

Checklist for Starting a SIAM Section

Timeline

1. Contact the SIAM office at sections@siam.org to state your intent to create a new section. Be sure to include: everyone in the organizing committee, four officers which will serve the first two-year term of the section (Chair, Vice Chair, Secretary, Treasurer), name of the section and the boundaries of the section.
2. SIAM staff will then send you a link to your petition and a sample letter of intent.
3. Submit your Petition and Letter of Intent to SIAM staff which will be reviewed by the Committee on Section Activities and SIAM Vice President at Large (VPAL) before being sent to the SIAM Board of Trustees for final approval.
4. The Executive Committee of the Board will review the application and a decision will be sent by email to the primary contact listed on the petition.
5. Once the Petition and Letter of intent are approved by the Board, SIAM staff will send you a template for your sections Rules of Procedure. Once completed and returned to SIAM staff, it will be sent to the Committee on Section Activities and SIAM VPAL before being sent to the SIAM Board of Trustees.
6. Make changes to the Rules of Procedure as needed and resubmit to the SIAM Board of Trustees.

Letter of Intent

- _____ Identify primary contact and provide email
- _____ Identify the purpose of the proposed Section
- _____ Identify the activities of the proposed Section
- _____ Identify officers to serve during the first year

Petition

- _____ Signatures from at least 20 current members of SIAM
- _____ No more than 10 of the 20 signatures may be from students

Rules of Procedure

- _____ Purpose
- _____ Activities
- _____ Territory
- _____ Membership
- _____ Officers
- _____ Executive Committee
- _____ Other Committees
- _____ Meetings

_____ Elections

_____ Annual Business Meeting

_____ Section Funds

_____ Amendments

_____ Termination of the Section