

RULES OF PROCEDURE

BYLAWS OF THE TEXAS TECH UNIVERSITY CHAPTER OF SIAM- 2023-24

This Rules of Procedure (hereinafter called "Rules") apply to the SIAM Student Chapter called "Society for Industrial and Applied Mathematics student chapter at Texas Tech University" (hereinafter called "Chapter").

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 (hereinafter called "SIAM"). 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 objectives of the Chapter are:

- To promote the interaction between individuals interested in applied and interdisciplinary mathematics and encompassed by the Chapter.
- To stimulate research and to expand knowledge in mathematics and its applications to all relevant areas. To promote stronger interdisciplinary communications and exchange of ideas.
- To generate a closer bond between students, faculty and members of the surrounding industrial community who are interested in mathematics and its applications.

ARTICLE II ACTIVITIES

The Chapter shall carry out the following activities:

- Schedule at least two colloquia/seminars per year by a member of the surrounding academic or industrial community interested in mathematics and its application in his/her respective field of interests. The lecture may be in any field which may stimulate mathematicians to promote mathematical research in that area. Invite an individual in any field related to applied mathematics to visit the Texas Tech Mathematics and Statistics Department. Make the visitor available to the Chapter members informally and in a lecture format. This is subject to availability of funds.
- Organize and carry out fundraising activities.
- Host various social events designed to promote camaraderie and communication amongst faculty and graduate students in the Texas Tech Mathematics and Statistics Department.

- Provide funds to students who travel to symposiums and conferences to represent the Chapter and/or Texas Tech University. The management of the disbursement of funds will be carried out by designated members of the Executive Committee.
- Endow scholarships to students belonging to the Department of Mathematics and Statistics subject to the availability of funds. Form a committee of faculty and graduate students to select scholarship recipients.

ARTICLE III INSTITUTION SERVED

The Chapter shall encompass Texas Tech University and the surrounding academic and industrial community.

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. Membership fees \$10 or \$15 should be paid each academic year by each member.

Section 2 Graduate and senior undergraduate students with at least a 2.5 GPA shall be eligible for student membership and shall pay annual dues in the amount of ten dollars per year or five dollars per semester. All other members shall be eligible for non-student membership and shall pay annual dues of in the amount of ten dollars per year.

Section 3 All members of the Chapter who are students enrolled in the sponsoring institution 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 4 Membership status will be divided into three levels based on the following criteria:

- Level 1: Active Student Member
A student who qualifies for this level has satisfied all the following:
 - Paid dues.
 - Participate in Final Sales either by selling finals for three hours or writing solutions in LaTeX for two finals.
 - Fulfill any additional requirements put forth by the Executive Committee at the first meeting of each semester.
- Level 2: Non-Active Student Member
Any student who has paid their dues but has failed to complete any of the requirements listed in Level 1.
- Level 3: Non-Student Member
Any person who is not a student and has paid their dues. This includes faculty, staff and members of the community interested in applied mathematics.

Section 5 Member privileges are based upon the status levels in Section 4. All funding and events are subject to availability of funds.

- Level 1
 - Travel Funding: Up to and not exceeding \$500 if you are speaking at the conference and \$300 if you are presenting a poster and \$200 if you are attending the conference.
 - Scholarships: Eligible for scholarships (for math and stats students only).
 - Events: Free admission to all SIAM events.
- Level 2
 - Travel Funding: Up to and not exceeding \$250 if you are speaking at the conference and \$150 if you are presenting a poster and \$100 if you are attending the conference.
 - Scholarships: Not eligible for scholarships.
 - Events: Must pay the cost of the event to attend.
- Level 3
 - Travel Funding: Not eligible for travel funding.
 - Scholarships: Not eligible for scholarships.
 - Events: Free admission to all SIAM events.

Section 6 First semester seniors or first semester graduate students may join and be considered Level 1 active student members for the first semester. After the first semester, to be an active member a student must have fulfilled the requirements from Section 4 during the previous semester. Active student membership status will be terminated once a requirement has not been fulfilled.

