

## **RULES OF PROCEDURE FOR SIAM Western Kentucky University (WKU) STUDENT CHAPTER**

This Rules of Procedure (hereinafter called "Rules") apply to the SIAM Student Chapter called "SIAM WKU Student Chapter".

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 SIAM WKU Student Chapter shall be consistent with the objectives of SIAM. The Chapter will (i) promote basic research in mathematics leading to new methods and techniques useful to industry and science, (ii) provide media for the exchange of information and ideas between mathematicians and scientists both in academia and in industry, and (iii) enable dissemination of applied mathematical ideas, techniques and methods across the Southcentral Kentucky region and beyond.

### **ARTICLE II ACTIVITIES**

SIAM WKU Student Chapter will: (i) form a student research group, whose primary role is to provide a forum for research presentations and discussions, (ii) invite speakers, (iii) organize sessions at the annual WKU Math Symposium, (iv) offer tutorials on various topics for members, and (v) organize computational and modeling contests.

### **ARTICLE III INSTITUTION SERVED**

Student Chapter members will be recruited from WKU.

### **ARTICLE IV MEMBERSHIP**

Section 1. Any matriculated 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. For membership in this Chapter there is no restrictions on the basis of race, color, national or ethnic origin, religion, gender, sex, disability, age, sexual orientation, or veteran status, except as expressly permitted by law. The Chapter will abide by the rules and regulations of WKU as a condition to initial and continued registered status with WKU.

Section 2. Membership in WKU SIAM Student Chapter is free.

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 institutions 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. Termination of student membership will take place upon graduation or withdrawal from WKU.

#### **ARTICLE V SPONSORSHIP**

Section 1. The Sponsor is WKU. The Associate Sponsor is The University of Tennessee, Knoxville.

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 who, following approval of appointment by Chapter members, will serve a minimum two-year term. 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.

#### **ARTICLE VI OFFICERS**

Section 1. The Chapter shall have a President, a Vice-President, a Secretary, a Treasurer, and a Webmaster. 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. 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.

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. The report shall be submitted no later than 30 days following the end of the academic year.

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. The Chapter officers will serve a one-year term. Election of the Chapter officers will take place before the end of the Spring semester. If there is more than one nomination for a position, then the election will be by secret ballot. The election will be organized by a Vice-President and votes will be counted/certified by a Vice-President and a Faculty Advisor. The new term for the Chapter officers will begin at the start of the academic year.

**ARTICLE VII  
MEETINGS**

Section 1. There shall be at least six meetings per year.

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 with a two-week notice.

**ARTICLE VIII  
CHAPTER FUNDS**

Section 1. No dues will be levied, but volunteer donations will be accepted.

Section 2. 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 X, Section 3.]

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 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 IX  
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.

**ARTICLE X  
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.