

CONSTITUTION OF THE OXFORD SIAM STUDENT CHAPTER

(hereafter referred to as “the Constitution”)

NAME AND PURPOSES

1. The Oxford SIAM Student Chapter (hereafter referred to as “the Chapter”) exists to support, develop, promote and raise awareness of Industrial and Applied Mathematics in the University of Oxford. This is to be done with the guidance and support of the Society of Industrial and Applied Mathematics (known also as SIAM), an international academic mathematical society.
2. Purposes of the Chapter shall be consistent with the objectives of SIAM, which, as established in the Certificate of Incorporation of SIAM, are:
 - (a) to further the application of mathematics to industry and science;
 - (b) to promote basic research in mathematics leading to new methods and techniques useful to industry and science;
 - (c) to provide media for the exchange of information and ideas between mathematicians and other technical and scientific personnel.
3. Specifically, the purposes of the Chapter are the following:
 - (a) To foster a network within the University of Oxford for those interested in industrial and applied mathematics and scientific computing to interact and share ideas. In particular the Chapter aims to attract members affiliated with different colleges in the University and different University departments, and to encourage interaction between undergraduate students, postgraduate students and fellows.
 - (b) To publicize the conferences, competitions, prizes and other opportunities offered by SIAM and hence engage Chapter members in SIAM's international community.

COMPLIANCE

4.

- (a) The Chapter shall be administered in accordance with the regulations for University Clubs and Societies which are published from time to time in the Proctors' and Assessor's Memorandum ("the Proctors' Memorandum").
- (b) There is a national governing body, SIAM, for the Chapter's activities with which the Chapter is eligible to register as described in the SIAM Bylaws. The Chapter shall effect and maintain such registration.
- (c) All members of the Chapter who are students enrolled at the University of Oxford are eligible for free student membership of SIAM. The Chapter is responsible for providing SIAM with a list of its student members who wish to take advantage of this benefit, in order that their free student membership of SIAM may be processed.
- (d) The Chapter shall not affiliate with any organisation other than the University of Oxford and SIAM, without first obtaining the written approval of both of these bodies.

MEMBERSHIP

- 5. The members of the Chapter shall be those who are eligible and apply for membership of the Chapter, and who are admitted to and maintained in membership by the Committee.
- 6. All current members of the University, and all persons whose names are on the University's Register of Visiting Students, shall be eligible to become members of the Chapter. A member shall continue to be eligible until he or she is given permission to supplicate for his or her degree, diploma or certificate, regardless of whether or not he or she continues to be liable to pay fees to the University.
- 7. The Committee may also, at its discretion, admit to membership students of Oxford Brookes University, provided that such members shall not constitute more than 20% of the total membership.
- 8. The Committee may also, at its discretion, admit to membership others not falling within paragraphs 6 and 7 above, provided that such members shall not constitute more than 20% of the total membership.
- 9. There is only one membership type: standard member. Membership will be free of charge to all those eligible under paragraphs 6-8.

10. Termination of Chapter membership will take place upon graduation or withdrawal from the University.
11. The Committee may remove a person from membership for good cause. The person concerned may appeal against such removal to the Senior Member (see paragraph 25(d)).

ACTIVITIES

12. The Chapter will:
 - (a) hold an annual conference in Oxford during Hilary or Trinity Term of the academic year of the University of Oxford. The conference should include a plenary speech by an established applied mathematician;
 - (b) promote internal seminars and workshops, such as the Junior Applied Mathematics Seminars in the Mathematical Institute, and the weekly workshop with industry in the Oxford Centre for Industrial and Applied Mathematics (OCIAM);
 - (c) organise any other academic events, as the Committee sees fit. For example, workshops led by an experienced academic, or seminars for Chapter members to share their work or speak on topics of interest;
 - (d) promote any appropriate competitions, such as the Mathematical Contest in Modeling, and, when appropriate, organise teams to enter such competitions;
 - (e) organise social functions, as the Committee sees fit.

