

## Approved by the Section, April 24, 2021

### ARTICLE I - Name and Purpose

1. The name of this Section shall be the Wisconsin Section of the Mathematical Association of America, Inc.
2. The purpose of the Wisconsin Section shall be to advance the mission of the MAA on a regional level (namely within the territory defined in Article II below); 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 state.

### ARTICLE II - Membership

The membership of the Wisconsin Section shall be members of the Mathematical Association of America (MAA) whose MAA mailing addresses are in the state of Wisconsin, zip codes 53000 – 54999. Exceptions may be made by the MAA headquarters office upon request of the affected member.

### ARTICLE III - Avoiding Implicit Bias

The Wisconsin Section of the Mathematical Association of America shall make every effort to avoid implicit bias and to reflect the diversity of the section. The Section shall ensure its committee members, officers, invited speakers, awardees, and other leaders represent the various geographic regions, types of institutions, and diverse membership within the section. It shall strive for balanced representation with regard to gender as well as underrepresented groups and shall seek out nominations for any positions or awards to help achieve that balance. Section committees and members may consult the most recent version of the document [Guidelines for MAA Selection Committees: Avoiding Implicit Bias](#) for guidance.

### ARTICLE IV - Officers

1. The officers of this Section shall be a Chair, Chair-Elect, and Secretary-Treasurer.
2. The Executive Committee of the Section shall consist of the officers of the Section, the Immediate Past Chair, the Section Representative to the MAA Congress, the Mathematics Contest Coordinator, the Representative to the Wisconsin Mathematics Council, the Public Information Officer, the Student Activities Coordinator, and the Director of Section NExT-Wisconsin.
3. Each Executive Committee member must be a member of The Mathematical Association of America, Inc., and of this Section.

4. The Chair-Elect shall be elected from the membership of the Section at its annual Business Meeting. At the end of the meeting, the term of the Immediate Past Chair expires, the Chair becomes Immediate Past Chair, the Chair-Elect becomes Chair, and the new Chair-Elect assumes office.
5. The Secretary-Treasurer shall be elected from the membership of the Section at its annual Business Meeting, as appropriate. The term of office for the Secretary-Treasurer is three years.
6. Each Fall, the Chair will appoint a nominating committee to recommend a slate of officers. Further nominations may be made from the floor at the annual Business Meeting.
7. The duties of the Section officers shall be as stated below.
  - a. The Chair is responsible for the operation of the Section. As such, the Chair shall preside at each meeting of the Section and of the Executive Committee of the Section. The Chair shall appoint every committee of the Section, subject to approval by the Executive Committee (see Article IV.9). The Chair shall also appoint the Mathematics Contest Coordinator, the Public Information Officer, the Student Activities Coordinator, and the Director of Section NExT-Wisconsin.
  - b. The Chair-Elect shall act as chair for the Program Committee, and in that role, has primary responsibility for organizing the program for the Annual Meeting. The Chair-Elect shall also assume the duties of the Chair in the absence of the Chair.
  - c. The Secretary-Treasurer shall:
    - i. keep the minutes of the official meetings of the Section and of the Executive Committee.
    - ii. maintain the records of the Section, receive incoming correspondence, and write outgoing correspondence of the Section.
    - iii. manage the financial matters of the Section, including the collection of revenues and payment of expenses.
    - iv. maintain a proper and accurate account of Section monies.
    - v. maintain a proper and accurate account of Section NExT-WI monies.
    - vi. maintain a proper and accurate account of Section contest monies.
    - v. file all required reports to the Mathematical Association of America, Inc.
8. The duties of other members of the Executive Committee shall be as stated below.

- a. The Mathematics Contest Coordinator shall oversee the selection of a director for the Wisconsin Section Contest to serve a five-year term. The director shall oversee the construction of the examination for the annual Wisconsin Section Contest. In this capacity the director shall form a test writing panel, solicit questions for consideration, guide the panel in the selection of questions, and help prepare solutions. The Mathematics Contest Coordinator shall give a report of the Wisconsin Section Contest and the American Mathematics Competitions contests at the annual meeting.
  - b. The Public Information Officer shall be responsible for publishing a Section newsletter each fall and spring and shall maintain the Section website. The Public Information Officer shall be responsible for communicating information about mathematics and activities of the Section to various media in the geographical area of the Section.
  - c. The Representative to the Wisconsin Mathematics Council shall serve as a liaison between the Section and the Wisconsin Mathematics Council and represent the MAA to the WMC Board.
  - d. The Student Activities Coordinator shall promote the involvement of students in activities of the Section. As such the coordinator shall encourage student presentations at the Annual Meeting and shall be a source of information for various student programs and other activities.
  - e. The Director of Section NExT-Wisconsin will be responsible for recruiting new faculty for Section NExT-Wisconsin and for planning and directing all activities and programs for Section NExT-Wisconsin.
9. Appointments by the Chair of Executive Committee members or members of other committees require approval of a majority of the members present at a duly authorized meeting of the Executive Committee.
10. The Math Contest Coordinator is appointed in a year congruent to 1 modulo 3. The Student Activities Coordinator is appointed in a year congruent to 2 modulo 3. The Director of Section NExT-Wisconsin is appointed in a year congruent to 0 modulo 3. The Public Information Officer is appointed in a year congruent to 1 modulo 5. Appointments to these positions may be made by the Chair at other times, for example to replace a vacant position or to enable shadowing (see Article IV.11).
11. Appointed positions on the Executive Committee (Mathematics Contest Coordinator, Public Information Officer, Student Activities Coordinator, Director of Section NExT-Wisconsin) may, at the discretion of the Chair and with the approval of a majority of the Executive Committee, be filled by more than one person. In such a case, each person filling a role is a full member of the Executive Committee with a single vote. Specifically, this rule should be interpreted as allowing the Executive Committee to appoint a shadow during the last year of an officer's term, in order to learn the role. In

