

**CHARTER  
THE SPECIAL INTEREST GROUP OF THE MAA ON  
Inquiry-Based Learning in Mathematics**

## **Article I. Identification**

Section 1. The name of this SIGMAA is The Special Interest Group of the MAA on Inquiry-Based Learning in Mathematics which will usually be shortened to The SIGMAA on IBL. The group will usually be referred to as IBL SIGMAA.

Section 2. Mathematical focus and purpose

Inquiry-based learning (IBL) in Mathematics is a pedagogical framework in which students develop deep mathematical insights through collaborative, communicative, and comprehension-building activities. The purpose of IBL SIGMAA is to bring practitioners and others interested in IBL together to share teaching resources and experiences, encourage and publicize research related to IBL, and to promote the proliferation of IBL in Mathematics through conversation and professional development. Teachers and researchers come to the IBL community for diverse reasons, and this SIGMAA is committed to a broad and inclusive definition of IBL in terms of both classroom implementation and the populations it can serve, including those populations historically underserved by our discipline.

## **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 Chairperson, Past Chair, Chair-Elect, Secretary-Treasurer, and Program Coordinator. The SIGMAA Executive Committee comprises these 5 officers.

The chair will appoint a SIGMAA member to a two-year term as a Communications Officer who will be an ex-officio, non-voting member of the SIGMAA Executive Committee.

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

The chair will preside at SIGMAA meetings, organize and direct the activities of the group, serve as liaison with the MAA Executive Committee, MAA 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 their 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.

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. The program coordinator may also manage other projects of the SIGMAA from time to time as assigned by the Executive Committee.

The communications officer is responsible for maintaining and updating the SIGMAA's web page at least annually. If assigned by the SIGMAA Executive Committee, the communications officer may also be responsible for (a) soliciting submissions for, editing, and distributing a periodic newsletter; and (b) maintaining and updating social media accounts. The communications officer will also perform other duties as assigned by the SIGMAA Executive Committee.

## Section 3. Terms of office, nominations, and elections

- (a) 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 communications officer will be appointed by the chair and will serve a two-year term. The program coordinator will be elected in even years, while secretary-treasurer will be elected in odd years and the communications officer will be appointed 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) 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:

- (a) Sponsoring sessions, workshops, and exhibits at the Joint Mathematics Meetings and/or MathFest;
- (b) Encouraging similar activities at section meetings of the MAA, such as recommending regional IBL practitioners to run a workshop or breakout session;
- (c) Maintaining a webpage that may include (but will not be limited to) (i) links to teaching resources and materials, (ii) links to sources of funding for the proliferation of IBL, (iii) links to organizations, blogs, and other webpages dedicated to IBL, and (iv) an annotated bibliography of landmark research papers about IBL;
- (d) Other activities of the SIGMAA may include, but are not limited to, the following:

- (i) Sponsoring conferences related to IBL;
- (ii) Supporting or providing professional development or mentoring for Mathematics instructors interested in IBL;
- (iii) Connecting members with other organizations dedicated to IBL;
- (iv) Cosponsoring events with other SIGMAAs;
- (v) Encouraging or supporting site visits between institutions whose faculty are members of the SIGMAA and who utilize IBL;
- (vi) Publicizing notes, materials, books, and other content for IBL courses written by members of the SIGMAA; and
- (vii) Issuing a periodic newsletter.

### Section 3. Interactions within the association

- (a) The SIGMAA shall regularly communicate and co-ordinate with the appropriate educational committees of the MAA, such as the Committee on Teaching Undergraduate Mathematics, the Committee on the Undergraduate Programs in Mathematics (including its subcommittees), the Committee on Two Year Colleges, and the Committee on Professional Development.

The SIGMAA may also cooperate and collaborate in any of its activities with any other MAA organization in order to serve its purpose, especially those that support new faculty who may be interested in IBL.

- (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 Executive Committee.

Section 2. Changes to this charter may also be initiated by the MAA Executive Committee, 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 Executive Committee. The Committee on SIGMAAs will then forward the revised charter to the MAA Executive Committee for approval. Changes must then be approved by the MAA Board of Governors.

## **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) Approval of a recommendation from the MAA Executive Committee (on its own or based on a recommendation by the Committee on SIGMAAs) by a majority vote of the MAA Board of Governors.

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