THE EXECUTIVE COMMITTEE

13. The Chapter shall be managed by the Executive Committee (hereafter referred to as “the Committee”) consisting of the President, the Vice President, the Secretary, the Treasurer, the Webmaster (together, the “Officers”; and their offices are referred to as “the Offices”), the Senior Member (or “Faculty Advisor” in the terminology of SIAM), and not more than three other persons, one of whom may hold the Office of Undergraduate Representative (if one of the other Officers is not a current undergraduate of the University). The roles of the Officers and Senior Member are described in Paragraphs 19-25. Student members of the University shall at all times make up the Committee, with the exception of the Senior Member who must be a member of the University Congregation.
14. The Committee shall be responsible for ensuring that the Chapter is run in accordance with the Purposes outlined in paragraphs 1-3. The Committee shall have ultimate

responsibility for the activities of the Chapter, and shall have control of the funds and property of the Chapter, and of its administration.

15. The members of the Chapter shall not appoint several individuals jointly to hold any of the Offices. With the exception of the Webmaster, no individual shall hold more than one Office at a time.
16. No member of the Committee shall be removed from office except by the approving votes of the majority of the rest of the Committee.
17. Without derogating from its primary responsibility, the Committee may delegate its functions to subcommittees which are made up exclusively of members of the Committee.
18. The Committee shall have power to make regulations and by-laws in order to implement the paragraphs of this Constitution, and to settle any disputed points not otherwise provided for in this Constitution.

ROLES OF THE OFFICERS AND SENIOR MEMBER

19. The President shall have the right to preside at all meetings of the members of the Chapter and at all meetings of the Committee. Should the President be absent, or decline to take the chair, the Vice President shall chair the meeting. In the absence of both the President and the Vice President, the Committee should vote on who should chair the meeting. The President shall:
 - (a) oversee the smooth running of the Chapter;
 - (b) oversee the organisation of the annual conference (see paragraph 12(a));
 - (c) organise the annual election of Committee members (see paragraph 26).
20. The Vice President shall:
 - (a) ensure that events organised are appropriately publicised;
 - (b) ensure that members are informed of relevant opportunities provided by the Chapter or SIAM;
 - (c) aid the President in the running of the Chapter and the organisation of its activities;
 - (d) preside at Committee meetings in the absence of the President (see paragraph 19).

21. The Secretary shall:

- (a) give notice of Committee Meetings to the members of the Committee (see paragraph 31);
- (b) draw up the agendas for and the minutes of those meetings;
- (c) maintain a register of the members of the Chapter, which shall be available for inspection by the Proctors on request;
- (d) notify the Proctors promptly following the appointment and resignation or removal of Committee members;
- (e) advise the Chapter members, the Proctors and SIAM promptly of any changes in this Constitution (see paragraph 46);
- (f) maintain registration with the Proctors by submitting the appropriate Re-Registration Form not later than the end of the second week of every Full Term (see also paragraphs 21(g) and 22(j));
- (g) notify the Proctors not later than the end of the second week of every Full Term of the programme of meetings which has been arranged for that term (see paragraph 21(f));
- (h) inform the Proctors if the Chapter ceases to operate, or is to be dissolved, and in doing so present a final statement of accounts (the format of which the Proctors may prescribe);
- (i) keep a record of the affairs of the Chapter and handle Chapter correspondence;
- (j) submit an annual report of Chapter activities to the Secretary of SIAM, which shall be suitable for publication in SIAM News or its equivalent.

22. The Treasurer shall:

- (a) receive and take custody of Chapter funds;
- (b) keep proper records of the Chapter's financial transactions in accordance with current accepted accounting rules and practices;
- (c) develop and implement control procedures to minimise the risk of financial exposure, such procedures to be reviewed regularly with the University's Internal Audit Paragraph ("Internal Audit");

- (d) ensure that bills are paid and cash is banked in accordance with the procedures developed under paragraph 22(b);
- (e) prepare an annual budget for the Chapter, and regularly inform the Committee of progress against that budget;
- (f) ensure that all statutory returns are made including VAT, income tax and corporation tax if appropriate;
- (g) seek advice as necessary on tax matters from the University's Finance Division;
- (h) develop and maintain a manual of written procedures for all aspects of the Treasurer's responsibilities;
- (i) make all records, procedures and accounts available on request to the Senior Member, the Proctors and Internal Audit;
- (j) forward to the Proctors by the end of the second week of each Full Term a copy of the accounts for the preceding term (the format of which the Proctors may prescribe) signed by the Senior Member, for retention on the Proctors' files (see paragraph 21(f));
- (k) if the Chapter has a turnover in excess of £15,000 in the preceding year, or if owing to a change in the nature or scale of its activities, it may confidently be expected to have such a turnover in the current year, submit its accounts (the format of which the Proctors may prescribe) for independent professional inspection and report by a reporting accountant approved in advance by the Proctors. Accounts are to be ready for inspection within four months of the end of the Chapter's financial year and the costs of the inspection and report shall be borne by the Chapter. If requested by the reporting accountant, the Chapter shall submit accounts and related material as a basis for a review of accounting procedures, the cost likewise to be borne by the Chapter;
- (l) 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;

