

RULES OF PROCEDURE FOR UNIVERSITY OF BATH JOINT SIAM-IMA STUDENT CHAPTER

This Rules of Procedure (hereinafter called "Rules") apply to the Joint SIAM-IMA Student Chapter called "University of Bath Chapter of SIAM and IMA".

The Student Chapter to which these Rules apply shall operate within the Bylaws of SIAM and the Royal Charter of IMA: see the SIAM bylaws and the IMA Royal Charter for details. The Chapter shall not affiliate with any other organization without first obtaining the written approval of SIAM and IMA. No provisions of these rules shall be construed so as to contradict the Bylaws of SIAM or the IMA Royal Charter.

ARTICLE I - PURPOSE

The objectives of the IMA as detailed in the Royal Charter are:

- to advance mathematics and its applications in all areas including commerce, engineering, finance, health, industry, scientific and other academic disciplines and the public sector and to promote and foster research and other enquiries directed to the advancement, teaching and application of mathematics for the public benefit;
- to seek to establish and maintain high standards of professional conduct for Corporate Members;
- to seek to promote, encourage and guide in the development of education and training in all matters relevant to the advancement of mathematics and its applications for members and all other persons who are engaged in or likely to be engaged in mathematics or its applications.

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.

Purposes of the Student Chapter shall be consistent with the objectives of SIAM and IMA. The purposes of the Chapter are:

- To enhance mathematical activity at the University of Bath.
- To promote interaction between students at the University of Bath and at other institutions within the area of mathematics and its application to other subjects.
- To increase interaction between students in mathematics and other disciplines.
- To provide a platform for students working in mathematics and its applications to present their work and exchange ideas.

ARTICLE II - ACTIVITIES

The activities intended for this chapter are:

- An annual student conference held at the University of Bath, giving students from the chapter and other local institutions a chance to present their research and network with their peers, including talks from distinguished speakers in mathematics and its applications.
- Informal social and academic gatherings for members of the chapter to share ideas and build relationships.

ARTICLE III - INSTITUTION SERVED

Student chapter members will be recruited from the University of Bath.

ARTICLE IV - MEMBERSHIP

Section 1. Any student enrolled at the University of Bath and engaged or interested in mathematics or computing and their applications shall be eligible for membership in this Chapter, provided that they are also an Associate, e-Student or Student Member of the IMA, and/or a Student Member of SIAM. Students from departments outside of mathematics at the University of Bath are encouraged to join the chapter.

Section 2. There shall only be one category of membership of this Chapter, namely student membership, which shall be free of charge.

Section 3. Chapter members shall have the privileges of IMA membership only if they are Associate or Student members of IMA. e-Students are entitled to a subset of IMA membership privileges, see Appendix I and II for details. Chapter members shall have the privileges of SIAM membership only if they are regular or student members of SIAM. Members of the chapter are encouraged to participate in and support local IMA and SIAM activities.

Section 4. All members of the chapter who are students enrolled in the sponsoring institution(s) are eligible for free e-Student registration with IMA and discounted Associate Membership for holders of a degree or Student Membership if studying for their first degree. Chapters shall encourage their members to join IMA either online, by submitting printed membership applications, or by submitting a list of its student members to IMA so that membership can be processed. Discounted Associate or Student memberships may be renewed every year that the student remains a student member of the chapter. There is no requirement to renew e-Student registration. All members of the chapter who are students enrolled at the University of Bath are eligible for free student membership in SIAM. The Chapter is responsible for providing a list of its student members to SIAM, so that complimentary student membership in SIAM can be processed.

Section 5. Termination of student membership will take place upon graduation, withdrawal from the university, or by submitting a letter of resignation to the Secretary. or upon any breach of the above code of conduct, as specified in Section 5.

Section 6. All members of Chapters are expected to abide by the IMA code of conduct, see Appendix III. Failure to do so may result in termination of membership to the Chapter.

ARTICLE V - SPONSORSHIP

Section 1. The Sponsor is the University of Bath.

Section 2. The Sponsor of the Chapter shall appoint a Faculty Advisor for the Chapter. The Advisor must be a member in good standing with IMA and SIAM. 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 a leading role in the development of the Chapter activities consistent with the objectives of SIAM and IMA.

ARTICLE VI - OFFICERS

Section 1. The Chapter shall have a President, a Vice-President, a Secretary and a Treasurer. The Secretary and Treasurer may, if it is deemed appropriate, be combined into a single office. The Chapter may appoint additional officers serving specific purposes, as deemed necessary. Officers shall be chosen from Student Members of the Chapter, who satisfy both the requirement to be Regular or Student Members in good standing with SIAM, as well as the requirement to be Associate Members or e-Students in good standing with IMA.

