By-Laws of the SIAM International Meshing Roundtable Workshop

The purpose of this document is to provide a framework of rules, with the goal of ensuring stability, clarity, and growth for the long-term success of the SIAM International Meshing Roundtable Workshop (referred to as IMR in this document).

This document is a companion to the "**Guidelines of the SIAM International Meshing Roundtable Workshop**". Any items that are deemed to be guidelines or suggestions – based on years of experience organizing and running IMR's – are collected and updated in the separate "Guidelines of the SIAM International Meshing Roundtable" document.

The major headings are numbered consistently between the two documents. The minor headings may not track between the documents.

1. SIAM

1.1. What SIAM is responsible for
- **Finances**
  - Workshop fees.
  - Registration
  - Collecting sponsorship
  - Paying invoices
- **Workshop Locations**
  - Determining/approving location of each year's site.
  - Securing venue.
  - Securing hotel block.
- **Approvals** for various things – see 1.2 below

1.2. What is SIAM responsible for
- **Finances**
  - Responsible for IMR financial viability – both shortfalls and surpluses.
  - **Anything requiring money collection** – Use SIAM process to get info and collect the money
  - **Sponsors** – especially with respect to co-located conferences or workshops (mainly just need to coordinate with the sister conference sponsorship if needed).
  - **Invited Speakers** (since SIAM gives money towards travel).
  - **Short Course Instructors** – Only if they are to get money towards travel/registration.

- o **Banquet / reception** – Banquets must be separate fee items coordinated by the Organizing Committee – they can't be part of registration fee. However, a reception can be handled by SIAM and can be part of the registration fee. Receptions are typically held at SIAM conferences. If alcohol is proposed to be served, that would also need approval from SIAM.
  - o **Financial aid to students** – when grant or sponsorship money is used to assist students in attending the IMR. SIAM typically provides some funding towards student travel grants and young professional travel grants.
    - ▪ The SIAM liaison is responsible to work with a designated member of Organizing Committee to determine the number and type of the above grants for each conference, collecting applications, reviewing applications, and notifying applications of the decision. The student/young professional will then follow whatever guidelines SIAM provides on the travel grants.
  - o **Website** – SIAM owns the "internationalmeshingroundtable.com" website and they decide if they want to use registration fees or sponsorship fees to cover the cost involved.
- **Proposed Steering Committee and Organizing Committee members**
  - o SIAM is mainly interested in maintaining diversity across the committee. They are also interested in making sure that individuals who serve on the committee do not have a negative track record with SIAM and would not reflect negatively on SIAM..
- **Coordination with other organizations** (e.g., Siggraph).
- **New Awards** -- Should be approved by SIAM (e.g., the IMR Fellow Award).

2. Steering Committee

The Steering Committee has oversight duties for the IMR to ensure continuity and success of the workshop and to ensure that we stay within SIAM regulations and practices. They are also responsible for items that span over years, especially when not under SIAM's direct responsibilities.

2.1. Responsibilities:
- SIAM interaction
  - o Get approval for items listed in Section 1.2
- Select organizing committee members
- Serve as a resource of experience to the Organizing Committee.
- Available to settle disagreements on the Organizing Committee.
- Responsible for being responsible with financial requests of SIAM
- Responsible for long-term success and growth of the IMR.
- Maintain IMR governance documentation (e.g., IMR By-Laws, IMR Guidelines).
- Maintain IMR Event Rules (See below).
- Maintain IMR website and provide link to SIAM

- Selection of paper submission tool.
- Maintain IMR history including living documents
  - Awards
  - Fellow, including previous nominees
  - Speakers
  - Short courses

2.2. Qualification of new members
- Must have a history of attending the IMR and familiarity with how it is run.
- Must have served on an IMR Organizing Committee in the past.

2.3. Makeup of Steering Committee
- The full Steering committee has five (5) members including the chair.
- The Organizing Committee Chair is an additional non-voting attendee of the Steering Committee meetings during his/her tenure. He/she should be seen as a liaison between the Steering and Organizing Committees.

