

## **Rules of Procedure for Society for Industrial and Applied Mathematics (SIAM) Sections**

This Section Rules of Procedure (hereinafter called "Rules") applies to the SIAM section called "The Southwest Section of SIAM" (SIAM-SWS).

The section to which these 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 Rules shall be construed to contradict the SIAM Bylaws.

These Rules may be modified by the SIAM Board of Trustees and Council with due notice to the section.

### **Article I: Purpose**

The objectives of SIAM 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 a platform for the exchange of information and ideas between mathematicians and other technical and scientific personnel.

In addition to the above objectives, the objectives of SIAM-SWS are

- To provide an ongoing opportunity for mathematicians working in academia, national laboratories, and industry in Arizona, Nevada, and New Mexico to come together and form a strong social and professional network.
- To provide undergraduate and graduate students, early career researchers, and those SIAM members who are unable to attend main conferences with an opportunity to connect and take part in activities that SIAM and the regional academic, laboratory, and industry communities can offer.

### **Article II: Activities**

**Section 1.** The section will organize regular meetings called "sectional meetings." Initially, these will be annual meetings. However, by vote of the current officers, the frequency of these meetings can be changed depending on section member interest, as indicated by meeting attendance and availability of volunteers to host and organize the meeting.

**Section 2.** The Southwest Section of SIAM may also organize ad hoc seminars and workshops on advanced topics in applied mathematics of common interest to the section's members. The number and times of these meetings will not be fixed in advance.

**Section 3.** The Southwest Section of SIAM will connect with regional SIAM student chapters to promote collaboration in applied mathematics and its applications to industry and science. The section will facilitate connections among SIAM student chapters in the region and help them coordinate

common scientific meetings.

### **Article III: Territory**

The Southwest Section of SIAM encompasses the states of Arizona, Nevada, and New Mexico. Members of the applied mathematical community from adjacent states are welcome to attend and participate in the section's activities.

### **Article IV: Membership**

**Section 1.** SIAM sections have voting members and nonvoting members. Any dues-paying member of SIAM whose primary address falls within the geographical boundary of the section is considered a voting member of the section. Any member of SIAM whose primary address does not fall within the geographical boundary of the section may join the section and participate in its activities as a nonvoting member. Nonvoting members are not eligible for office in the section. At no time may a SIAM member serve as a voting member of more than one section.

**Section 2.** Section members will be designated as nonresident members if they reside outside the section's geographical area.

**Section 3.** The Southwest Section of SIAM shall offer only one grade of membership, which shall be provided without charge to all members of the section.

**Section 4.** A section member can terminate their 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 officers.

**Section 5.** Any removal of members for cause from the section will follow general SIAM policy and be decided by SIAM leadership, under consultation with the section leadership.

### **Article V: Officers**

**Section 1.** The section shall have a Chair, Vice Chair, Secretary, and Treasurer. Sections shall have the option to combine the Secretary and Treasurer positions with the approval of the SIAM office. SIAM-SWS may establish additional officers as it deems necessary to conduct its affairs with the approval of the SIAM Office. Officers shall be non-student members of SIAM in good standing.

**Section 2.** The Chair of the section shall preside at the business meetings of the section and the meetings of the Section Nominating Committee (see Article VI). In the absence of the Chair, the Vice Chair shall assume the duties of the Chair. 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, moderate the section's online community, and submit an annual report of section activities to the SIAM Office each year.

**Section 4.** The Treasurer shall manage the disbursement of section funds and shall submit an annual Treasurer's report and other financial reports to the SIAM Office. The annual Treasurer's report shall be prepared each year and shall be transmitted to the SIAM Office.

**Section 5.** The terms of the officers of SIAM-SWS 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.

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

**Section 1.** The section shall be managed by an Executive Committee consisting of the incumbent officers and the most recently retired Chair (if applicable). The Chair of the Executive Committee shall be the current Chair of SIAM-SWS. The Executive Committee shall have general supervision of the affairs of the section between meetings.

