

# **Bylaws of the Michigan Section of the Mathematical Association of America**

## **ARTICLE I Name and Purpose**

1. The name of this section shall be the Michigan Section of the Mathematical Association of America (MAA).
2. The purposes of the Michigan Section shall be to advance the mathematical sciences, especially at the collegiate level, and to promote the purposes of MAA within the territory defined in Article II below.

## **ARTICLE II Membership**

The membership of the Michigan Section shall be members of the Mathematical Association of America whose MAA mailing addresses are in Michigan, postal codes 48000-49999. Exceptions may be made by the MAA headquarters office according to Article VI of the MAA bylaws at the request of the affected member.

## **ARTICLE III Executive Committee**

1. The Officers of this Section shall be a Chairperson, two Vice-Chairpersons, and a Secretary-Treasurer.
2. The Executive Committee of the Section shall consist of the Officers of the Section, the Section Governor, and the Past Chairperson. The Newsletter Editor, the Public Information Officer, the Director of the Michigan Mathematics Prize Competition, and the Webmaster shall serve as ex-officio non-voting members.
3. Each member of the Executive Committee must be a member of the Mathematical Association of America and of this Section.
4. The Officers of the Section shall be elected at the Annual Meeting of the Section by a majority of a quorum (See Article IV – 5). In the case of a tie, the Nominating Committee shall decide the winner. Those elected shall assume office upon adjournment of the Annual Meeting.
  - a. The Chairperson shall be elected for a one-year term. He/She may be re-elected but shall not serve for more than two consecutive terms.
  - b. Each Vice-Chairperson shall be elected for a one-year term. Each may be re-elected but shall not serve in the office for more than two consecutive terms. One of these officers shall be affiliated with a two-year institution.
  - c. The Secretary-Treasurer shall be elected for a three-year term. He/She may be re-elected. Subsequent terms may be of one, two, or three years' duration.
5. The Section Governor shall be elected by members of the Section for a three-year term beginning July 1 of an election year. The election shall be conducted by the Mathematical

Association of America. The Governor is eligible for re-election only after an interim of three years.

6. The nomination procedure for section officers shall be as follows:
  - a. At least six months prior to the Annual Meeting, the Chairperson of the Section shall appoint a Nominating Committee of at least three Section members.
  - b. The name of the Chairperson of this Committee shall be circulated to the membership, normally in the fall Newsletter, and suggestions for nominees shall be solicited.
  - c. This Committee shall present nominations at the Annual Meeting for Chairperson and two Vice-Chairpersons as well as for Secretary-Treasurer if that term will expire. All nominees shall have agreed to serve if elected.
  - d. Nominations of candidates who have agreed to serve if elected shall be accepted from the floor at the Annual Meeting.
  - e. Every third year, the Nominating Committee shall submit at least two nominations for Section Governor to the MAA Executive Director by the requested date.
7. The duties of the Executive Committee members shall be:
  - a. The Executive Committee of the Section (See Article III-2) shall appoint an Editor for the Newsletter, a Public Information Officer, a Director of the Michigan Mathematics Prize Competition, and a Webmaster.
  - b. The Chairperson shall preside at meetings of the Section and of the Executive Committee. He/She shall have general charge of executing the affairs of the Section, shall appoint all committees (unless otherwise directed by these Bylaws or by the members at a meeting), and shall be an ex-officio member of all committees.
  - c. The Vice-Chairpersons shall be in charge of the program for the Annual Meeting and co-chair the Program Committee, and perform other duties specified by the Chairperson.
  - d. The Past Chair shall conduct the meetings of the Section in the absence of the Chairperson.
  - e. The Secretary-Treasurer shall:
    - i. keep all books, accounts, and records of the Section, (Monies collected through the Michigan Mathematics Prize Competition shall be kept in a separate account. Expenditures for this account must be authorized by the Director of the Competition. The Executive Committee shall specify the bookkeeping and auditing procedures to be used for this fund.)
    - ii. file all necessary tax and financial reports,
    - iii. maintain an accurate list of members who pay dues and membership of committees,
    - iv. assist the Nominating Committee upon request,
    - v. submit the annual Section financial report to the Washington office each January and the annual Section activities report to the Chair of the Committee on Sections when requested each spring,
    - vi. be responsible for the collection of fees and voluntary Section dues, for receipt of the subvention provided by the Association, and for the safe-keeping of all monies of the Section (other than MMPC funds),
    - vii. be responsible for the payment of all bills authorized by the Section, the Executive Committee, or the Chairperson,
    - viii. notify all institutions in the fall of voluntary dues payable,
    - ix. notify all members in the fall of voluntary dues payable.

