

BY-LAWS¹ 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 Secretary upon request of the affected member.

ARTICLE III

Officers

1. The officers of this Section shall be a Chairperson, Vice-Chairperson, Past Chairperson or Chairperson-Elect and Secretary-Treasurer.
2. The Executive Committee of the Section shall consist of the Officers of the Section, the Section Representative to the MAA Congress, and the Program Chairperson(s) of the next annual meeting, all of whom are voting members of the committee.
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. If possible, the candidates for each office should be chosen by the Nominating Committee to include representation from at least two of the four states within the section's geographic boundary. The Nominating Committee will also strive for balanced representation and diversity of section officer candidates in an effort to be as inclusive as possible and to avoid implicit bias.

¹ Approved in 1979; amended in 1998; 2015; 2018.

4. The Officers shall be elected via an electronic voting procedure to be completed during the three week period immediately following the Annual Meeting of the Section according to the schedule below, and shall take office as soon as the results of that election are known.

Chairperson-Elect: Every two years, beginning in 2015, a Chairperson-Elect is elected following 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, a Vice-Chairperson is elected following the Annual Meeting. This person holds that position for two years. The Vice-Chairperson may be re-elected to not more than two consecutive terms in office.

Secretary-Treasurer: Every two years, beginning in 2017, a Secretary-Treasurer is elected following the Annual Meeting. This person holds that position for three years. The Secretary-Treasurer may be re-elected to not more than two consecutive terms in office.

In the event of a tie, the members of the Executive Committee and the Nominating Committee will break the tie to determine the winner of the election.

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 standing committee of the Section except where otherwise specified in these by-laws.

- 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 Past Chairperson will assume the duties of the Vice-Chairperson if the Vice-Chairperson is absent or incapacitated. The Past Chairperson should assist the Chairperson in leading the section as needed. The Past Chairperson will serve on various section committees as appointed by the section Chairperson.

- e. 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.

6. The Executive Committee may appoint individuals or ad hoc committees as needed to assist with specific section programs and tasks, or as the members of the Rocky Mountain Section present at any properly called meeting may direct. Such appointments shall normally be for one to three years, and they may be renewed. The duties and terms of appointment for these positions shall be described in the Section Procedures Handbook.
7. 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 five officers of the Section until the next Annual Meeting. (Vacancies in the positions of Section Representative to the MAA Congress and Program Chairperson are filled by the MAA Board of Directors and the host institution of that year's Annual Meeting respectively.) 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. The time and location of both meetings will be proposed by the Program Committee, subject to approval by the Executive Committee.
3. 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 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. 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.
5. 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.

6. 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.
7. Each member of the Section shall be notified at least twenty days in advance of the dates and times, location and any associated costs associated with 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 to be used for purposes consistent with the bylaws of the Association.
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 five standing committees of the section: the Program Committee, the Nominating Committee, the Burton W. Jones Teaching Award Committee, the Early Career Teaching Award Committee, and the Section Activity Grant Award Committee. In the appointment of members to committees, consideration will be given to both the various types of institutions and the geographic regions that are represented within the section. The appointing officers will further strive for broad representation and diversity of committee members in an effort to be as inclusive as possible and to avoid implicit bias.

1. The **Program Committee** will consist of the Program Chairperson and all section officers ex-officio.

a. Program Chairperson:

- (i) At the time that a host institution accepts an invitation to host an Annual Meeting, a Program Chairperson for that meeting will be appointed by the host institution per a procedure to be determined by that host institution. This appointment shall be determined as far in advance as possible, but no less than one year in advance of the date of the meeting, 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). In the event that an appointed Program Chairperson is unable to fulfill the responsibilities associated with meeting planning, the host institution will appoint a replacement.
- (ii) The Program Chairperson will work with the Program Committee to plan the Annual Meeting. The Program Chairperson will coordinate the program and local arrangements for the Annual Meeting following the guidelines provided in the Section Meeting Organization Handbook
- (iii) Following the meeting, the Program Chairperson shall:
 - a) File a final Budget Report with Section Secretary-Treasurer ;
 - b) Prepare any Meeting Reports required by the current procedures of the Section Meeting Organization Handbook;
 - c) Review and revise the Section Meeting Organization Handbook per the process stated in that Handbook; all revisions to that Handbook must be approved by the Executive Committee;
 - d) Serve as informal consultant to future program chairpersons for the next two section meetings, including review of recommended revisions to Section Meeting Organization Handbook, per Article VI, Item 1(a), Part 3(c) of these by-laws

b. The Program Committee shall:

