

RULES OF PROCEDURE FOR JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY SIAM STUDENT CHAPTER

This Rules of Procedure (hereinafter called "Rules") apply to the SIAM Student Chapter called " Jaypee University of Information Technology Chapter of SIAM".

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 Chapter shall be consistent with the objectives of SIAM. The specific purposes of the chapter are:

- To establish and to foster links among students in applied mathematics within their department as well as in different departments, faculties and universities.
- To create links between students and people working in engineering, physics, economics and industry.
- To promote the applied mathematics groups in the Jaypee University of Information Technology and applied mathematics in general, mainly to younger students.

ARTICLE II ACTIVITIES

The activities of the Chapter include:

- Regular student Chapter meeting with talks by students and faculty members.
- Meetings with alumni and distinguished scientists from other institutions and industry.
- Maintenance of the Chapter website
- Other activities that serve the purposes of the Chapter.

ARTICLE III INSTITUTION SERVED

The Chapters members shall be recruited from Jaypee University of Information Technology, Wagnaghat, Solan, Himachal Pradesh.

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. There shall be two types of membership: student membership and associate membership. Only graduate and undergraduate students at Jaypee University of Information Technology are eligible for student membership, all other members are associate members. Both memberships are free.

Section 3. Chapter members shall have the privileges of SIAM membership only if they are regular or student members of SIAM. Only Student members of the Chapter shall have the privilege to hold office and vote.

Section 4. All members of the chapter who are students enrolled in the sponsoring institutions are eligible for free student memberships in SIAM. Chapters shall encourage their members to join SIAM either online or by submitting printed membership applications 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 the Chapter membership will take place submitting a letter of resignation to the Secretary.

ARTICLE V SPONSORSHIP

Section 1. The Sponsor is Jaypee University of Information Technology.

Section 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.

ARTICLE VI OFFICERS

Section 1. The Chapter shall have a President, a Vice-President, a Secretary, a Treasurer and a webmaster. The roles of Webmaster, Secretary and Treasurer may be combined with another Committee position, however there must be at least three distinct Officers. The Chapter may appoint other Officers serving specific purposes of the Chapter as deemed necessary. Officers shall be chosen from Student Members of the Chapter and must be Student Members in good standing with SIAM.

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. The President is responsible for organizing the regular meeting and achieving the Chapter purposes.

Section 3. The Vice-President shall assist and help 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, 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 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 is responsible for maintenance and development of the Chapter webpage and the mailing list for contacting all Chapter members.

Section 7. The Officers are voted for the period of one year starting from July the 25th.

Section 8. Officers for the upcoming period shall be elected at a meeting of the Chapter held at the end of the summer-term, at latest by July the 1st, called by the President under the supervision of Faculty Advisor on three weeks' notice. In exceptional situations elections may be held also at another meeting called by the President. Elections will be conducted by vote of those Student Members in attendance (or represented by proxy).

Section 9. Nominations for Officers will be made by advisors of the Chapter prior to the meeting. Nominees must be eligible as stated in Article VI, Section 1.

ARTICLE VII EXECUTIVE COMMITTEE

Section 1. All incumbent Officers are members of the Executive Committee of the Chapter. The Executive Committee shares responsibility for managing the Chapter, making decisions and organizing the Chapter activities under the guidance of Faculty advisor.

Section 2. The President of the Chapter is the Chairman of the Executive Committee. First elected officer will hold honorary positions for the Executive Committee.

Section 3. The Executive Committee shall consult its decisions and plans with the Faculty Advisors on a regular basis.

Section 4. Other members may be added to the Committee as deemed necessary. If additional members are to be appointed 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 three weeks' notice.

Section 5. The Executive Committee serves for the period of one year starting from July the 25th. The term of office of all Executive Committee members ends on July the 1st.

Section 6. In case of a member leaving the Committee before his term of office expires notice in advance shall be given. If the position becoming vacant is the one of an Officer, the President calls a meeting on three weeks' notice during which this position is filled by a nomination, otherwise the position is canceled. For a period of two months the Vice-President will overtake the duties of this member.

Section 7. 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 the Faculty Advisor and a majority of the Office Bearers of the Chapter eligible for voting present at a meeting called by the President on three weeks' notice.

Section 2. The Executive Committee shall appoint Members of other Committees than the Executive Committee.

Section 3. The Committee members choose their chairman with consensus from the President, Vice-President, Secretary and Webmaster about their choice.

ARTICLE X MEETINGS

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

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 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 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.

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 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