

# **SIAM Student Chapter at Iowa State University**

## **Rules of Procedure**

Approved on 1<sup>st</sup> May 2013

## **Preamble**

This Rules of Procedure (hereinafter called “Rules”) apply to the SIAM Student Chapter called “SIAM, Iowa State University - Student Chapter” (hereinafter called “SIAM-ISU Student Chapter”). The 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 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 to contradict the Bylaws of SIAM.

## **Article 1: Purpose**

### **Section 1**

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

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

### **Section 2**

Purposes of the Chapter shall be consistent with the objectives of SIAM. The objectives of the SIAM-ISU Student Chapter are:

- To provide students with a means for professional development by its programs and its relationships with other Student Chapters and with the National Society.
- To contribute toward the development of applied mathematics at the Iowa State University through activities in which student members and faculty may participate.

- To serve as an interdisciplinary focal point within the University community for the interchange of information in the area of applied mathematics.

## **Article 2: Activities**

The activities of the Chapter shall include, but not be limited to, the following:

- Conduct professional development through a graduate student applied mathematics seminar.
- Host social activities to foster cross-discipline cooperation and provide opportunities for networking.
- Provide public outreach programs to foster public acceptance and awareness of mathematics.
- Perform community service programs.
- Invite speakers from prospective employers for recruitment purposes.

## **Article 3: Institution Served**

The primary institution served by the Chapter shall be Iowa State University.

## **Article 4: Membership**

### **Section 1**

Membership shall be open to all registered students in good standing at Iowa State University.

### **Section 2**

All members of the Chapter, who are enrolled as students at the Iowa State University, are eligible for free student membership 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 3**

Termination of student membership will take place upon graduation or withdrawal from the University.

## **Article 5: Sponsorship**

### **Section 1**

The Sponsor of this Chapter is the Iowa State University.

### **Section 2**

The Sponsor of the Chapter shall appoint a Faculty Advisor for the Chapter. In the event said Advisor relinquishes their 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 a leading role in the development of the Chapter activities consistent with the objectives of SIAM.

## **Article 6: Officers**

### **Section 1**

The Chapter shall have a President, a Vice-President, a Communications Officer, 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 7** below). In the absence of the President, the Vice-President shall assume the duties of the President. In the absence of the latter, the Communications Officer shall assume said duties. The president shall also act as the Risk Management Officer. The role of the Risk Management Officer shall be to: (1) Recommend risk management policies or procedures to SIAM-ISU Student Chapter; (2) To submit documentation to ISU's Risk Management Office; (3) To ensure that Risk Management procedures are implemented at all of the organization events.

### **Section 3**

The Communications Officer shall keep a record of the affairs of the Chapter, maintain the Chapter webpage, handle correspondence, and submit an annual report of Chapter activities to the Secretary of SIAM. The report shall be suitable for publication in the 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 at 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**

The advisor of SIAM-ISU Student Chapter must be a faculty member at Iowa State University. His or her duties will be as follows: (1) Maintain communication with the president of SIAM-ISU Student Chapter; (2) Approve and oversee financial expenditures; (3) Ensure that the organization is operating in accord with the standards set forth by Iowa State University and Student Activities Center. The advisor shall be appointed by the Chair of the Department of Mathematics at Iowa State University and shall serve at his or her leisure. If the council members feel that the current advisor is unable or unwilling to perform the duties above, or if they feel that the advisor is acting a manner detrimental to SIAM-ISU Student Chapter, they should speak to the Chair of the Department of Mathematics at Iowa State University and request that a new advisor be specially appointed.

## **Section 6**

Officers shall be elected by secret ballot with a simple majority. If no majority arises, the top two candidates shall be voted on again. Officers shall be elected at the last meeting of the Spring semester. Terms are limited to two consecutive years in any given office.

## **Section 7**

An officer may only be impeached by a unanimous vote for removal by his or her fellow officers AND written consent from the advisor.

## **Section 8**

Officers who leave unexpectedly may be replaced by a special election of the same format as is used for the regular election in the spring. The year in which the new officer is elected counts as a full year in his or her term. If the loss of an officer occurs around the time of the regular election, then the regular election may replace a special election at the discretion of the remaining officers.

## **Article 7: Executive Committee**

### **Section 1**

The Executive Committee shall be composed up the current Chapter Officers and the Faculty Adviser, with previous Officers holding honorary positions. The President shall chair the Executive Committee. The Executive Committee shall be responsible for the planning, coordination, and implementation of Chapter events.

### **Section 2**

In the event of an unexpected vacancy within the executive committee, an interim officer shall be appointed by majority vote of the Executive Committee and will perform all outlined responsibilities of the position until the next standard elections meeting is held.

## **Article 8: Other Committees**

In addition to the Executive Committee, the following committees shall be established:

- The Program Committee shall be responsible for the programs at all meetings and responsible for arranging said meetings. It shall be composed of no less than three members.
- The Publicity Committee shall be responsible for proper advanced announcements and notices of each meeting and for suitable publicity relating to meetings after they have been held.
- The Membership Committee shall bring to the attention of all potential Chapter members the advantages of membership in the Chapter and in the Society.
- The Nominating Committee shall be responsible for preparing a list of nominees for each of the Officer positions. It shall be composed of no less than three members. Nominations shall be prepared at least one month prior to the election or accepted from the floor during the last regular meeting of the academic year. Nominations may not be made without the consent of the nominee. At least one name shall be submitted for each elected position.
- Additional special committees may be established as needed by the President subject to the authorization of the Executive Committee and shall be dissolved upon completion of their assigned duties.

## **Article 9: Meetings**

### **Section 1**

There shall be at least six general meetings per year. General meetings serve the purpose of disseminating information regarding Chapter activities, professional development, and public outreach.

### **Section 2**

The Chapter shall conduct a business meeting once per year during the month of September. The business meeting shall serve the purpose of informing members of both the operational and the fiscal standing of the Chapter. Other business meetings may be called by the President or the Treasurer on two weeks' notice.

## **Article 10: Chapter Funds**

### **Section 1**

Chapter will raise money through voluntary donation from industry and academic departments.

### **Section 2**

Dues shall not exist.

### **Section 3**

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 4**

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 5**

Other than seeking funds from the sponsoring institutions of the Chapter, no Officers or members of the Chapter may apply for a grant to support 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.

## **Section 6**

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours or two business days after collection. The Advisor to this organization must approve and sign each expenditure before payment.

## **Article 11: Amendments**

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.

## **Article 12: 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.

## **Statement of Compliance**

- SIAM-ISU Student Chapter abides by and supports Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.
- SIAM-ISU Student Chapter agrees to annually complete President's Training, Treasurer's Training, and Advisor Training (if required).

## **Non-Discrimination Statement**

- Iowa State University and SIAM-ISU Student Chapter do not discriminate on the basis of race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information or status as a US Veteran.