- f. The Editor for the Newsletter shall:
    - i. serve as an ex-officio non-voting member of the Executive Committee,
    - ii. agree to abide by the guidelines from the Executive Committee at the time of appointment,
    - iii. assemble, edit, and make available the Section Newsletter, two issues per year, to the mathematical sciences faculty and MAA members in Michigan.
  - g. The Public Information Officer shall:
    - i. serve as an ex-officio non-voting member of the Executive Committee,
    - ii. agree to abide by the guidelines from the Executive Committee at the time of appointment,
    - iii. issue news releases to local newspapers for different events of the Michigan Section.
  - h. The Director of the Michigan Mathematics Prize Competition shall:
    - i. serve a three-year term, with possibility of renewal,
    - ii. serve as an ex-officio non-voting member of the Executive Committee,
    - iii. serve as an ex-officio member of the Examination Committee (see Article VI-1),
    - iv. administer the Competition in accordance with guidelines prepared by the Executive Committee,
    - v. serve as the agent of the Executive and Examination Committees in administering the details of the Competition, including the scoring of the Examination papers and the determination of the prize winners,
    - vi. handle the collection of fees, receiving of contributions, and paying of bills for the Competition,
    - vii. consult with representatives of high schools strongly committed to the Competition to receive comments on the administration and content of previous Competitions, and to transmit appropriate suggestions to the Examination Committee.
  - i. The Webmaster shall:
    - i. serve as an ex-officio non-voting member of the Executive Committee,
    - ii. agree to abide by the guidelines from the Executive Committee at the time of appointment,
    - iii. maintain the Section website, regularly posting items of importance to the Section membership, including the Section Newsletters.
8. The Executive Committee shall:
- a. serve as the policy body in all matters related to the Michigan Mathematics Prize Competition,
  - b. be responsible for the preparation of guidelines for the administration of the Competition,
  - c. conduct the affairs of the Section between Annual Meetings including such resolutions as are necessary to effect the deposit and withdrawal of funds,
  - d. be empowered to fill any vacancy in the Executive Committee (except that of the Section Governor) until the next Annual Meeting. (A vacancy in the Section Governor Office is filled by the Board of Governors.)

## **ARTICLE IV**

### **Meetings**

1. The Section normally shall hold one regular meeting each year. This shall be known as the Annual Meeting.
2. The Annual Meeting shall be planned by the Executive Committee, which shall determine place, time, and length of the meeting. The Executive Committee shall set the meeting registration fee and other related fees.
3. A Special Section Meeting may be called by the Executive Committee.
4. Each member of the Section shall be notified in writing at least twenty days in advance of the Annual Meeting or any Special Meeting of the Section. Normally this will be included in the Newsletter.
5. A quorum at a Special Meeting or Annual Meeting is ten members of the Section.

## **ARTICLE V**

### **Voluntary Dues and Use of Assets**

1. The Secretary-Treasurer shall notify members and institutions that annual voluntary dues are solicited for the support of Section activities during the fiscal year, July 1 – June 30.
2. The assets of the Michigan 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.
3. The assets resulting from the Michigan Mathematics Prize Competition shall be used solely for the administration and awards of that Competition and for projects of benefit to high school students in Michigan.

## **ARTICLE VI**

### **Committees**

1. The Officers of the Section shall appoint the Examination Committee of four members for the Michigan Mathematics Prize Competition, in addition to the Director, who serves ex-officio. Each of the four persons shall be appointed for a four-year term. Terms of office shall be so arranged that one person retires each year. The person serving for his/her fourth year shall be the Chairperson of the Committee. The Committee is responsible for the composition of the Examination for the Michigan Mathematics Prize Competition for the High Schools of Michigan.
2. The Program Committee of the Section shall consist of the Vice-Chairpersons and other members appointed as needed. The Committee shall include representatives from both two-year and four-year institutions. A Local Arrangements Committee shall also be appointed.
3. The Nominating Committee shall consist of at least three members appointed annually at least six months in advance of the Annual Meeting. The Past Chairperson shall chair the Nominating Committee, and the Vice-Chairperson from a two-year institution shall be a member.
4. Two Auditing Committees shall be appointed annually. One committee, consisting of at least two members, shall examine the financial records of the Section. The other committee, consisting of at least two members or a professional auditor, shall examine the financial records of the

Michigan Mathematics Prize Competition. Both committees shall report to the Executive Committee on request.

5. Other committees may be appointed from time to time for special activities.

## **ARTICLE VII**

### **Amendments to Bylaws**

1. These Bylaws may be amended by a majority of a quorum (See Article IV – 5) at any Annual Meeting, subject to the approval of the Board of Governors of MAA.

2. A proposed amendment shall be made available in writing by the Secretary-Treasurer. All members of the Section shall be notified at least twenty days prior to the meeting at which voting on the amendment will take place. Notification shall normally be included in the Newsletter or sent via e-mail. The proposal shall be posted on the Section's website.

3. When an amendment has been approved by members of the Section, the amended Bylaws shall be submitted to the MAA Committee on Sections for its recommendation to the Board of Governors.

4. A complete revision of the Bylaws shall be subject to the same procedure as that used for an amendment.