

This Rules of Procedure (hereinafter called "Rules") apply to the SIAM Student Chapter called "Charles University in Prague Chapter of SIAM".

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. 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.

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 and universities.
- To create links between students and people working in engineering, physics, economics and industry.
- To promote the applied mathematics groups in Prague 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 achieve the purposes of the Chapter.

## **ARTICLE III INSTITUTION SERVED**

The Chapter shall serve the Charles University in Prague.

#### **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.

*Section 2.* There shall be two types of membership: student membership and associate membership. Only graduate and undergraduate students at Czech universities 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 have the privilege to hold offices and vote.

*Section 4.* 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 5.* Termination of membership will take place submitting a letter of resignation to the Secretary. Student membership shall be transformed into associate membership at the beginning of the next academic year after graduation or withdrawal of the university.

#### **ARTICLE V SPONSORSHIP**

*Section 1.* The Sponsor is Charles University in Prague.

*Section 2.* The Sponsor of the Chapter shall appoint a Faculty Advisor for the Chapter. 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. Officers shall be chosen from Student Members of the Chapter. 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.

*Section 2.* The Vice-President shall assist and help 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 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 Webmaster is responsible for maintenance and development of the Chapter webpage and the mailing list for contacting all Chapter members.

*Section 6.* The Officers are voted for the period of one year starting from July the 1st and may be re-elected three times into the same function.

*Section 7.* 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 June the 30th, called by the President on three weeks notice. In exceptional situations elections may be held also at another business meeting called by the President. Elections will be conducted by vote of those Student Members in attendance (or represented by proxy).

*Section 8.* Nominations for Officers will be made by advisors of the Chapter or self-nomination 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.

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

*Section 3.* Other members may be added to the Committee as deemed necessary. If additional members 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 three weeks notice.

*Section 4.* The Executive Committee serves for the period of one year starting from July the 1st, on June the 30th the term of office of all Executive Committee members ends.

*Section 5.* 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 in an election, otherwise the position is cancelled. For less than two months also the Vice-President may overtake the duties of this member.

*Section 6.* 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 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 among themselves and inform the President, Secretary and Webmaster about their choice.

## **ARTICLE IX MEETINGS**

*Section 1.* There shall be at least one meeting per year.

*Section 2.* The Chapter shall conduct a business meeting once per year in the months of October or November. Other meetings may be called by the President or the Treasurer on three weeks notice.

## **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.* 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 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 XI  
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 XII  
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.