

**BY-LAWS<sup>1</sup> OF THE ROCKY MOUNTAIN SECTION  
MATHEMATICAL ASSOCIATION OF AMERICA**

**ARTICLE I  
Name and Purpose**

1. The name of this Section shall be the Rocky Mountain Section of the Mathematical Association of America.
2. The purposes of the Rocky Mountain Section shall be to advance the mission of the MAA on a regional level (namely within the territory defined in Article II, section 1) ; 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. The Section shall give special attention to improving education in the mathematical sciences at the collegiate level.

**ARTICLE II  
Membership**

1. The membership of the Rocky Mountain Section shall be members of the Mathematical Association of America whose MAA mailing addresses are in the states of Colorado, South Dakota west of the Missouri River, Wyoming and part of Montana, postal codes 80000 – 81699, 57700 – 57799, 82000 – 83199, 59715 – 59717. Exceptions may be made by the MAA membership department upon request of the affected member.

**ARTICLE III  
Officers**

1. The officers of this Section shall be a Chairperson, Vice-Chairperson, Past Chairperson, Chairperson-Elect and Secretary-Treasurer.
2. The Executive Committee of the Section shall consist of the Officers of the Section, the Section Governor, and the Program Chairperson(s) of the next annual meeting.
3. Each Section Officer must be a member of the Mathematical Association of America, and of this Section. The Vice-Chairperson shall be associated with a two-year school.
4. The Officers shall be elected during the business meeting at the Annual Meeting of the Section according to the schedule below, and shall take office upon the adjournment of the meeting.

Chairperson-Elect: Every two years, beginning in 2015, a Chairperson-Elect is elected at the Annual Meeting. This person holds that position for one year, followed automatically by a two-year term as Chairperson, then a one-year term as Past Chairperson.

Vice-Chairperson: Every two years, beginning in 2016, at the Annual Meeting for a two-year term. The Vice-Chairperson may be re-elected to not more than two consecutive terms in office.

Secretary-Treasurer: Elected every third Annual Meeting, beginning in 2017, for a three-year term. The Secretary-Treasurer may be re-elected to not more than two consecutive terms in office.

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<sup>1</sup> Approved in 1979; modified in 1998; modified in 2015.

5. The duties of the Section officers shall be:
  - a. The Chairperson shall preside at each meeting of the Section and of the Executive Committee of the Section. The Chairperson shall appoint every committee of the Section and be an ex-officio member of each committee, unless directed otherwise by the membership of the Section at an official Section meeting.
  - b. The Vice-Chairperson shall assume the responsibilities of the Chairperson if the Chairperson is absent or incapacitated. The Vice Chairperson should represent the interests of the two-year colleges and encourage two-year college faculty members to participate in MAA activities and programs.
  - c. The Chairperson-Elect will assume the duties of the Vice-Chairperson if the Vice-Chairperson is absent or incapacitated. The Chairperson-elect should assist the Chairperson in leading the section and learn the duties of the position. The Chairperson-elect will serve on various section committees as appointed by the section Chairperson.
  - d. The Secretary-Treasurer shall be responsible for the records of the Section, the filing of reports to the MAA office, and for mailings to the Section (call for papers, program announcements, etc.) In addition, the Secretary-Treasurer shall see the recommendations of the MAA and/or the Section's Executive Committee be carried out effectively. The Secretary-Treasurer will keep all books and accounts, receive and be responsible for all Section funds, and pay all bills of the Section from its funds. The Secretary-Treasurer shall be an ex-officio member of all committees.
6. The Executive Committee shall conduct the affairs of the Section between meetings of the Section membership. It is empowered to fill any vacancy among the officers of the Section or the Executive Committee until the next Annual meeting. A quorum for the Executive Committee to conduct section business or fill section officer vacancies shall be four members and must include at least one of the Chairperson or the Secretary-Treasurer. The Executive Committee is empowered to conduct and vote on time-sensitive section business electronically, when meeting in person is not practical.

#### ARTICLE IV Meetings

1. The Section shall hold one regular meeting each year, to be referred to hereafter as the Annual Meeting. There shall be a Business Meeting typically held in conjunction with the Annual Meeting.
2. The Annual Meeting shall be planned by the Program Committee. The Business Meeting shall be planned by the Executive Committee.
3. The quorum for a business meeting shall consist of not fewer than 12 members of the section and no business may be validly transacted at a business meeting where less than a quorum is present. The only exception to this is a call to have the Executive Committee poll the membership electronically and act accordingly.
4. Total Funds available to the Program Committee for the Annual Meeting consist of the registration fees plus \$100 provided by the Section from funds received from the Association. The Section contribution may be changed by unanimous consent of the Executive Committee.