23. The Webmaster shall:

- (a) maintain and update the Chapter's web pages, hosted by the Mathematical Institute;

- (b) maintain and update the Chapter's email mailing list, hosted by the Mathematical Institute.
24. The Undergraduate Representative shall:
- (a) provide advice on how best to include and reach out to the undergraduate members of the Chapter, and ensure that appropriate action is subsequently taken.
25. The Senior Member (or "Faculty Advisor" in the terminology of SIAM) shall:
- (a) take a leading role in the development of the Chapter activities consistent with the objectives of SIAM (see paragraph 2);
 - (b) ensure that adequate advice and assistance is available to the Secretary and the Treasurer in the performance of their responsibilities under paragraphs 21 and 22;
 - (c) consider the accounts of the Chapter and sign them if he or she considers them to be in order (see paragraphs 22(j) and 22(l));
 - (d) hear appeals against removal from membership under paragraph 11;
 - (e) be available to represent and speak for the Chapter in the public forum, and before the Courts of the University and the University authorities.

ELECTION OF THE COMMITTEE

26. A Committee Elect will be elected in Trinity Term of each year:
- (a) By the end of Monday of first week in Trinity Term, all Chapter members who are student members of the University of Oxford are to be informed of the Offices and additional Committee positions available, and encouraged to discuss them with existing members of the (Executive) Committee, if interested. Applications are to be made through the President by the end of Monday of second week of Trinity Term. If an Office attracts no interest, it is primarily the responsibility of the existing Officer to find a replacement. The (Executive) Committee will discuss applications and appoint the new Committee members as soon as possible, in accordance with paragraphs 13-15. Where no amicable agreement can be reached, the issue will be decided by a show of hands. The Committee Elect will attend the meetings of the (Executive) Committee from the first meeting following the elections, and the Committee Elect will take over their new roles fully on Friday of eighth week of Trinity Term, thereby becoming the (Executive) Committee.

- (b) When electing student members of the Committee each year as described in paragraph 26(a), the (Executive) Committee shall also appoint a member of the University Congregation as Senior Member.
27. Each Officer must, on relinquishing his or her appointment, promptly hand to his or her successor in Office (or to another member of the Chapter nominated by the Committee) all official documents and records belonging to the Chapter, together with (on request from the Committee) any other property of the Chapter which may be in his or her possession; and must complete any requirements to transfer authority relating to control of the Chapter's bank accounts, building society accounts, or other financial affairs.
 28. On receipt of the official documents and property of the Chapter, incoming Officers are responsible for changing all passwords and pin numbers relating to their Office.
 29. Retiring Committee members should be available to act in an advisory capacity at least until Friday of 2nd week of the Michaelmas Term immediately following the Trinity Term in which the elections were held.
 30. If during the period between the annual elections (described in paragraph 26) any vacancies occur amongst the members of the Committee, the Committee shall advertise the vacancies by email at least two weeks in advance of the application deadline. Applications must be made through the President. The Committee will discuss applications and appoint the new Committee members as soon as possible. Where no amicable agreement can be reached, the issue will be decided by a show of hands.

MEETINGS

31. There shall be at least one Committee Meeting per Full Term. The Committee members will make requests for items to be included in the agenda of the meeting. The Secretary will compile and send the agenda to the Committee at least one day before the Committee Meeting (see paragraph 21(a)). Any Committee member can suggest additional topics to be included until two days before the Committee Meeting. At the end of a meeting, the Committee will schedule the next Committee Meeting.
32. The quorum for a Committee Meeting shall be four Committee members present in person. When any financial business is to be transacted, there must be present either the Treasurer or a Committee member deputed by the Treasurer to represent his or her views to the meeting.
33. If desired by the Committee, a General Meeting open to all Chapter members shall occur not more than once each term. Motions should be submitted to the Secretary no later than 48 hours before the meeting is scheduled to take place. The Secretary will

prepare and distribute an agenda to all Chapter members no later than 24 hours before the meeting.