such a case, the shadow serves one year overlapping the outgoing officer, then is eligible to serve the next full term of office.

12. If a vacancy in one of the elected offices on the Executive Committee should occur, the Executive Committee shall appoint a member of the Section to serve until the next Business Meeting. The Representative to the MAA Congress does not come under this procedure.
13. The Executive Committee shall conduct the affairs of the Section between meetings of the Section membership. A quorum for a meeting of the Executive Committee shall be five members.

#### ARTICLE V - Meetings

1. The Section shall hold its Annual Meeting each spring at a time convenient to its members and to the host institution. Although every effort should be made to have a meeting each year, the Annual Meeting may be canceled or postponed by the Executive Committee if extraordinary circumstances arise.
2. The Annual Meeting shall be planned by the Program Committee.
3. The Section shall hold a Business Meeting at least once a year, normally in conjunction with the Annual Meeting. Although face-to-face Business Meetings are preferred, in exceptional circumstances, the Business Meeting may be held virtually.
4. Special business meetings may be called by the Chair with the consent of the Executive Committee or by membership at a Business Meeting.
5. Each member of the Section shall be notified at least 10 days in advance of the Business Meeting or any special business meeting of the Section.
6. A quorum at the Business Meeting shall consist of fifteen members of the Section.

#### ARTICLE VI - Fees and Use of Assets

1. The members at a Business Meeting, or the Executive Committee at any of its meetings, may authorize the collection of registration fees for meetings.
2. The assets of the Wisconsin Section shall be used exclusively to further the purposes of the Section as defined in Article I.2. The members at a Business Meeting, or the Executive Committee at any of its meetings, may spend the assets of the Section for such purposes.
3. In the event of the dissolution of the Section, the remaining assets will be returned to MAA to be used for a purpose consistent with the purposes of that organization.

## ARTICLE VII - Committees

1. The Program Committee shall consist of the Chair-Elect, the Chair, the Secretary-Treasurer, the Public Information Officer, and one or more local coordinators provided by the host institution for the annual meeting. The purpose of the Program Committee is to organize the Annual Meeting. The Chair-Elect acts as chair for the Program Committee.
2. Each fall, the Chair shall appoint a Nominating Committee. The Immediate Past Chair shall be ex officio chair of the Nominating Committee. The Nominating Committee shall have at least one other member of the Executive Committee and at least one Section member who has not served on the Executive Committee for at least the past five years. Composition of the Nominating Committee shall be determined as much as possible according to the MAA's Guidelines for Avoiding Implicit Bias. The purpose of the Nominating Committee shall be to provide a slate of candidates for the elected positions to present at the annual business meeting.
3. In a year when there are one or more nominees for the Wisconsin Section Distinguished Teaching Award, the Chair shall appoint a Teaching Award Committee. The Immediate Past Chair shall be ex officio chair of the Teaching Award Committee. The Teaching Award Committee shall have at least one other member of the Executive Committee and at least one Section member who has not served on the Executive Committee for at least the past five years. Composition of the Teaching Award Committee shall be determined as much as possible according to the MAA's Guidelines for Avoiding Implicit Bias. The Teaching Award Committee decides to whom the award will be conferred. The Teaching Award Committee may, at their discretion, award multiple awards or no award.
4. The Chair may appoint other committees as the Chair wishes, or as directed by the membership at a Business Meeting or by the Executive Committee. (See Article IV.10.)

## ARTICLE VIII - Amendments

1. Amendments to the bylaws may be proposed by the Executive Committee, or by a petition signed by ten members of the Section.
2. Subject to subsequent approval by the Board of Directors of the Mathematical Association of America, these bylaws may be amended by 2/3 of the votes cast by a quorum at a Business Meeting of the Section.
3. The Secretary-Treasurer of the Section shall notify each member of the Section of any proposed amendment(s) at least 20 days prior to the meeting at which voting on the proposed amendment(s) takes place.

4. A complete revision of these bylaws shall be subject to all of the same procedures required for other amendments to these bylaws.