

RULES OF PROCEDURE FOR EPFL SIAM STUDENT CHAPTER.

This Rules of Procedure (hereinafter called "Rules") apply to the SIAM Student Chapter called "EPFL Chapter of SIAM".

The Student 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 Student 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 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.

Purposes of the *EPFL Chapter of SIAM* shall remain consistent with the objectives of SIAM. The Chapter is founded as a nonprofit organization based in Switzerland with English as the official working language. Specifically, the Chapter will seek to arrange events and activities for graduate students in applied mathematics and related fields that promotes ties with industry and foster inter-disciplinary collaboration.

ARTICLE II - ACTIVITIES

Any activity contributing to the purposes stated in Article I can be pursued by the Chapter. These will include but not be limited to the following:

- Scientific talks given by invited experts or faculty on state-of-the-art research in various fields of Applied Mathematics;
- Industry talks given by invited alumni to share their experiences with industry and entrepreneurship to future graduates;
- Organization of social activities for members of the Chapter;
- Hosting interdisciplinary activities with other departments on campus;
- Hosting an annual Graduate Student Research day.

Activities will primarily be targeted to the interests of students pursuing a Master or Doctoral degree in Applied Mathematics or related fields at EPFL.

ARTICLE III - INSTITUTION SERVED

Membership of the EPFL Chapter of SIAM is open to students enrolled at EPFL.

EPFL Chapter

SIAM

ARTICLE IV - MEMBERSHIP

Section 1. Any student of EPFL engaged or interested in mathematics or computing and their applications shall be eligible for membership in this Chapter. The membership is open to PhD, Master and Bachelor students. SIAM encourages chapters to be interdisciplinary, including student members from multiple departments. The Chapter organizers encourage all members to become Regular of Student members in SIAM.

Section 2. The Chapter recognizes only one Student Membership, which is free of charge.

Section 3. Chapter members shall have the privileges of SIAM membership only if they are regular or student members of SIAM. All members of the Chapter are eligible to join all activities. Recruiting events may be organized at the discretion of Chapter Officers, for which membership is not required.

Section 4. All members of the Chapter who are students enrolled in the sponsoring institution (EPFL) are eligible for free student memberships in SIAM. Chapters shall encourage their members to join SIAM either online, by submitting printed membership applications, or by submitting a list of its student members to SIAM so that complimentary student membership in SIAM can be processed. Free student memberships may be renewed every year that the student remains a student member of the Chapter.

Section 5. Termination of Student Membership will take place upon graduation or withdrawal from the university or upon failure to pay dues.

ARTICLE V - SPONSORSHIP

Section 1. The sponsoring institution is École Polytechnique Fédérale de Lausanne, Section de Mathématiques.

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 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 leading role in the development of the Chapter activities consistent with the objectives of SIAM.

ARTICLE VI - OFFICERS

Section 1. The Chapter shall if possible have seven Officers. A President, a Vice-President, a Secretary, a Treasurer, a Webmaster, a PR coordinator and an Undergraduate Representative. Officers shall be chosen from Student Members of the Chapter and must be Student Members in good standing with SIAM. All Officers must be chosen among the graduate student population with exception of the Undergraduate Representative who, if possible, must be elected among the undergraduate student body. The officers constitute the chapters executive committee. All officers are elected by the General Assembly annually at the first chapter meeting of the academic year as outlined in article VIII.

Section 2. The President shall organize and 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, 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 term to serve the Chapter is two years, after which an Officer must either resign as an EPFL Chapter of SIAM Officer or opt for re-election. In addition, no given Chapter Officer may hold the same office for more than two years.

ARTICLE VII - EXECUTIVE COMMITTEE

Section 1. The Chapter is managed by an Executive Committee consisting of all incumbent officers. The Executive Committee is responsible for initiating and arranging activities in accordance with the declared purpose of the EPFL Chapter of SIAM, see Article 1. The Chapter President will chair all meetings of the Executive Committee.

Section 2. In the event of a vacancy in the Executive Committee mid term, the officers in the Executive Committee may choose a new Officer from the Chapter Members to fill the vacant role. The Chapter Member filling the vacant position must then opt for re-election upon the first Chapter Meeting at the beginning of the new academic year.

ARTICLE VIII - NOMINATING COMMITTEE

Section 1. During the month of September, the Executive Committee must arrange a Chapter Meeting open to all Chapter Members at which new Chapter Officers may be elected in accordance with the requirements of Article 6, Section 1. The term of an office in the Executive Committee is 2 years as declared in Article 6, section 5. The date and time of the Meeting must be brought to the knowledge of Chapter Members at least two weeks prior to the event. Student members may volunteer for service as Chapter Officer by notifying the Chapter President. In the event that the number of members who volunteer for service is larger than the number of vacant positions, decision will be made by majority vote among the Chapter Members present. The vote must be anonymous and carried out by the Chapter President under the supervision of the still incumbent Executive Committee.

ARTICLE IX - MEETINGS

Section 1. The Executive Committee must conduct at least one meeting per semester, for example in September and in February. During the Executive Committee Meeting immediately following the Chapter Business Meeting of September, Officers must agree on the offices to be assumed. No office may be held by the same Officer in excess of two years in accordance with the procedure outlined in Article 6, section 5. It is the duty of the Chapter President to initiate meetings and the meetings shall start with a report by the President on the status of current activities and projects in the Chapter. Following the status report, Officers may outline and plan events for the current and subsequent semester.

Section 2. The Chapter shall conduct a business meeting once per year during the month of September to elect Officers for vacant positions and to report on activities to Members. Other business meetings may be called by the President or the Treasurer on two weeks notice.

ARTICLE X - CHAPTER FUNDS

Section 1. The Chapter may levy dues, voluntary or otherwise, collect registration fees for Chapter events, and otherwise raise funds in any lawful manner consistent with the Rules, Bylaws and Certificate of Incorporation of SIAM. The Executive Committee should however strive to arrange events that are free of charge.

Section 2. Chapter membership is free.

Section 3. 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. Within 30 days of the appointment of a new Treasurer, existing saving accounts shall be cancelled and a new saving account shall be opened transferring to it all residual funds.

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 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 6. 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 only with the approval of the SIAM Board of Trustees and the EPFL Educational Office. 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. If new amendments are proposed, it must be brought to the attention of Chapter Members.

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.

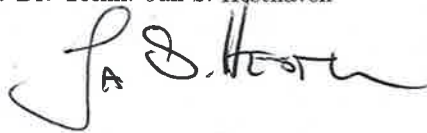
Section 2. A Chapter may be terminated by the board if there has been no Chapter activity for one year.

Section 3. In the event that the Chapter terminates, the funds to which SIAM has legal title shall revert to the account of SIAM, and the funds to which EPFL has legal title shall revert to an EPFL association within the same field of activities.

ARTICLE XIII - CHAPTER STATUS ACADEMIC YEAR 2016/2017 AS VOTED FOR ON OUR
GENERAL ASSEMBLY 02.02.17

Section 1. SIAM Chapter Faculty Advisor

: Prof. Dr. Techn. Jan S. Hesthaven



Section 2. Address of the Chapter and address to use for communication by regular post

c/o SIAM student chapter
MA C2 652 Bâtiment MA, Station 8
EPFL-SB-MATHICSE-MCSS
Ecole Polytechnique Fédérale de Lausanne (EPFL)
CH-1015 Lausanne, Switzerland

Section 3. Officers of the EPFL Chapter of SIAM Committee

: President Allan S. Nielsen



: Treasurer Eleonora Musharbash



: Officer Matthieu Martin



: Officer Ana Susnjara



: Officer Pavol Gurican

