

# Student Section Rules of Procedure Society for Industrial and Applied Mathematics University of Delaware Chapter

Draft version: September 21, 2017

## Scope

This Rules of Procedure (hereinafter called “Rules”) apply to the SIAM Student Chapter called “University of Delaware Chapter of SIAM,” (hereinafter called “Chapter”).

The Chapter to which these Rules apply is formed by the Society for Industrial and Applied Mathematics (SIAM) and shall operate within the Bylaws of the parent organization. The SIAM bylaws specify how 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:

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

Purposes of the Chapter shall be consistent with the objectives of SIAM. The UD Chapter of SIAM will have the following purposes:

1. To provide an environment in which to socialize and to exchange mathematical and technical ideas via speakers, informal discussions and seminars, social events and so forth;
2. To provide information about career and postgraduate opportunities in applied mathematics and mathematically-oriented fields;
3. To carry out and/or sponsor activities that demonstrate the fun and application of mathematics to mathematics students and other technical students;

4. To foster interaction between mathematics students and the students of professionals in other fields;
5. To provide service activities that help the larger mathematical and technical community at large in compelling instances.

## **Article II: Activities**

The following activities were proposed to occur in the student section; we hope that at least two from this list (or similar events) occur each semester.

1. Movie nights: both purely social and technically-oriented movies can be shown free of charge or a group organized for a theater. Students could vote for the movies they want ahead of time.
2. A walk in the woods: several nearby parks offer enjoyable venues for a walk and a chance to talk math.
3. Field trip to industry or industrial speaker on campus: exposure to real, working applied mathematicians will surely benefit us. A student chapter should make it a regular occurrence in the fall, say.
4. Encourage participation in COMAP's MCM: maintaining a repository for past projects and help for the current coach are examples of this activity.
5. Encourage undergraduate research: the recent founding of a laboratory in our department has stimulated student involvement in research; presentations from these students to the student chapter and an open house of the lab could help continue this culture of project-based work.

This list is not meant to be exhaustive; it is meant as a launching point.

## **Article III: Institution Served**

The Chapter will recruit students from the University of Delaware to be members of the UD Student Chapter of SIAM.

Students and faculty outside of UD will be encouraged to participate in appropriate activities sponsored by the Chapter.

## **Article IV: Membership**

**Section 1.** Any person engaged or interested in mathematics or computing and their applications shall be eligible for membership in this Chapter. Chapter membership may be

interdisciplinary, with members from multiple departments. Students may be from any level of study from continuing education to undergraduate to PhD students. Student members are required to be SIAM members; they may join SIAM upon joining the UD Student Chapter, but must join within three months of beginning membership in the Chapter. UD Faculty will be encouraged to join and support the activities of the Chapter; faculty are encouraged to be regular members of SIAM.

**Section 2.** No dues shall be charged to students for membership in the Chapter; students may donate to the Chapter funds if they wish.

**Section 3.** Chapter members shall have the privileges of SIAM membership only if they are regular or student members of SIAM.

**Section 4.** All members of the chapter who are students enrolled in the sponsoring institution are eligible for free student memberships in SIAM. The Chapter is responsible for providing a list of its student members to SIAM so that complimentary student membership in SIAM can be processed.

**Section 5.** Termination of student membership will take place upon graduation or withdrawal from the university.

## **Article V: Sponsorship**

**Section 1.** The Sponsor of the Chapter is the University of Delaware.

**Section 2.** The Sponsor shall appoint a Faculty Advisor for the Chapter. In the event said Advisor relinquishes his/her position, the Sponsor shall appoint a new Advisor. The sponsor shall consult with the members concerning the appointment. 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 a leading role in the development of the Chapter activities consistent with the objectives of SIAM. The term of the Faculty Advisor is limited to a two-year term unless re-appointed.

## **Article VI: Officers**

**Section 1.** The Chapter shall have a President, a Vice-President, a Secretary and a Treasurer. Officers shall be Regular or Student Members in good standing with SIAM, and shall be chosen from Student Members of the Chapter.

**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. The President shall prepare the agenda for meetings, and provide a copy of any agendas to the Secretary.

The President shall also be ultimately responsible for the public events held by the Chapter, even though all or parts of the necessary tasks may be delegated to others.

**Section 3.** The Vice President shall be in charge of all elections. The Vice President shall count the votes for the Secretary to record and shall be responsible for all matters related to proxies and determining eligibility for voting [see Article VI, Section 7].

The Vice President has secondary responsibility for public events of the Chapter and shall support the President in ensuring the smooth running of these events.

**Section 4.** The Secretary shall keep a record of the affairs of the Chapter, keep minutes of meetings, 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. The records shall be suitable for transfer to the next set of officers at the completion of the Secretary's term.

**Section 5.** 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 6.** The officers shall serve one-year terms beginning on July 1 of each year, and no member may serve more than two consecutive terms in any of the positions. A term shall include filling a vacated position [see Article VI, Section 8].

