

# SIAM Graduate Student Chapter

## Rules of Procedure

This Rules of Procedure (hereinafter called “Rules”) apply to the SIAM Graduate Student Chapter called “Texas A&M University Chapter of SIAM” and abbreviated as “SIA&M”.

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 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 SIAM Bylaws and are included in these Rules. No provisions of these Rules shall be construed so as to contradict the Bylaws of SIAM.

## 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 Student Chapter shall be consistent with the objectives of SIAM and its Student Chapters.

- ◊ To promote interdisciplinary collaboration among the graduate students of Texas A&M.
- ◊ To provide a platform where graduate students can practice and improve their presentation skills through mutual exchanges.
- ◊ To facilitate interactions among graduate students and faculty both inside the Mathematics department as well as with other Science and Engineering departments.
- ◊ To contribute to a rich social life in the TAMU graduate student community through cultural and scientific dialogue.

## II ACTIVITIES

Overall, the Chapter serves the applied Mathematics community at Texas A&M spanning across disciplines, departments, institutes and professional ranks by enabling the exchange of ideas between many different levels of expertise. Additionally, the Chapter promotes social and educational activities among its members. The Chapter has the following proposed activities:

1. Co-organizing the weekly Graduate Student Organization (hereinafter called the GSO) Seminar in the TAMU Mathematics Department with the AMS Student Chapter and aiming to expand its scope beyond the department by hosting speakers from other Science and Engineering departments.
2. Jointly organizing the Industrial and Applied Math Seminar with the Mathematics Department. This new seminar shall host faculty members, former students, current students and industrial partners to give talks on research frontiers accessible to a general mathematically sophisticated audience. In addition to its role in educating both faculty and students about the role of mathematics in non-academic enterprises, this seminar will serve as a way for students to learn about projects and internships they can get involved with.
3. Coordinating with other SIAM Chapters in the Houston-Austin-Dallas area to organize regional research conferences and workshops for students.
4. Maintaining a website for the Texas A&M University Chapter of SIAM, available through the TAMU Department of Mathematics website.
5. Helping to set-up and offering part-time help to maintain a library in the Mathematics Department.
6. In its inaugural year, the Chapter shall explore the feasibility of initiating a Math Clinic in the Department. Once set up, the Chapter shall help in coordinating efforts to run the Math Clinic.
7. Encouraging chapter members to actively participate and volunteer for the different community outreach activities offered by Texas A&M University and the TAMU Department of Mathematics.
8. Coordinating with the AMS Chapter to maintain the graduate lounge and organize monthly informal social events to facilitate interaction and collaboration among students.

### **III INSTITUTION SERVED**

Members will be recruited from Texas A&M University, College Station, Texas.

### **IV MEMBERSHIP**

§ IV.1. Any graduate student of Texas A&M University engaged or interested in mathematics or computing and their applications shall be eligible for membership in this Chapter. Chapter membership may be interdisciplinary, including student members from multiple departments. Members will be required to obtain either a Regular or a Student Membership of SIAM within 30 days of obtaining Chapter membership.

**§ IV.2.** The Chapter will not collect membership dues. The Chapter will have two different types of membership levels as described below. To be an official *Full* member of the Chapter, participants must fulfill the following per academic year (from August of the current calendar year to May of the next calendar year):

- ◇ Must attend at least 5 meetings per academic year, with the provision that giving a talk at a meeting would count as 2 attendances. If a participant cannot attend any meetings for the entire academic year due to teaching or class conflicts, they may submit an alternative activity to count towards attendance (ex: helping to organize a social activity).
- ◇ Must participate in at least 1 outreach activity per academic year. Suggested activities will be listed below. If a participant wishes to use an activity outside of the list for their outreach, they must submit a written request to the Vice-President. The request should include: what the activity is (its duties, duration, date, time, and/or location), which organization/program operates such event, who will receive benefits from it, and if possible, the contact information to verify their completion of the activity.
- ◇ Must participate in at least 2 social activities per academic year. This includes the TAMU Mathematics departmental graduate teas that are offered once per week before the GSO Seminar during the regular semester.

To be an official *Voting* member of the Chapter, participants must fulfill one of the following per academic year (from August of the current calendar year to May of the next calendar year):

- ◇ Attend at least 2 meetings per academic year, with the provision that giving a talk at a meeting would count as 2 attendances. If a participant cannot attend any meetings for the entire academic year due to teaching or class conflicts, they may submit an alternative activity to count towards attendance (ex: helping to organize a social activity).
- ◇ Participate in at least 1 outreach activity per academic year. Suggested activities will be listed below. If a participant wishes to use an activity outside of the list for their outreach, they must submit a written request to the Vice-President. The request should include: what the activity is (its duties, duration, date, time, and/or location), which organization/program operates such event, who will receive benefits from it, and if possible, the contact information to verify their completion of the activity.
- ◇ Participate in at least 2 social activities per academic year. This includes the TAMU Mathematics departmental graduate teas that are offered once per week before the GSO Seminar during the regular semester.