2.4. Replacing Steering Committee members
- (See Terms of Service in Section 2.6 below).
- Each year after the IMR, a Steering Committee member typically is scheduled to rotate off.
- In November, a communication is sent out to the IMR community at large asking for nominations.
- The current Organizing Committee chair is an automatic nomination for the next year's opening on the Steering Committee (assuming that person wants to do it).
- The Steering Committee maintains a list of candidates that meet the qualification requirements as well as the representation needs (see Guidelines document).
- Voting is done by the other Steering Committee members by Ranked Choice voting (see Guidelines document).
- The departing member also casts a vote.

2.5. Titles
- Are voted on and filled by a majority vote of the Steering Committee. The only current required titles are:
  - Steering Committee Chair
  - Liaison to SIAM
- See guidelines for typical responsibilities

2.6. Terms of Service
- A 5-year term of service is the requested commitment of new members.

- The term of service typically starts right after an IMR and ends 5 years later right after an IMR.
- Rotation of members
  - A rotating schedule is kept, noting when each member of the Committee will rotate off.
  - This can be adjusted as needed when members of the committee need to resign from the committee before the end of their five-year term of service.

2.7. Attendance by Steering Committee Members
- No specific attendance policy has been set., although the Steering Committee Chair is expected to attend the IMR (and should pass on taking the position should they know they can't attend).
- In both situations, it is left up to the other committee members to decide whether or not is it is deemed necessary to move on to replacement member.

2.8. Replacing the Steering Committee Chair
- The roll of chair is intended to last one year. This is typically set up to be the next to last (or last) year on the committee.
- All Steering Committee Members get a chance to serve but can pass and someone else may serve for longer, based on a vote from the rest of the Steering Committee.

3. Organizing Committee Rules

The Organizing committee is responsible for planning and running the upcoming IMR. Enough committee members should be selected to as to spread out the work over the year and to ensure that we have sufficient present at the actual conference to run all the events.

3.1. Responsibilities
3.1.1. IMR Session Organization
- Identify and organize all workshop sessions including papers sessions and a variety of other sessions (See guidelines document for various potential sessions).

3.1.2. Run the IMR
- Lay out the schedule (coordinating with the Steering Committee, who may interact with SIAM).
- Assign Session Chairs.
- Coordinate with any other SIAM conference we decide to work with. Note that anything involving financial aspects needs to be coordinated through the Steering Committee and potentially with SIAM. Also, if we

want to coordinate with any non-SIAM conference, we will need to get SIAM's pre-approval.

3.2. Communication

- The Organizing Committee is responsible for regular communication with the IMR community to keep them apprised of deadlines and news.
- It is recommended that the committee communicate with SIAM and other computational science communities for things like the call for papers each year.

3.3. Papers

- Coordinate the call for papers.
- Coordinate and oversee the paper review process
- Oversee the paper publication process.
- Select, review, and publish the best papers in select journal (currently JCAD).
- ALL committee members are asked to be an advocate for a set of papers.. They are responsible to have read and understood the papers, understood the reviews, and input their own views.

3.4. Awards

- Select award winners for identified annual awards (see list in Guidelines).
- Organizing Committee members should recuse themselves from any votes for those awards if a conflict of interest exists.
- The Organizing Committee is responsible for tallying votes for all awards that are done by all IMR attendees (typically Best Poster and Meshing Contest). Steering Committee and Organizing Committee members are allowed to vote in these cases but Meshing Contest / Poster Contest Chair should not.

3.5. IMR Fellow

- Note that this award CANNOT have SIAM in the name of the award. They have their own Fellow awards. This will simply be the International Meshing Roundtable Fellow Award.
- Similarly, SIAM cannot help with the award in any way, e.g., they cannot collect votes or give funding for the award.
- Anyone who has attended a previous IMR can nominate.
- Nominations are good for 5 years.
- Criteria is focused on contributions to IMR, with overall contributions to meshing being of lesser consideration. For more details, see guidelines.
- A nominee CAN be a member of the current Organizing Committee or current Steering Committee – but they must recuse themselves from voting.
- **Voting**

- All members of the Steering Committee and Organizing Committee vote on the candidates (with the exclusion of any candidates and anyone who works for the same company/laboratory/university as any of the candidates).
- A member of the Organizing Committee is selected by the Organizing Committee Chair to collect and tally the votes
- Vote should be blind to all others voting

3.6. Website
- Steering Committee is responsible to ensure that the website continues to be paid for by SIAM (rights to web address and for location to keep it)
- Each of the members of the organizing committee are responsible for providing timely content for the IMR website for the areas over which they have responsibility.

