

THE AMERICAN SOCIETY OF MECHANICAL ENGINEERS

CANTON-ALLIANCE-MASSILLON SECTION

BYLAWS

AND

MANUAL FOR OFFICERS AND COMMITTEE MEMBERS

THE AMERICAN SOCIETY OF MECHANICAL ENGINEERS

CANTON-ALLIANCE-MASSILLON SECTION

BYLAWS

PREFACE

This preface is quoted from ASME, "Constitution, Bylaws and Rules."

"Article R-11. Sections.

Rule 1. Each Section shall adopt its own Bylaws for the conduct of its affairs, provided such are in harmony with the Constitution, Bylaws and Rules of the Society, and provided also every publication of such Bylaws shall be filed with the Secretary."

"Article B-11, Sections.

Par. 4. The provisions of the Constitution, Bylaws and Rules of the Society shall cover the procedure of all Sections, but no action or obligation of a Section shall be considered an action or obligation of the Society as a whole. This Bylaw shall be imprinted on any publication issued by the Section."

ARTICLE I

Name and Objects

Section 1. The name of this association shall be the Canton-Alliance-Massillon Section of the American Society of Mechanical Engineers.

Section 2. The objects of this Session are to promote the art and science of Mechanical Engineering and the allied arts and sciences; to encourage original research; to foster engineering education; to advance the standards of engineering; to maintain means for exchanging ideas by engineers and with associated technologists; and severally and in cooperation with other engineering and technical societies to broaden the usefulness of the engineering profession.

ARTICLE II

Membership

- Section 1. All members (all grades) of the American Society of Mechanical Engineers residing in Ashland, Tuscarawas, Carroll, Wayne, Stark, Holmes, Richland, Coshocton, and Harrison, excepting members residing in Rittman and Doylestown, Wayne County; but including the several members residing in Deerfield, Sebring, and Homeworth; within the boundaries established by the Society, shall be considered members of Canton-Alliance-Massillon Section.
- Section 2. The qualifications of voters at elections shall be the same as are prescribed by the Constitution of the Society.

ARTICLE III

Management

- Section 1. The management of the Section shall be vested in a local Board of Directors made up of officers of the Section, plus 10 directors. Three of the directors shall be elected annually, to serve for 3 years; and the 10th director shall be the immediate available past chairman. The Board of Directors shall be considered as the Executive Committee responsible for the successful operation of the Section.
- Section 2. The officers of the Section shall be a Chairman, a Vice-Chairman, a Secretary, and a Treasurer.
- Section 3. New officers and directors shall be elected each year by ballot of the members as covered in Article IV, Nominations and Elections.
- Section 4. The Local Board of Directors is empowered to appoint, for special purposes, temporary subcommittees upon which non-members of the Society may serve.
- Section 5. Any members of the Board of Directors, or of any committee, who for a non-excused period of 3 months consecutively, does not take part in the management of the affairs of the Section, shall automatically cease to be a member of the Board of Directors or of the Committee.
- Section 6. The Board of Directors shall have power to fill vacancies in its own membership, such appointees to hold office for the unexpired term of the

vacating member.

- Section 7. A quorum for a specified meeting of the Board of Directors shall be six (6) officers and/or Directors.
- Section 8. The Standing Committees of the Section shall be such committees as the Chairman may designate with the approval of the Board of Directors. All committee assignments are made by the Chairman with the approval of the Board of Directors.
- Section 9. There shall be an Advisory Committee whose membership will be the five, or more, immediately available past chairmen of the Section. It shall be the duty of the immediate available past chairman to act as chairman of the Advisory Committee and the next immediate available past chairman shall be vice-chairman.
- Section 10. A quorum at a specified purpose meeting of the Section membership shall be twenty-five (25) members.
- Section 11. All persons present at a regular meeting of the Board of Directors, who are members in good standing of the Canton-Alliance-Massillon Section, shall be permitted to propose motions for consideration by the Board, and to vote on any motions coming before the Board except as specified in Article III, Section 6. However, a majority of the Board present may limit voting on a specific motion to members of the Board.