- (i) 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
- (ii) 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 each appointed for a three-year term on a rotating basis, one appointed each year starting in 2015. Individuals currently serving as officers, the Section Representative to the MAA Congress, or a candidate for office are not permitted to serve as members. Each member will serve as Chairperson during his or her second year of office.

The Nominating Committee shall:

- a. Select candidates for the Section Representative to the MAA Congress per the then-current procedures of the MAA;
 - b. Conduct elections for all open Officer positions, per the following procedures:
At least three weeks prior to the Annual Meeting of the Section, the Nominating Committee shall provide the Secretary-Treasurer a list of officer candidates for distribution to the members of the Section. This shall not prevent other nominations being made from the floor at the Business Meeting held in conjunction with the Annual Meeting. Voting will take place via an electronic procedure to be completed during the three week period immediately following that Business Meeting. The Chair of the Nominating Committee assisted by Section Representative to the MAA Congress shall conduct the voting procedure, which must be approved by the Executive Committee and ready for implementation at least three weeks prior to the Business Meeting of the Section. The Chair of the Nominating Committee (or another member of the Nominating Committee if the Chair is absent) will be responsible for reporting on the slate of candidates and the electronic voting procedures to be employed at the Business Meeting. Any candidates present at that Business Meeting will be given the opportunity to speak for a few minutes during the Nominating Committee report. There will be a call for nominations from the floor at this time. In the event that a nominee from the floor accepts the nomination, all relevant information for that candidate shall be added to the electronic ballot prior to the opening of voting procedures. Only current members of the MAA may vote in elections. Candidates receiving the highest number of votes win. In the event of a tie, the members of the Executive Committee and the Nominating Committee will break the tie to determine the winner of the election.
3. Both Teaching Award Committees are chaired by the Chairperson-Elect or Past Chairperson, and share two other standing members, each of whom will serve a two-year term to be staggered as described below. In each year during which the Officers of the Section include a Chairperson Elect, the Section Chairperson shall appoint one member of the committee. In each year during which the Officers of the Section include a Past Chairperson, the Vice Chairperson shall appoint one of member of the committee. The member appointed by the Vice Chairperson must be associated with a two-year school. Neither of the appointed members may have been a Burton W. Jones or Early Career Teaching awardees in the last five years. No more than one standing member of the committee (including the committee chair) may be a prior teaching award recipient at any time. If possible, the appointed members should be chosen so that the standing committee membership includes representation from at least two of the four states within the section's geographic boundary. The appointing officers will also strive for broad representation and diversity of committee members in an effort to be as inclusive as possible and to avoid implicit bias. No member of either committee, including Section Officers, is permitted to serve for more than two consecutive years on the Committee.

The **Burton W. Jones Teaching Award Committee** shall include the previous year's recipient of the Burton W. Jones award, in addition to the three standing members described above. The committee is responsible for making a recommendation to the Executive Committee for the next recipient of the Burton W. Jones Teaching Award.

The **Early Career Teaching Award Committee** shall include the previous year's recipient of the Early Career Teaching award, in addition to the three standing members described above. The committee is responsible for making a recommendation to the Executive Committee for the next recipient of the Early Career Teaching Award.

4. The **Section Activity Grant Award Committee** is chaired by the Chairperson-Elect or Past Chairperson and also includes two members of the section who are not members of the Executive Committee, each of whom will serve a two-year term, to be staggered as described below. One of these members is selected by the Section Representative to the MAA Congress in each year during which the Officers of the Section include a Past Chairperson and the other by the Section Chairperson in each year during which the Officers of the Section include a Chairperson-Elect. 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 business meeting or a Special Meeting of the Section, provided that at least 15 votes have been cast, subject to the approval of the Board of Directors 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.