

**Bylaws of the Oklahoma-Arkansas Section of the  
Mathematical Association of America**

**(Final approval granted by the MAA Board of Directors on [date TBA])**

**Article I. NAME AND PURPOSE**

1. The name of this section shall be the Oklahoma-Arkansas Section of the Mathematical Association of America (MAA).
2. The purposes of the Oklahoma-Arkansas 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 Oklahoma-Arkansas Section shall be members of the Mathematical Association of America whose MAA mailing addresses are in Oklahoma, postal codes 73000 – 74999, or Arkansas, postal codes 71600 – 72999. Exceptions may be made by the MAA Secretary upon request of the affected member.

**Article III. AVOIDING IMPLICIT BIAS**

The Oklahoma-Arkansas 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 AND COORDINATORS**

1. The officers of this section shall be chair, chair-elect, past-chair, local program chair, local program chair-elect, secretary, treasurer, and communications director. The offices of past-chair and chair-elect shall be filled in alternating years so that the section has only one of these positions in service at any time.
2. The executive committee of the section shall consist of the officers of the section and the Section Representative to the MAA Congress. The local program chair-elect shall be a non-voting member of the executive committee.
3. Each section officer must be a member of the Mathematical Association of America and of this section.
4. The officers shall be elected at the annual business meeting and shall assume their respective offices at the end of the annual business meeting. In the event of a tie vote, the nominating committee shall determine the winner. Upon the adjournment of the annual business meeting of the section, the local program chair-elect will begin a term of one year as local program chair, and, in alternating years, the chair-elect will begin a term of two years as chair and the outgoing chair will begin a term of one year as past-chair.
  - a. The term of office of the past-chair, chair-elect, local program chair, and local program chair-elect shall be one year. The term of office of the chair shall be two years. The term of office of the secretary, treasurer, and communications director shall be three years. The secretary, treasurer, and communications director may be nominated to serve successive terms. No member of the executive committee shall serve simultaneously in more than one voting role on the executive committee. A past-chair may be nominated to serve as chair-elect; however, a chair may not be nominated to serve as chair-elect, so that the chair serves no more than one role on the executive committee at any given time.
  - b. In the event that officers cannot be elected at the annual business meeting due to a meeting cancellation, lack of quorum, or other anomaly, electronic elections may be held and will be announced to the section membership, and officers shall assume their respective offices upon announcement of the results of the vote. All other constraints set forth in these bylaws shall apply to such a special election.
5. The nomination procedure for section officers shall be the responsibility of a three-person nominating committee, appointed annually by the section chair. The nominating committee shall recommend a slate of candidates for local program chair-elect; one of secretary, treasurer, and communications director, on a rotating basis; and chair-elect, in alternating years. Additional nominations can be made by any member of the section at the annual business meeting prior to the election.
6. The duties of the section officers shall be:

- a. The chair shall preside at each meeting of the section and of the executive committee of the section. The chair shall nominate members to every committee of the section as described in Article VII, and every ad hoc committee. All nominated committee members are subject to the approval of a majority of the voting members on the executive committee. The chair shall serve as an ex-officio member of each committee as needed, unless directed otherwise by the membership of the section at the annual business meeting. The chair shall only vote on items decided by non-executive committees in the event of a tie. The chair is responsible for arranging invited speakers from the national office to speak at the annual meeting.
- b. The chair-elect shall assist the chair concerning the affairs of the section. In years where there is no past-chair, the chair-elect shall assist the chair in presiding at each business meeting of the section and in the absence of the chair preside in his/her place both at meetings of the section and at meetings of the executive committee.
- c. The past-chair shall advise the chair concerning the affairs of the section and shall assist the chair in presiding at each business meeting of the section and in the absence of the chair preside in her/his place both at meetings of the section and at meetings of the executive committee. Each year, the current or most recent past-chair shall review the financial records of the section and report her/his findings to the chair. In the event this person is unable or unwilling to perform this duty, the chair shall appoint a past officer for this task. This report is based on a calendar year and is due to the chair by March 1.
- d. The local program chair shall be in charge of the local arrangements for the annual meeting of the section. The local program chair shall not serve concurrently as section chair, secretary, treasurer, communications director, or Section Representative to the MAA Congress.
- e. The local program chair-elect shall assist the local program chair in his/her responsibilities. The local program chair-elect shall not serve concurrently as section chair, secretary, treasurer, communications director, or Section Representative to the MAA Congress.
- f. The secretary shall keep the minutes of all section and executive committee meetings, have custody of the records (excluding financial records) of the section, submit the section's meeting reports and annual report to the chair of the Committee on Sections, handle the official correspondence of the section (and maintain the files thereof), notify members of all regular and special meetings, and produce the annual meeting program. The secretary also prepares the Resolutions document for inclusion in the annual section business meeting minutes. This document serves as a historical record of the activities, the awardees, and the honorees that are part of the annual section meeting.

