

Updated SIGMAA Charter Draft

[Throughout this template, the 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. Focus and purpose

[Describe the focus and purpose of the SIGMAA and to pursue initiatives that advance the core values of the MAA – Community, Inclusivity, Communication, Teaching, and Learning – in pursuit of our vision of a society that values the power and beauty of mathematics and fully realizes its potential to promote human flourishing. 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. SIGMAA 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 by the Committee on SIGMAAs. **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 described below (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 Board of Directors 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 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 and collaborate on the arrangement of slates of candidates and elections with MAA staff. 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 MAA MathFest, 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 MAA MathFest and/or other SIGMAA-sponsored events via MAA's online proposal

submission system by the posted deadlines. The program coordinator will arrange sessions at MAA MathFest that are directed primarily at the SIGMAA membership, such as guest lectures and business meetings. This work should be coordinated with 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 beginning of the calendar year (January 1).]

(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 email, discussion board, conference call, or survey.

(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 are 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 at least 4 types of 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 website, online newsletter, and email listserv; 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

The SIGMAA will have at least one business meeting each year. Business meetings will take place at MAA MathFest and/or through a synchronous virtual platform accessible to members.

Other activities may also be scheduled for MAA section meetings. All official business outside the required annual meeting will be conducted electronically, provided a quorum is attained.

Section 3. Conduct of meetings

The SIGMAA chair will preside over the business meetings. The chair will circulate an agenda via e-mail or electronic posting to SIGMAA membership at least one month in advance 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 the 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 the activities of the SIGMAA. The MAA Board of Directors will determine the manner of collection and disbursement of these funds. The MAA Committee on SIGMAAs can submit a request to the Board of Directors to modify the dues supplement. The committee will forward a recommendation to the MAA Board of Directors for final approval. The MAA Board of Directors may also initiate a change in the dues supplement.

Section 2. 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 Communities Department.

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 initiated by the SIGMAA as follows: The SIGMAA Executive Committee will provide notice of the proposed changes to membership electronically, allowing at least one month for discussion. If such changes are approved by two-thirds of the members voting, provided a quorum is attained, the changes will be submitted for consideration to the Committee on SIGMAAs. The Committee on SIGMAAs will then forward a recommendation for approval to the MAA Board of Directors or a recommendation for revisions to the SIGMAA Executive Committee. If substantial revisions are necessary, the SIGMAA Executive Committee will submit the revised changes to membership for discussion and vote, as described above. The SIGMAA Executive Committee is encouraged to work in close consultation with the Committee on SIGMAAs at all steps in this process so as to prevent delays.

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. Minimum Membership and Dissolution

Section 1. SIGMAAs are expected to represent an active community of MAA members. As one measure of this, SIGMAAs must maintain a membership of at least 80 in order to remain in good standing. If a SIGMAA has fewer than 80 members for two years in a row (as measured on Dec. 31 of two consecutive years), the SIGMAA will be placed on probation and will be immediately reviewed by the Committee on SIGMAAs. Within one year of this probation, the Committee on SIGMAAs will recommend reinstatement of good standing, continued probation (with conditions to meet to regain good standing), or dissolution of the SIGMAA to the Council on Communities.

Section 2. The Council on Communities may recommend dissolution of a SIGMAA, ordinarily as part of the SIGMAA review process. The SIGMAA will be dissolved upon acceptance of this recommendation by a majority vote of the MAA Board of Directors.

Section 3. If dissolved, any unspent funds of this SIGMAA will be returned to the general fund of the MAA.