ARTICLE IV

Nominations and Elections

- Section 1. The Nominating Committee shall consist of six (6) members. Two of the members shall be elected annually, to serve for three years, on the same ballot as the Section Officers (see Section 2), from a list of at least (2) names selected by the incumbent committee. Officers and directors of the Section shall not be members of the Nominating Committee. The elections shall be by ballot and the two (2) candidates receiving the largest number of votes shall be declared elected. The chairman of this committee shall be the member in the latest year or third term with the longest ASME membership. The vice-chairman shall be the member in the second year or term with the longest ASME membership. Should a vacancy occur in the nominating committee, the Board of Directors shall appoint a member to serve for the unexpired term of the vacating member.

- Section 2. The incumbent nominating committee, as constituted in Section 1, shall select a candidate for chairman, for vice-chairman, for secretary, and for treasurer. It shall also select at least three (3) candidates for Directors, three (3) of whom are to be elected. It shall announce its selections at the November meeting of the Board of Directors and the list of nominees shall be published in the December newsletter. The nominating committee shall prepare the ballot for the election of officers, directors, and nominating committee members, and shall supervise the tally of ballots. The ballots shall be mailed with the January newsletter. The vote shall close fourteen (14) days from the date of mailing. The new list of officers should be submitted to Region V by February 1. Consequently, the January newsletter should be mailed fourteen (14) days prior to the end of January. A majority of votes cast will be necessary to elect officers. For directors and nominating committee members, the prescribed number of candidates to be elected receiving the largest number of votes shall be elected. Those elected shall assume office on the first day of July following in accordance with the uniform practice of all Sections. In the event that a member of the incumbent Board of Directors is placed in nomination for an office and is elected, his place on the Board shall be considered vacant as of the date he assumes office, and the Board of Directors, at the next Board meeting following the election, shall fill this vacancy as required by Article III, Section 6.
- Section 3. Additional nominations may be made by petition, signed by not less than 10% of the qualified members of the Section. The names of such nominees shall be added to the ballot (as a separate list).

ARTICLE V

Miscellaneous

- Section 1. Propositions for Amendments to these Bylaws may be submitted to the membership for consideration by the Directors or by petition signed by not less than 10% of the qualified members of the Section and approved by the Board of Directors. The vote shall be by ballot to close fourteen (14) days from date of mailing. If approved by a majority of the votes cast, the amendment, or amendments, shall become a part of these Bylaws.
- Section 2. The rules contained in "Robert's Rules of Order Revised" shall govern in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

Section 3. These Bylaws go into effect on June 4, 1952.

Revised October 2, 1963

Advisory Committee

N. W. Eft
H. J. Wasik
R. F. Iager
A. H. Figg

Approved and Reissued by Board of Directors October 2, 1963.

Revised May 28, 1969

Advisory Committee

R. E. Sharp
D. T. Kurlinski
J. M. Rackley
R. R. Holfinger
N. R. Johanson

Approved by letter ballot of members and reissued by Board of Directors on June 19, 1969.

Revised January 25, 1978

Advisory Committee

T. L. Swartz
G. B. Watson
R. L. Leibensperger
J. L. Emery
H. M. Jones

Approved by letter ballot of members and reissued by Board of Directors on March 3, 1978.

Revised February 27, 1985

Advisory Committee

J. B. Kitto
A. C. Skipper
R. S. Zakrzewski
W. A. Van Der Sluys

Approved by letter ballot of members and reissued by the
Board of Directors on February 27, 1985.

Revised March 11, 2002

Advisory Committee

Approved by letter ballot of members and reissued by the
Board of Directors on March 11, 2002.

THE AMERICAN SOCIETY OF MECHANICAL ENGINEERS

CANTON-ALLIANCE-MASSILLON SECTION

MANUAL FOR

OFFICERS AND COMMITTEE MEMBERS

FOREWORD

The purpose of this Manual is to define the duties of officers and committee members.

All those who use this Manual are urged to present their suggestions* for improvements to the Agenda Committee for screening prior to presenting such ideas to the Board of Directors for discussion. After approval by the Board of Directors, approved ideas are to be submitted to the Advisory Committee to be made either a part of this Manual or the Section Bylaws or returned to the Agenda Committee for presenting to the National Agenda Committee.

In addition to this Manual, it is recommended that officers and committee members read the following.