3.7. Committee Meetings
- Each meeting requires a minimum quorum of 2/3 of members for any voting to take place.
- **Committee Member attendance**
  - There is no requirement for minimum attendance, but it is left to the discretion of the Organizing Committee Chair if he needs to replace (or simply add) other members to the committee during the course of the year.
- **IMR Attendance**
  - It is not required to attend, but it is obviously strongly desired before taking on the position on the committee.
  - Assignment of chair roles across the committee should be done based on anticipated IMR attendance
  - If someone determines later that they can't make it, they should work with the chair to find someone to pick up their responsibilities at the conference.

3.8. Surveys
- See Guidelines

3.9. Banquet / Receptions
- See Guidelines for suggestions.

3.10. Makeup of Organizing Committee
- Must include a minimum of seven (7) members, including the chair. See Guidelines for number and representation on committee.

- Proposed Organizing Committee members and newly elected Committee Chairs must be provided to the SIAM representative on the Steering Committee for annual SIAM approval.
- Selection of Organizing Committee members is done by the incoming Committee Chair with consultation from the previous Organizing Committee Chair and the current Steering Committee Chair. See guidelines for suggestions about how this selectin process is guided.
- Once candidate Organizing Committee members have been selected the list is then sent to SIAM for approval. (This list usually includes a number of potential backup candidates), in case someone turns it down or has to drop off over the upcoming year.
- **Selection of Organizing Committee Chair**
    - See Section 3.15 below.
    - Nominations or self-nominations can come from anyone who has attended at least one IMR
    - Chair should have served at least 1 year on an Organizing Committee (past or present)
    - Organizing Committee Chair serves for a term (not just until the IMR is complete).
        - This term goes from approximately when they accept their position for an upcoming IMR Workshop and goes until the special edition from their IMR is finalized and published.
        - Each Organizing Committee Chair is only responsible for items pertinent to their conference. As such, they are a Chair in training until the previous conference finishes.
        - However, any decisions affecting their conference are their responsibility as soon as they are put in place.

3.11. Suggested Roles and Responsibilities
3.11.1. Chair
- Coordinates and runs all Organizing Committee planning meetings (at least monthly for year before conference)
- Assigns roles, including chairs
- Makes sure that nothing falls through the cracks
- Develops conference schedule
- Responsible for the special edition after the conference
    - Coordinates selection of the best papers
    - Writes introduction for the special edition
    - Manages publishing process with publisher (currently JCAD).
- Maintains and updates living documents owned by Steering Committee for:
    - Fellow
    - Awards
    - Speakers
    - Short Courses

3.11.1. Chair Elect
- Next year's Organizing Committee chair-in-training
- This person is immediately responsible for everything directly responsible for the conference for which they will be conference chair (in addition to whatever role they are filling for the current conference.)

3.12. Expected Term of Service on the Organizing Committee
- See Guidelines

3.13. Removal/Replacement of Organizing Committee members
- Steering committee is responsible to find a replacement
- Anyone in the IMR community can nominate candidates
- It is also possible to simply not refill the spot until the next IMR, depending on the desires of the Organizing Committee Chair.

3.14. Organizing Committee Chair attends the Steering Committee meetings
- The Organizing Committee Chair is a liaison to the Steering Committee, but is asked to attend the Steering Committee meetings
- The Organizing Committee Chair is not expected to perform any Steering Committee duties
- He/she should update the Steering Committee on status of the conference, with emphasis on anything needed from the Steering Committee or SIAM.

3.15. Nomination/Selection of Organizing Committee members
- Candidates for the Organizing Committee must have attended a previous IMR conference to be nominated.
- Anyone who has attended at least one IMR is encouraged to submit nominations, including self-nominations, to anyone on either the Organizing Committee or Steering Committee.
- The Steering Committee chair is responsible to maintain the list with the help of the Organizing Committee chair
- See the Guidelines for more information.

3.16. Nomination/Selection of the Organizing Committee Chair
- Any current or previous member of the Organizing Committee may be nominated to be the following year's Chair.
- If a suitable chair is still not found after exhausting the above, another suitable person may be selected by majority vote of the Steering Committee.
- Next year's chair is selected by a majority vote of existing Organizing Committee Chair and Steering Committee members.
- The vote is tallied by the current Organizing Committee chair.