Membership will be determined on or before March 31st every year, prior to call for Officer election nominations. Members will be listed on the Chapter's website.

Suggested Outreach Opportunities:

- ◇ Math Circles
- ◇ Integral/Derivative Bee
- ◇ Math Mini-Fair/Open House

- ◊ High School Mathematics Contest
- ◊ Prospective Graduate Students' Visiting Week or serving as an individual host
- ◊ Summer Outreach Opportunities like SEE-Math
- ◊ Volunteering opportunities offered by Texas A&M University and local communities/organizations (request should be sent to the Vice-President for approval)

§ IV.3. The Chapter is responsible for annually providing a list of its Graduate Student members to SIAM.

§ IV.4. *Full* Chapter members shall be eligible to be nominated for Officer positions during elections. *Voting* Chapter members shall have voting rights only and shall not be eligible to be nominated for Officer elections. Chapter members shall have the privileges of SIAM membership only if they are regular or student members of SIAM.

§ IV.5. All members of the chapter who are students enrolled in the sponsoring institution are eligible for free student memberships in SIAM. Chapters shall require their members to join SIAM either online or by submitting printed membership applications. Free student memberships may be renewed every year that the student remains a student member of the chapter.

§ IV.6. Termination of Chapter membership will take place upon graduation or withdrawal from the university or upon failure to fulfill eligibility requirements. Members can otherwise terminate membership at any time.

§ IV.7. If a member and/or participants behavior during meetings does not hold to the A&M Core Values of Leadership, Respect, Excellence, Integrity, Loyalty, and Selfless Service (definitions of which are given in the training module, "Putting the Pieces Together") as determined by a majority vote of the Chapter Officers and approved by the Chapter Advisor, the member/participant will receive an email warning from one of the officers, with an explanation of the problem, with the Advisor cc-ed on the email. After another instance, the Advisor will meet with the participant to discuss the problem and give the participant the opportunity to share their perspective. After another instance, the participant will not be allowed to attend Chapter Meetings for one calendar year.

## V SPONSORSHIP

§ V.1. The Sponsor is Texas A&M University.

§ V.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. 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.

## VI OFFICERS

§ VI.1. The Chapter shall have a President, a Vice-President, a Secretary, a Treasurer and a Liaison Officer. Officers shall be chosen from *Full* Student Members of the Chapter and must be Student Members in good standing with SIAM.

§ VI.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. In general, the President oversees all activities of the Chapter. The President shall also handle the Chapter correspondence and be responsible with the representative of the GSO and the President of the AMS Student Chapter for finding speakers for the meetings, as well as contact the speakers for the titles and abstracts of their talks. The President shall also be responsible for coordinating with other SIAM Student Chapters for co-organized events.

§ VI.3. The Vice-President shall track attendance at the meetings, keep a record of eligibility fulfillment of the members of the Chapter, verify requirements and issue list of members of the Chapter by March 31 of each year prior to call for Officer election nominations. The Vice-President shall also assist the Graduate Director of the Department in finding student speakers for the Industrial and Applied Math Seminar.

§ VI.4. The Secretary shall keep a record of the affairs of the Chapter and submit an annual report of Chapter activities to the Secretary of SIAM each year by June 30, which report shall be suitable for publication in SIAM News or its equivalent. The Secretary shall also be responsible for maintaining the Chapter's website and also maintaining the meeting calendar on the Department of Mathematics website.

§ VI.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 June 30. The Treasurer shall also assist with the transition process and the annual review process with the Department of Student Activities of the sponsoring institution, in the month of April.

§ VI.6. The Liaison Officer shall collaborate with the Social Coordinator of the AMS Student Chapter to organize the monthly social events of the Chapter. The Liaison Officer shall also be responsible for maintaining the Facebook page of the Chapter and preparing publicity materials for the events organized by the Chapter. The Liaison Officer shall also assist the President in coordinating with other SIAM Student Chapters for co-organized events.

§ VI.7. All officers shall assist with finding speakers for the GSO as well as the Industrial and Applied Math Seminar, setting up before and cleaning up after the meetings. All officers shall also assist with the setting up and functioning of the Math library.

§ VI.8. The terms of office will be one academic year. Candidates are only eligible to run for President if they have already served one term as an Office of the Chapter. Re-election of an officer for an additional term is permitted.

