

**BY-LAWS, SOUTHEASTERN SECTION,
THE MATHEMATICAL ASSOCIATION OF AMERICA,
As of final approval on March 23, 2018**

ARTICLE I—Name and Purpose

1. The name of this Section shall be the Southeastern Section of the Mathematical Association of America, hereinafter referred to as the Section.
2. The purposes of the Southeastern 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 region.

ARTICLE II—Membership

The membership of the Section shall be the members of the Mathematical Association of America with MAA mailing addresses in Alabama, Georgia, North Carolina, South Carolina, and Tennessee. Exceptions may be made by the MAA Secretary upon request of the affected member.

ARTICLE III—Officers

1. The officers of the Section shall be a Chair, a Chair-Elect, an Immediate Past-Chair, a Vice-Chair for Two-Year Colleges, a Vice-Chair for Programs, a Secretary, a Treasurer, a Section Lecturer, an Editor of the Section Newsletter, a State Director for each state in the Section, a Student Activities Coordinator, the three Section NExT-SE Co-directors, a Webmaster, and a Historian.
2. The Executive Committee of the Section shall consist of the officers of the Section and the Section Representative to the MAA Congress.
3. Each officer of the Section must be a member of the Mathematical Association of America and of the Section.
4. Election of officers to open positions shall be at a business meeting held at the Annual Meeting of the Section. A person nominated and seconded from the floor by any Section member shall be added to the Nominating Committee's slate providing the person nominated has agreed to serve if elected. Election shall be by plurality vote of the members of the Section present and voting at the business meeting. Ties will be broken using a random process. Terms of newly elected officers shall begin at the adjournment of the Annual Meeting at which they were elected.

The terms and term limitations of elected officers shall be as prescribed below.

- (a) The term of office for the Chair shall be two years, and the Chair shall become the Immediate Past-Chair at the conclusion of the Annual Meeting two years after commencement of the term. The terms of office for the Chair-Elect and the Immediate Past-Chair shall be one year. The Chair-Elect shall be elected in each even numbered year and shall become the Chair at the conclusion of the next Annual Meeting. The Immediate Past-Chair is ineligible for immediate reelection to Chair-Elect at the conclusion of the terms as Immediate Past-Chair. No person may serve simultaneously in two of these three positions.
- (b) The term of office for the Section Lecturer shall be one year, and the Section Lecturer shall not be eligible for immediate reelection to this position.
- (c) The term of office for all other officers shall be three years. State Directors shall not be eligible for immediate reelection; the Section NExT-SE co-directors and webmaster may serve no more than two consecutive terms; all other officers may serve indefinitely.

