

*[Throughout this template, italicized text enclosed in brackets is intended to provide clarification and/or suggested language. It is not required in the charter. Text not enclosed in brackets is required as part of the charter.]*

## CHARTER

### THE SPECIAL INTEREST GROUP OF THE MAA ON \_\_\_\_\_ *[intended area of special interest]*

#### Article I. Identification

Section 1. The name of this SIGMAA is The Special Interest Group of the MAA on \_\_\_\_\_ *[intended area of special interest]* which will usually be shortened to The SIGMAA on \_\_\_\_\_ *[intended area of special interest]*. The group will usually be referred to as SIGMAA \_\_\_\_ *[acronym]* *[or the group may choose \_\_\_\_SIGMAA instead]*.

#### Section 2. Mathematical focus and purpose

*[Describe the mathematical focus and purpose of the SIGMAA. This is a very important section of the charter for both the reviewers involved in the SIGMAA approval process and also for MAA members who, after approval of the SIGMAA, may wish to consider membership. The length of this section may depend on the nature of the special interest.]*

#### Article II. Membership

Section 1. Membership in the SIGMAA will be open to all MAA members. SIGMAA members will be those MAA members who have paid the SIGMAA membership dues.

#### Article III. Administration

##### Section 1. Officers and Executive Committee

Elected officers of the SIGMAA will be \_\_\_\_\_ *[suggested structure: chair, chair-elect, past-chair, program coordinator, and secretary-treasurer. Alternative structures are possible and will be considered for approval. **Important note: Every SIGMAA must include a program coordinator as one of the officers.**]* The SIGMAA Executive Committee comprises these \_\_\_\_ *[number of officers]* officers.

A SIGMAA member with special expertise may be appointed by the SIGMAA chair, after consultation with other SIGMAA officers, to a two-year term as an ex-officio member of the SIGMAA Executive Committee to fulfill a special need for the SIGMAA.

## Section 2. Duties of the officers

*[Describe the duties of each officer and the role the SIGMAA Executive Committee will play in the administration of the SIGMAA. Be sure to specify which officers will be responsible for the following: presiding at meetings, keeping records, corresponding with the membership, submitting reports, handling finances, planning programs, overseeing electronic communications, and serving as a liaison with the MAA associate secretary concerning arrangements for activities at national MAA meetings. Suggested duties are (alternative duties are possible and will be considered for approval):*

*The chair will preside at SIGMAA meetings, organize and direct the activities of the group, serve as liaison with the MAA Executive Committee and staff and other organizations, and be the chief spokesperson for the SIGMAA. The chair-elect will serve in the chair's place if the chair is temporarily unable to fulfill his/her duties.*

*In addition to assisting the chair, the chair-elect will maintain the membership roll and have primary responsibility for membership development and retention. The chair-elect will also perform other duties as assigned by the SIGMAA Executive Committee.*

*In addition to assisting the chair and the chair-elect, the past-chair will chair the Nominating Committee. The past-chair will also perform other duties as assigned by the SIGMAA Executive Committee.*

*The secretary-treasurer will keep a record of the affairs of the SIGMAA, including minutes of meetings, handle correspondence, and submit required written reports to the Committee on SIGMAAs. In addition, the secretary-treasurer will coordinate the finances of the SIGMAA and submit required financial reports to the MAA office.*

***Important note: The program coordinator duties listed below are required as part of the charter, but you may add to them.]***

The program coordinator will solicit proposals for sessions such as contributed paper sessions and minicourses at MathFest and JMM, as well as other workshops, conferences, etc., from the SIGMAA membership. The program coordinator will also submit the proposals for sessions that are to be part of the MAA scientific program at MathFest and JMM via MAA's online proposal submission system by the posted deadlines. The program coordinator will arrange sessions at MathFest and JMM that are directed primarily at the SIGMAA membership, such as guest lectures and business meetings, by contacting the MAA associate secretary.

Section 3. Terms of office, nominations, and elections

- (a) *[Give the terms of office for elected officers or appointed members of the SIGMAA Executive Committee. Suggested terms are (alternative terms are possible and will be considered for approval):*

*The chair, chair-elect, and past-chair will serve for one year in each office. The program coordinator and secretary-treasurer will each serve a two-year term. The program coordinator will be elected in even years, while secretary-treasurer will be elected in odd years. It will be necessary for either the first program coordinator or the first secretary-treasurer to serve a one year term, depending on the year of charter. Terms will begin at the conclusion of the JMM in January.]*

- (b) *[Describe the composition of the nominating committee and indicate relevant information about the nomination and election process. Suggested composition and process (alternatives are possible and will be considered for approval):*

*A Nominating Committee will consist of the past-chair and two SIGMAA members appointed by the SIGMAA Executive Committee. The Nominating Committee will solicit suggestions and volunteers for office from the membership and then select a slate of one or more candidates for office open in any given year.]*

- (c) Election of officers will take place by electronic ballot of the membership. By October 1, the MAA will distribute to the SIGMAA members instructions for voting, and voting must be completed by October 31. The electronic ballot will indicate that write-in votes are permitted. The winner will be the candidate receiving the most votes. Ties will be broken by a fair, unbiased random process supervised by the MAA.

If fewer than 20 members vote, the current officers will remain in office until further deliberate actions are taken to achieve a quorum (see section V.1 for the definition of quorum.)

Note: The use of the term "electronic" throughout this document will be understood to refer to any widely accepted form of electronic communication, such as e-mail, internet chat or call, web-conferencing, web-surveying, discussion board, etc.

