

Italicized text enclosed is intended to provide clarification and/or suggested language. It is not required in the charter. Text not italicized is required as part of the charter.

CHARTER

THE SPECIAL INTEREST GROUP OF THE MAA ON MATHEMATICAL KNOWLEDGE FOR TEACHING

Article I. Identification

Section 1. The name of this SIGMAA is The Special Interest Group of the MAA on Mathematical Knowledge for Teaching, which will usually be shortened to The SIGMAA on MKT. The group will usually be referred to as SIGMAA MKT.

Section 2. Mathematical focus and purpose

The main focus of SIGMAA MKT is building a community for all who work on preparation or development for teaching K-12 mathematics. We support efforts to make strategic and informed decisions about the mathematics we teach to prospective and practicing K-12 teachers, and how this mathematics is taught.

SIGMAA MKT members teach courses or conduct research that may involve examining, designing, developing, piloting, and revising tasks and curricula focused on mathematical knowledge for teaching in grades K-12. Mathematical knowledge for teaching refers to mathematical knowledge used in recognizing, understanding, and responding to the range of mathematics encountered in teaching practice, such as when making sense of unusual student solutions, selecting examples to illustrate particular mathematical points, devising representations, or crafting definitions and explanations that are precise yet accessible.

These questions guide SIGMAA MKT: What evidence, experience and values guide us in how to prepare and develop K-12 teachers? How do we improve the mathematical education of prospective and practicing K-12 teachers? How do we strengthen the professional community of mathematics faculty working on mathematical preparation or development for teaching K-12 mathematics? How do we strengthen connections and community among such mathematics faculty and practicing K-12 teachers?

SIGMAA MKT welcomes members with interest in mathematical knowledge for teaching in levels outside K-12 in so far as they are interested in comparing this knowledge with that within K-12 levels.

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 chair, chair-elect, past-chair, program coordinator, and secretary-treasurer, and member-at-large. The SIGMAA Executive Committee comprises these 6 officers, together with an (appointed) COMET liaison and (appointed) K-12 liaison who each may also hold one of the other 6 offices.

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 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. The chair contacts the COMET chair to solicit nomination for the COMET liaison, in the case that an elected officer is not already a member of COMET, who is then approved by the elected officers. The chair nominates the K-12 liaison and the web manager.*

*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 **member-at-large** will maintain internet presence such as social media as well as the list-serv in coordination with the chair.*

*The **COMET liaison** (**liaison to the MAA Committee on the Mathematical Education of Teachers**) will coordinate with the program coordinator to organize conference sessions jointly with COMET, as well as inform the members of SIGMAA MKT of major policy discussions or decisions occurring during COMET meetings. The COMET liaison is ideally a member of COMET, nominated by the Chair of COMET and approved by the elected officers of the SIGMAA.*

*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 nominates 0-3 program committee members to assist with planning as needed.**

*The **program committee** assists the program coordinator with publicizing and recruiting presenters and attendees of SIGMAA sessions. The program committee consists of 0 to 3 members of the SIGMAA depending on need and interest, can overlap with other officers, is nominated by the program coordinator and approved by the elected officers of the SIGMAA.*

*The **K-12 liaison** will provide feedback on SIGMAA activities, and inform SIGMAA leadership of concerns and current issues in K-12 education. The K-12 liaison is ideally a practicing teacher or district supervisor at a K-12 level, may overlap with other officers, and is nominated by the SIGMAA chair and approved by the elected officers of the SIGMAA. If there is no practicing teacher or district supervisor who is a member of the SIGMAA who is willing to serve in this position, efforts are made to recruit such a member by the chair with consultation of the officers.*

*The **web manager** maintains the website of the SIGMAA, coordinates with the member-at-large to keep activities and announcements of the website up to date, may overlap with other officers, and is nominated by the SIGMAA chair and approved by the elected officers of the SIGMAA.*

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, secretary-treasurer, and COMET liaison 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 the first program coordinator or first secretary-treasurer to serve a one year term, depending on the year of charter. It may be necessary for some COMET liaisons to serve a one-year term depending on their term as a member of COMET. 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 offices 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:

- *Holding networking sessions during the JMM and Mathfest*
- *Holding networking sessions, depending on the attendance of officers or members, at annual conferences of the AMTE (Association of Mathematics Teacher Educators), SIGMAA RUME (Research on Undergraduate Mathematics Education), NCTM (National Council of Teachers of Mathematics), AERA (American Educational Research Association), or PME-NA (North American Chapter of the Psychology of Mathematics Education); or at ICM (International Congress of Mathematicians) or ICME (International Congress for Mathematics Education).*
- *Holding networking sessions, contributed paper sessions, panel discussions, or talks at section meetings of the MAA, if there is sufficient interest and membership of this SIGMAA in that section*
- *Holding meetings at the JMM and Mathfest*
- *Sponsoring talks, contributed paper sessions, mini-courses, and/or panel discussions at JMM and Mathfest in coordination with COMET*
- *Maintaining a website with resources for MKT tasks*
- *Maintaining an email list-serv.*

Section 3. Interactions within the association

(a) *The SIGMAA MKT will have a liaison to the MAA COMET, which is the MAA committee whose charge most closely aligns with the aim of the SIGMAA MKT. The SIGMAA MKT differs from COMET in that its membership is inclusive, as opposed to appointed, allowing for active discussion among its members; it involves more outreach to its members at workshops and conferences related to mathematics and mathematics education; and it specifically focuses on the design and teaching of tasks, as opposed to policy.*

(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 15 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 Board of Directors. 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 Board of Directors for final approval. The MAA Board of Directors 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 for approval.

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 dissolution (on its own or based on a recommendation by the Committee on SIGMAAs) by a majority vote of the MAA Board of Directors.

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