1. Bylaws of the Canton-Alliance-Massillon Section, ASME.
2. "Manual for Section Operation", ML-10 issued by ASME Headquarters. The Chairman will supply copies of this bulletin

*Category of Suggestions:

1. Section Activities
2. Regional Activities
3. Membership Development
4. Publications
5. Dues or Fees
6. Others

The provisions of this Manual as hereinafter stated shall remain in effect until changed by action of the Board of Directors. All future revision shall be made by action of the Board of Directors and all revisions so made shall be indicated by the names of the advising committee members together with the date of revision appearing on the last page hereof.

The provisions of this Manual are reflected in the organization chart for CAM Section which

has been approved by the Board of Directors. Future charts shall conform with this Manual until changed by action of the Board.

DUTIES OF CHAIRMAN

I. BEGINNING OF SEASON - July 1st

- A. Call new Board of Directors and all committee chairmen together for organization meeting to be held in July for the purpose of discussion of the year's activities.
- B. Appoint all committees subject to approval of the Board of Directors.
- C. Check with Secretary regarding stationery, mailing list, etc.
- D. Instruct committee chairmen to submit their budgets.
- E. Provide copies of Headquarters Section Manual (ML-10) as requested by Committee Chairmen.
- F. Provide copies of the "Bylaws" and the "Manual for Officers and Committee Members" to all officers and committee chairmen.
- G. Serve or appoint someone to serve as junior delegate at the Canton Joint Engineering Council Board Meetings.

II. BOARD OF DIRECTORS MEETING

- A. Call as necessary to take care of Section business (usually the last Wednesday of each month).
- B. Make arrangements for meeting room.
- C. Have reports of Secretary, Treasurer, and Committee Chairmen.
- D. Discuss and act on all old business, new business, correspondence, etc.

III. MONTHLY MEETINGS

- A. Speaker and guest reception and entertainment.
- B. Introduction of new members.

- C. Letter thanking speakers.
- D. All other phases tending to favor fellowship and other objectives of ASME.

IV. REGIONAL ADMINISTRATIVE CONFERENCE

Whenever possible, the Section Chairman should be elected senior delegate to this important conference usually held in April or May. The Chairman elect should be appointed junior delegate and the Vice-Chairman elect should be appointed as an alternate and encouraged to attend. The expenses of the senior and junior delegates are paid by National Headquarters. CAM Section shall pay the expenses of the alternate.

V. NOMINATING COMMITTEE AND ELECTIONS

- A. Have election material mailed on time as specified by the Bylaws and in this Manual under Nominating Committee, Article III.
- B. Appoint Tellers Committee to count returns of election.
- C. Have Tellers report read at Board of Directors meeting following the election.
- D. Send a personal letter to each candidate for office, board of directors, and nominating committee advising of the election results before the results are publicly announced.

VI. END OF YEAR

- A. Compile resume of year's activities to serve as a historical reference when attached to Secretary's yearly report.
- B. Send copy of this resume to Regional Vice-President, Regional Secretary, and to National Headquarters. Sufficient copies should also be taken to the RAC meeting for distribution to those attending (approximately sixty copies).
- C. Instruct each officer and committee chairman to compile a resume of the year's activities including a detailed list of responsibilities of the position and time schedule of events as a guide and reference for the incoming officer or committee chairman. A copy of each resume should be furnished to the Chairman elect for forwarding to the incoming officers and committee chairmen as soon after July 1 as possible.

- D. Have Chairman elect report the names and addresses of newly elected officers and appointed committee chairman for inclusion in Manual AL-1 as requested by National Headquarters.
- E. Have Chairman elect arrange for printing of stationery letterhead with the names of the officers and directors for the coming year.

DUTIES OF VICE-CHAIRMAN

- I. Assist the chairman in his duties and preside at meetings in the absence of the chairman.
- II. Obtain sponsors for the Section newsletter. Contacts for sponsors should be initiated immediately upon assuming office and every effort made to have a complete list of sponsors by the August Board Meeting for inclusion in the September newsletter. Necessary information and material for the sponsors format must be furnished to the newsletter editor no later than the Board Meeting preceding the date of publication.

The Vice-Chairman shall also maintain and keep up to date the three-year revolving list of newsletter sponsors. The updated list shall be given to the Vice-Chairman elect by July 1 or earlier in order that contacts for sponsors for the following year can be initiated as described above. The Vice-Chairman shall also provide the Secretary information to insure that all sponsors on the up-to-date three year list are sent copies of the newsletters. Previous sponsors who decline to sponsor the next three-year interval should be removed from the newsletter mailing list.