Section 7 Termination of student membership will take place upon graduation or withdrawal from the university or upon failure to pay dues.

Section 8 The TTU SIAM Chapter does not deny or define membership on the basis of race, color, religion, national origin, gender, age, disability, citizenship, veteran status, sexual orientation, gender identity, or gender expression.

Section 9 Accountability & Removal Process

- a. Any member or officer can submit a member in violation of the organization's purpose, requirements, bylaws, or university policy to the president.
- b. Once the president receives the violation it will be reviewed at the next executive board meeting.
- c. If the executive board finds the violation creditable then they will schedule a time for the member to speak to the executive board about the violation.
- d. After the meeting with the member in question the executive board will take a vote on whether to move forward with a warning, probation or removal process. A unanimous vote is required to move the process forward. The executive board can also identify there was no violation and there is no need to move forward with an accountability process.
 - i. Warning – There is sufficient evidence to find a member in violation but not enough to warrant probation or removal. Warning will include documenting and emailing notice of warning to member.
 - ii. Probation – There is sufficient evidence to find a member in violation and the member will not be considered in good standing for a set amount of time to be determined by the executive board. Member will not be able to vote or participate in any TTU SIAM chapter activities during the set time period. Any dues collected will not be refunded.
 - iii. Removal – There is sufficient evidence to find a member in violation and the violation or behavior is severe enough to warrant removal.
- e. If the vote passes to move the process forward for removal a vote will be brought to the entire membership for a vote to remove or not. A two-thirds vote is required to remove a member. If the vote passes the member will be removed from the membership roster on TechConnect and not

allowed to participate in any TTU SIAM chapter activities during their time at the university. Any dues collected will not be refunded. If the vote does not pass the member will be automatically placed on probation.

- f. If the member is not present at the meeting where the vote took place, they should be notified of the vote within 24 hours.

ARTICLE V SPONSORSHIP

Section 1 The Sponsor is the Texas Tech University Department of Mathematics and Statistics, Lubbock, Texas.

Section 2 After the spring semester, the Sponsor will elect a Faculty Advisor for a period of one year. The Faculty Advisor will be chosen from the Department of Mathematics and Statistics. Reappointment of the Faculty Advisor is permitted.

Section 3 The Faculty Advisor is expected to:

- Oversee adherence to university standards, rules and/or policies as well as the organization's constitution and by-laws.
- Attend organizational meetings and functions (encouraged).
- Facilitate and support the organization's program planning and decision making.
- Certify the organization's expenditures.

ARTICLE VI OFFICERS

Section 1 The Chapter shall have a President, a Vice-President, a Secretary, a Treasurer, and an Events Coordinator. Officers shall be active student members in good standing with SIAM, and shall be chosen from active student members of the Chapter who have completed the Level 1 requirements from Article IV Section 4 for the previous two semesters. Subject to the availability of candidates, the President, in addition, shall have served as an Officer for at least one year. **Officers are chosen by the vote of active members.**

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 Vice-President shall oversee and keep record of the membership of the Chapter, handle recruitment and submit current membership lists to the Secretary of SIAM.

Section 4 The Secretary shall handle correspondence and take notes at meetings.

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. 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 6 The Events Coordinator shall organize various social events throughout the year, make food arrangements, and oversee any necessary transportation arrangements to and from any Chapter events.

Section 7 All terms of office shall be for no more than one academic year, where re-election of an Officer for additional terms is permitted.

Section 8 Any officer who, during the term of his/her office, fails to maintain his/ her status as a matriculating graduate student shall be removed from his/her office and a replacement shall be elected. In the event an officer is judged to be deficient in his/her duties, he/she may be removed by a unanimous agreement of the remaining executive officers and advisor. The advisor shall oversee the process of removal from office. The new officer shall be selected by a vote of the active organization membership.