**Section 7.** A call for nominations for the aforementioned officer positions will be announced by the Vice President no later than May 1 and at least one week prior to the distribution of ballots. Any eligible member of the Chapter who is nominated and accepts the nomination shall appear on the ballot. Elections may be carried out via paper ballot, email ballot, or another suitable electronic ballot distributed one week prior to the conclusion of balloting; the distribution and preparation of ballots are the responsibility of the Vice President. The ballots will be submitted to the Vice President of the chapter for counting with the Secretary; the Secretary shall record the results. In the event that the Vice President and/or Secretary intends to run for an officer position, their respective duties shall be performed by an Election Committee appointed by the Executive Committee. Ballots may be submitted through the Faculty Advisor and/or a designated secretary of the Mathematical Sciences department if this is agreed to be advantageous by the designated collector and the Vice President. Voting will conclude one week after distribution of ballots with a complete list of candidates. The Vice President shall announce the winner of each election, herein defined as the nominee who receives the most votes, within one week of the conclusion of voting. In the event of a tie in any of the elections, the winner will be chosen from among the current nominees

tied for the highest number of votes by the current Executive Committee (excluding any member of the Executive Committee which is a nominee for the contested position). If no members of the Executive Committee are available to vote on this matter, then the Faculty Advisor shall decide the contested election.

**Section 8.** In the event that an officer position is vacated in the middle of a term, a replacement officer shall be elected as soon as possible. The election will be carried out in the same manner as prescribed in Article VI, Section 7. A current officer is eligible to run for a vacated office only after resigning from the current office.

**Section 9.** An officer may resign at any time, and a letter of resignation must be given in writing or via email to the President. The resignation takes effect upon the President's notifying the remainder of the Executive Committee. A President who wishes to resign must submit a letter of resignation to the Vice President, who then immediately assumes the duties and responsibilities of the President until the position is filled pursuant to Article VI, Section 8, with the exception of the timing requirement of May 1.

**Section 10.** If a member of the Chapter believes that an officer should be removed from office, that member may submit the request with detailed reasoning to the Faculty Advisor. If, in the opinion of the Faculty Advisor, sufficient reason exists for removal of the accused officer, then the Faculty Advisor shall communicate the request to the remaining members of the Executive Committee, who will vote on removal of the officer. In the case of a tie or in the event that no remaining members of the Executive Committee are available, the decision lies with the Faculty Advisor.

## Article VII: Executive Committee

**Section 1.** The Chapter shall be managed by Executive Committee consisting of the incumbent officers and the most recent retired President. The President shall preside at meetings, and decisions will be made by majority vote. The voting shall be open unless a majority ask for a secret ballot. The Executive Committee shall set the agenda for the coming year in a timely way; plan and submit applications for funding to SIAM and elsewhere as appropriate; plan for sufficient participation of the officers and members to carry out its agenda; and seek the advice of the Faculty Advisor and other faculty as appropriate.

**Section 2.** If the most recent retired President is no longer available during the term, that position shall be removed from the Executive Committee for the remainder of the term and any ties in voting shall be decided by the Faculty Advisor. This determination shall be made by the other members of the Executive Committee with the approval of the Faculty Advisor.

## Article VIII: Other Committees and Appointments

**Section 1.** Other committees, particularly subcommittees to run events, may be appointed by the Executive Committee. Each committee must consist entirely of Chapter members and be chaired by a member appointed by the Executive Committee. Committee chairs report directly to the President unless decided otherwise by the Executive Committee. Advice on these matters should be sought from the Faculty Advisor.

**Section 2.** The Executive Committee may choose to appoint a webmaster for the Chapter.

## Article IX: Meetings

**Section 1.** There shall be at least one meeting per semester. It is expected that more meetings may be needed. Meeting topics should be submitted to the Chapter President and/or Secretary. At least one week notice should be given for meetings whenever possible.

**Section 2.** The Chapter shall conduct a business meeting once per year during the month of September. Other business meetings may be called by the President or the Treasurer on two weeks notice. The primary purpose of the September meeting is to organize an application for funds from SIAM for that Academic Year; a secondary purpose is to recruit students into the Chapter.

## Article X: Chapter Funds

**Section 1.** No dues shall be charged to students to be members of the Chapter. Students may make voluntary contributions to the Chapter. The Chapter may raise funds in any lawful manner consistent with these Rules and the Bylaws and Certificate of Incorporation of SIAM.

**Section 2.** Voting members of the Chapter shall be student members of SIAM or regular SIAM members who are continuing education students. Faculty are excluded from voting.

**Section 3.** The Chapter shall deposit all funds into an account at a financial institution under the Chapter's name or place them into an account at their university. All unused funds remain the property of SIAM [see Article XII, Section 3].

**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 XI: 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. Changes should be proposed through the Executive Committee, by submitting to any of the President, Vice President or Secretary, and the Executive Committee should consult with the Faculty Advisor prior to a vote in the Chapter.

Proposed ROP changes must be circulated to the current membership no later than one week prior to the vote. Email distribution as well as other means are acceptable provided all known members can be reached by the deadline.

## **Article XII: 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.

## **Change History**

1. The original version of these Rules were initially prepared by R.J. Braun, 3/2/05.
2. Updated with election procedures and a few minor tweaks by R.J. Braun, 3/9/05.
3. Updated with student suggestions and submitted to SIAM by R.J. Braun, 3/22/05.

4. Updated with elimination of fees (meant to do on 3/22) R.J. Braun, 3/23/05.
5. Updated with removal of references to dues, removal of Faculty Advisor term limit, updates to officer terms and election protocols, amendments to the Executive Committee, amendments to Chapter funds, protocols for appointed committees, and minor typo corrections by S.E. Cogar, 09/06/17.

## Other

These Rules were based on draft forms from SIAM, dated:

Approved, SIAM Board of Trustees, December 3, 1977

Revised, SIAM Board of Trustees, June 21, 2003

Return completed ROP to:

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