- (d) The Vice-Chair for Programs, the Student Activities Coordinator, the Alabama State Director, the Georgia State Director, the Historian, the Webmaster, and a Section NExT-SE co-director shall be elected in years 0 (mod 3). The Secretary, the Treasurer, the Tennessee State Director, and a Section NExT-SE co-director shall be elected in years 1 (mod 3). The Editor of the Section Newsletter, the North Carolina State Director, the South Carolina State Director, and a Section NExT-SE co-director shall be elected in years 2 (mod 3).
5. The Nominations Committee shall solicit willing candidates for each year's open positions in conjunction with the Executive Committee.
6. The duties of the officers shall be as stated below.
- (a) The Chair shall provide leadership for the programs of the Section and shall set the agenda and preside at each business meeting of the membership, at special meetings of the Section, and at each meeting of the Executive Committee. Each fall, s/he shall convene a meeting of the Executive Committee and annual meeting planners. S/he shall appoint the committees of the Section, shall designate the chair of each committee, and shall be a member ex officio of each committee, consistent with the specifications of Article IV. The chair shall attend the meeting of Section officers at MathFest annually or designate another officer to be the official Section delegate to this meeting.
- (b) The Chair Elect (when the office is filled) shall serve on the Executive Committee and preside at meetings in the absence of the Chair or immediate Past Chair. The Immediate Past Chair (when the office is filled) shall serve on the Executive Committee and shall preside at meetings in the absence of Chair.
- (c) The Section Lecturer shall deliver an address at the Annual Meeting of the Section, giving an exposition of some aspect of his/her creative work in mathematics or mathematics education. S/he also shall be available over a period of two years to visit a limited number of institutions within the Section and present lectures on mathematical topics to the faculty and students of those institutions.
- (d) The Vice Chair for Two-Year Colleges shall have as his/her primary concern the relationship of the Section to the mathematics staffs of the two-year colleges within the Section. S/he shall make recommendations to the Executive Committee and to the Section at its Annual Meeting for ways in which the Section can better serve the needs of the mathematical sciences in the two-year colleges. S/he shall assist the Vice Chair for Programs in planning the Annual Meeting to provide for items of special interest to the staffs of the two-year colleges.
- (e) The Vice Chair for Programs, under the direction of the Executive Committee, shall each fall solicit proposals for special sessions and short courses for the upcoming Annual Meeting and plan the program. S/he shall send an electronic announcement of the Annual Meeting to each Section member at least thirty days in advance of the meeting.
- (f) The Secretary shall keep minutes of the meetings of the Section and of the meetings of the Executive Committee. The Secretary shall have custody of the records and official correspondence of the Section, and shall submit the annual Section activities report to the MAA. Every year, the Secretary shall submit the nominations packets to the MAA for the Alder (beginning teaching) and Haimo teaching awards. The secretary is also responsible for coordinating correspondence to Section members through the MAA office. Every fifth year, the Secretary, under the direction of the Executive Committee, shall prepare the nomination packet of the Section's nominee for the Mathematical Association of America's Certificate of Meritorious Service, and s/he shall be responsible for submission of the nomination packet to the Mathematical Association of America. Upon the expiration of his/her term of office, the Secretary shall transfer to his/her successor the records and official correspondence of the Section.
- (g) The Treasurer shall receive for safekeeping all monies coming to the Section from registration fees, the subvention from the Mathematical Association of America, and from any other source. S/he shall maintain proper and accurate records of the monies of the Section, shall pay the bills of the Section, and shall make other expenditures as authorized by the Executive Committee or the Section at the business meeting of the Annual Meeting. The Treasurer shall submit the annual Section financial report to the MAA each January. Upon the expiration of his/her term of office, the Treasurer shall transfer to his/her successor all monies of the Section.

- (h) The Editor of the Section Newsletter shall prepare issues of the Section Newsletter each fall and each spring. The Editor shall solicit items for the Newsletter from various sources, including an annual solicitation from each institution in the Section. S/he shall oversee the sale of advertisements in the Newsletter and shall report to the Executive Committee on efforts to maintain the high quality of the Newsletter. Newsletters shall be posted on the Section's website and the Editor shall notify each Section member when the newsletter is posted.
 - (i) Each State Director shall be responsible for coordinating state-level MAA activities including an annual state dinner/lunch with the approval of the Executive Committee.
 - (j) The Student Activities Coordinator shall coordinate Section efforts to promote activities for graduate and undergraduate students. S/he shall assist the Vice-Chair for Programs with planning student presentations at the Annual Meeting.
 - (k) The Section Webmaster shall be responsible for maintaining a complete, accurate, and easy-to-use Section website. The Webmaster shall post on the Section website announcements of interest to Section members, Newsletters provided by the Newsletter Editor, information about the governance of the Section, information about Section colleges and universities, and any relevant archival material.
 - (l) The Section Historian shall be responsible for maintaining the permanent records of the Section, including all items of important historical value to the Section as well as the Section's official and permanent Archives.
 - (m) The Section NEXt-SE Co-directors shall be responsible for planning and staffing the Section NEXt-SE activities taking place before each Spring Sectional Meeting, as well as activities and sessions for beginning faculty in general. They shall coordinate Section efforts to promote activities for beginning faculty beyond the Annual Meeting. They shall coordinate recruiting and selection of new Section NEXt-SE Fellows in the spring of odd calendar years. Finally, they shall also maintain the list of Section NEXt-SE fellows and participants, which should include Section members who are in NEXt on the national level.
7. The Executive Committee shall conduct the affairs of the Section between meetings of the Section membership. The Committee shall assist the Vice Chair for Programs in setting dates for the Annual Meeting and shall give particular attention to planning the program of the Annual Meeting. To accomplish such planning, the Executive Committee shall meet at least twice between successive Annual Meetings of the Section. Every fifth year the Executive Committee shall select the Section's nominee for the Mathematical Association of America's Certificate of Meritorious Service.
8. If a vacancy should occur on the Executive Committee (other than the Section representative to the MAA Congress position), the remaining members of the Committee shall appoint a member of the Section to serve until the next Annual Meeting of the Section. An election shall be held at this Annual Meeting to elect a person to complete the term of an elected officer. A partial term shall count as a full term when considering term limitations if and only if the partial term extends for more than half a full term.

