AMS Student Chapter – University of Houston

Rules of Procedure

This Rules of Procedure (hereinafter called Rules) apply to the AMS Graduate Student Chapter at University of Houston called “the University of Houston Graduate Student Chapter of the AMS.”

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). The Chapter may also work with the UH Math Department's Pi Mu Epsilon chapter to promote interaction between graduate and undergraduate students in mathematics.

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.

ARTICLE II: ACTIVITIES

The Chapter, and its organizers, will hold events for graduate students in the Mathematics Department at the University of Houston that promote mathematical education and the sense of community in our department. These will include, but are not limited to, talks by speakers, student presentations, and social activities.
ARTICLE III: INSTITUTION SERVED

The Chapter will primarily serve mathematics graduate students at the main campus of the University of Houston. However, membership will be open to all schools in the University of Houston system, which at the time of this writing include the UH Main Campus, UH Downtown, UH Clear Lake, and UH Victoria.

ARTICLE IV: MEMBERSHIP

IV.1. The following students are eligible for membership in the Chapter: Any full-time or part-time graduate student in the mathematics department at a school in the University of Houston System; any full-time or part-time Post-Baccalaureate student taking graduate-level mathematics courses at a school in the University of Houston System; any full-time or part-time graduate student in any discipline who has taken (or is currently enrolled in) a graduate-level mathematics course. The Chapter strongly encourages all of its members to also be Regular or Student Members of the AMS.

IV.2 Chapter membership is free and no mandatory dues will be required of members.

IV.3 The Chapter is responsible for annually providing a list of its Student and Graduate Student members to the AMS. In addition, the Chapter will keep a list of all members on the Chapter's website, which will be updated at the beginning of every Fall semester.

IV.4 Termination of student membership will take place in any of the following instances: (1) If the member ceases to be a student at a school in the University of Houston system (e.g., after graduation with a Ph.D., after graduation with a terminal Masters degree, after withdrawal from the UH system); or (2) Voluntary resignation of the member provided in written (or emailed) form to all current officers of the Chapter and the Faculty Advisor of the Chapter.
ARTICLE V: SPONSORSHIP

V.1. The Sponsor of the Chapter is the Department of Mathematics at the University Of Houston.

V.2. The Chapter shall have a Faculty Advisor. At any given time, this position will be filled by one (and only one) faculty member in the Department of Mathematics at the University of Houston. The Faculty Advisor is required to have a full-time tenured or tenure-track appointment in the UH Mathematics Department, at the rank of Assistant, Associate, or Full Professor. Once appointed, the Faculty Advisor will hold the position until either the Faculty Advisor voluntarily resigns or the Faculty Advisor no longer satisfies the requirements stated in this article (e.g., through retirement or termination of position). Voluntary resignation of the Faculty Advisor should be provided in written (or emailed) form to all current officers of the Chapter. At the time this Chapter is founded, the initial Faculty Advisor for the Chapter will be Dr. Mark Tomforde.

Upon termination or resignation of a Faculty Advisor, a new Faculty Advisor will be elected by the members. The President will call a meeting of the Chapter to create a list of professors in the math department that are willing to serve. Any member of the Chapter is allowed to nominate a faculty member to be on this list (contingent upon the faculty member's agreement to serve). Once a list of nominees is created, voting will be handled in the following manner: The President will send an email to all members of the Chapter with the list of faculty nominees and a voting deadline. This deadline must be at least two weeks after this voting email is sent, and must be a date and time specified to the minute (e.g, 8:45PM on Wednesday, July 24, 2013). Each member may reply to the President with one (and only one) vote for a faculty name on the list. Votes sent after the deadline will not be counted. The president will tally the votes and the faculty member with the most votes will be appointed as the new Faculty Advisor. The President will announce the results and the winner to the Chapter's members. After the votes are tallied, any officer of the Chapter may request to see copies of the emails sent to verify that the count was done accurately. In the event that there is only one nominee for the position of Faculty Advisor, the nominee may simply be appointed by the Chapter President and the election need not be conducted.
ARTICLE VI: OFFICERS

VI.1. The Chapter will have a President, Vice-President, Secretary, Treasurer, Communications Secretary, and Webmaster. Officers shall be student members of the Chapter in good standing with the AMS.

