

Chicago Regional Chapter

ASM International®

**By-Laws of Chapter
and
Rules of Government**

**ARTICLE I
Name and Purpose**

Sec. 1. The name of this Chapter of ASM International® shall be the Chicago Regional Chapter of ASM International®.

Sec. 2. These By-Laws shall supplement the constitution of the ASM International®, an organization exempt from income tax under the applicable provisions of the Internal Revenue Code (or under corresponding predecessor provisions) and are hereby incorporated into these By-Laws.

Sec. 3. The purpose of these By-Laws is to direct the activities of the Chicago Regional Chapter in agreement with the requirements of the ASM International® Constitution.

Sec. 4. The Chicago Regional Chapter of the ASM International® is formed exclusively for the purpose of advancing educational, scientific and practical knowledge, particularly with respect to the manufacture, fabrication, treatment, selection and use of all materials through continuing instruction and the gathering and dissemination of information useful to both the individual and beneficial to the community at large. There shall be no bar to membership in the Chicago Regional Chapter because of race, creed, color, sex, citizenship, or country of origin.

Sec. 5. In the event of dissolution of the Chicago Regional Chapter of ASM International®, the Chapter Executive Committee of the Chicago Regional Chapter shall transfer all net assets remaining after payment of all obligations to either a new Chicago area Chapter, or to the National Headquarters of ASM International®.

**ARTICLE II
Officers and Chapter Executive Committee**

Sec. 1. The Officers of the Chicago Regional Chapter shall consist of Chairperson, 1st Vice-Chairperson, 2nd Vice-Chairperson, Secretary and Treasurer. These Officers shall be elected from the membership of the Chapter. The Chapter Chairperson shall have attended, or shall attend during the term of office, the ASM International® training for local Chapter leadership.

Sec. 2. The affairs of the Chicago Regional Chapter shall be administered by an Chapter Executive Committee which shall consist of the elected Chapter Officers, the Immediate Past Chapter Chairperson and other appointed committee chairperson.

Sec. 3. The Chapter Executive Officers shall be elected in the following manner:

- a. At a Fall meeting of the Chapter, the Chairperson shall announce a nominating committee to consist of the current Chapter Chairperson and the Immediate Past Chairperson of the Chapter and at least three other members of the Chicago Regional Chapter.
- b. Prior to a selected Spring election meeting of the Chapter, the Nominating Committee shall present its recommendations for Chapter Officers for the succeeding year to the Chapter

Secretary for mailing to the membership along with the regular technical program announcement covering that Spring election meeting,

- c. At the Spring election meeting, prior to voting, additional nominations may be made from the floor, provided that the candidate is a member and shall have previously signified in writing to the Chapter Secretary at least 1 month prior to the Spring election meeting, a willingness to accept Chapter Office, Election of the Chapter Officers shall take place by a simple majority vote of the members present at the Spring election meeting,

Sec. 4. The term of office of all Officers and members of the Chapter Executive Committee shall be for one year. However, all Officers or Chapter Executive Committee members, except the Chapter Chairperson, 1st Vice-Chairperson and 2nd Vice-Chairperson, may serve additional terms of office in the same capacity, provided they have been duly nominated and elected as described above. The Chairperson, 1st Vice-Chairperson and 2nd Vice-Chairperson may only serve a maximum of two non-consecutive elected terms in the same office. The new Chapter Officers and members of the Chapter Executive Committee shall take over direction of all Chapter activities at the first meeting of the Chapter Executive Committee following May 31st

Sec. 5. In the event that the office of Chapter Chairperson is vacated before the term of office expires, the 1st Vice-Chairperson shall become the Chapter Chairperson for the remainder of the un-expired term.

Sec. 6. In the event that the office of Chapter 1st Vice-Chairperson, 2nd Vice-Chairperson, Secretary, or Treasurer, is vacated before the term of office expires, a new officer shall be elected for the balance of the term by the Chapter Executive Committee, preferably from its own members. Notice of such election shall be sent to all members of the Chapter Executive Committee not less than twelve days in advance of the election"

Sec. 7. In the event of a vacancy occurring in the nominated and appointed members of the Chapter Executive Committee, such vacancy shall be filled by appointment from the membership by the Chapter Chairperson with the approval of the Chapter Executive Committee.

Sec. 8. If action as defined in this Article, Sections 5, 6, or 7 becomes necessary, then such Officers or members either elected or appointed to fill vacant terms shall be eligible for re-election or reappointment to the same position in the succeeding year

Sec. 9. The Chapter Executive Committee shall meet at least four times a year, and as many additional times as may be deemed necessary. The time and place of meetings shall be decided by the Chairperson. It shall be the responsibility of the Committee members to attend scheduled Chapter Executive Committee sessions. If for any reason they cannot attend, then provisions shall be made for an alternate or designate to represent them without any voting rights., If this cannot be arranged then a written report shall be made available that can be read into the minutes of the Chapter Executive Committee session.

Sec. 10. All members shall be welcome at meetings of the Chapter Executive Committee.