- (d) Should an office other than chair become vacant midterm, the SIGMAA Executive Committee, in consultation with the most recent Nominating

Committee, will appoint a member of the SIGMAA to fill that office for the remainder of the term of office. Should the office of chair become vacant midterm, the SIGMAA Executive Committee will appoint a member of the SIGMAA Executive Committee to fill the office of chair for the remainder of the term. Should this appointment in turn create a vacant office, the SIGMAA Executive Committee will fill the vacant position according to the rules just given.

#### **Article IV. Activities**

Section 1. SIGMAAs comprise a program of the MAA and are not separate entities from the association. For this reason, all administrative, financial and programmatic activities of the SIGMAAs must operate in a manner consistent with MAA operating procedures in order to maintain the tax-exempt status of the association. To the extent that any SIGMAA charter contradicts the policies and procedures of the MAA, the MAA policies and procedures will supersede.

Section 2. This SIGMAA will engage in activities including, but not limited to, the following:

*[Provide an itemized list with brief descriptions of the intended activities of the SIGMAA. Some examples of items typically included are: holding meetings; sponsoring talks, panel discussions, receptions, etc.; maintaining a webpage, on-line newsletter, and email list-serve; and facilitating professional development of members.]*

Section 3. Interactions within the association

- (a) *[List here any existing MAA councils, committees, programs or other structures with whom this SIGMAA will have a relationship, and describe the extent of that relationship.]*
- (b) Any product of the SIGMAA belongs to the MAA; therefore, the SIGMAA chair should collect signed copyright agreements from the creators of the product.
- (c) Reports of SIGMAA activities will be included in an annual report submitted by the SIGMAA chair to the MAA Committee on SIGMAAs chair

#### **Article V. Membership Meetings**

Section 1. Quorum

A quorum at any membership meeting, including electronic meetings, will consist of at least 20 members, at least two of whom are officers.

## Section 2. Frequency and location of meetings

At least one business meeting of the SIGMAA will take place at MathFest or JMM. Other activities may also be scheduled for MAA section meetings. All business outside the annual meeting held during MathFest or JMM will be conducted electronically provided a quorum is attained.

## Section 3. Conduct of meetings

The SIGMAA chair will preside over the annual business meeting held during JMM or MathFest. The chair will circulate an agenda via e-mail one month in advance and will request additional agenda items at that time. During the meeting, the chair will allow ample time for discussion and will seek to achieve consensus. If a consensus is not reached, decisions will be made by a vote in accordance with Robert's Rules of Order.

When the SIGMAA Executive Committee decides that an issue requires attention of the entire SIGMAA in advance of the next membership meeting, the committee may decide to convene a meeting electronically. The quorum definition in section V.1 applies to any vote conducted electronically, and ample time for discussion will still be allowed. Members will be given at least two weeks to vote on any issue requiring an electronic vote.

## **Article VI. Finances**

Section 1. An annual MAA dues supplement will be assessed of each member of the SIGMAA. The dues supplement will be used to support activities of the SIGMAA. The manner of collection and disbursement of these funds will be determined by the MAA Executive Committee. The SIGMAA may formally submit a request to the MAA Committee on SIGMAAs to change the dues supplement. If approved, the committee will forward a recommendation to the MAA Executive Committee for final approval. The MAA Executive Committee may also initiate a change in the dues supplement.

Section 2. The SIGMAA is not required to submit an annual budget if they do not expect to spend more than they bring in over the course of the year. The SIGMAA does not accumulate funds from year to year so current expenses are limited to current revenues unless the SIGMAA submits a request as detailed in section VI.3.

Section 3. The SIGMAA may apply to the MAA for specific funding beyond that provided by the dues supplement. All requests for funds will be substantiated in a budget for the proposed expenditures and must be approved by the MAA deputy executive director.

## **Article VII. External Funding**

Section 1. The SIGMAA may initiate grant proposals to be submitted by the MAA. The SIGMAA will follow the policies and procedures of the MAA for all such submissions.

Section 2. Neither the SIGMAA nor any officer nor any representative thereof will have any authority to contract debts for, pledge the credit of, or in any way bind the MAA.

### **Article VIII. Changes to Charter**

Section 1. Changes to this charter may be proposed by the SIGMAA if a recommendation for such changes is supported by two-thirds of the members voting, provided a quorum is attained. Notice of the proposed changes must be sent to the membership via e-mail, allowing at least one month for discussion. The proposed changes must then be submitted for consideration to the Committee on SIGMAAs, which will forward a recommendation after approval to the MAA Board of Directors.

Section 2. Changes to this charter may also be initiated by the MAA Board of Directors, which will forward such a request to the Committee on SIGMAAs. In turn, the committee will work with the SIGMAA to develop specific new language for the charter that is acceptable to the SIGMAA (as indicated by a two-thirds majority of the members voting, provided a quorum is attained) and the MAA Board of Directors. The Committee on SIGMAAs will then forward the revised charter to the MAA Board of Directors.

### **Article IX. Dissolution**

Section 1. The SIGMAA will be dissolved for either of the following reasons:

- (a) Failure to maintain at least 20 members for two consecutive years.
- (b) Vote by the MAA Board of Directors (on its own or based on a recommendation by the Committee on SIGMAAs)

Section 2. If dissolved, any unspent funds of this SIGMAA will be returned to the general fund of the MAA.