

RULES OF PROCEDURE FOR *(insert name of sponsoring college or university)* SIAM STUDENT CHAPTER

Note: Text in blue italics is informational only.

This Rules of Procedure (hereinafter called "Rules") apply to the SIAM Student Chapter called "*(insert name of sponsoring college or university)* Chapter of SIAM".

The Student Chapter to which these Rules apply is formed by the Society for Industrial and Applied Mathematics and shall operate within the Bylaws of the parent organization. The SIAM bylaws specify how **Student** Chapters are formed; see the SIAM bylaws for details. The Chapter shall not affiliate with any other organization without first obtaining the written approval of SIAM. Provisions for SIAM Student (University) Chapters are contained in the SIAM Bylaws and are included in these Rules. No provisions of these rules shall be construed so as to contradict the Bylaws of SIAM.

**ARTICLE I
PURPOSE**

The objectives of SIAM, as established in the Certificate of Incorporation, are:

- o To further the application of mathematics to industry and science.
- o To promote basic research in mathematics leading to new methods and techniques useful to industry and science.
- o To provide media for the exchange of information and ideas between mathematicians and other technical and scientific personnel.

Purposes of the **Student** Chapter shall be consistent with the objectives of SIAM. *(Organizers of the Chapter shall state here the specific purposes of the Chapter.)*

**ARTICLE II
ACTIVITIES**

(Chapter organizers shall briefly describe the activities they intend for the Student Chapter. Examples are organization of local meetings on subject of interest to students of applied mathematics and engineering, seminars on advanced topics in applied mathematics, participation in the award of a student prize, team projects, etc.)

**ARTICLE III
INSTITUTION SERVED**

(Chapter organizers shall specify the institution(s) from which student chapter members will be recruited.)

**ARTICLE IV
MEMBERSHIP**

Section 1. Any student engaged or interested in mathematics or computing and their applications shall be eligible for membership in this Chapter. SIAM encourages chapters to be interdisciplinary, including student members from multiple departments. *(Chapter organizer may wish to specify further (or restrict) those who are eligible for membership, such as seniors, graduate students undergraduate students, faculty, etc. Organizers are encouraged to require Regular or Student Membership in SIAM).*

Section 2. *(Organizers shall specify here what membership types, if any, there will be and what dues, if any, will correspond to these types. After Chapter organization is complete, annual dues shall be the responsibility of the Officers or the Executive Committee of the Chapter.)*

Section 3. Chapter members shall have the privileges of SIAM membership only if they are regular or student members of SIAM. *(Organizers shall specify here what Chapter privileges there are for members of the Chapter, taking into account the various types of membership that may have been established.)*

Section 4. All members of the chapter who are students enrolled in the sponsoring institution(s) are eligible for free student memberships in SIAM. Chapters shall encourage their members to join SIAM either online, by submitting printed membership applications, or by submitting a list of its student members to SIAM so that complimentary student membership in SIAM can be processed. Free student memberships may be renewed every year that the student remains a student member of the chapter.

Section 5. *(Provision for termination of a member in a Chapter by resignation or otherwise, should be inserted here, i.e. "Termination of student membership will take place upon graduation or withdrawal from the university or upon failure to pay dues.")*

ARTICLE V SPONSORSHIP

(Sponsoring organizations can include colleges and universities, and industry and government units. If more than one organization sponsors the Chapter, one of the institutions will be designated the "Sponsor" and the remaining organization(s) will be designated "Associate Sponsor(s).")

Section 1. The Sponsor is *(insert name of college or university)*.
(If applicable, insert the Associate Sponsor(s) is (are) (insert name(s) of Associate Sponsor(s).)

Section 2. The Sponsor of the Chapter shall appoint a Faculty Advisor for the Chapter. The Advisor must be a member in good standing with SIAM. In the event said Advisor relinquishes his/her position, the Sponsor shall appoint a new Advisor. The responsibilities, rights and duties of the Faculty Advisor shall be those normally assigned to the Faculty Advisor of student organizations of the Sponsor, but in addition, the Faculty Advisor is expected to take leading role in the development of the Chapter activities consistent with the objectives of SIAM. *(Organizers may wish to modify the wording here such that the term of the Faculty Advisor is limited to a fixed period unless re-appointed.)*

ARTICLE VI OFFICERS

Section 1. The Chapter shall have a President, a Vice-President, a Secretary and a Treasurer. *(The Secretary and Treasurer may be combined into a single office; each Chapter may establish additional officers as it deems necessary to conduct its affairs.)* Officers shall be chosen from Student Members of the Chapter and must be Student Members in good standing with SIAM.