**Section 2.** In the event of a vacancy on the Executive Committee occurring during a term, the vacancy shall be filled through a section election for the remainder of the unexpired term. The Nominating Committee shall identify one or more candidates for the vacancy and oversee the election process, following the same procedures used for regular elections.

#### **Article VII: Nominating Committee**

**Section 1.** The Section Nominating Committee shall be formed to select candidates for section officer positions in upcoming elections and to nominate candidates to fill vacancies on the Executive Committee as provided in Article VI, Section 2. The committee shall consist of four to six members of the section, at least two of whom shall not be current officers of the section, and one of whom shall be the past Chair.

**Section 2.** In the event that the past Chair is unavailable, the current officers may appoint the next available past Chair or a recent former officer to serve on the Nominating Committee.

#### **Article VIII: Elections**

**Section 1.** Section elections shall be by electronic ballot and managed by the SIAM Office. The winners of the election shall be determined by the plurality of the votes cast for each office. Election polls should remain open for at least one month to allow all section members the opportunity to vote. All candidate details should be submitted to the SIAM Office at least four weeks prior to the start date of the election. Elections should run at least two months in advance of the date when the terms of office expire.

**Section 2.** Suggestions for nominations for all officers will be accepted from all voting members of the section. The final slate of candidates for officers shall be selected by the Nominating Committee and approved by the SIAM Office. Nominees must be eligible as stated in Article IV. Elections should be contested with at least two candidates for each officer position. Should a candidate run uncontested, a written explanation must be approved by the SIAM Vice President at Large.

## **Article IX: Annual Business Meeting**

The section shall hold an annual section business meeting. Other business meetings may be called by the Chair or the Treasurer, with notice provided to section members and the SIAM office.

## **Article X: Section Funds**

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

**Section 2.** The section shall deposit all funds to which it has legal title in an insured savings account.

**Section 3.** 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. The books of account shall be provided to the SIAM Office for review on request.

**Section 4.** Requests for funds in support of section activities shall be made in writing to the SIAM Office upon request. The budget request may be evaluated by the SIAM Committee on Section Activities. The budget request will be evaluated as part of the SIAM operating budget review and approved by the Office of the Chief Executive and Board of Trustees.

**Section 5.** Any funding raised by the section that comes from non-SIAM sources must be approved by SIAM in advance.

**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 without specific approval in writing by the Office of the Chief Executive. Should a section wish to apply for an external grant to support section activities, section officers must request permission from the SIAM Office.

## **Article XI: Prizes and Awards**

**Section 1.** A section seeking to institute any prize using SIAM funds or with SIAM's name must go before the Major Awards Committee and, if requested by the Major Awards Committee, the SIAM Council and Board of Trustees for approval. Section prizes must be awarded based on an appropriate open competition using selection committees that abide by SIAM's policy on conflicts of interest. Sections interested in instituting a new prize should contact the SIAM Prize Coordinator to begin the approval process.

**Section 2.** Travel awards to students can reimburse, partially or fully, reasonable travel expenses to a SIAM section event. All expenses for prizes and travel must be included in the budget request, and receipts must be submitted with the annual Treasurer's report. Sections should refer to the funding guidelines for SIAM sections.

## **Article XII: Publications**

With the approval of the SIAM Managing Editor, the section may publish articles and news columns in *SIAM News*. No separate sections' publications, including conference proceedings, are permitted without the specific written approval of the SIAM Office.

### **Article XIII: Amendments**

These Rules may be altered or amended with the approval of the SIAM Board of Trustees and SIAM Council. Proposed alterations or amendments shall be submitted to the Board of Trustees only after approval by a majority vote of the section members, conducted either through an online vote or an in-person vote, as determined by the section officers. Proxies will not be used. In addition, election results, along with the total number of votes cast, must be submitted to the Board of Trustees.

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

**Section 1.** A section may terminate itself by the unanimous vote of the members via online vote sent out to all members, 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 of Trustees, SIAM Council, and the Office of the Chief Executive Officer at least 90 days in advance.

**Section 2.** A section may be terminated by the SIAM Board of Trustees, in consultation with the SIAM Council, 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.