

## **RULES OF PROCEDURE**

SIAM Student Chapter  
Simon Fraser University

These Rules of Procedure (hereinafter called “Rules”) apply to the SIAM Student Chapter called “Simon Fraser University Chapter of SIAM” (hereinafter called the “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:

- 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.

Purposes of the Chapter shall be consistent with the objectives of SIAM. The purpose of the Chapter is to generate interest in applied mathematics and computational science by providing students opportunities to:

- Share ideas and enthusiasm with fellow students and faculty from any relevant department on campus.
- Explore career opportunities.
- Make contacts that will last a lifetime.
- Develop leadership skills.

### **ARTICLE II ACTIVITIES**

The Chapter is intended to organize any activity that supports its purpose and does not interfere with the rules of SIAM or Simon Fraser University (SFU). Examples of activities include, but are not limited to: organization of local meetings on subject of interests to students of applied mathematics, engineering, and computer science; seminars on advanced topics in applied mathematics, participation in the award of a student prize, team projects.

### **ARTICLE III INSTITUTION SERVED**

Any bona fide student at SFU is eligible to become a member of 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. SIAM encourages chapters to be interdisciplinary, including members from multiple departments. Members shall be undergraduate or graduate students currently enrolled full-time at Simon Fraser University. Research assistants who graduated from Simon Fraser University shall be able to maintain a previously existing student membership for a maximum of three months after graduation.

Section 2. There shall be no fees or dues for membership in the Chapter.

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 shall be current members of SIAM. Students enrolled at Simon Fraser University shall be registered for a free student membership in SIAM. Chapter is responsible for providing 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 at the end of their SIAM membership year during which the member leaves or is graduated from school. Resignation of a student membership shall be communicated in written to the President of the Chapter and shall become effective two weeks after the date the written medium was signed.

### **ARTICLE V SPONSORSHIP**

Section 1. The sponsor of the Chapter is Simon Fraser University (SFU). All Chapter activities shall abide by the SFU Academic Calendar.

Section 2. The Chair of the Department of Mathematics at SFU (hereinafter called "Chair") shall appoint a Faculty Advisor for the Chapter. The Faculty Advisor shall be a regular faculty member (Professor or Associate Professor) of the departments of Mathematics or Computer Science at SFU. The Faculty Advisor shall be approved by a majority vote of the members of the Chapter present (or represented by a proxy) at the following business meeting. In the event the Faculty Advisor relinquishes their position, a new Faculty Advisor shall be proposed by the Chair and then approved by a majority vote of the members no later than one month after resignation of the former Faculty Advisor. A vote by the members of the Chapter shall take place in a meeting duly announced to all regular members of the Chapter at least two weeks in advance. The announcement shall clearly mention the motion to be voted.

Section 3. The responsibilities, rights, and duties of the Faculty Advisor shall be those normally assigned to the Faculty Advisor of student organizations at SFU, but in addition, the Faculty Advisor is expected

to take leading role in the development of Chapter activities consistent with the objectives established in Article I.

Section 4. The term of the Faculty Advisor shall be limited to two years, unless re-appointed by a majority vote of the members of the Chapter present (or represented by a proxy) at the last business meeting of the term in which their appointment ends.

## **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. Officers shall also maintain their Chapter membership throughout their period of appointment.

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.

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. The 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 each August and shall be transmitted to the Treasurer of SIAM no later than by the end of September.

Section 5. The terms of all offices shall be one year. Re-election of officers to the same post is permissible up to a limit of three years.

Section 6. Election for officers shall be held during the Chapter's first business meeting of the academic year. Nominations shall be made by the Nominating Committee, as per Article VIII. Officers shall be elected by a majority vote of the members of the Chapter present (or represented by a proxy) at this business meeting.

Section 7. Should an Officer position become vacant, the Nominating Committee must nominate a new member in accordance to the requirements established in Section 1. The nominee shall immediately take an Interim position in this office. The Interim Officer may become an Officer upon ratification by a majority of the members of the Chapter present (or represented by a proxy) at the next business meeting following their interim appointment. The newly ratified or elected Officer shall hold their office for the remaining portion of the academic year.

## **ARTICLE VII EXECUTIVE COMMITTEE**

Section 1. The Chapter shall be managed by the Executive Committee consisting of the incumbent officers and the Faculty Advisor. The incumbent president shall chair the committee. The Executive Committee is responsible for the management and decision-making of the Chapter.

Section 2. The Executive Committee is responsible for deciding the frequency of the Executive Committee meetings but shall not let more than three months happen in-between meetings.

Section 3. Quorum consists of three members of the Executive Committee. All decisions shall be approved by at least three members of the Committee.

## **ARTICLE VIII OTHER COMMITTEES AND POSITIONS**

Section 1. A Nominating Committee may be appointed by the Executive Committee. Nominees must be eligible as stated in Article VI.

Section 2. A Media Director may be appointed by the Executive Committee. The Media Director shall be responsible of creating visual records of the different activities of the Chapter and keeping its online presence (website and social media) up-to-date.

## **ARTICLE IX MEETINGS**

Section 1. There shall be at least one meeting per term and a total of at least four meetings per year. Eligible meetings shall deal with either the operation of the Chapter or be part of one of the activities as per Article II.

Section 2. The Chapter shall conduct a business meeting once per year during the month of September.

Section 3. Meetings shall be called by the President or the Treasurer on a two weeks notice, or petitioned by a sufficient number of members; the number of signatories shall be greater than the minimum between 10% of the number of regular members at the time of request and 10 regular members.

Section 4. Any vote by the members of the Chapter shall take place in a meeting duly announced to all the regular members of the Chapter at least two weeks in advance. The announcement shall clearly mention the motion(s) to be voted.

## **ARTICLE X CHAPTER FUNDS**

Section 1. The Chapter may levy dues, voluntary or otherwise, collect registration fees for Chapter meetings where no vote is scheduled, and otherwise raise funds in any lawful manner consistent with these Rules and the Bylaws and Certificate of Incorporation of SIAM. The Chapter shall levy no fees or dues as a requirement for membership. The Chapter may accept fees or compensation from outside institutions wishing to present their work and/or meet students for the expressed intention of recruitment.

Section 2. The Chapter shall deposit all unused funds to which it has the legal title in excess of 200 United States dollars in an insured savings account, unless current operating commitment are in excess of that amount or unless the Chapter Treasurer obtains a written authorization from the SIAM Treasurer.

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 officer 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 a majority vote of members of the Chapter present (or represented by a proxy) at a scheduled meeting. The proposed alterations or amendments shall be announced to the members of the Chapter at least two weeks before the meeting is held.

## **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 a 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, November 7, 2011

Revised, October 5, 2021

Approved, SIAM Board of Trustees, . . .