Section 2. The President shall preside at the meetings of the Chapter (and the Chapter Executive Committee (see Article VII below)). In the absence of the President, the Vice-President shall assume the duties of the President. In the absence of the latter, the Secretary shall assume said duties. *(In addition to the duties outlined above for the Vice-President, the organizers may wish to specify additional duties, such as responsibility to meetings or other Chapter activities.)*

Section 3. The Secretary shall keep a record of the affairs of the Chapter, handle correspondence, and submit an annual report of Chapter activities to the Secretary of SIAM, which report shall be suitable for publication in SIAM News or its equivalent.

Section 4. The Treasurer shall receive and take custody of Chapter funds, and shall submit an annual Treasurer's Report and other financial reports, as requested, to the Treasurer of SIAM. The annual Treasurer's Report shall be prepared as of the end of the academic year and shall be transmitted to the Treasurer of SIAM by no later than 30 days following the end of the academic year.

Section 5. *(Organizers shall specify the terms of office here. It is suggested that terms of Chapter officers not exceed two years, but re-election of an officer for an additional term should be permissible. Two-year terms permit staggering of terms, which fosters continuity of Chapter management.)*

ARTICLE VII EXECUTIVE COMMITTEE

Section 1. *(It is suggested, but not required, that the Chapter be managed by Executive Committee consisting, for example, of the incumbent officers and the most recent retired president. Chapter organizer should specify here who has responsibility for Chapter management and decision making. If there is an Executive Committee, indicate its responsibilities, membership, and who the committee chairperson is.)*

Section 2. *(If there is an Executive Committee, organizers should indicate how a vacancy is filled for the unexpired term.)*

ARTICLE VIII OTHER COMMITTEES

Section 1. *(Organizers shall specify how nominations for officers and other elected officials are to be prepared and submitted. For example: "A Nominating Committee may be appointed by the President with the approval of the Executive Committee; nominees must be eligible as stated in Article VI." Organizers shall also indicate how elections are to be implemented.)*

ARTICLE X MEETINGS

Section 1. There shall be at least *(indicate the number)* meetings per year. *(How meeting topics are to be selected and meetings are scheduled and implemented should be indicated here.)*

Section 2. The Chapter shall conduct a business meeting once per year during the month of *(specify month)*. Other business meetings may be called by the President or the Treasurer on two weeks notice.

ARTICLE XI CHAPTER FUNDS

Section 1. *(The Chapter may levy dues, voluntary or otherwise, collect registration fees for Chapter meetings, and otherwise raise funds in any lawful manner consistent with these Rules and the Bylaws and Certificate of Incorporation of SIAM. Chapter policy should be inserted here.)*

Section 2. *(Although the payment of Chapter dues need not be a criterion for membership in the Chapter, the Chapter may limit the privilege of voting for officers and others holding office to those members of the Chapter who have paid such dues. Insert policy here.) If no dues are being charged (per Section 1), this section can be eliminated.*

Section 3. The Chapter shall deposit all unused funds to which it has legal title in excess of \$200 in an insured savings account, unless current operating commitments are in excess of that amount or unless the Chapter Treasurer obtains a written authorization from the SIAM Treasurer.

Section 4. The Treasurer shall maintain books of account that show income and expense items for all activities and balances for all accounts of the Chapter.

Section 5. The Chapter may request a grant or loan from the Treasurer of SIAM under the provision of Article XII, Chapter 8 of the Bylaws of SIAM. Such requests shall be made by submission of "Request for Funding" form to SIAM and include a current financial statement for the Chapter and a proposed budget for the requested funds.

Section 6. Other than seeking funds from the sponsoring institutions of the chapter, no officers or member of the Chapter may apply for a grant to support the Chapter activities or enter into any contract to support such activities or provide services, without approval of the President and the Treasurer of SIAM or the Executive Director acting on behalf of the Treasurer.

ARTICLE XII AMENDMENTS

Section 1. These Rules may be altered or amended with the approval of the SIAM Board of Trustees. Submission to the board of proposal alterations or amendments shall be made only after approval by majority vote of members of the Chapter present (or represented by proxy) at a scheduled meeting. *(Organizers may wish to include provisions for bringing the notice of the proposed change to the attention of the Chapter members.)*

ARTICLE XIII TERMINATION OF THE CHAPTER

Section 1. A Chapter may terminate itself by the unanimous vote of the members of the Chapter present (or represented by proxy) at a scheduled meeting, provided that notice of the proposed termination and the meeting at which it is to be considered has been given to all Chapter members at least 30 days in advance.

Section 2. A Chapter may be terminated by the board if there has been no Chapter activity for one year.

Section 3. In the event a Chapter terminates, the funds to which it has legal title shall revert to the account of SIAM

Approved, SIAM Board of Trustees, December 3, 1977
Revised, SIAM Board of Trustees, June 21, 2003
Revised, SIAM Board of Trustees, July 12, 2013
Revised November 18, 2013