- New chair nominations and vote should be completed at least 6 months prior to the upcoming IMR. This allows time for training by the existing chair and for the new chair to be announced at the upcoming IMR.
- The chair-elect will serve as a regular organizing committee member while in training for the upcoming year.

3.17. Veto/Override Power of the Steering Committee
- The Steering Committee retains the power (in rare instances) to override Organizing Committee decisions.
- Such an action requires a majority vote of the Steering Committee.
- This is restricted to issues that affect the IMR's ability to abide by SIAM rules, and may include legal, policy, and ethical issues that might impact how SIAM and/or the IMR will be perceived.
- Such decisions may be appealed to the Steering Committee if the Organizing Committee feels that information has not be correctly communicated or understood.

3.18. Removal/Replacement of Organizing Committee Members
3.18.1. Someone leaving early
- If a member decides to step down prematurely from the Organizing Committee, the Organizing Committee Chair should then propose next steps if any to the Steering Committee.

3.18.2. Removal of Committee Member
- If a member on the Organizing committee is not performing or demonstrates behavior that is detrimental to the IMR and/or SIAM, the Organizing Committee chair can bring that to the attention of the Steering Committee.
- If deemed necessary, the Steering Committee can in extraordinary circumstances remove a member of the Organizing Committee by a majority vote.

3.18.3. Replacement
- Replacement is not required when a member of the Organizing Committee leaves. See guidelines for more information.
- The Steering Committee is responsible for approving any new member (if one is added) by majority vote. SIAM must also approve the new committee member.
- An opportunity for Organizing Committee members to correct detrimental behavior and/or their lack of activity is provided through an action plan from the Steering Committee. If the behavior is not resolved to the satisfaction of the Steering Committee, the member can be removed by a majority vote of the Steering Committee. Respect, confidentiality, and decorum is to be used in all cases.

3.19. LinkedIn IMR Group Management

Managers for this group will include at least these people:
- Current Steering Committee Chair
- Current Organizing Committee Chair
- Current Communications spokesman on Steering Committee
- Current Communications spokesman on Organizing Committee

3.20. Financial compensation
All of the rules for this must stay within the rules specified by SIAM.

4. IMR Event Rules
Designed to ensure an appropriately attended event, these basic rules should not be modified. However, additional rules can be created by the Steering Committee in conjunction with the Organizing Committee.

4.1. Papers
- For accepted papers and research abstracts, at least one author must register for the IMR.
- Participants may be an author of multiple papers and research abstracts.
- Each paid IMR registrant will be limited to one presentation (paper or research abstract). Not limited to papers and research abstracts, all authors and presenters are encouraged to also submit posters and/or meshing contest entries.
- Authorization to Publish / Copyright Agreement: A completed "authorization to publish" or copyright agreement form will be required from each author/coauthor after acceptance of papers if a published proceeding or website hosting of papers is the outcome of a IMR.

4.2. Posters and Meshing Contest
- At least one poster author must attend the IMR.
- SIAM will provide stands and poster boards for displaying the poster.
- Authors are solely responsible for all supplies and logistics, including printing and transport.
- Posters must meet the published size requirements which come from SIAM. If a poster is of an unreasonable size, the Organizing Committee reserves the right not to display it and/or remove it from the poster competition.

5. Sponsorship
Sponsorship must be agreed to and coordinated between the IMR and SIAM to avoid duplicate requests to the same sponsor by the IMR and SIAM (e.g., for the sister conference). All SIAM rules and mandates are to be followed.

See Guidelines for more information

6. Process for changing or adding to this document

6.1. Changes requested from SIAM

- Steering Committee should discuss internally.
- Item should then be discussed with SIAM to ensure complete communication both ways.
- All attempts to fulfill these requests should be made.

6.2. From anyone else

- Steering committee member, Organizing Committee member or anyone in the IMR community may propose rule changes.
  - Changes require at least a 4:1 vote of the Steering Committee. If only 4 members are on the committee, 4-0 is required.
  - If a member is unable to attend a meeting absentee voting is allowed by email.
  - Voting is done openly, and all can see each other's votes in the Steering Committee.