

**By-Laws of the Oklahoma-Arkansas Section of the  
Mathematical Association of America (MAA)  
(Approved by the Section March 31, 2007)  
(Approved by the Board of Governors August 1, 2007)**

**Article I. NAME AND PURPOSE**

1. The name of this section shall be the Oklahoma-Arkansas Section of the Mathematical Association of America.
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 national organization within the territory defined below in Article II.

**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 headquarters office upon request of the affected member.

**Article III. OFFICERS**

1. The officers of this section shall be a past-chair, chair, first vice-chair, second vice-chair, newsletter editor, treasurer, and secretary.
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 Mathematical Association of America and of this section.
4. The nomination procedure of the section officers shall be for the chair to appoint a nominating committee of at least three members of the section to recommend a slate of officers. The committee shall be appointed at least one month prior to the annual meeting of the section. The chair and the first vice-chair are to be automatically nominated as past-chair and chair, respectively, for the following year. Additional nominations can be made by

any member of the section at the annual business meeting prior to the election.

5. The officers shall be elected at the annual meeting and shall assume their respective offices at the end of the annual meeting. In the event of a tie vote, the nominating committee shall determine the winner. The term of each officer shall be from the end of the annual meeting at which she/he is elected to the end of the next annual meeting. The past-chair, chair, first vice-chair, and second vice-chair shall not serve consecutive terms in the same office. The secretary, treasurer, and the newsletter editor are encouraged to serve at least three consecutive terms, and may be re-elected indefinitely.
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. 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 an official section 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 meeting of the section and in the absence of the chair preside in her/his place at both section meetings 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 meeting of the section and in the absence of the chair and first vice-chair preside in place of the chair at both section 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 annual activities report to the Committee on Sections each spring, ensure that the section website is properly maintained and up-to-date, 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 national office each January.
  - (f) The past-chair shall advise the chair concerning the affairs of the section.
  - (g) 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.
  - (h) The newsletter editor shall be responsible for the publication and distribution of the annual section newsletter.
7. The executive committee shall conduct the affairs of the section between meetings of the section membership.
8. If a vacancy on the executive committee other than in the office of governor should occur, the executive committee shall fill the vacancy by appointing a member of the section to serve until the next annual meeting.

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

1. The section normally shall hold one regular meeting each year.
2. Regular 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.
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 meeting, a quorum shall consist of at least 10 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. This committee shall consist of the previous five winners of the award with last year's distinguished teacher serving as chair of the committee. In the event that any one of the previous five 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. 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 national office 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.
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 duties of this committee consist of: a) selecting a person to deliver the N.A. Court lecture at the annual meeting, and b) to determine whether to supplement the annual meeting program with a third plenary lecture delivered by a section member, and, if so, to select that person.

## **Article VII. AMENDMENTS**

1. Amendments to these bylaws may be proposed by the executive committee of the section.
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.