- III. Work with the program chairman and vice-chairman to provide a list of programs for the following year. Assist the program vice-chairman in obtaining speakers and making program arrangements after the list has been approved by the Board of Directors.

DUTIES OF SECRETARY

I. BEGINNING OF SEASON - JULY 1st

- A. Meet with the retiring Secretary to obtain all previous records and to discuss duties.
- B. Receive address cards from National Headquarters and revise mailing list accordingly.

II. BOARD OF DIRECTORS MEETING

- A. Send out meeting announcement and agenda. Include copy of minutes of previous meeting so that same need not be read at the meeting. This mailing to be one week in advance of the meeting date.

III. CORRESPONDENCE

- A. Take care of all regular correspondence with National Headquarters and Regional Vice-President.
- B. Refer correspondence to proper persons immediately for appropriate consideration and action.
- C. Maintain a correspondence file for all officers, committees, Regional and National delegates, such file to be open to present and succeeding officers and chairmen for their information and guidance.
- D. Provide date stamp to mark all correspondence as received for protection of Section reputation.

IV. RECORDS

- A. Provide and maintain adequate record of CAM Section proceedings.
- B. Revise mailing list in accordance with information received from National Headquarters and/or members.

V. MISCELLANEOUS

A. Maintain a supply of:

- ASME Envelopes
- Application Blanks
- ASME Literature
- Financial Report Forms
- Change of Address Cards
- Lapel Cards

B. Provide a supply of letterheads to each officer and committee chairman.

VI. SECTION DIRECTORY

The Secretary shall prepare and have published a Directory of the Section members. This Directory should be prepared near the end of the Section year for the following year. It should include the membership changes received from National Headquarters in June and should be ready to be printed by August 1 for distribution in September. This will require the Secretary to carry on into the following year to complete this project.

DUTIES OF TREASURER

I. BEGINNING OF SEASON - July 1st

- A. Meet with retiring Treasurer to obtain all previous records and to discuss duties.
- B. Mail budget, as appropriated by Board of Directors, to National Headquarters before June 30th.
- C. Obtain financial statement and check for Section funds from previous Treasurer.
- D. Transfer bank account.

II. FINANCIAL STATEMENTS

- A. Make semiannual report to December 31. (Use form from National Headquarters.)
- B. Make approved annual report to end of season, July 1, to be cosigned by

Chairman. (Use form from National Headquarters.) Make out form showing Headquarters Account only and send to National Headquarters.)

III. DURING YEAR

- A. Deposit money received and pay all bills.
- B. Submit financial report at each Board of Directors Meeting.
- C. Maintain Section and Headquarters Ledger Accounts.

IV. DINNERS - AT EACH MEETING

- A. Arrange to have tickets, change, reservation list, and table at the entrance to the dining room for selling dinner tickets at the monthly meeting.
- B. Settle for dinner, gratuity, and auditorium charges after dinner or have bill sent.
- C. Bill all delinquent members who fail to honor dinner reservations unless cancelled 24 hours before the meeting. This charge would prevail if the restaurant charges the Section for the extra dinners.

DUTIES OF EX-OFFICIO (PAST CHAIRMAN)

- I. Serve as CAM Section Delegate, in the capacity of Senior Delegate, at the Canton Joint Engineering Council Board Meetings.
- II. Serve as Chairman of the Advisory Committee.

COMMITTEE CHAIRMEN

All Committee Chairmen shall be authorized to make motions and vote at meetings of the Board of Directors on all matters except those concerning and/or prohibited by the CAM Section Bylaws.

PROGRAM COMMITTEE

- I. The Vice-Chairman of the Program Committee of the preceding year shall become Chairman of the Program Committee.

- II. The Program Chairman shall continue the arrangements for programs initiated in the preceding year.
- III. The Program Chairman shall provide speaker reception and entertainment as required and as requested by the Section Chairman.
- IV. The Program Chairman shall be responsible for speaker introduction at the monthly dinner meeting.
- V. The Program Vice-Chairman shall assist the Program Chairman in his duties and function for the Chairman in his absence.
- VI. The Program Vice-Chairman with the assistance of the Program Chairman and Section Vice-Chairman, shall be responsible for providing a list of well-rounded programs for the following year. This list must be presented to the Board of Directors for approval not later than the February Board Meeting.
- VII. As soon as an approved list of programs is available, the Program Vice-Chairman, with the assistance of the Section Vice-Chairman, shall proceed to obtain speakers and make arrangements for programs and plant tours.

