

The University of Manchester SIAM Student Chapter, Rules
of Procedure

25/11/2009

This Rules of Procedure (hereinafter called ‘Rules’) apply to the SIAM Student Chapter called ‘The University of Manchester Chapter of SIAM’.

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 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.

The specific purposes of the Chapter are to:

- Increase interaction between students working in applied mathematics and related disciplines, for example, chemistry, physics and engineering (within and outside of the School of Mathematics).
- Provide opportunities for participants in chapter activities to develop a wide range of skills, for example communication skills when giving talks, and leadership, and teamwork skills in organizing chapter activities.
- Maintain links with industry.
- Develop and foster links and involvement between current, future and past chapter members and participants in activities, to allow sharing of experiences of working in mathematics, awareness of current work and information related to careers and job opportunities. An example activity might be a mathematics contest in modelling to increase involvement of undergraduates.

Article II, Activities

The activities of our Chapter are to organize:

1. A yearly one day student chapter meeting with talks by students, faculty members and at least one speaker from outside of The University of Manchester.
2. Activities that achieve the purposes of the chapter as the Committee sees fit.

Article III, Institution Served

The Chapter will serve The University of Manchester.

Article IV, Membership

Section 1. Any current student or member of staff from any School at The University of Manchester engaged or interested in mathematics or computing and their applications shall be eligible for membership in this Chapter.

Section 2. There is one type of membership which is standard membership which 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 institution(s) are eligible for free student memberships 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 upon graduation or withdrawal from the university or upon submitting a letter of resignation to the Secretary.

Article V, Sponsorship

Section 1. The Sponsor is The University of Manchester.

Section 2. The Sponsor of the Chapter 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 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 Committee shall be formed of a President, a Vice-President, a Secretary, a Treasurer and a Webmaster. Officers shall be Regular or Student Members in good standing with SIAM, and shall be chosen from Student Members of the Chapter. The roles of Webmaster, Secretary and Treasurer may be combined with another Committee position, however there must be three distinct officers.

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. There must be at least three members of the Committee present at Committee meetings. The President shall oversee the organization of the yearly one day Student Chapter meeting, and ensure the Chapter achieves its purposes.

Section 3. The Vice-President shall assist the President, deputizing the President if the need arises and bring to the President's attention any relevant developments. The Vice-President shall also oversee the advertising of the Chapter and attracting new Chapter members.

Section 4. The Secretary shall keep a record of the affairs of the Chapter, handle correspondence (including being responsible for handling emails to the address siam@maths.man.ac.uk), 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. Secretary is to compile and make available to the Webmaster for publication on website, minutes of Committee meetings. The Secretary is responsible for arranging Committee meetings (subject to at least three days notice) and distributing to Committee members agenda and maintain a list of current members.

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 Webmaster shall maintain the Chapter webpage, to be hosted on the School of Mathematics website (www.maths.man.ac.uk/~siam) and an email list of current members.

Section 7. The President, Secretary and Webmaster will have access to the Chapter Unix account on the School of Mathematics server. Once appointed to the Committee a Computer Account Access form must be returned to the Head of IT for the School of Mathematics giving responsibility of the account to the Webmaster. Upon leaving the Committee the Head of IT for the School of Mathematics should be notified and the Webmaster's responsibility for and access to the Unix account will cease. The account password will then be changed and a new Computer Account Access form completed by the new Webmaster.

Section 8. Terms of Chapter officers will not exceed two years, but an officer may be re-elected. In the event of an officer wishing to leave the Committee at least three months notice should be given.

Section 9. Upon leaving the Committee, Officers are responsible for passing on any relevant documents and data relating to Chapter affairs.

Article VII, Other Committees

Section 1. A nominating Committee will be appointed by the President with the approval of the previous retired President and Faculty Advisors at least four months in advance of a Committee position becoming vacant. Nominees must be eligible as stated in Article VI. The Nominating Committee is then to inform Chapter members of future vacancies in the Committee. Any Chapter members interested in standing for election to Committee positions should make their interest known to the Nominating Committee. The Nominating Committee will be responsible for drawing up a list of candidates for vacant positions and running Chapter Committee elections. The Nominating Committee is responsible for election procedure. Chapter members may only stand for election to one position. Only members of the Chapter are eligible to vote in Chapter elections.

Article VIII, Meetings

Section 1. There shall be at least one meeting per year. In addition a Committee Meeting will be held where topics and organizational roles for the yearly one day Student Chapter meeting are to be selected.

Section 2. The Chapter shall conduct a business meeting open to all members once per year during the month of May. Other business meetings may be called by the President or the Treasurer on two weeks notice.

Article X, Chapter Funds

Section 1. The Chapter may levy dues, voluntary or otherwise, collect registration fees for Chapter meetings, and otherwise raise funds in any lawful manner consistent with these Rules and the Bylaws and Certificate of Incorporation of SIAM.

Section 2. The Chapter shall deposit all unused funds to which it has legal title in excess of \$200 in an insured savings account, unless current operating commitments 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 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. The notice of any proposed changes are to be brought to the attention of the Chapter members by email.

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.