

AMS Student Chapter

Draft Rules of Procedure

Note: The following is a template that an organizing group can use to design the Rules of Procedure for a proposed Chapter. The organizing group should replace the words in italics with the appropriate information about the proposed Chapter. It is also possible to use a template provided by the sponsoring institution.

Rules of Procedure

This Rules of Procedure (hereinafter called Rules) apply to the AMS Student Chapter called "*insert name of sponsoring institution* Chapter of the AMS." Sponsoring organizations can include colleges and universities, and industry and government units.

The Chapter to which these Rules apply is formed by the American Mathematical Society. The Chapter shall not affiliate with any other organization without first obtaining approval from the AMS, although joint meetings and activities with student chapters of the AWM or SIAM are allowed (and indeed encouraged).

ARTICLE I: PURPOSE

The objectives of the American Mathematical Society (AMS), as established in the Certificate of Incorporation (3 May, 1923), are as follows:

- The particular business and objects of the Society are the furtherance of the interests of mathematical scholarship and research.

Purposes of the Chapter shall be consistent with the objectives of the AMS. *State any other specific purposes of the Chapter here.*

ARTICLE II: ACTIVITIES

Briefly describe the activities the organizers intend for the Chapter. Examples might include regular meetings of the Chapter, inviting speakers, trips to conferences, awarding of an annual student prize, community outreach, etc.

ARTICLE III: INSTITUTION SERVED

Specify the institutions from which Chapter members will be recruited.

ARTICLE IV: MEMBERSHIP

IV.1. Any student engaged or interested in mathematics and its applications shall be eligible for

membership in this Chapter. The AMS encourages Chapters to be interdisciplinary, including members from multiple departments. *The organizers may wish to specify further (or restrict) those who are eligible for membership, such as juniors and seniors, graduate students, faculty, etc. Organizers should encourage Chapter members to be Regular or Student Members of the AMS.*

IV.2. *Annual dues (if any) shall be the responsibility of the Officers or the Executive Committee of the Chapter.*

IV.3. The Chapter is responsible for annually providing a list of its Student and Graduate Student members to the AMS.

IV.4. *Insert here provisions for termination of a member in a Chapter by resignation or otherwise, e.g. "Termination of student membership will take place upon graduation or withdrawal from the university or upon failure to pay dues."*

ARTICLE V: SPONSORSHIP

Sponsoring Institutions are normally colleges or universities, but may be industry or government units.

V.1. The Sponsor is *insert name of college or university.*

V.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, *Organizers may wish to modify the wording here such that the term of the Faculty Advisor is limited to a fixed period unless re-appointed.*

ARTICLE VI: OFFICERS

VI.1. Normally, the Chapter shall have a President, a Vice-President (optional), a Secretary and a Treasurer. The offices of Secretary and Treasure may be combined, especially in small Chapters. Officers shall be Student or Graduate Student members in good standing with the AMS.

VI.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. *In addition to the duties outlined above for the Vice-President, the organizers may wish to specify additional duties, such as responsibility at meetings or other Chapter activities.*

VI.3. The Secretary shall keep a record of the affairs of the Chapter, handle correspondence, and submit an Annual Activity Report of Chapter activities to the Secretary of the AMS each year by June 30.

VI.4. The Treasurer shall handle Chapter funds, and shall submit an Annual Treasurer's Report and

other financial reports, as requested, to the Treasurer of the AMS no later than June 30 each year.

VI.5. *Organizers shall specify the terms of office here. It is suggested that terms of Chapter officers not exceed two years, but re-election of an officer for an additional term should be permissible. Two-year terms permit staggering of terms, which fosters continuity of Chapter management.*

ARTICLE VII: OTHER COMMITTEES

VII.1. *Organizers shall specify how nominations for officers and other elected officials are to be prepared and submitted. For example: "A Nominating Committee may be appointed by the President with the approval of the Executive Committee; nominees must be eligible as stated in Article VI." Organizers shall also indicate how elections are to be implemented.*

ARTICLE VIII: MEETINGS

VIII.1. *There shall be at least indicate the number meetings per year. How meeting topics are to be selected and meetings are scheduled and implemented may be indicated here.*

VIII.2. *The Chapter shall conduct a business meeting once per year during the month of specify month. Other business meetings may be called by the President or the Treasurer on two weeks' notice.*

ARTICLE IX: CHAPTER FUNDS

IX.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. Chapter policy regarding dues should be inserted here. It is permissible, and indeed will probably be quite common, for Chapters to have no membership dues.*

IX.2. *Although the payment of Chapter dues need not be a criterion for membership in the Chapter, the Chapter may limit the privilege of voting for officers and others holding office to those members of the Chapter who have paid such dues. Insert policy here.*

IX.3. *The Chapter's funds shall be handled by the sponsoring institution in an appropriate manner. (If the sponsoring institution is an academic institution, it may allocate responsibility for handling the Chapter's funds to an academic department.) ALL funds provided by the AMS shall be available to the Chapter for its activities and will be disbursed to the Chapter for purposes decided by the members of the Chapter. The sponsoring institution will not deduct any funds for overhead, direct or indirect costs, or any other purpose.*

IX.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. (This may be an electronic document.)*

IX.5. *In the inaugural year of a Chapter, the Chapter will receive \$500 from the AMS to be placed in its institutional account. At the the end of each subsequent academic year, an already*

established Chapter may request funding for the next year of up to \$500 minus the balance of remaining AMS-provided funds reported in the Chapter Treasurer's annual report. Such a request shall be made to the AMS Treasurer by submission of an online "Request for Funding" form to the AMS and will include a current financial statement for the Chapter and a proposed budget for the requested funds. A request for funding in addition to the standard \$500/year can be conjoined to the online request for standard funding, which must include a scanned letter with signature of the chapter's president and treasurer.

IX.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 the AMS or the Executive Director of the AMS acting on behalf of the Treasurer.

ARTICLE X: AMENDMENTS

X.1. These Rules may be altered or amended with the approval of the AMS 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. *Organizers may wish to include provisions for bringing the notice of the proposed change to the attention of the Chapter members.*

ARTICLE XI: TERMINATION OF THE CHAPTER

XI.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.

XI.2. A Chapter may be terminated by the AMS Board of Trustees if there has been no Chapter activity for one year.

XI.3. In the event a Chapter terminates, the funds to which it has legal title shall revert to the account of the AMS.