

SEAWAY SECTION OF THE MATHEMATICAL ASSOCIATION OF AMERICA: BYLAWS

**(revision approved by the Seaway Section and by the MAA Board of Directors in
April 2018)**

Article I

Name and Purpose

1. The name of this section shall be the Seaway Section of The Mathematical Association of America.
2. The purposes of the Seaway Section shall be to advance the mission of the Mathematical Association of America (MAA) within the region defined in Article II; to offer guidance to the MAA as it refines and fulfills its mission; to provide professional development and networking activities for section members and 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 Seaway Section shall consist of members of the MAA with MAA mailing addresses in the province of Ontario (except Thunder Bay), the province of Quebec, or in areas of the state of New York having a ZIP code between 12000 and 12399 or between 12800 and 14999. Exceptions may be made by the MAA Secretary upon request of the affected member.

Article III

Officers, Executive Committee, and Extended Executive Committee

1. The officers of the Seaway Section shall be the Chair, the Program Chair, the Two-Year College Representative, the Secretary, the Treasurer, and the Past Chair or Chair-Elect.
2. The Executive Committee of the Seaway Section shall consist of the officers of the section, the Seaway Section Representative to the MAA Congress, and one At-Large Member.
3. Each officer of the section must be a member of the MAA and of this section.
4. Elections of the section shall be held at the annual spring meeting of the section. The Secretary shall be elected for a three-year term in year numbers divisible by 3. The

Treasurer shall be elected for a three-year term in year numbers equivalent to 1 modulo 3. The At-Large Member shall be elected for a two-year term in even-numbered years. The Program Chair and Two-Year College Representative shall be elected to two-year terms, with elections for these offices being held in even-numbered and odd-numbered years, respectively. The Chair-Elect shall be elected at the same time as the Program Chair; upon completion of a one-year term in this office, the Chair-Elect shall become the Chair of the section, shall serve as Chair for a term of two years, and then shall become Past Chair for one year.

5. If there are more than two candidates for a position, the election shall be conducted using approval voting. If an election results in a tie vote, the members present shall revote among the tied candidates. If the revote is a tie, a third vote shall be conducted in which the chair shall refrain from voting. If the third vote is a tie, the chair shall vote to break the tie. For the officers elected, terms of office begin at the close of the annual spring meeting. The Section Representative to the MAA Congress is elected and serves a three-year term in accordance with the Bylaws of the MAA.
6. Candidates for section officer positions and the At-Large Member of the Executive Committee shall be recruited by the Nominating Committee and shall be announced in the section newsletter prior to the annual spring meeting. Additional candidates may be nominated by members at the time elections are held, provided there is convincing evidence that each proposed candidate has consented to stand for election. The Representative to the MAA Congress is not eligible for these positions.
7. A Program Chair shall not serve consecutive two-year terms. A Past Chair shall not begin a term as Chair-Elect until one year after the term as Past Chair ends. The Two-Year College Representative, Treasurer, and At-Large Member may be elected for at most two consecutive terms.
8. The duties of the section officers shall be:
 - (a) The Chair shall prepare agendas for and preside at business meetings of the section and at meetings of the Executive Committees. The Chair shall also notify members of the Executive Committee and Extended Executive Committee (See Section 10.) about their meetings, giving them the opportunity to contribute items for the agendas. The Chair shall coordinate communication among the officers between meetings. The Chair shall, in consultation with the other officers, appoint committees of the section (including the forming and disbanding of any ad hoc committees) and shall be a non-voting member of each committee, ex officio, unless specifically directed otherwise by the section membership. In making these appointments, every effort shall be made to avoid implicit bias and to reflect the diversity of the section.
 - (b) The Chair-Elect or the Past Chair shall assume the duties of the Chair in the absence of the Chair.
 - (c) The Program Chair shall lead and coordinate the planning of the regular semi-annual section meetings, including arrangements for invited speakers, and shall create and distribute a schedule of meeting activities no later than two weeks before each meeting. The Program Chair shall work closely with the local

organizer(s) of each regular meeting to ensure that the meeting runs smoothly. The Program Chair shall notify section members of each regular and special meeting of the section at least one month before the meeting, including by arranging with the MAA Programs Office to send an announcement to the section membership.

