**Policy on Section Report Submission and Subvention Payment**

February 7, 2013

The IRS designation of 501(C)3 for the sections is within a group exemption ruling.  This means that the status of the Mathematical Association of America (MAA) as a 501(C)3 is conferred onto the sections as long as they continue to operate within their non-profit mission.

There is a mandatory obligation on the part of the MAA to monitor the sections to ensure continued compliance with the requirements of a 501(C)3. This includes monitoring such items as financial activity and ensuring that no prohibited activities are undertaken by the sections. Prohibited activities include, but are not constrained to, political campaigning, the expression of religious content, or the use of financial resources to fund private gains.

This monitoring is achieved by having each section of the MAA submit at least three reports to the Association every year. These reports, their due dates, and receiver are

1. Financial Report January 31 Chief Financial Officer
2. Meeting Reports June 25 \* Chair of the Committee on Sections
3. Annual Report June 25 Chair of the Committee on Sections

Information about the required content of the reports and the method of submission will be distributed broadly and any changes will be publicized appropriately. In addition to monitoring 501(c)3 requirements, information gathered in the reports will be used by the MAA to further support the mission of the Association and of the sections themselves.

Since the monitoring is required as part of federal regulations, an enforcement mechanism needs to be in place. Therefore,

1. For each of the reports, if a section misses the deadline, the responsible party at the MAA will email the section governor, chair, secretary and treasurer once to notify them that the report is late and needs to be submitted.
2. If the reports are all filed on time, the section will receive its subvention payment by July 30. If any one of the reports is missing, the subvention payment will not be sent until all three reports are submitted.

This policy will take effect on January 1, 2014.

\* There should be a meeting report submitted shortly after each distinct meeting of a section. June 15 is the date by which all meeting reports must be submitted.