VI.2. The President is the primary leadership position of the Chapter. The President's responsibilities include the following:
1. Call the mandatory 8 meetings of the Chapter per year, which includes reserving the room and sending out an email to all members of the Chapter announcing each meeting.
2. Preside over all meetings of the Chapter.
3. Organize and advertise events (done in cooperation with the Vice-President and Communications Secretary). This involves reserving rooms, arranging for speakers and equipment to be present at the event, as well as being responsible for anything else that needs to be done to make the event run smoothly.
4. Work with the Webmaster to make sure that on the website all announcements are posted, upcoming events are advertised, past events are recorded, and all information is current.
5. Collect nominations when elections for student officers occur.
6. Administer voting when a new Faculty Advisor needs to be appointed.
7. Ensure that the Rule of Procedure are followed.

VI.3. The Vice-President works with the President to organize and advertise events. Also, in the absence of the president, the Vice-President shall assume the duties of the President. If the President is unable to serve, the Vice-President will be promoted to the position of President and handle the responsibilities of both President and Vice-President until the next officer election.

The Vice-President's responsibilities include the following:
1. Organize and advertise events (done in cooperation with the President and Communications Secretary).
2. Work with the Webmaster to advertise upcoming events.
3. Preside over any meetings of the Chapter that the President cannot attend.
4. Keep the Chapter members informed of any national or sectional AMS or MAA events and opportunities that may be useful for graduate students, and work with the webmaster to post announcements and links to such
opportunities on the Chapter website.

(5) Assist the Treasurer in finding and applying for additional sources of funding.

VI.4. The Secretary will 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. In the absence of the President and Vice-President, the secretary shall assume the duties of both the President and Vice-President. If the President and Vice-President are both unable to serve, the Secretary will be promoted to the position of President and handle the responsibilities of President, Vice-President, and Secretary until the next officer election.

The Secretary's responsibilities include the following:
(1) Keep a written record of activity at all Chapter meetings, including any decisions made. Any member of the Chapter or the Faculty Advisor may request to see this record at any time.
(2) Keep a list of all current and past members of the Chapter and work with the Webmaster to make sure these lists are posted on the Chapter website.
(3) Advertise membership in the chapter and encourage students (particularly incoming graduate students in the Fall) to become members of the Chapter
(4) Submit an Annual Activity Report of Chapter activities to the Secretary of the AMS each year by June 30.

VI.5. The Treasurer shall create a budget for each year, handle purchasing and reimbursement, keep financial records including the current balance of Chapter funds, and submit financial reports.

The Treasurer's responsibilities include the following:
(1) Create a budget for each year.
(2) Handle purchasing and reimbursement. Among other things, this will involve purchasing food or other necessary items for events. Often the Treasurer will have to pay for these items themselves, and then submit a receipted reimbursement form to the mathematics department staff to receive reimbursement from the Chapter's funds. The Treasurer may also work with staff to coordinate certain items (such as certain food orders) being paid with a Department P-Card, so that in these cases payment is made directly and
(3) Keep financial records including the current balance of existing of Chapter funds. This should include all deposits and withdrawals, together with a clear explanation of the source of deposits and the expenses. Any member of the Chapter or the Faculty Advisor may request to see the financial records at any time.
(4) Submit an Annual Treasurer's Report and any other financial reports, as requested, to the Treasurer of the AMS no later than June 30 each year.
(5) Submit any other required financial reports.
(6) In the spring, request funding of $500 from the AMS for the following year.
(7) Investigate additional sources of funding (can be done in cooperation with the Vice-President).

