

This Rules of Procedure (hereinafter called "Rules") apply to the SIAM Student Chapter called "University of Pittsburgh 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:

- 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 Chapter shall be consistent with the objectives of SIAM. The purposes of this Chapter are:

- o To encourage undergraduate and graduate students to study applied mathematics.
- o To learn how mathematics is applied in industry and in other sciences.
- o To encourage both undergraduate and graduate students to participate in research projects involving the research work of applied mathematicians at the University of Pittsburgh.

ARTICLE II ACTIVITIES

Here is a list of intended activities for the Chapter.

1. Organize talks by students and faculty active in applied mathematics research.
2. Sponsor talks by guest speakers (including speakers available through the SIAM Visiting Lecturer Program).
3. Encourage undergraduate students to participate in the COMAP MCM (mathematical contest in modeling).
4. Encourage undergraduate students (doing applied mathematics research) to participate in the annual Undergraduate Research Fair sponsored by the University Honors College of the University of Pittsburgh.
5. Arrange a student tour of the Pittsburgh Supercomputing Center, a joint effort of Carnegie Mellon University and the University of Pittsburgh together with Bechtel-Bettis Company.
6. Host social functions to encourage student interaction with selected Colloquium speakers invited by the Department of Mathematics, University of Pittsburgh.

7. Set up a website for the University of Pittsburgh Chapter of SIAM.

ARTICLE III INSTITUTION SERVED

Chapter members will be recruited from the University of Pittsburgh.

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. Chapter membership may be interdisciplinary, with members from multiple departments. Graduate students and undergraduate students of the University of Pittsburgh, are eligible for student membership in this Chapter. Students who are regular members of this Chapter will be encouraged to become Student Members of SIAM. The Executive Committee of the Chapter may invite faculty members of the University of Pittsburgh, to join the Chapter as associate members.

Section 2. There will be two types of membership in this Chapter. The membership types are student members and associate members. Both types of members will be required to pay annual dues of five dollars. After Chapter organization is complete, annual dues shall be the responsibility of the Executive Committee of the Chapter.

Section 3. Chapter members shall have the privileges of SIAM membership only if they are regular or student members of SIAM. Student members of the Chapter may vote in Chapter elections. Associate members of the Chapter do not have voting privileges in Chapter elections.

Section 4. All members of the chapter who are students enrolled in the University of Pittsburgh are eligible for free student memberships in SIAM. The Chapter is responsible for providing list of its student members to SIAM so that complimentary student membership in SIAM can be processed.

Section 5. All members (student or associate) may terminate their Chapter membership by resigning from the Chapter. Termination of student Chapter membership will take place upon graduation or withdrawal from the University of Pittsburgh or upon failure to pay dues. Termination of associate Chapter membership will take place upon action by the Executive Committee of the Chapter or upon failure to pay dues.

ARTICLE V SPONSORSHIP

Section 1. The Sponsor is the University of Pittsburgh.

Section 2. The Chair of the Department of Mathematics, University of Pittsburgh, shall appoint a Faculty Advisor for the Chapter. In the event said Advisor relinquishes his/her position, the Chair shall appoint a new Faculty Advisor. The responsibilities, rights and duties of the Faculty Advisor shall be those normally assigned to the Faculty Advisor of student organizations of the University of Pittsburgh, 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. The term of the Faculty Advisor is limited to a one year unless re-appointed by the Chair.

ARTICLE VI OFFICERS

Section 1. The Chapter shall have a President, a Vice-President, a Secretary and a Treasurer. The Chapter may establish additional officers as it deems necessary to conduct its affairs. Officers shall be Regular or Student Members in good standing with SIAM, and shall be chosen from Student Members of the Chapter.

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, which 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 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 term of office shall be one year for each of the officers listed in Section 1. An officer may be re-elected for additional one year terms. After Chapter organization is complete, elections will be held annually during the month of September.

ARTICLE VII EXECUTIVE COMMITTEE

Section 1. The Chapter will be managed by an Executive Committee consisting of the incumbent officers and the Faculty Advisor. The Faculty Advisor will vote only to break a tie vote amongst the incumbent officers. The Chapter President will be the chairperson of the Executive Committee. In the absence of the President, the Vice-President will chair meetings of the Executive Committee. The Executive Committee is responsible for Chapter management and decision making.

Section 2. If there is a vacancy on the Executive Committee, then the remaining members of the Executive Committee shall procede as follows to fill this vacancy. If the vacancy is caused by the resignation of the Faculty Advisor, then the remaining members of the Executive Committee shall ask the Chair of the Department of Mathematics to appoint another Faculty Advisor. If the vacancy is caused by the resignation of one of the Chapter officers, then the remaining members of the Executive Committee shall appoint qualified student to fill the vacancy until the next Chapter election.

ARTICLE VIII OTHER COMMITTEES

Section 1. The Chapter President may appoint with the approval of the Executive Committee, ad hoc committees to help the Executive Committee carry out its responsibilities. In particular, an ad hoc Nominating Committee shall be appointed to nominate candidates for Chapter officers; the nominees must be eligible as stated in Article VI. Elections will be held at the Election Meeting which shall be scheduled during the month of September on an annual basis once Chapter organization is complete. At the Election Meeting, Chapter members eligible to vote as stated in Article IV, shall vote in person or by proxy.

ARTICLE X MEETINGS

Section 1. There shall be at least two meetings per year. The required meetings are the Election Meeting and the Business Meeting. The Executive Committee shall be responsible for the selection of meeting topics, the scheduling of meetings, and running of meetings. Ad hoc committees may be used to assist the Executive Committee in carry out these responsibilities.

Section 2. The Chapter shall conduct a Business Meeting once per year during the month of January. Other business meetings may be called by the President or the Treasurer on two weeks notice.

ARTICLE XI CHAPTER FUNDS

Section 1. The Chapter will raise funds by requiring student members and associate members to pay annual dues of five dollars and by applying for student activity funds which are available to student organizations at the University of Pittsburgh. The Chapter will also request funding from SIAM.

Section 2. Prompt payment of Chapter dues will be a criterion for student membership in the Chapter and a criterion for associate membership in the Chapter.

Section 3. The Chapter shall keep its operating funds in a University of Pittsburgh agency account. 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 4. 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 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.

Section 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.

ARTICLE XII 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 Chapter President shall notify the Chapter members at least 30 days in advance, of the proposed change(s) and of the location, the date, and time of the meeting to consider the proposed change(s).

ARTICLE XIII 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.