

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.
2. Submit petition and letter of intent to SIAM staff which will be reviewed by the Committee on Section Activities and SIAM Board of Trustees.
3. 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.
4. Once the petition and letter of intent are approved by the Board, submit proposed Rules of Procedure to SIAM staff.
5. 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 members of SIAM
- _____ No more than 10 of the 20 signatures may be from students
- _____ Prospective Section members who are not members of SIAM may also sign the petition

Rules of Procedure

- _____ Purpose
- _____ Activities
- _____ Territory
- _____ Membership
- _____ Officers
- _____ Executive Committee
- _____ Other Committees
- _____ Meetings
- _____ Elections
- _____ Annual Business Meeting
- _____ Section Funds
- _____ Amendments
- _____ Termination of the Section