VI.6. The Communications Secretary will promote the Chapter through various media, take pictures at the events, and work with the webmaster regarding the aesthetics of the webpage and the posting pictures from the events.

The Communications Secretary's responsibilities include the following:
(1) Organize and advertise events (done in cooperation with the President and Vice-President).
(2) Help with advertising through social media, such as Facebook or Twitter.
(3) Give feedback on the aesthetic design of the webpage to the Webmaster.
(4) Take photos at events and work with the webmaster to have these photos posted on the website.
(5) Promote the presence of the Chapter, to make those outside the Chapter (e.g., faculty in the UH math department, other departments, the UH student population) aware of the Chapter’s activities and the benefits it conveys to its members. This could be done through online or written media, or through opportunities to advertise and promote the Chapter's events, such as publications or news stories at UH, in Houston, or the AMS.

VI.7 The Webmaster will maintain a webpage for the Chapter at the URL

http://www.math.uh.edu/uhams/
that includes (1) a list of the Chapter's current officers, members, and Faculty Advisor, (2) a list of past members, (3) contact information, (4) Information on membership, (5) a copy of these Rules of Procedure, (6) announcements for upcoming events, (6) pictures and information from past events, (7) opportunities for graduate students, and (8) anything else the officers or Faculty Advisor deem appropriate. It is strongly suggested that the Webmaster design the webpage using code that is as simple and clear as possible (e.g., using basic HTML that is well annotated while avoiding php, CSS, etc.) so that when a new Webmaster is appointed they will be able to easily modify the existing page. The Faculty Advisor will also have access to the directory with the Chapter webpage, and the ability to make changes to the website in case the Webmaster is unavailable.

The Webmaster's responsibilities include the following:
(1) Maintain the information on the webpage so that it is current and accurate
(2) Work with the President, Vice-President, and Communications Secretary to post announcements of events
(3) Work with the Vice-President to post announcements and links to any opportunities for graduate students.
(4) Work with the Communications Secretary to post pictures and information after events occur.
(5) Consult with the Communications Secretary and the Faculty Advisor regarding the aesthetics of the webpage, any changes that should be made to the website, or any additional info that should be made available on the website.

VI.8. Terms for Chapter Officers will be for two years. It is permissible for officers to be re-elected for a second term, to resign from an officer position after a year and be elected to another position, or to serve as an officer in non-consecutive years. However, no individual will serve as an officer for more than a total of four years (consecutive or non-consecutive).

Elections for open positions will be held each spring with nominations made at the annual business meeting held by the Chapter each May. Appointments of the newly elected officers will begin at the beginning of the following Fall semester. Any member of the Chapter is eligible to be an officer. Officers may resign their position at any time. Voluntary
resignation of a member should be provided in written (or emailed) form to all current officers of the Chapter and the Faculty Advisor of the Chapter.

ARTICLE VII: OTHER COMMITTEES

VII.1. Elections for Chapter Officers will be held each spring. At the annual business meeting held by the Chapter each May, the President will announce which positions need to be filled and take nominations. Any member can nominate any other member (and members are allowed to nominate themselves). Members who are nominated should indicate whether they accept the nomination and will be willing to serve if elected, or whether they decline the nomination. An individual is allowed to be a nominee for at most one position. If a member is nominated for multiple positions, they may accept only one of the nominations and must decline the others. After the meeting, the President will create list of all nominees for each position, confirm that each nominee (particularly any not present at the meeting) is willing to serve, and send the list of willing nominees to the Faculty Advisor within 3 days. For members unable to attend the annual business meeting in May, it will be allowed that any member can nominate another member (or themselves) prior to the annual business meeting or within 24 hours after the meeting ends via email. These nominations should be sent by email to both the President and the Faculty Advisor with the name of the nominee(s) and the position(s) for which they are nominated.

