

# AMS Graduate Student Chapter

## *Rules of Procedure*

These Rules of Procedure (hereinafter called Rules) apply to the AMS Graduate Student Chapter called the "University of Kansas 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).

### ARTICLE I: PURPOSE

The objectives of the American Mathematical Society (AMS), as established in the Certificate of Incorporation (May 3<sup>rd</sup>, 1923), are as follow: "the particular business and objects of the Society are the furtherance of the interests of mathematical scholarship and research."

The purposes of the Chapter shall be consistent with the objectives of the AMS. Specifically, the Chapter shall serve graduate students interested in mathematics by providing opportunities for academic and professional development, and fostering productive working relationships with departmental and administrative bodies at the University of Kansas.

### ARTICLE II: ACTIVITIES

II.1. The Chapter shall organize and host an Introductory Meeting every year in August. This meeting shall take the form of a social event, such as a picnic, with the purpose of welcoming new graduate students to the University of Kansas Department of Mathematics.

II.2. The Chapter shall coordinate a recurring First Year Graduate Student Seminar, with the aim of exposing first year graduate students interested in mathematics to seminar talks by their peers while also encouraging their participation as presenters of said talks.

II.3. Under the supervision of the KU MAM Activities/Outreach Program, the Chapter shall annually engage in Mathematics Awareness Month outreach efforts including, but not limited to, organizing interactive mathematics workshops for 5<sup>th</sup> - 6<sup>th</sup> grade students from local schools and assisting with a mathematics competition for elementary, middle, and high school students.

### ARTICLE III: INSTITUTION SERVED

Chapter members shall be recruited from the University of Kansas.

## 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. Chapter members are encouraged to be Regular or Student Members of the AMS.

IV.2. Annual dues shall not be required for membership.

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

IV.4. Termination of student membership shall take place upon graduation or withdrawal from the University of Kansas.

## ARTICLE V: SPONSORSHIP

V.1. The Sponsor of the Chapter is the University of Kansas.

V.2. The Sponsor of the Chapter shall appoint a Faculty Advisor for the Chapter. In the event said Advisor relinquishes their 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.

## ARTICLE VI: OFFICERS

VI.1. The Chapter shall maintain an Executive Committee consisting of a President, a Vice-President, a Secretary, and a Treasurer. Officers shall be Graduate Student members in good standing with the AMS and shall coincide with the elected officers of the KU Mathematics Graduate Student Organization. Any member who has served on the Executive Committee for at least two years shall not be eligible for reelection.

VI.2. The President shall preside at the meetings of the Chapter and the Chapter Executive Committee. 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.

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 no later than June 30<sup>th</sup> each year.

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<sup>th</sup> each year.

VI.5. The normal term of office for each member of the Executive Committee shall be two years. However, an officer may resign after one year, either voluntarily or due to a termination

of membership (see Article IV.4 above). No one shall serve on the Executive Committee for more than three years.

VI.6. When an officer discontinues their service as President, Vice President, Secretary, or Treasurer, whether due to resignation, completion of their term, or promotion, the next-highest-ranking officer (see Article VII.3 below) remaining on the Executive Committee shall be promoted to their position. Should there be no such officer, the vacancy shall be filled in the next election.

## ARTICLE VII: ELECTIONS

VII.1. An annual call for Executive Committee officer nominations shall be announced to all Chapter members at the beginning of the third week of April. Any individual who meets the officer eligibility criteria defined in Article VI.1 may be nominated. A member may nominate any number of individuals, but not themselves.

VII.2. The annual election period shall open with the distribution of ballots at the beginning of the fourth week of April, and voting shall conclude at the end of the same week.

VII.3. The recipient of the most votes shall assume the highest-ranking available position, the recipient of the second-most votes shall assume the second-highest-ranking available position, and so on, where the ranking of positions from highest to lowest is President, Vice-President, Secretary, and Treasurer.

VII.4. If three new officers are elected at once, then the Treasurer shall serve a one-year term. If four new officers are elected at once, then the Treasurer and the Secretary shall each serve a one-year term. Any member who has served a single one-year term as an officer shall remain eligible for election to another one- or two-year term.

## ARTICLE VIII: MEETINGS

VIII.1. There shall be at least five Chapter meetings per year, including organizational meetings for planning the Introductory Meeting, the First Year Graduate Student Seminar, and all MAM outreach activities, but excluding the regular meetings of the First Year Graduate Student Seminar (see Article III above).

VIII.2. The Chapter shall conduct a business meeting once per year during the month of August. The President or the Treasurer may call additional business meetings on two weeks' notice.

## ARTICLE IX: CHAPTER FUNDS

IX.1. The Chapter may collect registration fees for special Chapter events and otherwise raise funds in any lawful manner consistent with these Rules. However, regular membership dues shall not be collected (see Article IV.2 above).

IX.2. The sponsoring institution shall handle the Chapter's funds in an appropriate manner. All

funds provided by the AMS shall be available to the Chapter for its activities and shall be disbursed to the Chapter for purposes decided by the members of the Chapter. The sponsoring institution shall 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. (This may be an electronic document.)

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, together with 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 officer 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 proposed 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. The proposed changes shall be made available to all Chapter members a minimum of two weeks before said meeting.

#### 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.