SPECIAL PROJECTS COMMITTEE

The Special Projects Committee will plan for and conduct all meetings of a special nature such as dances, card parties, stags, outings, etc. They shall also be responsible for Engineers Week displays and publicity whenever the society participates in this function

HOUSE COMMITTEE

The House Committee will provide quarters as required in which to conduct normal activities of the Program Committee. They will arrange for the use of slide projectors, motion picture projectors, sound amplifiers, blackboards, and the display of the CAM Section banner. They shall also handle dinner arrangements as advised by the Attendance Committee and the Board of Directors.

NEWSLETTER COMMITTEE

- I. The Newsletter Committee shall be responsible for editing and printing a Newsletter for mailing to the entire membership announcing each regular monthly meeting.
- II. The Chairman of this Committee shall be Editor of the Newsletter

- III. This Committee will work closely with the Publicity Committee to provide information relative to meetings and other news which should be publicized.

PUBLICITY COMMITTEE

- I. The Publicity Committee shall be responsible for giving all information pertaining to meetings and other news that would be of interest to these communities to newspapers, radio stations and TV stations in the Section area.
- II. This Committee shall also handle any other publicity functions necessary or desirable for the well being of the Section and its activities.
- III. As soon as the results of the Section annual election are available, the Committee shall furnish necessary information on all new officers, plus a photograph of the Chairman-Elect, to all area newspapers.
- IV. This Committee will work closely with the Newsletter Committee to obtain information relative to meetings and other news which should be publicized.
- V. This Committee will keep clippings of all publicity received and include in yearly report to Section Chairman.

REGISTRATION COMMITTEE

The Registration Committee will promote the professional registration of all members of the Section, provide or advise on refresher courses to assist in the successful passing of state examinations, obtain and dispense the necessary information to assist an applicant, and collaborate with the Program Planning Committee Chairman to provide dinner speakers who might convince the members of the value of registration. Chairman to represent CAM Section on local joint committee for registration when such a committee may exist. The following guide may be used to accomplish these purposes:

- I. Determine date and place of Registration Examination.
- II. Obtain information on Registration refresher course.
- III. Supply information on Examination and refresher course to Newsletter Chairman for publication prior to refresher course.
- IV. Cooperate with the State Registration Board and the Section Program Committee in

the dissemination of information concerning registration.

- V. Review the possibility of devoting some time at Section meeting each year to the subject of Registration and arrange to have a member of the State Board address the meeting.
- VI. Obtain and make available detailed information on procedure for making application for registration.

PUBLIC AFFAIRS COMMITTEE

- I. The Public Affairs Committee shall encourage the Section members to broaden their understanding of social problems by observation, reading, and discussion; take part in essential community activities as their understanding does increase, including the running for public office; recognize the full implication of their daily work as it affects society; work within the societies in areas that interface between engineering and the public.
- II. The Committee shall have a Chairman who will serve a oneyear term in office and whose duties will be
 - A. Carry out duties as Public Affairs Chairman as outlined in the Section's operation manual ML-10.
 - B. Serve as the CAM Section Senior Delegate to the Ohio Council of ASME
 - C. Select an alternate delegate(s) to Ohio Council in the event that the senior or junior delegate is unable to attend a council meeting.
- III. The Committee shall have a vice-chairman who shall serve a one-year term of office and whose duties shall be:
 - A. Serve as the CAM Section junior delegate to the Ohio Council of ASME
 - B. Assume responsibilities of the Committee Chairman in his absence.
- IV. The Vice-Chairman will automatically ascend to the position of Public Affairs Committee Chairman following completion of the Chairman's terms of office.
 - A. If the office of Public Affairs Chairman is prematurely vacated, the Vice-Chairman will complete the remainder of the term of office and will remain

in the position for the following year.

- B. The Section Chairman will select a new Committee Chairman when the office is vacated.