- g. The treasurer shall have custody of the financial records of the section, receive registration fees from the host institution, receive funds provided by MAA, maintain care of the monies of the section, keep proper and accurate financial records, pay authorized bills, and submit the section's annual financial report to the MAA's chief financial officer each January.
  - h. The communications director shall create and make available the annual section newsletter, facilitate email notices to the section members through the national office, and supervise the section website.
- 7. The executive committee shall conduct the affairs of the section between meetings of the section membership. The quorum for an executive committee meeting shall consist of not fewer than 5 members of the executive committee, and no business may be validly transacted at executive committee meetings where less than a quorum is present. The executive committee may hold discussions and/or vote electronically, as needed, and the quorum shall be automatically obtained in these instances of electronic discussion, provided that the discussion is sent to the entire executive committee.
- 8. If a vacancy on the executive committee should occur (other than the Section Representative), the remaining members of the executive committee shall appoint a member of the Section to serve until the next annual business meeting of the Section. An election shall be held at this annual meeting to elect a person to complete the term of an elected officer. If a one-year position in a sequence of positions (such as chair-elect) is filled by appointment, the succeeding position in the sequence (such as chair) shall be elected in the next annual election cycle of the Section. For the Section Representative, the MAA Board of Directors shall have authority to fill vacancies until such time as the regular appointment or election process can be employed, when a vacancy occurs between elections. In this instance, the Section Representative shall be a non-voting member of the executive committee until an election can be held.
- 9. The section also recognizes other non-officer coordinators within its organizational structure that fall outside of the committee structure indicated in Article VII. These positions are:
  - a. Department Chairs Coordinator: This person presides over the department chairs luncheon at the annual meeting and presents any motions or resolutions prepared at that meeting to the membership for consideration at the annual business meeting.
  - b. Section NExT Coordinator: This person plans and presides over the activities of Section NExT at the annual meeting.
  - c. Putnam Exam Award Coordinator: This person determines the highest Putnam Exam score from within our Section each year, updates the Section's Putnam Exam Award, and ensures the award arrives at the home institution of the highest scorer.

## **Article V. MEETINGS**

1. The section normally shall hold one program meeting each year and an annual business meeting.
2. Program meetings shall be planned by the executive committee. Logistical arrangements are coordinated by the local program chair.
3. Additional program meetings may be organized by the executive committee.
4. The annual business meeting shall be planned by the executive committee. It is usually held in conjunction with the annual program meeting. If circumstances prevent this, the executive committee may call a special business meeting as indicated below.
5. The quorum for a business meeting shall consist of not fewer than 15 members of the section and no business may be validly transacted at business meetings where less than a quorum is present. Only those members whose membership dues are current with MAA may participate in votes taken at a business meeting and/or via electronic ballot.
6. A special business meeting shall be called by the executive committee or by a written petition of twenty percent of the members of the section. The agenda of a special meeting shall be set by the executive committee. Special business meetings may be held electronically, if needed, but shall follow all other constraints set forth in these bylaws.
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 VI. FEES AND USE OF ASSETS**

1. The section may collect a registration fee from those attending a regular meeting. The amount of the fee may vary with the category of the person attending the meeting. The amounts of the fees and the definition of the categories of the persons to whom the fees apply shall be determined by the executive committee.
2. The section may also collect fees for other activities such as faculty and student workshops. These fees shall be determined by the executive committee.
3. 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 VII. COMMITTEES**

The following committees are appointed annually by the section chair. Where terms of service are not specified, the section chair should give consideration to continuity of membership on the committee.

