

Constitution of SIAM Student Chapter at Iowa State University

Rules of Procedure

Preamble

This Rules of Procedure (hereinafter called “Rules”) apply to the SIAM 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 (parent organization) 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 I – Name

The name of this organization shall be SIAM Student Chapter at Iowa State University.

Article II: Purpose

Section 1

The objectives of SIAM Student Chapter, 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 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 III – Statement of Compliance

SIAM Student Chapter abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. SIAM Student Chapter agrees to annually complete President’s and Treasurer’s Training.

Article IV – Non-Discrimination Statement

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

Article V: Membership

Section 1: Requirements

Membership shall be open to all registered students in good standing at Iowa State University. 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 2: Removal

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

Article VI: Officers

Section 1: Officer Positions and Duties

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.

- a. President
 - Facilitate officer meetings and general meetings.
 - Oversee the activities of the officers and general membership.
 - Maintains record of membership in the student organization database.

- 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 serve as the Risk Management Officer to (a) help minimize potential risks for club activities, (b) recommend risk management policies or procedures, (c) to submit documentation to ISU's Risk Management Office and (d) to ensure that proper waivers and background checks are on file with Risk Management for events.
- Maintain contact with the Advisor regarding organization activities and concerns
- Complete all trainings as required by Iowa State University policy.

b. Vice-President

- Assist the President in facilitating officer meetings and general meetings.
- Support the oversight of activities of officers and general membership.
- Coordinate communication among officers to ensure tasks and events are progressing on schedule.
- Assume the duties of the President in the President's absence.
- Support event planning and execution, including logistics and volunteer coordination.
- Assist with maintaining organizational records and membership updates in the student organization database.
- Work with the Communications Officer to ensure timely dissemination of information to members.
- Assist the President in risk management preparations for events and ensure compliance with university policies when acting in the President's role.
- Maintain communication with the Advisor when acting on behalf of the President.

c. Treasurer

- Manage the chapter's finances.
- Hold the chapter's purchasing card (p-card) and assigns additional p-card(s) to other designated club members.
- Maintain the chapter's budget and work with officers to determine spending allowances.
- Work with Advisor to approve each expenditure before payment.
- Complete all trainings as required by Iowa State University policy.
- 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.

d. Communications Officer

- 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 2: Elections

- a. Elections will occur annually during the month of May.
- b. Members interested in running for an officer position will complete a nomination form and submit the form to the current President at least one week prior to the general membership vote.
- c. Voting will occur at a general meeting. The date of the meeting will be announced at least one month in advance through an email to all members.
- d. At the voting meeting, each candidate will have 2 minutes to speak in front of general membership.
- e. Voting will occur by secret ballot on an anonymous virtual form or secret paper ballot. Candidates will be elected by a majority vote of members (graduate students) present at the meeting.
 - In the case of a tie, an immediate run-off election will be held between the tied candidates. Voting will occur by secret ballot in which members will write the name of their chosen candidate on a piece of paper and submit it to the outgoing President.
 - In the case that no candidate receives a majority vote, an immediate run-off election will be held between the two highest voted candidates. Voting will occur by secret ballot in which members will write the name of their chosen candidate on a piece of paper and submit it to the outgoing President.
- f. The term of office for all officer positions shall be one year, beginning August and ending July.

Section 3: Impeachment/Removal

- a. Officers can be removed from their position by a vote of chapter membership.
- b. Grounds for removal include, but are not limited to, failure to uphold the responsibilities of the position, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).
- c. Any club member may initiate the impeachment process by bringing a written request for removal and reasons for removal to the highest-ranking officer not in question for removal.
 - The officers will hold a special meeting with the Advisor to deliberate.
 - The officers (excluding the officer in question) and Advisor must have a majority vote of approval of all officers to move the impeachment process to a general membership vote. The officer in question may not be present for the officer vote. Officers will vote by a show of hands.
- d. Officers can be removed from their position by a majority vote of club membership present at the voting meeting.
 - Voting will be conducted by secret ballot at a general meeting.
 - The vote will be announced at least one week prior to the meeting.

- The voting method will be an anonymous virtual form or secret paper ballot (method decided by officers).
- e. The officer in question must be provided a summary of the reasons for removal at least one week in advance of the vote.
- f. The officer in question will be allowed to speak to membership for a maximum of 5 minutes before voting occurs. The officer in question will be asked to leave the meeting while deliberation and voting commences. The officer in question will be informed of the results and be allowed access to the ballots if requested.
- g. The officer in question may attempt to appeal the results of the vote by contacting the Advisor of the organization and submitting a written statement. The advisor must respond with their decision within 10 days. No secondary appeals will be permitted.

Section 4: Officer Replacement

- a. In the case of an officer vacancy, a special election must occur within one week of the position being vacated.
- b. Special elections must follow the same format as annual elections, outlined in Article VI Section 2.
- c. If no candidates come forward for the position, the officers may appoint a general member to the position with the member's approval.

Section 5: Minimum Cumulative GPA for Officers

The officers of this organization must meet the following requirements:

- a. Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office
- b. Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration
- c. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

Article VII – Advisor

Section 1: Duties

The duties of the advisor are to provide general oversight to the group and to ensure that the organization is complying with the standards set forth by Iowa State University and Memorial Union Student Engagement.

Section 2: Method of Selection

- 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.

Section 3: Terms of Service

The Advisor of the organization shall serve at their leisure.

Section 4: Impeachment/Removal

- The Advisor can be removed from their position by a unanimous vote of chapter officers at an officer meeting.
 - Grounds for removal include, but are not limited to, failure to uphold the responsibilities of the position, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by current Disciplinary Regulations.
- The Advisor must be notified and given reason for removal at least one week prior to voting.
- The Advisor will be given the opportunity to speak in front of the chapter officers before a final decision is made. The Advisor may speak for 5 minutes, then they must leave the room while voting and deliberation occurs.
- The Advisor will be notified of the decision via email.

Section 5: Replacement

- 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 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.

Article VIII – Finances

- 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 after collection. The Treasurer shall maintain books of account that show income and expense items for all activities and balances for all accounts of the Chapter.
- The Advisor to this organization must approve and sign each expenditure before payment.
- Upon disbandment of SIAM Student Chapter, all funds and properties in excess of liabilities and expenses of dissolution will be distributed as determined by a majority of officers.
- Dues shall not exist.

Article IX – Amendments and Ratification

- The amendment process may be initiated by any chapter member.
 - Requests for amendment must be submitted in writing to the chapter officers.

- The officers must have a majority vote of approval to move the amendment to a general membership vote.
 - Officers will vote through a show of hands.
- b. The proposed amendment must be presented to general membership at least one week before the vote.
- c. Constitution may be amended by a majority vote of chapter membership present at the meeting.
- Voting will take place at a chapter meeting.
 - Voting will be conducted by show of hands.
- d. Amendments to the organization's constitution must be submitted to Student Engagement within 10 days for approval.
- e. In the event a constitution is rejected because it does not meet Iowa State University policy and/or constitution requirements, the following may occur.
- Any changes to bring the constitution into compliance may be made with unanimous approval from the President, Treasurer, and Advisor.
 - Notification of these changes must be communicated at the next full organizational meeting.