Section 9 One of the officers will be appointed as SORC representative. Such position will have the following obligations:

- Attend all SORC meeting.
- Relay important and relevant information to president.
- Attend campus Risk Management meetings.

ARTICLE VII EXECUTIVE COMMITTEE

Section 1 The Executive Committee shall consist of the Officers of the Chapter and the Faculty Advisor.

Section 2 Faculty advisor is chosen by the executive committee of Department of Mathematics and Statistics, Texas Tech University.

ARTICLE VIII OTHER COMMITTEES & SOME IMPORTANT STATEMENTS

Section 1 The Executive Committee may form and/or terminate additional committees in the event such a committee would benefit the purposes of SIAM or the Chapter. The chair of any ad-hoc committee shall be an active student member, and shall be appointed by the Executive Committee from active student members of the Chapter.

Section 2 SIAM TTU student chapter strongly does not allow any type of discrimination. Membership does not deny or define membership on the basis of race, color, religion, national origin, gender, age, disability, citizenship, veteran status, sexual orientation, gender identity, or gender expression.

Section 3 Departmental and/or External Relationships are professionally handled by TTU SIAM chapter officers and members thru meetings and the voting system.

ARTICLE IX MEETINGS

Section 1 There shall be at least six meetings per year.

Section 2 The Chapter shall conduct one business meeting per year near the end of the spring semester to open nominations for the Officer positions. Other business meetings may be called by the President or the Treasurer.

Section 3 Quorum

a. Quorum will consist of a majority of eligible voters in the organization.

b. No business shall be conducted without the presence of a quorum when it comes to a voting meeting.

Section 4 Voting

- a. All votes will be determined by a majority vote of the present eligible voters in the organization if the vote happens during a meeting, unless otherwise specified.
- b. All votes will be determined by a majority vote of the eligible voters in the organization if the vote happens outside a meeting, unless otherwise specified.
- c. All votes will be taken by a show of hands unless otherwise specified.

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 Voting privileges shall be limited to active student members in good standing with the Chapter.

Section 3 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 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 Finances

Section 1 Membership dues shall be collected at the first meeting in September and February. The Treasurer shall be responsible for applying for and documenting funds from the SGA and the College of Visual and Performing Arts.

Section 2 Any costs occurred by the organism may be paid by the President or Treasurer. All expenditure must be documented with an itemized receipt by the Treasurer. All income must be deposited within 24 hours of receiving it. No cash is accepted only check or money orders unless it comes from a fundraiser. All income must be documented by a deposit slip and listed items from deposits. Any funds donated to the organization shall be deposited into the Bubble Blowing Society bank within 24 hours of receiving it.

Section 3 Documentation of any funds spent/gained must be added to the Financial Binder are available to all members with reasonable notice.

Section 4 In the event that the organization ceases to exist, all assets shall be donated to the National Bubble Blowing Federation Foundation.

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 PARLIAMENTARY AUTHORITY

Section 1 "Robert's Rules of Order, Revised" shall be the parliamentary authority for all matters of procedure not specifically covered by these by-laws.

ARTICLE XIV 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.

ARTICLE XV

DEPARTMENTAL AND/OR EXTERNAL RELATIONSHIPS

Section 1 The chapter is in liaison with the department of Mathematics and Statistics. The chapter's partnership responsibilities with the department include but are not limited to recruiting members from the department, enhancing faculty-student relationships, planning department graduate events and colloquiums, and providing scholarships for students which includes a travel grant to conferences jointly funded by the chapter and the department. The department provides office space for the chapter officers and a venue for chapter meetings, they help with IT-related matters involving the chapter and student members and they help the chapter make paper copies needed for various activities.

Section 2 The graduate school provides partial funds for the smooth running of the chapter directed towards events and student scholarships.

Established: November 1986.

Revised: April 1997, October 2002, September 2004, September 2007, September 2008, March 2009, April 2013, May 2017, April 2019, August 2021 and August 2022.