

ASME SAN DIEGO SECTION BY-LAWS

(The following is excerpted from Society Policy P-5.3):

"Each Section shall adopt its own By-Laws, for the conduct of its own affairs, provided such are in harmony with the Constitution and By-Laws of the Society.

"Publication of such By-Laws shall be prefaced by the previous sentence and with a copy of Article C5.1.2 of the Society's Constitution. A copy of these By-Laws shall be filed with the Managing Director, Field Services."

Article C5.1.2:

"The provisions of the Constitution and By-Laws and Policies and procedures established by the Board of Governors of the Society shall govern the procedure of all components of the Society but no action or obligation of such components shall be considered as an action or obligation of the Society as a whole."

Article I Name

Section 1 The name of this association shall be the San Diego Section of the American Society of Mechanical Engineers.

Article II Membership

Section 1 All members of the American Society of Mechanical Engineers who have indicated a "for mail" address in the area, within the boundaries established by the Society, shall be considered members of the San Diego Section. Members of a Subsection/Group shall participate in Section activities, decisions, and elections by letter ballot or otherwise.

Section 2 Student members residing in this area shall be members of this section without vote.

Article III Management

Section 1 The manual of ASME Sections Operation ML-10 shall govern the activities of the Section through the Executive Committee.

Section 2 The management of this Section shall be vested in the local Executive Committee, which shall be the officers of the Section, the retiring past Chair, the Nominating Committee Chair, plus at least three (3) but not more than five (5) directors. A Subsection/Group Chair, elected by members of the Subsection/Group, shall be a member of the Section Executive Committee, with or without vote at the option of the Executive Committee of the parent Section, such option to be exercised at the time of formation of the Subsection/Group.

- Section 3 The officers of the Section shall be a Chair, Vice-Chair, Secretary, and Treasurer (or a combined Secretary-Treasurer).
- Section 4 Except as otherwise provided in these By-Laws, a quorum for the transaction of official Section business at an Executive Committee meeting shall consist of at least four (4) members of the Executive Committee. Motions made at such a meeting can be approved by majority vote of those Executive Committee members present.
- Section 5 There shall be at least four (4) Executive Committee meetings per year.
- Section 6 Executive Committee meetings shall be called by the Chair or by the Executive Committee upon its own motion, upon the written request of a majority of members of the Executive Committee, or upon the written request of not less than 10 percent of the Section's membership and/or not less than twenty (20) members of the Section.
- Section 7 All members of the Section shall be notified of the date and the time of at least two (2) impending Executive Committee meetings per year.
- Section 8 Unless otherwise provided, Robert's Rules of Order shall govern the proceedings of the Executive Committee meetings.

Article IV

Duties and Powers of the Officers

- Section 1 (a) The Chair shall preside at all Executive Committee meetings of the Section. The duties of the Chair shall include appointment of committees necessary to fulfill the objectives of this Society and decisions on all questions of order as well as casting the deciding vote in cases of tie.
- (b) It shall be the duty of the Chair to declare a Committee Chair position forfeited in the event the Committee Chair ceases to act in the best interests of the Section and not the Society. The Chair shall have the power to fill the vacancy from the Section's membership, and such appointees will hold office until the end of the fiscal year.
- (c) The Executive Committee shall have the power, by simple majority vote, to fill vacancies in its own membership. Such appointees shall hold office until the next regular election.
- Section 2 The Vice Chair shall assist the Chair in the discharge of all official duties and fill the place of the Chair in case of absence.
- Section 3 The Secretary shall keep a correct record of the minutes of all Executive Committee meetings, read all documents and correspondence, issue all summons for Executive Committee meetings, and conduct and keep a record and directory of all members.
- Section 4 The Treasurer shall draw and sign all checks on the Section, receive all monies collected and give a receipt for the same, keep an accurate record of all receipts and disbursements, and deposit all monies of the Section in financial institutions specified by the

Executive Committee. The Treasurer shall make all disbursements with the sanction of the Executive Committee upon an order signed by the Treasurer, and shall present to the members of the Executive Committee an itemized statement quarterly of all receipts and disbursements. The Treasurer shall submit the books to the Auditing Committee for inspection at any time they so request.

Section 5 The Executive Committee shall have the supervision of all funds and properties of the Section subject to such instructions as it may receive from the Section. The Executive Committee shall insure that the officers of the Section execute the rules and regulations of the Section as prescribed in its By-Laws. Removal of any Executive Committee member shall be by two-thirds vote of the entire Executive Committee. Such a removal action shall be preceded by notification of the entire Section membership. Such notification shall give the name of the Executive Committee member to be removed and the date, time and place of the meeting at which the removal action is to be considered. This notification shall be made not less than seven days prior to the Executive Committee meeting at which the removal action is to be voted upon.

Article V Nomination and Election

Section 1 The Nominating Committee shall be composed of three elected members and in addition the present Chair and a past chair of the Section.

Section 2 It shall be the duty of the Nominating Committee to meet not later than the second full week of March each year to nominate those officials who are to be elected by ballot for the ensuing term, beginning July 1. The elective officials who shall be nominated to serve for one-year terms shall include the Chair, the Vice-Chair, the Secretary, the Treasurer (or a combined Secretary-Treasurer), and three members of the Nominating Committee. The Directors shall be nominated to serve for two-year terms. At least one (1) Director shall be elected each year.

Section 3 The Nominating Committee shall select nominees by two-thirds vote of the Committee members present, and shall announce its selections to the Section at least two (2) weeks prior to the date of sending out the letter ballot. Additional nominations may be made by petition signed by not less than 10 percent of the Section's membership but not less than twenty (20) members of the Section. The names of such nominees shall be added to the letter ballot.

Section 4 All nominees for office must be members in good standing of the Section.

Section 5 The letter ballot shall be submitted to the voters of the Section not later than the fifteenth day of April. The qualifications of voters shall be the same as prescribed by the Constitution of this Society.

Section 6 The ballots shall be counted by members of the Nominating Committee who are not themselves listed as nominees.

Section 7 Ballots shall be counted within five (5) days after the close of an election. A statement signed by a majority of the Nominating Committee members shall be presented to the Executive Committee not more than ten (10) days after the close of an election. Such statement shall include the date of the election, number of votes cast for each nominee and for each proposition, and verification that the count is accurate and complete.

Section 8 A election period shall be from the date of mailing the ballot through the twentieth day after the date of mailing the ballot.

Section 9 The nominees receiving the largest number of votes shall be declared elected, and shall assume office on the first day of July following, in accordance with the uniform practice of all of the sections. All members of the Section shall be notified of the results of the election.

Article VI Amendments

Section 1 Any member or group of members may submit a proposal (for amendment to the By-Laws) for consideration and presentation to the Executive Committee. If the proposal is approved by a majority vote of the entire Executive Committee, the proposed amendment or amendments shall be included on the ballot at the next regular election of officers of the section. A special election may be ordered by the Chair if so approved by a majority vote of the Executive Committee.

Section 2 Any individual member or group of members may submit to the Chair of the Nominating Committee a proposal for amendments to the By-Laws and may direct that a special election be held within thirty (30) days after the date of presentation. Amendments presented in this manner must be accompanied by a petition signed by not less than 20 percent of the members in this Section.

Section 3 Any proposed amendment or amendments receiving a two-thirds majority of all votes cast shall be deemed adopted as part of the By-Laws of this Section.

Article VII Date Effective

Section 1 These By-Laws shall become effective July 1, 1988, and supercede in their entirety all prior By-Laws.