

Rules of Procedure

SIAG ON APPLIED MATHEMATICS EDUCATION RULES OF PROCEDURE

These RULES OF PROCEDURE (hereinafter called "RULES") apply to the SIAM Activity Group on Applied Mathematics Education. The SIAM Activity Group (hereinafter called "SIAG") to which these RULES apply is formed under the aegis of the Society for Industrial and Applied Mathematics (hereinafter called "SIAM"), and shall operate according to the bylaws of SIAM. The SIAG shall not affiliate with any other organization without first obtaining the written approvals of the SIAM president and the chairman of the SIAM board. No provisions of these RULES shall be construed so as to contradict the bylaws of SIAM.

Article I: Purpose

It is the purpose of the SIAM Activity Group on Applied Mathematics Education to advance the development and practice of educational programs, courses and resources in applied mathematics interpreted as broadly as possible. This will include but not be limited to organizing conferences, maintaining a curated web-based repository of resources in modeling, computational and applied mathematics and mathematical sciences including the applications domains. The potential constituencies of the SIAG will include college faculty in fields represented by SIAM's membership: faculty with an interest in applied and computational mathematics; this includes members with primary interest in applications domains; mathematics teacher educators, especially for in-service professional development (since SIAM's involvement in pre-service teacher education is not extensive); and graduate students in applied mathematical areas with ambitions for careers in academia with a strong education component. Within the framework of SIAM, the SIAG will conduct activities that implement its purposes.

Article II: Activities

The SIAG on Applied Mathematics Education will organize activities in Educational Innovation, Practice, Improvement and Faculty development. The SIAG is expected to:

1. Organize minisymposia at the SIAM Annual Meeting in years where there is no SIAG conference.
2. At least once every five years either organize a track of at least six minisymposia at the SIAM Annual Meeting or have an activity group meeting held jointly with the annual meeting. The VP for Programs and the VP at Large will coordinate the scheduling with the SIAG chair.

Other activities can include:

3. Organize a biennial SIAM Conference on development and practice of educational programs, courses and resources in applied mathematics. The SIAG will consider dovetailing specialized workshops and conferences with the SIAM Annual meeting or other SIAG conferences. The chair of the conference organizing committee shall be either the program director or the chairperson of the SIAG or their designee. The organizing committee must be approved by the VP for Programs at least 16 months before the conference.
4. With the approval of the SIAM Program Committee, the SIAG may organize special sessions at SIAM meetings, and conduct special one- or two-day meetings immediately before or after a regular SIAM meeting. Other SIAG meetings may be organized only with the approval of the SIAM president and vice president for programs.

SIAG meetings, workshops, and conferences may be organized only with the approval of the SIAM president and the SIAM vice president for programs.

Article III: Membership

Membership in the SIAG shall be open to any SIAM member, but to no others.

Article IV: Officers

Section 1. There shall be a chairperson, vice-chairperson, secretary, and program director, all of whom shall be regular members in good standing of the SIAG. The SIAG shall hold an election to fill those offices every 2 years, beginning in the second year of operation. All dues-paying SIAM members who are members of the activity group are eligible to vote in SIAG elections.

Elections will follow [standard SIAM Activity Group practices](#). In particular, at least two candidates must be nominated for each office and the nomination process must provide the opportunity for any modest-sized group of SIAG members to nominate candidates.

On the initial formation of the SIAG, the SIAM President shall appoint a slate of officers with the approval of the SIAM Council.

Section 2. The SIAG chairperson shall preside at the meetings of the SIAG, coordinate the annual report to the SIAM Council, and represent the SIAG at meetings of the SIAG chairs. In the absence of the chairperson, the line of succession is the vice-chairperson, secretary, and program director.

Section 3. The secretary of the SIAG shall keep a record of the affairs of the SIAG, handle correspondence, and submit the reports of SIAG activities required in ARTICLE VI.

