

# Checklist for Starting a SIAM Section

## Timeline

1. Submit petition and letter of intent to the SIAM Board of Trustees:

Attn: Executive Director  
Society for Industrial and Applied Mathematics  
3600 Market Street, 6th Floor  
Philadelphia, PA 19104-2688 USA

2. The Executive Committee of the Board will review the application. Within 60 days of the receipt of the application, a decision will be sent by mail to the primary contact listed on the petition.
3. Submit proposed Rules of Procedure to SIAM Board of Trustees (same address as above).
4. Make changes to the Rules of Procedure as needed and resubmit to the SIAM Board of Trustees.

## Letter of Intent

- \_\_\_\_\_ Identify primary contact and provide mailing address
- \_\_\_\_\_ Identify the purpose of the proposed Section
- \_\_\_\_\_ Identify the activities of the proposed Section
- \_\_\_\_\_ Identify officers to serve during the first year

## Petition [*available at <http://www.siam.org/sections/petition.pdf>*]

- \_\_\_\_\_ Signatures from at least 20 members of SIAM
- \_\_\_\_\_ No more than 10 of the 20 signatures may be from students
- \_\_\_\_\_ Prospective Section members who are not members of SIAM may also sign the petition

## Rules of Procedure [*available at <http://www.siam.org/sections/draftrop.doc>*]

- \_\_\_\_\_ Purpose
- \_\_\_\_\_ Activities
- \_\_\_\_\_ Territory
- \_\_\_\_\_ Membership
- \_\_\_\_\_ Officers
- \_\_\_\_\_ Executive Committee
- \_\_\_\_\_ Other Committees
- \_\_\_\_\_ Meetings
- \_\_\_\_\_ Elections
- \_\_\_\_\_ Annual Business Meeting
- \_\_\_\_\_ Section Funds
- \_\_\_\_\_ Amendments
- \_\_\_\_\_ Termination of the Section