1. Distinguished Teacher of the Year Award Committee: This committee is charged with putting out a call for Distinguished Teacher of the Year Award nominations to the department chairs and to the section membership. This committee also determines the person selected as the section's Distinguished Teacher of the Year and ensures that this person is nominated for the national Deborah and Franklin Tepper Haimo Award for Distinguished College or University Teaching of Mathematics by the national deadline established by MAA. This committee shall consist of the previous two winners of the award with three additional members nominated by the section chair and approved by a majority of the voting members on the executive committee. The additional members shall be selected such that not more than three of the five members of the committee are from the same state. The longest serving previous winner shall be appointed the committee's chair. In the event that any one of the previous two winners is unable to serve, the section chair shall nominate a replacement, making all possible effort to select another previous award member. This nomination is also subject to approval by a majority of the voting members of the executive committee.
2. Faculty Workshop Committee: This committee selects the topic and presenter of the faculty workshop and presides over the presentation of the workshop at the annual meeting. This committee shall consist of three persons. The chair of the committee shall be a faculty member at the host institution and the other two members shall be the immediate past chairs of the committee. If either of the past two chairs is unable to serve, the section chair shall appoint a replacement. The committee shall serve as the presenter's hosts while at the meeting.
3. K-12 Teacher Award Committee: This committee solicits nominations for and selects teachers to be honored for their distinguished teaching in each of three categories: Elementary; Middle/Junior High School; High School. This committee consists of at least one representative from each of Arkansas and Oklahoma. Selections for each year should come from the state which is hosting that year's meeting and should be communicated to the secretary by March 1. The committee shall serve as the awardees' hosts while at the meeting.
4. Court-Deal Lecture Committee: This committee consists of four section members who shall be appointed by the section chair in years where either an R.B. Deal Lecture or an N.A. Court Lecture is to occur. The committee shall select a speaker for the R.B. Deal Lecture or the N.A. Court Lecture and shall, by February 1 of a year with a N.A. Court or R.B. Deal Lecture, provide the secretary with the name/institution, a biography, and the title/abstract of the lecture for inclusion in the meeting program. The committee shall serve as the speaker's hosts while at the meeting.
5. Nominating Committee: This committee shall consist of at least three members of the section and nominate a slate of officers to the annual business meeting of the section.
6. Site Selection Committee: This committee consists of three members of the section. It solicits and receives letters of intent from institutions offering to host the annual section

meeting to be held exactly four years after the section meeting just completed. One host is selected from the letters received, and the location choice is forwarded to the Executive Committee and is announced at the annual section business meeting exactly three years prior to the solicited meeting year. The committee follows the established site alternation between Oklahoma and Arkansas.

7. Student Competition Committee: This committee shall plan and conduct undergraduate student competitions at the annual meeting of the section. The committee shall consist of four persons, one of which is the Local Program Chair of the section. The chair of the committee shall coordinate with the executive committee for the schedule of the competitions during the annual meeting.
8. Student Contributed Talks Committee: This committee consists of two section members who are responsible for recruiting judges for the undergraduate and high school oral presentations at the section meeting. The members shall provide scoring sheets to the judges prior to the scheduled presentations and shall determine the top three presenters after discussion with the judges at the conclusion of the presentations. The prizes are named in honor of R.B. Deal.
9. Student Workshop Committee: This committee selects the topic and presenter of the student workshop and presides over the presentation of the workshop at the annual meeting. This committee shall consist of three persons. The chair of the committee shall be a faculty member at the host institution and the other two members shall be the immediate past chairs of the committee. If either of the past two chairs is unable to serve, the section chair shall appoint a replacement. The committee shall serve as the presenter's hosts while at the meeting.
10. Ad Hoc Committees: Ad hoc committees may be appointed by the section chair, in consultation with the Executive Committee. At the time of appointment, such committees should have a clear purpose and end date. After the ad hoc committee has served its stated purpose or met its end date, it shall be disbanded.

## **Article VIII. AMENDMENTS TO BYLAWS**

1. Amendments to the bylaws may be proposed by the executive committee of the section or may be suggested to the executive committee by any member of the section. In these cases, the executive committee will formulate appropriate language and advance the proposed change to the membership for consideration. An amendment to the bylaws may also be proposed to the membership for consideration by submitting to the section chair a petition signed by 15 members of the section in support of the amendment.
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. Only those members whose membership dues are current with MAA may participate in such a vote.

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.