5. At least 3 months prior to the Annual Meeting, the Program Committee shall draft a budget of anticipated costs for the meeting. These costs will include any fees for presentation facilities, the banquet facility, supplies, printing, refreshments, and any other known costs associated with running the meeting. The Program Committee will suggest participant fees for the banquet, the chairs' luncheon, and registration. The budget and all fees are subject to approval by the Executive Committee.
6. Additional program meetings may be organized by the Section after approval at a business meeting. The Executive Committee may initiate or be petitioned to initiate a request for such additional program meetings to be presented at the next business meeting. Such a request must be accompanied by a statement of possible funding sources and an estimate of the number of participants.
7. A member or group of members of the Section may request that the Executive Committee call a special business meeting by submitting a petition stating the nature and reason(s) for such a special meeting and bearing the signatures of twenty-five (25) members of the Section. A decision by the Executive Committee not to honor such a request will be reversed by the submission of a petition requesting the special meeting and signed by twenty percent (20%) of the Section's membership as determined by the previous year's roll. The Executive Committee shall determine the time and place of special meetings.
8. Each member of the Section shall be notified at least twenty days in advance of the Annual Meeting or Special Meeting of the Section.

ARTICLE V  
Dues and Use of Assets

1. Every person attending the Annual Meeting shall pay a registration fee determined by the Executive Committee. The Executive Committee may choose to set different fees for distinct categories of attendees or to waive the fee for a limited number of honorees. In some cases, the Executive Committee may elect to use section funds to pay the registration fee for a limited number of honorees.
2. The assets of the Rocky Mountain 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 will be returned to the MAA.
3. The Section Secretary-Treasurer is authorized to solicit voluntary dues from members of the Section in an amount recommended by the Executive Committee and approved by the membership at a regular meeting of the Section. Through coordination with the MAA and with the authorization of the Section Executive Committee, the section may periodically solicit contributions from other sources.

ARTICLE VI  
Committees

There shall be four standing committees of the section: the Program Committee, the Nominating Committee, the Teaching Award Committee, and the Section Activity Grant Award Committee. In the appointment of members to committees, the section will strive for broad representation and diversity of members in an effort to be as inclusive as possible and to avoid implicit bias.

1. The Program Committee will consist of the Past Chairperson or Chairperson-Elect, the Program Chairperson and the other officers ex-officio.
  - a. Program Chairperson: The Program Chairperson is appointed by the host institution for the Annual Meeting. This shall be determined as far in advance as possible to allow for planning of the Annual Meeting and coordination between the Program Chairperson and the other members of the Executive Committee. It is allowable for the host institution to designate two people as co-Program Chairperson(s). The Program Chairperson will coordinate the program for the Annual Meeting.
  - b. The Program Committee shall:
    1. Recommend the time and place of future Annual Meetings, preferably two years in advance, subject to the approval of the Executive Committee. At the request of the host institution, the Program Committee, in coordination with the Executive Committee is empowered to change the time or place of a scheduled meeting, and
    2. Plan the program of the Annual Meeting and, in conjunction with the Arrangements Committee (if one should exist) at the host institution, bear the responsibility for its production.
2. The Nominating Committee will consist of three persons, not including ex-officio members, each appointed for a three-year term on a rotating basis, one appointed each year starting in 2015. Each member will serve as Chairperson during his or her second year of office. At least one and one-half months prior to an election, the Nominating Committee shall provide a list of candidates for distribution to the members of the Section. This shall not prevent other nominations being made from the floor at the time of the election. The Chair of the Nominating Committee (or another member of the Nominating Committee if the Chair is absent) will be responsible for conducting elections at the Business Meeting. Elections will be conducted by secret paper ballot. Any candidates present will be given the opportunity to speak for a few minutes. There will be a call for any nominations from the floor. Only current members of the MAA may vote in elections. The Chair of the Nominating Committee will record the vote and announce the results of the election prior to the end of the Business Meeting. Candidates receiving the highest number of votes win. In the event of a tie, the Executive Committee members present at the Business Meeting will decide how to break the tie to determine the winner of the election.
3. The Teaching Award Committee is chaired by the Chair-Elect or Past Chair and also includes the previous year recipient of the Burton W. Jones Teaching Award and another member of the section appointed by the Chair of the section. The committee is responsible for making a recommendation to the Executive Committee for the next recipient of the Burton W. Jones Teaching Award and any other teaching awards given by the section.
4. The Section Activity Grant Award Committee is chaired by the Chair-Elect or Past Chair and also includes two members of the section who are not members of the Executive Committee. One of these members is selected by the Section Governor and the other by the Section Chair. This committee is charged with reviewing and evaluating proposals for section activity grants in accordance with the goals of the section and recommending funding levels to the Executive Committee. The total amount and amount per project of grant support is determined by the Executive Committee.

ARTICLE VII  
Amendments

1. These by-laws may be amended by  $2/3$  of the votes cast by the members at the annual business meeting or a Special Meeting of the Section, provided that at least 12 votes have been cast, subject to the approval of the Board of Governors of the Mathematical Association of America. A proposed amendment shall be made available to every member of the Section at least twenty days prior to the meeting at which the voting on the amendment will take place.
2. A complete revision of this set of by-laws will be subject to the same procedure as that for amending this set.