Section 2. The President shall preside at the meetings of the Chapter (and the Chapter Executive Committee (see Article VII below)). 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 Chapter, handle correspondence, and submit an annual report of Chapter activities to the Secretary of SIAM and the University Liaison Officer of IMA, which report shall be suitable for publication by SIAM in SIAM News or its equivalent, as well as by the IMA in Mathematics Today or the e-Student newsletter, and on the IMA web-site.

Section 4. The Treasurer shall submit applications to SIAM and the IMA annually at the start of the academic year, before any deadlines set out by SIAM and the IMA. The Treasurer shall receive and take custody of Chapter funds from SIAM and from the IMA. The Treasurer 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. The IMA does not require a separate treasurer's report, as the activities report can address how any grant money received was used.

Section 5. The terms of office for all positions are of two years. After one year, any officer may resign from office, and an election for this position will be triggered immediately. If an officer graduates or withdraws from the university during their term of office, they will relinquish their office and an election for this position will be triggered immediately. Should a majority of committee members feel that an officer is no longer suitable to be in office, a vote of no confidence by such a majority may trigger an election for this office. The re-election of officers for additional terms is permissible.

ARTICLE VII - EXECUTIVE COMMITTEE

Section 1. The Executive Committee will be formed by all the incumbent officers and the Faculty Advisor. The Executive Committee has responsibility for Chapter management and decision making. The President of the Chapter is the Chairperson of the Executive Committee.

Section 2. In case of a vacancy for the unexpired term of an office, an election will take place to fill the position. Otherwise the position is terminated. If the vacant position is that of the President, then the Vice-President assumes the duties of the President in the interim.

ARTICLE VIII - OTHER COMMITTEES

Section 1. Nominations for officers will be done online, and new chapter officers will be approved by chapter members. Nominees must be eligible as stated in Article VI.

Section 2. Other Committees may be appointed as deemed necessary and confirmed by a majority of the members of the Chapter. Nominees for such a Committee must be eligible as stated in Article VI.

ARTICLE X - MEETINGS

Section 1. There shall be at least two meetings per year. Meetings may be scheduled by the President, Vice-President, Secretary or Treasurer, who shall give a minimum of one week's notice for the meeting, endeavor to find a mutually convenient time for the committee members, and suggest the topic of the meeting. Any member of the committee may add items to the agenda of each meeting.

Section 2. The Chapter shall conduct two business meeting per year during the months of June and September. The main purpose of the meeting in June shall be to review the year's activities, prepare an annual report of activities, and to review the annual Treasurer's Report. The main purpose of the meeting in September shall be to plan activities for the coming year, and to review the Treasurer's applications for funds. Other business meetings may be called by the President or the Treasurer on two weeks' notice.

ARTICLE XI - CHAPTER FUNDS

Section 1. The Chapter may raise funds in any lawful manner consistent with these Rules and the Bylaws and Certificate of Incorporation of SIAM and the IMA Code of Conduct.

Section 2. The Chapter shall invoice the IMA for payment of a grant once a purchase order has been received from the IMA. Funds must be paid into a Chapter account.

Section 3. The Chapter shall deposit all unused funds received from SIAM 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 4. 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 5. The Chapter may request a grant from the IMA Postgraduate Liaison Officer under the provision of University Liaison Grant scheme. Such requests shall be made by submission of a completed grant application form to IMA and include a statement for the proposed use of the grant. 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 a "Request for Funding" form to SIAM and shall include a current financial statement from the Chapter and a proposed budget for the requested funds.

Section 6. Other than seeking funds from the sponsoring institutions of the chapter, no officer 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. In addition, the chapter should notify the IMA University Liaison Officer of any such grant or sponsorship contracts.

ARTICLE XII - AMENDMENTS

Section 1. These Rules may be altered or amended with the approval of the IMA Council and SIAM Board of Trustees. Submission of proposed 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. The proposed change shall be brought to the attention of the Chapter members by email, at which time the required meeting shall be scheduled with no less than one week's notice.

ARTICLE XIII - 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 IMA Council or by the SIAM Board of Trustees if there has been no Chapter activity for one year.

Section 3. In the event that a Chapter terminates, the funds received from SIAM to which it has legal title shall revert to the account of SIAM, and the funds received from the IMA to which it has legal title shall revert to the account of the IMA.