VOCATIONAL SERVICE COMMITTEE
(& COLLEGE RELATIONS COMMITTEE)

- I. The Vocational Service Committee will cooperate with high schools and colleges to offer career information and vocational guidance to students and counselors.
- II. This Committee should include but not be limited to:
 - A. Providing engineering speakers, setting up plant visitations, providing one-on-one career guidance, and distribution of ASME literature. These activities may be partially or wholly performed in conjunction with other individual engineering societies or with the Canton Joint Engineering Council Vocational Service Committee.
 - B. The Committee shall also act as the liaison between the CAM Section and the Stark Technical College Mechanical Engineering (M.E.) Club.
 - C. This Committee shall, at a minimum, have a chairman and vice-chairman with the intent that the vice-chairman move up to the committee chairmanship the next year.
- III. At the discretion of the Section Chairman, the high school and college activities may be divided into two separate committees on a year-to-year basis.
 - A. The high school committee would retain the original committee name and structure.
 - B. The college activities committee would:
 1. Take the name "College Relations".
 2. Have at least a chairman.
 3. Assume the Stark Technical College M.E. Club liaison duties.
 4. Perform such other activities as assigned by the chairman or as appropriate.

MEMBERSHIP DEVELOPMENT COMMITTEE

- I. The Membership Development Committee shall have the responsibility of urging and aiding all eligible persons in the Section area to become members of ASME. This Committee shall have as many members as necessary to fulfill this responsibility. It is desirable that a member for this Committee be selected from each plant or area which has a significant number of potential members.
- II. This Committee shall also:
 - A. Carry on activities as covered by the MDC Manual.
 - B. Investigate and report all applications received from Section members and from the National Headquarters Office.
 - C. As far as possible, have all applications originated by Section members pass through Committee's hands.
 - D. Act on any special matters arising in connection with membership referred to the Section from National Headquarters.
 - E. Have large enough Committee to cover the territory of the Section adequately.
 - F. Actively promote the addition of desirable members to the Section.
 - G. Work with the Regional and National MDC officers.
 - H. See that all members of the Committee receive and study the MDC Manual.
 - I. Check lapel cards from each meeting for guests who should be contacted for ASME membership.
- III. Submit a report of committee's progress at each regular Board of Directors Meeting.

ATTENDANCE COMMITTEE

- I. The purpose of this Committee shall be to encourage larger attendance at meetings.

- II. A. This Committee shall be large enough to cover the territory adequately by having sufficient members in each city and/or large plant to completely contact the membership for attendance at general meetings.
- B. Contact of all Section members shall be made in person, or by phone by Committee members.
- C. Pass out lapel cards.
- D. Collect lapel cards, record attendance on permanent record file, and then transmit to Nominating Committee for their use in selecting nominees for Section offices. The attendance data should also be furnished to the Chairman-Elect before the RAC meeting to enable him to prepare his slate of committee persons.
- E. Furnish names of guests attending dinner meeting to the Section Chairman so the Chairman can introduce and welcome them at the commencement of the meeting.
- F. Furnish names of guests attending dinner meetings to Membership Development Committee for follow-up in regard to ASME membership.
- G. Pass out and collect question cards during a meeting where and when required.
- III. Submit a report of Committee's progress at each regular Board of Directors Meeting.

ADVISORY COMMITTEE

- I. The Advisory Committee, as stated in the Bylaws, is to be composed of five immediately available past Section Chairmen. The immediate available past Chairman of the Section is to assume the chairmanship of the Committee, and the past Chairman of the year previous is to assume the duties of Vice-Chairman. The object of the Committee is to constructively criticize the efforts of the officers and committee chairman and to offer suggestions to the Board of Directors for the improvement of management policies. Recommend to the Honors Committee names of Section members for the grade of Fellow. They are also to collaborate with the Nominating Committee to give consideration to continuity of Section offices, but at the same time assure that worthy members are properly and rightly rewarded by office.
- II. This Committee shall from time to time seek to improve the Section Bylaws and the

Section Manual for officers and committee members. Such improvements to be submitted to Board of Directors for approval before inclusion in these documents. Receive ideas for improvements from the Board of Directors or the Agenda Committee, and maintain a list of ideas for improvements properly noting the name and address of the suggestor.

