
3. The Treasurer is authorized to accept financial contributions from individuals and organizations. Such contributions must be used in accordance with Article I, Section 2, of these bylaws. Any individual or organization providing such support shall be designated as a Contributor to the Ohio Section.
4. 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 the MAA to be used for purposes consistent with the bylaws of that organization.

ARTICLE VI

Committees

1. The Executive Committee shall function as described in Article III.
2. The Nominating Committee shall consist of the President and two appointed members who are not on the Executive Committee. Additionally, the Secretary and Secretary-

Elect (when this position is filled) shall be nonvoting members of the Nominating Committee.

- a. The term of the appointed members shall be two years, with terms to be staggered. Appointments to the Nominating Committee shall be made by the President-Elect or the Past President, depending on which position is filled in a given year.
 - b. The appointed member in his/her second term of service shall be the chair of the Nominating Committee.
 - c. In consultation with the Executive Committee, the Nominating Committee shall nominate at least one candidate for each position for which an election is to be held at the next Annual Meeting.
 - d. The Nominating Committee shall provide a written report on the slate of nominees to be included in the section newsletter announcing the Annual Meeting.
3. The Program Committee shall consist of three members of the Section, one elected each year as described in Article III, Section 4.
 - a. The chair of the Program Committee shall be the member in his/her third year on the committee.
 - b. The chair of the Program Committee shall be an officer of the Section and a member of the Executive Committee.
 - c. The Program Committee shall arrange, in cooperation with the Executive Committee, suitable programs for presentation at the Annual Meeting and other meetings of the Section.
 4. The Teaching Award Committee shall consist of the Past President or, if this office is vacant, the President-Elect, and two appointed members who are not on the Executive Committee. Additionally, the Secretary and Secretary-Elect (when this position is filled) shall be nonvoting members of the Teaching Award Committee.
 - a. The chair of the Committee shall be the Past President or, if this office is vacant, the President-Elect.
 - b. The term of the appointed members shall be two years, with terms to be staggered. Appointments to this committee shall be made by the President.
 - c. The duties of the Teaching Award Committee shall be to solicit and receive nominations for the *Ohio Section Award for Distinguished College or University Teaching of Mathematics*; to select a recipient of this award each year, or to determine that no award should be given; and to select the Section's nominee for the *Deborah and Franklin Tepper Haimo Award* each year. Recipients of the

Ohio Section Award for Distinguished College or University Teaching of Mathematics shall be presented with the award at the Annual Meeting in the year that they receive it.

- d. In addition, the Teaching Award Committee may also solicit nominations for other MAA teaching awards, such as the *Henry L. Alder Award*.
- 5. The Ohio NExT (New Experiences in Teaching) Organizing Committee shall consist of members of the Section appointed by the President for staggered three-year terms. The President shall designate one member as Coordinator of Ohio NExT, with the term as Coordinator being one year. The Coordinator shall serve on the Executive Committee and shall not be an officer of the Section. The duties of the Ohio NExT Organizing Committee shall consist of organizing and overseeing activities of the Section that are specifically to serve faculty members who are new to the Section, and other such related matters as are charged to it by the President.
- 6. The Committee on Section Activities (CONSACT) shall consist of members of the Section appointed by the President for staggered three-year terms. The President shall designate one member as chair of the committee, with the term as chair being one year. The chair shall serve on the Executive Committee and shall not be an officer of the Section. The duties of CONSACT shall consist of such activities of the Section, aside from program meetings, as are charged to it by the President.
- 7. The Committee on Curriculum (CONCUR) shall consist of members of the Section appointed by the President for staggered three-year terms. The President shall designate one member as chair of the committee, with the term as chair being one year. The chair shall serve on the Executive Committee and shall not be an officer of the Section. The duties of CONCUR shall consist of ongoing studies of undergraduate mathematics curriculum and such other related matters as may be charged to it by the President.
- 8. The Committee on Teacher Education and Licensure (CONTEAL) shall consist of members of the Section appointed by the President for staggered three-year terms. The President shall designate one member as chair of the committee, with the term as chair being one year. The chair shall serve on the Executive Committee and shall not be an officer of the Section. The duties of CONTEAL shall consist of continual study of teacher education and licensure in the state of Ohio, reporting same to the Section, preparing recommendations for appropriate state authorities, and such other related matters as are charged to it by the President.
- 9. The Committee on Student Members (CONSTUM) shall consist of members of the Section appointed by the President for staggered three-year terms. The President shall designate one member as chair of the committee, with the term as chair being one year. The chair shall serve on the Executive Committee and shall not be an officer of the Section. The duties of CONSTUM shall consist of directing and coordinating all activities of the Section that specifically serve student members of the Section and students attending Section meetings, and other such related matters as are charged to it by the President.

10. The Executive Committee may create and subsequently disband ad hoc committees for specific purposes. The Executive Committee shall provide a charge to such committees and shall determine how committee members and chairs shall be selected.

ARTICLE VII

Amendments to Bylaws

1. Amendments to the bylaws may be proposed by the Executive Committee or by the written endorsement of at least ten members of the Section.
 - a. Any proposed amendment shall be distributed to the membership of the Section at least 20 days prior to the meeting of the Section at which voting on the proposed amendment is to occur, and opportunity for discussion of the proposed amendment shall be included in the program for that meeting.
 - b. Upon approval of the majority of those present and voting at the Section meeting in (a) above, the text of the proposed amendment together with instructions for voting on the amendment shall be sent to all Section members.
 - c. The proposed amendment shall become an amendment to the bylaws provided at least 55 percent of the ballots returned by the deadline so affirm and it is subsequently approved by the Board of Governors of the MAA.
2. A complete revision of these bylaws shall be subject to all of the same procedures required for other amendments to these bylaws.