

RULES AND PROCEDURES

CENTRAL MICHIGAN SECTION OF THE AMERICAN SOCIETY OF MECHANICAL ENGINEERS

As Amended in 1953, 1955, 1963, 1975, 1978, 1992, 1997 and 2009.

BY-LAWS

PREFACE

(From the ASME Constitution, By-Laws, and Rules.)

- B4.1.2.1 Each unit of the Society may specify the requirements for a quorum of that unit in its By-laws, Rules and Procedures or Operation Guide. If no quorum requirements are specified a quorum shall be one half or more of the voting members of the unit.
- C5.1.2 The provisions of the Constitution and By-Laws and Society Policies established by the Board of Governors of the Society shall govern the procedures of all units of the Society but no action or obligation of such units shall be considered an action or obligation of the Society as a whole.

ARTICLE I

NAME

This organization shall be known as the Central Michigan Section of the American Society of Mechanical Engineers, International.

ARTICLE II

PURPOSES

The purpose of this organization shall be to promote the work of the parent Society as stated in its Purpose. The Section provides learning , networking and educational opportunities for members and friends within its boundaries.

ARTICLE III

MEMBERSHIP

Section 1 - The membership shall consist of all members of any and all grades of the parent Society residing within the counties of, Branch, Calhoun, Hillsdale, Ingham, Jackson, Kalamazoo and St. Joseph. Parts of Allegan and Van Buren counties are allotted to the Central Michigan Section of the American Society of Mechanical Engineers.

Section 2 - Student members residing in this area shall be included as members of the Section
ASME Central Michigan Section
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without voting privileges.

Section 3 - The qualifications of voters at elections shall be the same as are prescribed by the Constitution of the Society for individuals considered as having satisfied membership requirements of the Society

ARTICLE IV

NOMINATIONS

Section 1 - The nominating committee of the Section shall be made up of the two most recent past chairpersons of the Section available. The retiring chairperson of the Section shall act as chairperson of the nominating committee.

Section 2 - In the month of January each year, the nominating committee shall prepare a list of candidates for the election of the Executive Committee with Officers.

Executive Committee and Officers: Candidates are considered as eligible if they have current membership status with the Society at the time of nomination. The Nominating Committee shall announce its selections to the Section approximately one month prior to the date of publishing the ballot.

Section 3 - Additional nominations may be made by petitioning the Executive Committee. The names of such nominees shall be added to the published ballot. Additional nominees may also be added to the ballot by a majority vote of the Executive Committee.

Section 4 - The nominating committee, in its report to the Secretary for the Executive Committee shall recommend one candidate as chairperson, one candidate as vice-chairperson, one candidate as secretary, and one candidate as treasurer. The membership shall have the right (subject to Nominations, Section 3 above) to elect candidates to the Executive Committee or to any of the four offices other than those candidates listed on the ballot. The eligible candidates for the Executive Committee receiving the most votes shall be elected, and the eligible candidates for officers receiving the most votes shall be elected. Ballots should be published on or before April 15 and canvassed not less than 15 days after the date of publication.

ARTICLE V

EXECUTIVE COMMITTEE AND OFFICERS

Section 1 - The affairs of this organization shall be managed by an Executive Committee consisting of a maximum of twelve (12) members including the Officers with the last past Chairperson of the Committee acting ex-officio.

Section 2 - This Committee shall be elected on or before the first of May each year and shall take office the first of July following the election. The term of office for all Executive Committee members and Officers shall be one (1) year, the minimum term of office.

Section 3 - The Executive Committee shall provide leadership for the section. It shall strive to include

representation from the major elements of the Section (academic, consultants, and industry) whenever possible.

Section 4 - No member shall serve on this Committee more than three (3) consecutive years unless serving as an Officer or in an ex-officio capacity. The Executive Committee should strive to have at least two (2) new elected members each year.

Section 5 - Between the first of May and the first of July, the retiring Section Chairperson shall call a meeting of both the outgoing and incoming Executive Committees for the purpose of organization and to confirm the committee appointments of the new Section Chairperson.