- III. This Committee shall suggest the names of the Section member, or members, for Regional and/or National ASME offices, through the Board of Directors, prior to the Regional Administrative Committee Meeting.
- IV. This Committee shall indicate on the Bylaws and Manual for officers and committee members:
 - A. The date of last revision.
 - B. Names of members responsible for such changes.
 - C. The date of approval by Board of Directors and/or date of Section approval.
- V. This Committee shall submit a report of progress at each regular Board of Directors meeting.

NOMINATING COMMITTEE

- I. The Nominating Committee shall consist of six members as stated in the Bylaws. Two of the members shall be elected annually to serve for three years in accordance with Article I of the Bylaws.
- II. It should be the supreme duty of this Committee to keep in mind the future success of the Section by selecting such candidates as officers and Board of Directors members who will devote time and sincere effort to their elected offices. Men of proven executive ability should not be overlooked, and proper consideration should be given when selecting candidates to maintain a high degree of prestige within the Section.

A proper balance of representation from constituent cities in the Section should be maintained to prevent inconsiderate concentration of power in any one city or plant. Set aside an evening, or other convenient time, for an open session for members to speak in behalf of their candidates, or to make recommendations for candidates.

- III. This Committee shall take the following action concerning nominations and

elections.

- A. Place a notice in the November Newsletter soliciting recommendations for nominees for officers, board members, and Nominating Committee members.
- B. Place the list of nominees in the December Newsletter for the information of the general membership. The December Newsletter must also publicize Section 3 of Article IV (Nominations and Elections) of the CAM Section Bylaws which provides that additional nominations may be made by a petition signed by 10% of the qualified members of CAM Section
- C. The ballots shall be mailed to the members with the January Newsletter in accordance with Article IV of the CAM Section Bylaws.
- D. The new list of officers should be submitted to Region V by February 1.

NOTE: Information to be included in Newsletters must be available at the preceding monthly meeting of the Board of Directors. For example, October Board Meeting for November Newsletter, etc.

- IV. They are also to collaborate with the Advisory Committee to give consideration to continuity of Section offices, but at the same time assure that worthy members are properly and rightly rewarded by office.

AGENDA COMMITTEE

- I. The Agenda Committee is the one avenue that members at the Section level have for suggesting changes (in the form of Agenda items) in any phase of ASME policies and procedures. The Agenda Committee should preferably include members of the Executive Committee and one or more delegates who have attended past RAC's or NAC's. Its purpose is to:
 - A. Canvass the Section membership for Agenda items.
 - B. Edit and present any and all items to the entire Executive Committee of the Section for approval.
 - C. Submit items to the National Agenda Committee.
 - D. Report to the Section any and all action taken by the National Agenda Conference (NAC) and the actions of the council on the NAC recommendations.

The above duties are performed in accordance to the schedule established and issued in September of each year by the National Agenda Committee.

HONORS COMMITTEE

- I. The purpose of this Committee shall be to seek out Section members deserving of the various ASME honors and awards, as well as, other honors for which any Section member may be deserving. This shall include any special awards which the Executive Committee shall deem appropriate. ASME Manual ML-71 lists the various honors and awards available, as well as, procedures for making application.
- II. The Chairman of this Committee shall be the second immediate available past Chairman of the Section and the next two immediate available past chairmen of the Section shall be members of this Committee.

FINANCE AND BUDGET COMMITTEE

This Committee shall be responsible for preparing the annual budget, auditing the Treasurer's books at midyear and at the end of the year, and insuring that required reports are sent to National Headquarters at the specified times.

FELLOWSHIP AND WELFARE COMMITTEE

- I. This Committee shall be responsible for the following functions:
 - A. Write a letter to all new members, graduate student members and transferees welcoming them to the Section. This letter shall also inform new members, graduate student members and transferees the first dinner meeting they attend will be free with compliments of the CAM Section
 - B. Arrange to have someone personally welcome new members at their first dinner meeting and introduce them to the other members.
 - C. Write letters of condolence to families of deceased Section members

INTERORGANIZATION COMMITTEE

- I. It is the purpose of this Committee to represent CAM Section as required to any meetings or activities involving other societies or engineering groups and report on

such activities to the Board of Directors. Any commitment on CAM Section must be approved by the Board of Directors.