- (d) The Two-Year College Representative shall be responsible for promoting the objectives of The Mathematical Association of America in the two-year colleges located within the geographical region of the section, shall advocate for the interests of these colleges in section activities, and shall assist the Program Chair in planning programs for section meetings.
 - (e) The Secretary shall keep minutes of business meetings of the section and meetings of the Executive Committees, and shall distribute them afterwards. This officer shall also have responsibility for overseeing the collection and maintenance of documents, photographs, and other material of historical or archival value to the section. The Secretary shall submit the annual report on the activities of the section, as well as meeting reports, to the MAA when requested each year.
 - (f) The Treasurer shall maintain proper and accurate financial accounts of the section and shall receive all monies paid to the section for meeting registration and other purposes, and shall pay all bills of the section. The Treasurer will also prepare the annual financial report for the section. The Treasurer shall submit the annual section financial report to the MAA headquarters when requested each year.
9. The Executive Committee shall conduct the affairs of the section between meetings of the section. Should a member of the Executive Committee other than the Section Representative be unable to complete his or her term, the Executive Committee is empowered to appoint a member to fill the position until the next scheduled election, when a member shall be elected to finish any remaining portion of the term. Should the Section Representative be unable to complete his or her term, the Executive Committee shall determine and submit nominations for a replacement in accordance with the Bylaws of the MAA Congress.
10. The Extended Executive Committee shall consist of the members of the Executive Committee, the chairs of all current section committees (including those in Section 11), and those holding the other positions in the section listed below. The Extended Executive Committee may recommend actions to the Executive Committee or to the section. Such an action is advisory upon the deliberative assembly to which it is directed, which shall consider the recommendation no later than its next regular meeting. Each of the members listed below is appointed by and reports to the Executive Committee, and may serve as long as the member and the Committee both desire.
- (a) Editor, Seaway Current – The editor of the Seaway Current newsletter will collect information from section officers and departmental liaisons and publish electronically the Seaway Current in a timely fashion before each meeting of the section.
 - (b) Liaison Coordinator – The Liaison Coordinator will distribute information to the

departmental liaisons of the section and help the Executive Committee ensure that each department has a liaison.

- (c) Public Information Officer – The Public Information Officer will oversee promotion of the section and its activities via social media or other communication venues.
 - (d) Webmaster – The Webmaster will maintain the section’s website, updating its content as requested in a timely manner.
11. Each of the standing committees below reports to the Executive Committee and shall comprise at least three members in addition to any ex officio members. Ex officio members are encouraged to actively contribute to their committees, but are non-voting members. Committee members are appointed by the Chair to serve two-year terms beginning after the spring section meeting in even-numbered years. While the Chair should designate one appointee to initially chair the committee, the committee may decide to change its chair at any time, provided that the Chair of the section is informed.
- (a) Gehman Lecture Committee – The Gehman Lecture Committee shall select and invite a speaker to give the Gehman Lecture at the spring meeting of the section. The Gehman Lecture is viewed as a showcase for the talent within the region of the Seaway Section, thus the speaker should be a faculty member or visitor at an institution within the region. The committee will inform the Program Chair of its choice of a speaker as soon as the speaker has accepted. The committee chair or a representative shall introduce the speaker at the spring meeting. The process of choosing a speaker should be completed before the fall meeting if possible. The Past-Chair shall be an ex officio member of the committee.
 - (b) Randolph Lecture Committee – The Randolph Lecture Committee shall select and invite a speaker to give the Randolph Lecture at the fall meeting of the section. The Randolph Lecture is devoted to a topic in Mathematics Education, viewed very broadly. The committee will inform the Program Chair of its choice of a speaker as soon as the speaker has accepted. The committee chair or a representative shall introduce the speaker at the fall meeting. The process of choosing a speaker should be completed before the preceding spring meeting if possible. The Two-Year College Representative is an ex-officio member of the committee.
 - (c) Clarence Stephens Distinguished Teaching Award Committee – The committee shall solicit nominations for the award and choose an award winner from the nominees. The committee will also set a deadline for submission of nominations that allows the award winner’s file to be forwarded to the MAA in time for consideration for the Haimo Award. The committee shall send the MAA the name of the award recipient and shall submit to the MAA the section’s nomination for the Haimo Award. The committee chair shall inform the Chair of the section of the committee’s choice prior to the spring meeting of the section. The Secretary of the section is an ex officio member of the committee.
 - (d) Educational Policy Committee – The Educational Policy Committee shall consider issues affecting undergraduate education in Mathematics in the larger

