

CHARTER

THE SPECIAL INTEREST GROUP OF THE MAA ON TEACHING ADVANCED HIGH SCHOOL MATHEMATICS (SIGMAA TAHSM)

Article I. Identification

Section 1. The name of this SIGMAA is the SIGMAA on Teaching Advanced High School Mathematics (SIGMAA TAHSM).

Section 2. (a) The purpose of this SIGMAA is to support MAA members who share an interest in issues related to post-precalculus mathematics at the secondary school level by providing a forum for exchanging ideas, fostering increased understanding of these issues within the MAA, increasing the dialogue between the MAA and high school teachers, and utilizing expertise of the members in guiding and improving mathematical opportunities for advanced high school students.

(b) Issues related to post-precalculus mathematics in secondary schools include teaching and curricular concerns in such course areas as calculus, discrete mathematics, differential equations, and statistics and also extra-curricular activities such as recreational mathematics, mathematics competitions, and formation and sustenance of mathematics teams and clubs. Historically, all these issues have been topics on which regular and well-received MAA sessions have been offered at both the Annual Joint Mathematics Meetings and MathFest.

(c) Through this SIGMAA the MAA will provide post-precalculus high school mathematics teachers an appropriate and meaningful professional membership opportunity that will significantly supplement, but not supplant, the rich general support provided by the NCTM for all K-12 mathematics teachers.

Article II. Activities

Section 1. This SIGMAA will engage in activities such as, but not limited to, the following:

- a) Holding an annual meeting at a national meeting.
- b) Sponsoring sessions and workshops at MathFest.
- c) Maintaining an e-mail list to facilitate communication among members.
- d) Maintaining a Web page of articles, resources, and links related to advanced high school mathematics and publish an electronic newsletter to be distributed to the SIGMAA membership.
- e) Promoting the publication of articles related to teaching high level mathematics to high school students.

- f) Encouraging similar activities among regional sections of the MAA.
- g) Coordinating activities with other SIGMAAs with common interests (the SIGMAA on Statistics Education and teachers of AP Statistics, for example.)
- h) Coordinating activities with other groups in the mathematical community to support teachers of advanced high school mathematics (AP Calculus/Statistics, Mu Alpha Theta, etc.)

Section 2. Relationships with MAA Activities

This SIGMAA will coordinate its activities and cooperate with organizations both within and outside of the MAA as appropriate.

- a) SIGMAA TAHSM will coordinate activities with the MAA Committee on the Undergraduate Program in Mathematics (CUPM), the CUPM Subcommittee on Curriculum Renewal Across the First Two Years (CRAFTY), the Committee on Articulation and Placement, the Committee on the Mathematical Education of Teachers (COMET), and with other MAA committees and SIGMAAs, as appropriate to its mission. In addition, SIGMAA TAHSM will share information and coordinate activities with other groups that support teachers of advanced high school mathematics such as the NCTM.
- b) Without prior approval of the MAA Executive Committee, any activities of this SIGMAA, including publications, will be represented as coming from this SIGMAA and not from the MAA at large.
- c) Reports of this SIGMAA's activities will be submitted annually by the SIGMAA to the MAA Committee on SIGMAAs with copies to the chair of the Coordinating Council to which the SIGMAA is assigned.

Article III. Meetings

Section 1. Frequency and Place of Meetings. General membership meetings of SIGMAA TAHSM shall take place at MathFest, the summer meeting of the MAA. Other activities may be scheduled for the January meeting or the MAA Section meetings. SIGMAA business may also be conducted by e-mail provided a quorum is attained.

Section 2. Conduct of Meetings. The SIGMAA TAHSM Chair will preside over the annual business meeting held during the summer at MathFest. The Chair will circulate an agenda via e-mail one month in advance and will ask for additional agenda items at that time. The Chair will allow ample time for discussion and seek to achieve consensus. When a consensus is not reached, decisions will be made by a vote using Robert's Rules of Order.

When the Executive Committee of the SIGMAA decides that an issue requires attention of the entire SIGMAA before the next general meeting, it can decide to conduct a business meeting over e-mail. The same definition of a quorum applies to any vote taken

over e-mail, and it is expected that ample time for discussion will be allowed. Members will be given at least two weeks to vote on any issue requiring a vote over e-mail.

Section 3. A quorum at membership meetings, including e-mail meetings, shall consist of at least 20 members and at least three officers. At least two of the three officers must be elected, as opposed to appointed, officers.

Article IV. Membership

Section 1. Membership in this SIGMAA shall be open to all MAA members.

Article V. Officers

Section 1. Elected officers of this SIGMAA will be the Chairperson, Chair-Elect, Past-Chair, and Secretary-Treasurer. These four officers comprise the SIGMAA Executive Committee. In addition, the Newsletter/Web Page Editor will be an appointed officer. The Governor-at-Large for High School Teachers, if not serving in another capacity on the SIGMAA Executive Committee, will be an *ex-officio* member of the Executive Committee. The Chair, Chair-Elect, and Past-Chair will serve for one year in each office. The Secretary-Treasurer will serve a three-year term. The Newsletter/Web Page Editor will serve for a two year term. Terms will begin at the conclusion of MathFest in August.