Section 6 – Fifty-one percent (51%) of the Executive Committee shall constitute a quorum of that body. Members attending by electronic means shall be counted in the quorum

Section 7 - The Executive Committee shall have the power to fill vacancies in its own membership; except when four (4) or more vacancies occur simultaneously, then a special election shall be held under provisions of Article IV, Section 4. Members filling vacancies by appointment or special election shall hold office until the next regular election.

ARTICLE VI

DUTIES OF OFFICERS

Section 1 - The Chairperson shall perform the duties usually pertaining to that office. These include calling and presiding at all meetings of the Executive Committee and general assemblies of the Section membership, in addition to appointing all committee chairpersons, subject to the approval of the Executive Committee.

Section 2 - In the absence of the Chairperson, the Vice-Chairperson shall assume the duties of the chair until that officer has returned to duty. In the case of a permanent vacancy in the office of Chairperson, the Executive Committee shall elect one of its members to fill the vacancy.

Section 3 - It shall be the specific duty of the Vice-Chairperson to see that the work of all committees appointed by the Chairperson is carried out. In case of permanent vacancy in the office of Vice-Chairperson, the Executive Committee shall elect one of its members to fill the vacancy.

Section 4 - The Secretary and Treasurer shall perform the duties usually pertaining to these offices and as outlined in ASME Manual ML-10. Any vacancy in these offices shall be filled by temporary appointment by the Chairperson until the return of the officer to duty or until the Executive Committee has elected another of its members to fill the vacancy. The elected member must comply with all Society requirements associated with the duties of the position.

ARTICLE VII

MEETINGS

Section 1 - A series of lectures and other meetings shall be held throughout the year for the membership and their friends, at the discretion of the Executive Committee. Notices of all such meetings shall be published to all of the membership with electronic or mail addresses on record in the

Section.

Section 2 - The Executive Committee shall hold meetings as often as is necessary to conduct the business of the Section. Any member of the Section may attend any of these meetings and may present any matter to that body for action.

ARTICLE VIII

FUNDS

Section 1 - The funds of the Section shall be those received from the parent Society, income raised from meetings and workshops or by solicitation of industries or individuals. The Section shall be operated within the limits of these funds under ordinary circumstances. An accounting of such funds shall be made corresponding to the July 1 to June 30 fiscal year of the Society Headquarters associated with Section finances. A formal Section financial report will be forwarded to the Society Headquarters in fulfillment of funding stipulations.

Section 2 - A Section bank account shall be maintained for all funds and such funds shall be considered the property of the Section.

Section 3 - When necessary to receive extra funds, the Chairperson shall appoint a committee on Ways and Means whose duty it shall be to obtain such funds.

ARTICLE IX

COMMITTEES

Section 1 - The Chairperson shall appoint, subject to the approval of the Executive Committee, all standing and special committees desirable or necessary to transact the business of the Section.

Section 2 – Voting Members of all grades of the Section are eligible for service on any of these subcommittees, and the work of operating the Section shall be spread over as many of its members as practicable.

Section 3 - In special cases persons other than members of the Section or the Society may be appointed to serve on a subcommittee.

ARTICLE X

MISCELLANEOUS

Section 1 - Propositions for amendments to these by-laws may be submitted to the Executive Committee by any member of the Section. If approved by the Executive Committee, they shall be submitted to the membership of the Section for consideration. Vote shall be by electronic or letter ballot, to close ten days from the date of publication. If approved by a majority of the votes cast, the amendment, or amendments, shall become part of these By-Laws.

Section 2 - Revisions and additions to the Bylaws shall be provided to members within the section through direct mail or electronic contact (e-mail) as available through the Society Section membership roster. Distributed revisions and additions to the Bylaws will be recommended for adoption by the Section membership pending a 30 day comment period. If no objections are received, the Bylaw revisions and additions will be presented on a ballot for vote to the Section voting members for adoption.

Section 3 - These Bylaws shall become effective immediately if a majority of voters approve the ballot proposal.