§ VI.9. If an officer is not performing their duties outlined previously, they will first receive an email warning from another officer, with the Advisor cced on the email. If the officer continues to not perform their duties, all of the officers will meet with the Advisor to discuss the issue, and the disciplined officer will be allowed to share their perspective. If the issue continues, the Advisor must decide if the officer will resign from their position. If the resignation occurs in the fall semester, an election will take place for the vacant position. If the resignation occurs in the spring semester, the other officers can choose to hold an election or distribute the duties amongst themselves, with the exception of the President's position, which would then be taken by the Vice-President.

§ VI.10. The officers of this Chapter must meet the following requirements:

- (a) Have a minimum cumulative and semester grade point ratio (GPR) of 3.00 and meet that minimum cumulative and semester GPR in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. In order for this provision to be met, at least four hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election/appointment, at least four credit hours must have been taken during the course of either the full or two summer session(s) unless fewer credits are required as they complete the final stages of their degree.
- (b) Be in good standing with the university and enrolled at least half time (four or more credits), unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement, during their term of office.
- (c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

If an officer is terminated as a member (See Section IV.6), they are also terminated as an officer.

## **VII OTHER COMMITTEES AND ELECTIONS OF OFFICE**

In the inaugural year of the Chapter, the Officers will be chosen by the Chapter Organizers and approved by the Faculty Advisor. At the end of each subsequent year, an already established Chapter will hold elections for the Officer positions in a manner described below.

§ VII.1. Voting will take place at the end of the Spring semester (April or May). Chapter memberships will be awarded on or before March 31st every year, prior to the call for Officer election nominations.

§ VII.2. Call for nominations will be done via e-mail. Nominees and nominators must be currently enrolled graduate students and nominees must confirm their enrollment for the entire following academic year. Any Chapter member (*Full* and *Voting*) may nominate any *Full* Chapter member (including themselves). After nominations are closed, there will be one week for discussion of candidates.

§ VII.3. Voting will be done anonymously on-line, with announcements given via email. Eligible voters will be all the *Voting* members of the Chapter. A candidate requires a simple majority of the votes to receive an Officer position.

1. If a simple majority is achieved, the candidate is elected. No individual may hold two Offices concurrently, with special exceptions being granted by the President.
2. If a simple majority is not reached, another round of voting is held after the candidate with the least number of votes is dropped, until two candidates remain. At this point, the first candidate to receive a simple majority shall receive the Office.

## VIII MEETINGS

§ VIII.1. There shall be at least 15 meetings per year. Meetings will coincide with the GSO seminar.

§ VIII.2. Business meetings will generally coincide with regular meetings, and in addition 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 on two weeks' notice.

## IX CHAPTER FUNDS

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

§ IX.2. All monies belonging to this Chapter shall be deposited and disbursed through a bank account established for this organization at the Student Organization Finance Center and/or the Fiscal Office. All funds must be deposited within 24 hours after collection. The Advisor to this organization must approve and sign each expenditure before payment. All unused funds remain the property of SIAM [see Article XIII.3]. ALL funds provided by SIAM shall be available to the Chapter for its activities and will be disbursed to the Chapter for purposes decided by the members of the Chapter. The sponsoring institution will not deduct any funds for overhead, direct or indirect costs, or any other purpose.

§ IX.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. (This may be an electronic document.)

§ IX.4. In the inaugural year of a Chapter, the Chapter will receive \$500 from SIAM to be placed in its institutional account. At the end of each subsequent academic year, an already established Chapter may request funding for the next year of up to \$500 minus the balance of remaining SIAM-provided funds reported in the Chapter Treasurer's annual report. Such a request shall be made to the SIAM Treasurer by submission of an online "Request for Funding" form to SIAM and will include a current financial statement for the Chapter and a proposed budget for the requested funds. A request for funding in addition to the standard \$500/year can be conjoined to the online request for standard funding, which must include a scanned letter with signature of the Chapter's President and Treasurer.

§ IX.5. 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.

§ IX.6. 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.

## **X AMENDMENTS**

§ X.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. Before the scheduled meeting, a notice of the upcoming vote shall be sent (by email) to all members at least 1 week in advance.

## **XI ANNUAL REVIEW**

The Chapter shall submit an annual report of Chapter activities to the Secretary of SIAM each year by June 30, which report shall be suitable for publication in SIAM NEWS or its equivalent. The Chapter shall also undergo an annual review process of the Department of Student Activities of the sponsoring institution and its recognition for the subsequent year shall be subject to the approval of the Department of Student Activities.

## **XII TERMINATION OF THE CHAPTER**

§ XII.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.



§ **XII.2.** A Chapter may be terminated by the SIAM Board of Trustees if there has been no Chapter activity for one year.

§ **XII.3.** In the event a Chapter terminates, the funds to which it has legal title shall revert to the account of SIAM.