

## **Rules of Procedure for the SIAM New York - New Jersey - Pennsylvania Section**

This Section Rules of Procedure (hereinafter called "Rules") applies to the SIAM Section called "SIAM New York-New Jersey-Pennsylvania Section".

The Section to which these Section Rules apply is formed under the aegis of SIAM, and shall operate within its bylaws. This Section shall not affiliate with any other organization without first obtaining the written approval of the SIAM Board of Trustees or its designee. No provisions of these Section Rules shall be construed so as to contradict the SIAM Bylaws.

These Section Rules may be modified by the Board with due notice to the Section.

### **Article I: Purpose**

The objectives of SIAM, as established in its 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 proposed Section shall be consistent with these objectives. As such, the purpose of the SIAM New York-New Jersey-Pennsylvania Section is to provide venues for the section members to communicate, build broader networks and promote collaborative and synergistic efforts in applied and computational mathematics, and support the mission of SIAM throughout the region.

### **Article II: Activities**

To meet its objectives, the SIAM New York-New Jersey-Pennsylvania Section will organize annual section meetings, seminars and workshops on advanced topics in applied mathematics that are of common interest to the section members. The SIAM New York-New Jersey-Pennsylvania Section will encourage new SIAM student chapters and facilitate all SIAM student chapters to connect, thereby promoting collaboration in applied mathematics and its applications to industry and science. Participation in the section activities will be open to all institutions and industries in the region with an interest in applied and computational mathematics.

### **Article III: Territory**

The SIAM New York-New Jersey-Pennsylvania Section encompasses the states of New York, New Jersey, and Pennsylvania.

### **Article IV: Membership**

Section 1. Any member of SIAM engaged or interested in mathematics and its applications and who is a resident of the geographical area assigned to the Section shall be eligible for membership in the Section. Any member of SIAM who does not live in the geographical area of the Section may join the Section and participate in its activities, except that that member will not be a voting member nor will that member be eligible for office in the Section. A candidate for nonresident membership shall be advised of these rules at the time of that member's application for membership. Section members will be designated as nonresident members if they reside outside the geographical area of the Section.

Section 2. The SIAM New York-New Jersey-Pennsylvania Section will only offer one grade of membership, which will be free of charge to the section members.

Section 3. Any member of the SIAM New York-New Jersey-Pennsylvania Section who lives in its territory will have voting privileges and will be able to serve as an officer for the section. Half of the registration fee for the annual section meetings will be waived for students.

Section 4. A section member can terminate the section membership by sending a formal email notification to the Section Executive Committee (see Article VI). Members who forfeit their membership will lose their voting privileges and will no longer be eligible to serve as an officer.

#### **Article V: Officers**

Section 1. The Section shall have a President, Vice President, Secretary and Treasurer. The Secretary and Treasurer may be combined into a single office. The section may establish additional officers if needed. Officers shall be regular members of SIAM in good standing.

Section 2. The President of the Section shall preside at the business meetings of the Section and the meetings of the Section Executive Committee, if any (see Article VI). 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 Section, handle correspondence, and submit an annual report of Section activities to the Secretary of SIAM by January 15 of each year, which report shall be suitable for providing the basis of a publication in SIAM News or its equivalent.

Section 4. The Treasurer shall receive and take custody of Section 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 December 31 and shall be transmitted to the Treasurer of SIAM by no later than January 15 of the year following.

Section 5. The terms of the officers of the SIAM New York-New Jersey-Pennsylvania Section are two years, starting from January 1st of the first year and ending on December 31st of the second year. Re-election of each officer for one additional term is permissible. The terms of the officers will be staggered; the elections for president and secretary will be held in one year while elections for vice president and treasurer will be held the year after. The terms of the founding officers may be extended to three years to assist with staggered terms.

#### **Article VI: Executive Committee**

Section 1. The Section will be managed by an Executive Committee consisting of the incumbent officers and the most recent retired president. The chair of the Executive Committee is the current president of the SIAM New York-New Jersey-Pennsylvania Section.

Section 2. Any vacancy of the Executive Committee for the unexpired term should be filled through a section election.

#### **Article VII: Other Committees**

Section 1. No other permanent Committees are formed for the SIAM New York-New Jersey-Pennsylvania Section.

#### **Article VIII: Meetings**

Section 1. In addition to the annual section meeting, the SIAM New York-New Jersey-Pennsylvania Section may organize other technical meetings, workshops and seminars for advanced topics of common interests of the section members. The section will facilitate the SIAM student chapters in the region to connect together and help coordinate common scientific meetings for them. The number and times of these meetings are not specified.

#### **Article IX: Elections**

Section 1. Section elections shall be by web ballot through SIAM HQ. The winners of the election shall be determined by the plurality of the

votes cast for each office. Ballots must be submitted to the Section membership at least 60 days, and no more than 120 days, in advance of the date when the terms of office expire.

Section 2. A Nominating Committee shall be appointed by the President with the approval of the Executive Committee. The Nominating Committee will finalize the list of the nominees and announce the election results.

#### **Article X: Annual Business Meeting**

Section 1. The Section shall conduct an annual Section business meeting once per year in spring. Other business meetings may be called by the President or the Treasurer on four weeks' notice.

#### **Article XI: Section Funds**

Section 1. The Section may collect registration fees for Section meetings, and otherwise raise funds in any lawful manner consistent with these Section Rules and the bylaws and certificate of incorporation of SIAM.

Section 3. The Section 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 Section Treasurer obtains a written authorization from the SIAM Treasurer.

Section 4. The Section Treasurer shall maintain books of account that show income and expense items for all activities and balances for all accounts of the Section.

Section 5. Requests for funds in support of Section activities in a budget year shall be made in writing to the designated office in SIAM HQ by July 15 of the previous year. The budget request will be evaluated as part of the operating budget review. Other requests for funds shall be substantiated by a proposed budget for expenditures and a current statement of accumulated revenue and expenses.

Section 6. No officer or member of the Section may apply for a grant to support Section activities or enter into any contract to support such activities or provide services, or have authority to contract debts for, pledge the credit of, or in any way bind SIAM, except to the extent that Section funds exist.

Section 7. All Society dues of Section members shall be payable to SIAM; however, Sections may levy Section dues, as specified in the Section Rules.

#### **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 proposed alterations or amendments shall be made only after approval by the majority vote of members of the Section present (or represented by proxy) at a scheduled meeting.

#### **Article XIII: Termination of the Section**

Section 1. A Section may terminate itself by the unanimous vote of the members of the Section 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 Section members at least 30 days in advance and to the Board at least 90 days in advance.

Section 2. A Section will be terminated by the Board after two years of inactivity, where inactivity is defined as any of (a) failure to submit a Secretary's annual report or an annual Treasurer's report, (b) a Secretary's annual report showing no activity, or (c) failure to hold a scheduled election.

Section 3. In the event a Section is terminated, the funds to which it has legal title shall revert to the account of SIAM.