ARTICLE IV—Meetings

1. This Section normally shall hold an Annual Meeting comprised of a program meeting and business meeting. The Annual Meeting shall be held at a place determined by a majority vote of the members present and voting at the annual business meeting two years prior.
2. The program at the Annual meeting shall be planned by the Vice-Chair for Programs and a local site coordinator in conjunction with the Executive Committee.
3. Additional meetings may be called by the Executive Committee at its initiative or upon petition by twenty-five members of the Section representing at least four educational institutions within the bounds of the Section. The Secretary shall notify Section members electronically at least thirty (30) days in advance of any special meeting of the Section.
4. The annual business meeting shall be planned by the Section Chair in conjunction with the Executive Committee.
5. The quorum for a business meeting shall consist of a minimum of fifteen members of the Section and no business may be validly transacted at business meetings where less than a quorum is present.

ARTICLE V—Fees and Use of Assets

1. There shall be a registration fee for each person attending the Annual Meeting of the Section. The amount of the fee shall be determined by the Executive Committee.
2. The assets of the 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 returned to the Mathematical Association of America to be used for a purpose consistent with the purposes of that organization.

ARTICLE VI—Committees

The Section endeavors in appointing all committees to create diverse and inclusive committees, in accordance with the MAA Statement on Avoiding Implicit Bias (http://maa.org/sites/default/files/pdf/ABOUTMAA/avoiding_implicit_bias.pdf).

1. There shall be a Site Selection Committee consisting of three members, each member to serve three years with one member retiring and one new member being appointed each year. The Committee chair shall solicit invitations from institutions within the Section to host a forthcoming Annual Meeting of the Section. No invitation shall be considered unless it has the written endorsement of an official of the institution other than a member of that institution's mathematics department. The Committee shall review these invitations and shall present its recommendations for final action at the business meeting of a Section Annual Meeting. The Committee's presentation of an Annual Meeting site shall be made at least two years and no more than three years in advance of the date of the proposed Annual Meeting, and determination of the meeting site shall be by plurality vote of the members of the Section present and voting at the business meeting. The Committee chair shall report the result of this vote to all institutions from which an invitation had been received.
2. A Nominating Committee of at least five Section members with a representative from each state shall be appointed by the Chair at least two months prior to the Annual Meeting of the Section. The Nominating Committee shall prepare a slate of candidates for all officers to be elected at the Annual Meeting. The Committee shall present only those persons who have agreed to serve if elected to the positions.
3. The Section Service Award Committee shall consist of the three previous Distinguished Service Award recipients and four additional members appointed for geographic or demographic balance by the Chair of the Section in consultation with the State Directors. The Section Service Award Committee shall solicit nominations and shall select the recipient of the Section's annual Distinguished Service Award.
4. The Section Teaching Award Committee shall consist of the five State Directors and the three previous recipients of the Section's Award for Distinguished College or University Teaching of Mathematics. The Section Teaching Award Committee shall solicit nominations and shall select the recipient of the Section's annual Award for Distinguished College or University Teaching of Mathematics. The chair of the Committee shall be responsible for preparing the nominations for the national awards and delivering them to the Secretary for submission to the Mathematical Association of America.
5. The Chair, in consultation with the Executive Committee, shall establish other standing or ad hoc committees as shall be necessary to conduct the business of the Section.

ARTICLE VII—Amendments to Bylaws

1. Amendments to the Bylaws may be proposed by the Executive Committee or a petition of no fewer than 20 members of the Section composed of no fewer than four schools.
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 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) will take place.
4. A complete revision of this set of bylaws shall be subject to the same procedure as that for amending the bylaws.