SIGMAA members with special expertise may be appointed, after consultation with other SIGMAA officers, by the SIGMAA Chair to two-year terms as *ex-officio* members of the SIGMAA Executive Committee to work on special projects organized by the SIGMAA.

An appointed Executive Committee will serve during the SIGMAA's first year.

Duties of the officers are:

The Chair will preside at SIGMAA meetings, will organize and direct the activities of the group, will serve as liaison with the MAA administration and with other organizations that work with advanced high school mathematics, and will be the chief spokesperson for the SIGMAA. In this last capacity, the Chair will write a regular column for the Web page to keep members apprised of SIGMAA activities. The Chair also appoints the Newsletter/Web Page Editor. The Chair will correspond with the Associate Secretary of the MAA on matters related to activities at national meetings of the Association.

In addition to assisting the Chair, the Chair-Elect will serve as the Program Coordinator for the SIGMAA's sessions at MathFest. In this capacity, the Chair-Elect will propose sessions after consulting with other officers and will arrange for their implementation.

In addition to assisting the Chair and the Chair-Elect, the Past-Chair will serve as the Nominations Officer, working with the rest of the Executive Committee to select a slate of candidates for the two offices (Chair-Elect and Secretary-Treasurer) open in any year.

The Past-Chair will solicit suggestions and volunteers for serving as officers from the membership.

The Secretary-Treasurer will keep a record of the affairs of the SIGMAA, handle correspondence, and submit written reports to the MAA as required. In addition, the Secretary-Treasurer will be responsible for all finances of the SIGMAA and for preparation of financial reports as required.

The Newsletter/Web Page Editor will be responsible for maintaining the SIGMAA's web page and for dissemination of information to the SIGMAA membership.

Election of officers will take place by e-mail ballot of the membership. By the end of May, the Past-Chair will select two candidates for each of the open positions and distribute an electronic ballot to members via e-mail with instructions for voting by July 15. The e-mail ballot will indicate that write-in votes are permitted. A minimum of 20 members must vote for each position. The winner will be the candidate receiving the most votes. The Past-Chair will be responsible for overseeing the tabulation of the ballots. Ties will be broken by a fair, unbiased random device supervised by the Past-Chair.

If fewer than 20 members vote, the current officers will remain in office until further deliberate actions are successful in achieving a quorum.

Note: The use of the term "e-mail" throughout this document shall be understood to refer to any widely accepted form of electronic communication. Members may always request hard copy rather than e-mail notification regarding election ballots and/or proposed charter changes.

Article VI. Finances

Section 1. An annual MAA dues supplement shall be assessed of each member of this SIGMAA. This fee will be used to support in part the activities of this SIGMAA. The amount will be determined by the membership, with the initial amount being \$10 per year. The manner of collection and disbursement of these funds will be determined by the MAA Executive Committee.

Section 2. This SIGMAA shall submit an expense budget for each calendar year to the Chair of the MAA Budget Committee by no later than April 1 of the preceding year. It shall include the projected cost for all planned SIGMAA activities, including costs of receptions, space, equipment, et cetera, at meetings, national and otherwise. The budget is subject to approval by the MAA Budget Committee, MAA Executive Committee, and MAA Board of Governors as part of the overall MAA budget.

Section 3. The SIGMAA may apply to the MAA for specific funding beyond what is provided from dues. All requests for funds shall be substantiated by a budget for the proposed expenditures.

Article VII. External Funding

Section 1. No officer or member of this SIGMAA may apply for a grant to support the SIGMAA's activities or enter into any contract to support such activities or provide services without specific approval in writing by the president of the MAA or designee thereof. If this SIGMAA wishes to apply for external funding, it shall coordinate this activity with the MAA Subcommittee on Externally Funded Projects and go through the standard procedures for applying for external funding under the auspices of the MAA.

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

Article VIII. Changes.

Section 1. Changes to this charter may be proposed by two-thirds vote either of the members present at a general meeting or of the members voting if the vote is taken by e-mail, provided that a quorum exists. 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 approval by the MAA Executive Committee.

Section 2. Changes to this Charter may also be initiated by the MAA Executive Committee. In this event, changes must be approved by the Board of Governors.

Article IX. Dissolution.

Section 1. This SIGMAA shall be dissolved for either of the following reasons:

- a) Failure to maintain at least 30 members for two consecutive years;
- b) For reasons agreed to by a majority vote of the MAA Board of Governors.

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

SIGMAA TAHSM

(Teaching Advanced High School Mathematics)

Initial Executive Committee

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David Stephens, Bryn Mawr School for Girls, Baltimore, Md.
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Jon Choate, The Groton School, Groton, MA.
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During the initial year, Ben Klein will act as Chairperson and Dan Teague as Chair-elect. Together Ben and Dan will coordinate and share the responsibilities of Past Chair. After the first year, Ben will serve as Past Chair, Dan Teague as Chair, and we will elect a new Chair-elect. David Stephens will fulfill the role of Secretary-Treasurer, and Jon Choate will serve as the Newsletter/Web Page Editor.