

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

**(Final approval granted by the MAA Board of Governors on 3 August 2016)**

**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 mathematical sciences, especially at the collegiate level, and to promote the purposes of the MAA within the territory defined below in Article II.

**Article II. MEMBERSHIP**

The membership of the Oklahoma-Arkansas Section shall be members of the Association, whose MAA mailing addresses are in Oklahoma, postal codes 73000 – 74999, or Arkansas, postal codes 71600 – 72999. Exceptions may be made by the MAA upon request of the affected member.

**Article III. OFFICERS**

1. The officers of this section shall be past-chair, chair, first vice-chair, second vice-chair, secretary, treasurer, and communications director. The term of office of the second vice-chair, first vice-chair, chair, and past-chair shall be one year. The term of office of the secretary, treasurer, and communications director shall be three years.
2. The executive committee of the section shall consist of the officers of the section and the section governor (ex officio).
3. Each section officer must be a member of the MAA and of this section.
4. The officers to be nominated by the nominating committee are second vice-chair and one of secretary, treasurer and communications director, on a rotating basis. Additional nominations can be made by any member of the section at the annual business meeting prior to the election. The secretary, treasurer, and communications director may be nominated to serve successive terms.
5. 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 second vice-chair will begin a term of one year as first vice-chair, the first vice-chair will begin a term of one year as chair, and the chair will begin a term of one year as past-chair.
6. If a vacancy should occur on the Executive Committee (other than the Section Governor's position), the remaining members of the 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.

7. The duties of the section officers shall be:
  - a. The chair shall preside at each business meeting of the section and of the executive committee of the section. She/He shall appoint every committee/position of the section as described in Article VI, with the exception of the Court Lecture Committee, and every ad hoc committee, and be an ex-officio member of each committee, unless directed otherwise by the membership of the section at the annual business meeting. She/He is responsible for arranging for an invited speaker from the national office to speak at the annual meeting.
  - b. The first vice-chair 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 at both business meetings of the section and at meetings of the executive committee. The first vice-chair shall be in charge of the local arrangements for the annual meeting of the section.
  - c. The second vice-chair shall assist the chair and first vice-chair in presiding at each business meeting of the section and in the absence of the chair and first vice-chair preside in place of the chair at both business meetings and at meetings of the executive committee.
  - d. 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 each spring and handle the official correspondence of the section. Additionally the secretary is responsible for the production of the annual meeting program and the Court Brochure.
  - e. The treasurer shall have custody of the financial records of the section, maintain care of the monies of the section, keeping proper and accurate records and paying authorized bills, and submit the section's annual financial report to the MAA's chief financial officer each January.
  - f. The past-chair shall advise the chair concerning the affairs of the section.
  - g. The communications director shall be responsible for the publication and distribution of the annual section newsletter, facilitate email notices to the section members through the national office, and supervise the section website.
8. The executive committee shall conduct the affairs of the section between business meetings of the section membership.

#### **Article IV. MEETINGS**

1. The section shall hold an annual meeting that includes the annual business meeting of the section.
2. Annual meetings shall be planned by the executive committee.

3. A special meeting may 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.
4. Each member of the section shall be notified in writing at least twenty days in advance of any regular meeting or special meeting of the section. "In writing" includes notification by means of the section newsletter or by electronic communication.
5. At any properly called business meeting, a quorum shall consist of 20 members of the section and no business may be validly transacted at meetings where less than a quorum is present.

#### **Article V. 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 must be approved by a majority of the members present at a properly called meeting of the section.
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 Oklahoma-Arkansas 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 a purpose consistent with the purposes of that organization.

#### **Article VI. COMMITTEES/POSITIONS**

1. The following committees or positions 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.
  - a. Distinguished Teacher of the Year Award Nominating Committee: This committee is charged with ensuring at least five persons are nominated each year for the section's Distinguished Teacher of the Year award.
  - b. Distinguished Teacher of the Year Award Selection Committee: This committee 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 three winners of the award with two additional persons selected by the section chair, and the longest serving previous award winner shall be appointed the committee's chair. In the event that any one of the previous three winners is unable to serve, the section chair shall appoint a replacement.

- c. 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.
- d. 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.
- e. Arkansas Teacher Award Committee: This committee solicits nominations for and selects Arkansas teachers to be honored for their distinguished teaching in each of three categories: Elementary; Middle/Junior High School; High School. Selections are to be communicated to the secretary by March 1.
- f. Oklahoma Teacher Award Committee: This committee solicits nominations for and selects Oklahoma teachers to be honored for their distinguished teaching in each of three categories: Elementary; Middle/Junior High School; High School. Selections are to be communicated to the secretary by March 1.
- g. Liaison Coordinators (one for Oklahoma and one for Arkansas): These persons are to facilitate communications between the MAA and section members.
- h. Department Chairs Committee Chair: 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.
- i. Section NExT Coordinator: This person plans and presides over the activities of Section NExT at the annual meeting.
- j. 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 first vice-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.
- k. 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.
- l. Resolutions Committee: This committee of one or more members of the section prepares the Resolutions document for inclusion in the annual section business meeting minutes. The section secretary shall be on the committee each year. The document serves as a historical record of the activities, the awardees, and the honorees that are part of the annual section meeting.

- m. 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 hosting in odd years and Arkansas hosting in even years.
  - n. 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.
  - o. R.B. Deal Committee: This committee consists of four section members who shall select a member of the section to present an invited address entitled the R.B. Deal Lecture. The lecture will occur at each Section meeting at which there is neither a Polya Lecture nor an Editor Lecture. By February 1 the committee shall provide the secretary with the name/institution, a biography, and the title/abstract of the Lecture for inclusion in the meeting program.
  - p. Each year the person who served as the past-chair during the previous year 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.
2. The N. A. Court Lecture Committee consists of three section members elected by the section membership. One person is elected each year. The committee member serving her/his third year shall serve as the committee chair. The committee shall select a person to deliver the N.A. Court Lecture at the annual section meeting. By February 1 the committee shall provide the secretary with the name/institution, a biography, and the title/abstract of the Lecture for inclusion in the meeting program.

## **Article VII. AMENDMENTS**

1. Amendments to these bylaws may be proposed by the executive committee of the section. Amendments may also be suggested to the executive committee by any member of the section. The executive committee will formulate appropriate language and advance the proposed change to the membership for consideration.

2. Subject to subsequent approval by the Board of Governors of the MAA, these bylaws may be amended by 2/3 of the votes cast by a quorum at a regular or special meeting of the section.
3. The secretary 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. This communication may be electronically sent through the national office to the list of section members in the national office's database.
4. A complete revision of these bylaws shall be subject to all of the same procedures required for other amendments to these bylaws.