The secretary is responsible for the production and distribution of SIAG newsletters and for insuring that the information about the SIAG on the SIAM website is correct.

Section 4. The program director will have responsibility for SIAG conferences and programs, including participation in the SIAM Annual Meeting. The program director will coordinate these activities with the chairperson who has overall responsibility for the direction of the SIAG. The program director will serve as the conference organizer or delegate such responsibilities to an individual approved by the chair and other officers.

Article V: Prizes and Awards

The SIAG shall not present awards or prizes that recognize scientific achievement, professional service, or the like without prior approval by the SIAM Major Awards Committee, the SIAM Council, and the SIAM Board of Trustees. Petitions to establish prizes or awards must follow standard SIAM procedures.

Article VI: Reporting

Each SIAG must submit a short yearly report on its activities (by e-mail to the VP at Large at least one month before the SIAM annual meeting).

Article VII: Period of Operation and Renewal

Each new SIAG must submit a set of RULES to the Council and Board. The SIAG may not begin its activities until its RULES have been approved. In approving the RULES, the Council and Board shall specify the period of activity of the SIAG.

Each period of activity of the SIAG will be two years. Each period of activity must be renewed by the Council and Board. The SIAG shall apply to the Council and Board for renewal seven months prior to the end of each two-year period of activity. The application for renewal shall describe how the SIAG will continue to complement SIAM activities and describe its support of the functions indicated in its RULES. The renewal application shall be based on the SIAM Board and Council [Guidelines for the Renewal and Termination of Activity Groups](#). The activities of the SIAG shall not be continued to a new \$TIME-year period of activity without Council and Board approval.

Article VIII: Termination

In the event that the activity level of the SIAG is below expectations in any two-year period herein designated, the SIAG shall be considered terminated at the end of that two-year period and any continuation of the SIAG's activities will be contingent on the establishment of a new SIAG according to the practices established for the initiation of a SIAG. Principles for the termination of SIAGs may be found in the SIAM Board and Council [Guidelines for the Renewal and Termination of Activity Groups](#).

Article IX: Publications

With the approval of the appropriate managing editor, the SIAG may have articles and news columns in SIAM News and on special occasions, a portion of a SIAM journal may be devoted to topics suggested, organized, and/or prepared by the SIAG. No separate SIAG publications are permitted without the specific written approval of the publications committee.

Article X: Fees

A yearly membership fee may be assessed each member of the SIAG at the time of payment of annual SIAM dues. This fee shall be established by the SIAM Board of Trustees.

Monies shall be collected and accounted for by SIAM. Such monies shall not be used for purposes other than support of the activities of the SIAG from which they were collected, except that such monies may be assessed on a per-member basis for costs incurred by SIAM in providing services to the members of the SIAG.

Article XI: Contracts

No officer or member of the SIAG may apply for a grant to support SIAG activities or enter into any contract to support such activities or to provide services without specific approval in writing by the president and either the treasurer of SIAM or the managing director acting on behalf of the treasurer.

No SIAG or any officer or representative thereof shall have any authority to contract debts for, pledge the credit of, or in any way bind SIAM.

Article XII: Funds for Support

Requests for funds to support SIAG activities may be made in writing to the treasurer of SIAM. A loan or grant to the SIAG in the amount of \$200 or less can be made by the treasurer. Only one such loan or grant may be made to the SIAG during any fiscal year. Other loans or financial grants to the SIAG shall be approved by the board.

All requests for funds shall be substantiated by a proposed budget for expenditures.

All distributions of said funds shall be in the form of disbursements from SIAM, which disbursements shall be made on receipt of substantiating vouchers.

Article XIII: Changes

Changes to these RULES may be made at any time by the SIAM Council and SIAM Board of Trustees on the recommendation of the SIAM President. Changes to these RULES may be made by the SIAG with the approval of the Council and the Board.

Established

The SIAG was established for a two-year period ending December 31, 2016 by approval of the Council and Board at their July 2014 meetings.