- II. The Chairman of this Committee shall be the immediate past Section Chairman, with the current Section Chairman serving as Vice-Chairman. If the immediate past Section Chairman is or becomes unavailable, the Section Chairman shall appoint a replacement with the approval of the Board of Directors considering the importance of continuity of representation in activities such as the Canton Joint Engineering Council (CJEC).

HISTORY AND HERITAGE COMMITTEE

- I. The purpose of this Committee is to promote a greater sense of pride in the Mechanical Engineering profession and an awareness of Mechanical Engineering to the general public.
- II. This Committee will cooperate in programs of the National Committee on History and Heritage, such as, assisting in the search for material that should be preserved, relating to the history of the Mechanical Engineering Profession.
- III. Update the Section history for inclusion in the Annual Directory.

PROFESSIONAL DEVELOPMENT AND CONTINUING EDUCATION COMMITTEE

- I. The Professional Development and Continuing Education Committee shall be responsible for aiding in the continued professional development of the members of the CAM Section.
- II. This Committee should include but not be limited to:
 - A. Publishing a news bulletin a minimum of 2 times per society year informing the CAM Section members of local continuing education or professional development courses of interest offered by colleges, other engineering societies, and other organizations.
 - B. Provide to the board and, if appropriate, the general membership any information which may either directly or indirectly affect the professional development of the Section membership.
 - C. Provide information on continuing education courses.

- D. Provide appropriate information to the newsletter editor for inclusion in the Section monthly publication.

NOTE: All mailings which are to be sent out to the entire membership should be inserted and mailed with the monthly newsletter, if possible.

- III. This Committee shall have, at a minimum, a chairman to carry out the activities defined above. Additional members may be added as required or desired.

MEMBER INTEREST

This Committee relates to the society activities concerning the economic and professional needs and individual interests. This Committee should include insurance, pensions, employment guidelines, manpower planning and utilization, and identifying member interests.

Revised and submitted to Board of Directors by Advisory Committee, August 13, 1956.

R. C. Wilson, Chairman; M. H. Ripple; H. R. Neifert; C. R. Mummery; W. F. Green.

Approved and reissued by Board of Directors, September 5, 1956.

Revised and submitted to Board of Directors, Advisory Committee, August 7, 1957.

W. C. Beatty, Chairman; R. C. Wilson; M. H. Ripple; H. R. Neifert; C. R. Mummery.

Approved and reissued by Board of Directors, September 4, 1957.

Revised and submitted to Board of Directors by Advisory Committee, October 2, 1963.

N. W. Eft, Chairman; H. M. Wasik; R. F. Iager; A. H. Figg.

Approved and reissued by Board of Directors, October 2, 1963.

Revised and submitted to Board of Directors by Advisory Committee.

N. R. Johanson, Chairman; N. W. Eft; H. J. Wasik; H. F. Iager; A. H. Figg.

Approved and reissued by Board of Directors, August 26, 1964.

Revised and submitted to Board of Directors by Advisory Committee, May 19, 1969.

R. E. Sharp, Chairman; D. T. Kurlinski; J. M. Rackley; R. R. Holfinger; N. R. Johanson.

Approved and reissued by Board of Directors, May 28, 1969.

Revised and submitted to Board of Directors by Advisory Committee, September 26 and October 31, 1973.

H. M. Jones, Chairman; S. R. Williams, R. J. Dohrmann, R. R. Holfinger, R. E. Sharp.

Approved, October 31, 1973, and reissued by Board of Directors, November 28, 1973.

Revised and submitted to Board of Directors by Advisory Committee, January 25, 1978, and February 22, 1978.

T. L. Swartz, Chairman; G. B. Watson, R. L. Leibensperger, J. L. Emery, H. M. Jones.

Approved, February 22, 1978, and reissued by Board of Directors, March 3, 1978.

Revised and submitted to Board of Directors by Advisory Committee, January 28, 1981, and April 29, 1981.

P. M. Linet, Chairman; D. B. VanFossen, P. E. Doepker, T. L. Swartz, G. B. Watson.

Approved, February 25, 1981, and April 29, 1981, and reissued by Board of Directors, May 27, 1981.

Revised and submitted to Board of Directors March 11, 2002.

J. D. Dougherty, Chairman; R. Borowski, K.W. Grant, J. Emperador.

Approved March 11, 2002 and reissued by Board of Directors XXX.