Appendix I Benefits of IMA Membership

Mathematics Today

Every member receives a free bimonthly copy of Mathematics Today. This incorporates all the latest news about the IMA, conferences, local branches, plus several technical articles every issue.

Reduced conference fees

The IMA runs about ten conferences a year. Many of these have an industrial theme, and are often multidisciplinary, offering opportunities for people to network. IMA members may attend IMA conferences at the considerably discounted Member rate.

IMA journals

The IMA has 7 journals published by the Oxford University Press (OUP). They are available in both paper and electronic formats. IMA members may receive them at a discounted rate.

Local IMA branches

The IMA has the following local branches: London, East Midlands, West Midlands, West of England, North West, Scottish and Irish. Branch meeting calendars are published on the IMA website.

Enhanced professional development

- members have access to the initial professional development (IPD), CPD and graduate training schemes, and competencies frameworks developed by the IMA
- IMA events and conferences provide excellent networking opportunities at the forefront of research and technological advances
- companies recognise that better individual performance leads to better company performance and may choose to reward this with enhanced promotional opportunities

Post nominals AMIMA, MIMA or FIMA

Depending on your grade of membership, this demonstrates your level of professional standing within your discipline.

- AMIMA (associate membership): recognises your mathematics qualifications and commitment to the profession.
- MIMA (membership): additionally recognises your responsible experience and professional standing.
- FIMA (fellowship): recognises that you have achieved a senior position coupled with considerable experience, and have an excellent reputation for contributions to and/or applications of mathematics

Recruitment adverts

Adverts from IMA Corporate Affiliates appear in Mathematics Today, on the IMA website, and on the MathsCareers website.

Social networking

The IMA maintains a group on LinkedIn, the social networking site aimed at professionals. The Early Career Mathematicians also have a Facebook page and the IMA maintains a presence on Twitter.

Public understanding of STEM

Members have the opportunity to get involved in promoting the public understanding of STEM. The IMA produced the successful Mathematics Matters series of research case studies, produced the Large Mathematics Outreach Kit, organises the mathematics zone for the Big Bang Science and Engineering fair, and manages the MathsCareers website.

THE VALUE OF CHARTERSHIP

Post-nominals CMath, CMathTeach or CSci

The award of a chartered designation is a highly significant milestone in your career. Most notably, it is awarded by your peers in your profession, and demonstrates their belief that you have achieved a level of competence, professionalism, responsibility, proven knowledge and understanding in your chosen discipline.

Chartership gives you post-nominal letters certifying your achievements beyond those of academic qualifications. It identifies you as being at the forefront of your profession and broadens your career options, encapsulating the standards of professional excellence across mathematics in the 21st century.

Appendix II Benefits of IMA e-Student

Newsletter

Every e-Student receives a free bimonthly e-mail newsletter. This incorporates all the latest news about the IMA, conferences, local branches, technical articles, industrial case studies and careers case studies.

Reduced conference fees

The IMA runs about ten conferences a year. Many of these have an industrial theme, and are often multidisciplinary, offering opportunities for people to network. IMA members may attend IMA conferences at the considerably discounted Member rate.

Local IMA branches

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Appendix III IMA Code of Professional Conduct

1. Members shall carry out work with due care and diligence in accordance with the requirements of the employer or client and respect any agreements of confidentiality entered into with them.
2. Members should not allow their name to be attributed to work that they have either not contributed to or which presents their contribution in a misleading way.
Members shall uphold the reputation of the Profession and the Institute
3. Members shall avoid engaging in corrupt practice or any activity which is incompatible with their professional status.
4. Members shall not make any public statement in their professional capacity unless properly qualified and, where appropriate, authorised to do so, and shall have due regard to the likely consequences of any such statement on others.
5. Members shall not speak in the name of the Society, its Council or Committees, without the authorisation of Council.
6. Members shall avoid condoning professional misconduct of others, and take appropriate action when they are aware of such misconduct
7. Member shall act with integrity towards fellow mathematicians and to members of other professions with whom they collaborate.
8. Whilst Members of the Institute are free to engage in controversy, no Member shall cast doubt on the competence of any other professional without good cause.
9. Members shall respect and acknowledge the intellectual property, and recognise the codes of practice, of other professionals.
10. Members shall strive to act with honesty and integrity in all aspects of their professional life.
11. Members shall report to the Society any criminal convictions against them in respect of violence, dishonesty or professional misconduct; or upon becoming bankrupt or disqualified as Company Director.