The Faculty Advisor will handle the election for new officers as follows: The Faculty Advisor will send an email to all members of the Chapter with the list of positions to be filled, a list of the nominees for each position, and a voting deadline. This deadline must be at least two weeks after this voting email is sent, and must be a date and time specified to the minute (e.g, 8:45PM on Wednesday, July 24, 2013). Each member may reply via email to the Faculty Advisor with one (and only one) vote for a nominee for each position. Votes sent after the deadline will not be counted. For each position, the Faculty Advisor will tally the votes and the nominee for that position with the most votes wins. Write-in candidates are not allowed, so that votes for people who are not nominees will not be counted. In the event of a tie for a position, there will be a run-off election for the tying nominees in which only the Chapter Officers vote. In the event of a tie in this run-off election, the Chapter President (in consultation with the Faculty Advisor) will choose one of the tying nominees from the officers’ election for the position. The Faculty Advisor will announce the results and the winner(s) of
the election to the Chapter's members in a timely manner after the voting
deadline. After the votes are tallied, any officer of the Chapter may request
to see copies of the emails sent to the Faculty Advisor to verify that the
count was done accurately.

ARTICLE VIII: MEETINGS

VIII.1. There shall be at least eight meetings per year, held between the
months of August and May. One of these meetings will be held at the
beginning of the Fall semester to discuss events for the year, and one of
these meetings will be held in May to serve as an annual business meeting of
the Chapter. It is expected that all officers and the Faculty Advisor attend all
meetings. All members are allowed and encouraged to attend any meeting.
All meetings will be announced by the President via an email to all Chapter
members and the Faculty Advisor with at least two weeks notice for each
meeting. The President will decide on the time and location of the meetings
in consultation with the other officers and the Faculty Advisor. The
President may call a meeting at any time, provided that two weeks notice is
given. If members wish to have a meeting, they may request that the
president call one. If five members contact the president at one time
requesting a meeting, the President will be required to call and hold a
meeting.

VIII.2. The Chapter shall conduct a business meeting once per year during
the month of May. At this business meeting the Chapter will handle the
following items: (1) The President will determine officer positions to be
filled for the following year and take nominations. (2) The Secretary will
discuss the Annual Activity Report of Chapter activities, which must be
submitted to the Secretary of the AMS each year by June 30, and ask for
suggestions on items to include. (3) The Treasurer will discuss the Annual
Treasurer's Report, which must be submitted to the Treasurer of the AMS no
later than June 30 each year.

VIII.3. The Chapter shall conduct an organizational meeting at the beginning
of each Fall Semester. At this organizational meeting the Chapter will
handle the following items: (1) Induct the new officers who will begin their
service at the beginning of this meeting. (2) Invite new memberships
(particularly from any new students arriving that Fall). New members may also be inducted at any time throughout the year. (3) Ask officers and members for suggestions of activities and events for the coming year, discuss how these events will be organized, and delegate any necessary tasks. All members are encouraged to suggest and help with the organization of events.

ARTICLE IX: CHAPTER FUNDS

IX.1. The Chapter may levy voluntary dues and raise funds in any lawful manner consistent with these Rules, but there are no mandatory fees to be part of the Chapter or attend any of its activities.

IX.2. The Chapter’s funds shall be handled by the sponsoring institution in an appropriate manner. 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.3. The Treasurer shall maintain books of account that show income and expense items for all activities and balances for all accounts of the Chapter.

IX.4. In the inaugural year of a Chapter, the Chapter will receive $500 from the AMS to be placed in its institutional account. At 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.5. 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, provided that notice of the proposed changes and the meeting at which they are to be considered have been given to all Chapter members at least 30 days in advance.

ARTICLE XI: TERMINATION OF THE CHAPTER

XI.1. The 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 have been given to all Chapter members at least 30 days in advance.

XI.2. The 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 the Chapter terminates, the funds to which it has legal title shall revert to the account of the AMS.