educational context of elementary, secondary, undergraduate, and graduate education in mathematics. It will report to the Executive Committee on any issues for which it deems action by the section is necessary. The Representative to the MAA Congress is an ex officio member of the committee.

- (e) Nominations Committee – The committee shall provide a slate of nominees for each elected position (when due) at the spring meeting of the section. The committee shall also recruit candidates for each Section Representative election conducted by the MAA, as well as for other positions or awards as requested by the Chair.
- (f) Seaway NExT Advisory Committee – The committee shall coordinate the Seaway NExT program for the section. It shall organize activities which promote teaching and learning and address other issues of interest to newer faculty. While targeting new faculty, the program shall be open to all who are interested.
- (g) Student Program Committee – The committee shall collect and arrange the submitted undergraduate student talks and coordinate any other student activities at regular meetings of the section.

Article IV

Inclusive Representation

The Seaway Section of the MAA 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. Every effort shall be made to avoid implicit bias and to reflect the diversity of the section. Section committees and members may consult the most recent version of the document [Guidelines for MAA Selection Committees: Avoiding Implicit Bias](#) for guidance.

Article V

Meetings

1. The section shall hold two regular meetings per year, one in the fall and one in the spring. Each meeting shall include a session at which the business of the section shall be conducted.
2. The time and location of each regular meeting of the section shall be designated by the Executive Committee.
3. Special program meetings of the section may be called by the Executive Committee, which shall oversee all arrangements for such meetings, including the program. Such meetings shall not be for the purpose of conducting official section business, but rather to promote the general welfare and objectives of the section. Members shall be notified through official channels at least 20 days in advance of any special program meeting.

4. Special business meetings of the section may be called by the Executive Committee or by written petition to the Chair endorsed by at least ten members of the section. The Executive Committee shall oversee all arrangements for special business meetings. Members shall be notified through official channels at least 2 weeks in advance of any special business meeting.
5. The Executive Committee shall meet in conjunction with each regular meeting of the section. When the Executive Committee has completed its agenda, it shall host a meeting of the Extended Executive Committee. At this meeting, members of the Extended Executive Committee or their designees shall provide written or oral reports on their areas to the committee.
6. A quorum at any business meeting of the section shall consist of fifteen members. A quorum at a meeting of the Executive Committee shall consist of a majority of the members of the Executive Committee, and no business may be validly transacted at meetings where less than a quorum is present.
7. Meeting procedures shall be governed by [Robert's Rules of Order](#).

Article VI

Fees and Use of Assets

1. The Executive Committee shall set any registration fees for meetings and may request that members pay voluntary dues.
2. The assets of the Seaway 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 MAA to be used for purposes consistent with the bylaws of that organization.

Article VII

Amendment to Bylaws

1. These bylaws may be amended by a two-thirds vote of a quorum at a business meeting of the section, provided notice of the proposed changes is announced in the section newsletter or through official email channels at least two weeks prior to the meeting, and subject to subsequent approval by the Board of Directors of the MAA.
2. Amendments may be proposed by the Executive Committee or by a written petition signed by at least five members at a business meeting of the section.
3. When an amendment has been approved by the section membership, the Chair or Secretary shall communicate it to the Committee on Sections of the MAA for its recommendation to the Board of Directors.
4. A complete revision of these bylaws shall be subject to the same procedure as that for amendment of them.