

## **RULES OF PROCEDURE FOR SIAM STUDENT CHAPTER, HAMBURG**

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

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 Hamburg Student Chapter shall be consistent with the objectives of SIAM. Furthermore, the specific purposes of the Chapter are:

- o Provide members with opportunities to develop a wider range of communication, leadership and teamwork skills while working in the academic environment.
- o To enhance cooperation between research institutions and industrial partners in order to ensure exchange of experience, awareness of the current topics and information on careers and job opportunities.
- o To encourage interaction between researchers working in the different fields of Mathematical Modeling and to improve communication between Bachelor's, Master's, PhD students, post-Docs and Faculty members.

### **ARTICLE II ACTIVITIES**

Chapter main activities include:

- o Organization of regular student seminars as well as colloquiums with guest speakers,
- o Hosting social activities in order to foster interdisciplinary cooperation and networking,
- o Promotion of applied mathematics, with emphasis on Mathematical Modeling and Numerical Solvers, through different media,
- o Maintenance of the Alumni Network.

The Chapter may perform other activities eligible with the purpose [See Article I].

### ARTICLE III INSTITUTION SERVED

The primary institution served by the Chapter is **University of Hamburg**. Other Research or Higher Education institution that are located in the area of Hamburg, Germany, may benefit from the Chapter as well.

### ARTICLE IV MEMBERSHIP

Section 1. Any 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.

Section 2. Hamburg Student Chapter will differentiate between the following membership types:

1. **Student Researchers** – Undergraduate students and students of the first year of Masters programs; *They are encouraged to actively participate in the activities of the Chapter.*
2. **Young Researchers** - PhD students, as well the students of their final year of Masters programs; *They are expected to actively participate in the activities of the Chapter.*
3. **Honorary members** – Faculty members and post-Docs.
4. **Alumni** – Previous members with a good standing. *They are encouraged to help the realization of Chapters goals in a manner they see fit.*

Section 3. Chapter members shall have the privileges of SIAM membership only if they are regular or student members of SIAM. Additional privileges are specific to a membership type:

1. Young Researchers have a right to elect and to be elected for the Officers roles [See Article VI].
2. Alumni and Student Researchers members have a right to elect Officers.

Section 4. All **Young Researcher members** of the chapter who are students enrolled in the sponsoring institution(s) 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 the university or upon failure to pay dues or resignation.

### ARTICLE V SPONSORSHIP

Section 1. The Sponsor is University of Hamburg.

Section 2. The Sponsor will be represented through the Chapter Faculty Board composed of Honorary members.

Section 3. 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.

## ARTICLE VI OFFICERS

Section 1. The Chapter shall have a President, a Vice-President, a Secretary, a Treasurer and an IT Officer. Officers shall be chosen from Student Members of the Chapter and must be Student Members in good standing with SIAM. Roles of Secretary, Treasurer and IT Officer may be combined with another Committee positions, as long as there are at least three distinct Officers. Additional roles might be appointed if necessary.

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 IT Officer is responsible for maintenance and development of the Chapters web page and the mailing list, as well as the technical support in activities of the Chapter.

Section 6. Officers are elected for the period of one year, starting from October 1<sup>st</sup>, and may be reelected into the same or a different function.

Section 7. Officers for the forthcoming period shall be elected at a meeting of the Chapter, held no later than September 1<sup>st</sup>, called by the President on at least two weeks notice. Nominations must be made at least one day prior to the meeting by notifying the Secretary. A decision is made by a majority vote.

## ARTICLE VII EXECUTIVE COMMITTEE

Section 1. An Executive Committee is formed from incumbent officers and one representative of each of the other committees [See Article VIII, Section 2.].

Section 2. The President of the Chapter is the Chairman of the Executive Committee.

Section 3. In case of a member leaving the Committee before his term of office expires notice shall be given at least one month in advance and the President calls a Chapter meeting on two weeks notice during which this position is filled.

Section 4. Upon leaving the Committee, Officers are responsible for passing on all relevant documents and data related to Chapter affairs to their successors.

## ARTICLE VIII OTHER COMMITTEES

Section 1. Other Committees may be appointed as deemed necessary. If Committees are to be established this choice has to be confirmed by a majority of the members of the Chapter eligible for voting present at a meeting called by the President on two weeks notice.

Section 2. The Committee members choose their Chairman among themselves and inform the members of the Executive Committee.

## ARTICLE X MEETINGS

Section 1. There shall be at least **12 Chapter meetings per year, one of them being an alumni meeting**. Topics will be selected and announced prior to a meeting and will be closely connected with the actual Chapter activities and goals.

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

## ARTICLE XI CHAPTER FUNDS

Section 1. Chapter may raise money through voluntary donation from industry, academic departments and members.

Section 2. As the payment of Chapter dues need not be a criterion for membership in the Chapter, the Chapter may not limit the privilege of voting for officers and others holding office to those members of the Chapter who have paid such dues.

Section 3. 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 XIII, Section 3.]

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.

## 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

Approved, SIAM Board of Trustees, December 3, 1977  
Revised, SIAM Board of Trustees, June 21, 2003  
Revised, SIAM Board of Trustees, July 12, 2013  
Revised November 18, 2013  
Revised, SIAM Board of Trustees, July 12, 2014