34. An Extraordinary General Meeting may be called in any Full Term by the President, Vice President, the Secretary or the Treasurer on not less than seven days' notice, or on a written requisition by fifteen or more Chapter members, stating the reason for which the meeting is to be called, and delivered to the Secretary not less than fourteen days before the date of the Meeting. The Secretary will prepare and distribute an agenda to all Chapter members no later than 24 hours before the meeting.
35. The quorum for a General Meeting and an Extraordinary General Meeting shall be ten Chapter members present in person or by proxy, of whom three must be Committee members. When any financial business is to be transacted there must be present the Treasurer, or a Committee member deputed by the Treasurer to represent his or her views to the Meeting (provided that where it is a case of a deputy, the only financial business transacted shall be that which was set out in the agenda accompanying the notice of the meeting).

CHAPTER FUNDS

36. The Chapter may collect a fee for the attendance of events organised by the Chapter.
37. 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 the "Request for Funding" form to SIAM and include a current financial statement for the Chapter and a proposed budget for the requested funds.
38. Further funds may be sought from external bodies (for example industrial sponsors), provided that prior notification is given to the President and the Treasurer of SIAM or the Executive Director acting on behalf of the Treasurer.
39. 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.

INDEMNITY

40. So far as may be permitted by law, every member of the Committee and every Officer of the Chapter shall be entitled to be indemnified by the Chapter against all costs, charges, losses, expenses and liabilities incurred by him or her in the execution or discharge of his or her duties or the exercise of his or her powers, or otherwise properly in relation to or in connection with his or her duties. This indemnity extends to any

liability incurred by him or her in defending any proceedings, civil or criminal, which relate to anything done or omitted or alleged to have been done or omitted by him or her as a member of the Committee or officer of the Chapter and in which judgement is given in his or her favour (or the proceedings are otherwise disposed of without any finding or admission of any material breach of duty on his or her part), or in which he or she is acquitted, or in connection with any application under any statute for relief from liability in respect of any such act or omission in which relief is granted to him or her by the Court.

41. So far as may be permitted by law, the Chapter may purchase and maintain for any member of the Committee or Officer of the Chapter insurance cover against any liability which by virtue of any rule of law may attach to him or her in respect of any negligence, default, breach of duty or breach of trust of which he or she may be guilty in relation to the Chapter and against all costs, charges, losses and expenses and liabilities incurred by him or her and for which he or she is entitled to be indemnified by the Chapter by virtue of paragraph 40.

DISSOLUTION

42. The Chapter may dissolve itself by the approving votes of two-thirds of those present in person or by proxy at a General Meeting, provided that notice of the proposed dissolution and the General Meeting at which it is to be considered has been given to all Chapter members at least 30 days in advance.
43. The Chapter may also be dissolved (without the need for any resolution of the members) by means of not less than thirty days notice from the Proctors to the Secretary of the Chapter if at any time the Chapter ceases to be registered with the Proctors.
44. The SIAM board may withdraw the Chapter's affiliation with SIAM if there has been no Chapter activity for one year. In this case any funds provided by SIAM under paragraph 37 that remain unspent shall revert to the account of SIAM.
45. In the event that a Chapter is dissolved, its assets shall not be distributed amongst the members, but shall be paid to or at the direction of the University, excepting any funds provided by SIAM under paragraph 37 that remain unspent, which shall revert to the account of SIAM.

CHANGE IN CONSTITUTION OR RULES

46. This Constitution may be changed by a majority vote at a full Committee Meeting, provided that the proposed change does not contravene the regulations of the University Proctors or the SIAM Bylaws for Student Chapters. The Secretary will

ensure that Chapter members, the Proctors and SIAM are informed of any modification to this Constitution (see paragraph 21(e)).

INTERPRETATION

47. Any question about the interpretation of this Constitution shall be settled by the Proctors.

Copies of this Constitution are held by:

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