Sec. 11. A simple majority of the Chapter Executive Committee shall constitute a quorum.

ARTICLE III Fiscal Year and Chapter Meetings

Sec. 1. The fiscal year of the Chicago Regional Chapter shall begin on June 1st and end on May 31st.

Sec. 2. The time and the place of the technical Chapter meetings and all other gatherings, shall be determined by the appropriate Chapter Program or Education Committees

**ARTICLE IV
Duties of the Officers**

A. Chicago Regional Operating Committees

Sec. 1. The Chairperson shall appoint, with the approval of the Chapter Officers, chairpersons to various Chapter operating committees, as determined by need, covering the following areas:

a. Education - b. - Technical Programs - c. - Social Events d. Publicity/Membership/Directory

The chairpersons of these committees shall report to the Chicago Regional Executive Committee.

Sec. 2. The purpose of the operating committees is to provide the volunteers and personnel necessary for the efficient planning and continued operation of all the Chicago Regional Chapter functions, all of which must be performed in a timely fashion, requiring continuity from year to year.

B. Chairperson

Sec. 3. The Chicago Regional Chapter Chairperson shall preside at all Chapter Executive Committee meetings. The Chairperson, 1st Vice-Chairperson, 2nd Vice-Chairperson, or their designees, shall preside at all Chapter technical meetings and all other events.

Sec. 4. The Chapter Chairperson shall appoint additional special committees as may be deemed advisable, with the approval of the Chapter Executive Committee

Sec. 5. Either the Chapter Chairperson, or the Immediate Past Chapter Chairperson, shall counter-sign all checks with the Treasurer, issued in payment of expenses incurred on behalf of the Chapter.

Sec. 6. At the termination of the Chairperson's tenure of office, the Chairperson shall submit an annual report to ASM International" and the Chapter Executive Committee. This report shall also be available to all of the Chapter membership by request, and it shall cover the past year and the general accomplishments of the Chapter progress made, as well as suggestions for the future. The Chairperson shall arrange for the year end financial audit of the Chapter's accounts.

C. 1st Vice-Chairperson

Sec. 7. The Chapter 1st Vice-Chairperson shall perform the functions of the Chapter Chairperson in the event of the Chairperson's absence. The 1st Vice-Chairperson shall be an ex-officio member of the various Program and Education Committees, and shall assist the Chairperson in presiding at various Chapter events.

D. 2nd Vice-Chairperson

Sec. 8. The Chapter 2nd Vice-Chairperson shall perform the function of the Chapter Chairperson in the event of the Chairperson's and 1st Vice-Chairperson's absence. The 2nd Vice-Chairperson shall be an exofficio member of the various Program and the Membership Committees, and shall also assist the Chairperson in presiding at various Chapter events. Working together with the various chapter committee chairpersons, the 2nd Vice-Chairpersons shall engage and supervise clerical help as is necessary to properly conduct the business of the Chapter. The amounts to be paid for such clerical help shall be approved by the Chapter Executive Committee

E. Secretary

Sec. 9. The Secretary shall be responsible for maintaining all Chapter records, reports, membership and mailing lists and minutes of Chapter Executive and Long Range Planning Committee meetings.

Sec. 10. The Secretary shall carry on the necessary correspondence with ASM International® and other Chapters as requested by the Chapter Executive Committee. A complete file of such correspondence shall be maintained and it shall be accessible to any Chapter member by request.

F. Treasurer

Sec. 11. The Treasurer shall be responsible for the financial resources of the Chapter and shall maintain records of all income and expenses of the Chapter, which shall be accessible to any member in good standing. The Treasurer shall counter-sign all checks against the Chapter's accounts.

Sec. 12. The Treasurer shall identify and recommend to the Chapter Executive Committee various investment options for designated scholarship and other Chapter funds. In this regard the Treasurer shall work closely together with the Education Chairperson and the Chapter Chairperson.

Sec. 13. The Treasurer shall report the financial standing to the Chapter Executive Committee as requested by that body, and after an annual audit in June, shall prepare an annual report for the Chapter Executive Committee and ASM International® showing the summarized income and expenditures for the fiscal year ending May 31st.

ARTICLE V Duties of Committees

Sec. 1. The chairmen of each of the chapter operating committees shall select other members of their committee from the Chapter membership. The number of members to serve on any of these committees shall be at the discretion of each committee chairperson.

Sec. 2. The planned budgeted activities and arrangements of the various committees shall be submitted to the Chapter Executive Committee for approval. During interim periods the various committee chairpersons shall keep the Chapter Chairperson fully advised of their plans and any anticipated variations in their activities and budgets,

Sec. 3. All expenses less than \$250.00 incurred by each committee shall be approved by its chairperson before being Submitted to the Treasurer for payment. Expenses \$250.00 and greater shall be submitted to the Chapter Chairperson for approval prior to payment.

Sec. 4. On completion of their term of office, each committee chairperson shall tender a report to the Chapter Chairperson, with one copy to the Secretary, and one copy for the annual report booklet for their respective committee. These reports shall cover the activities of committees, including suggestions for incoming chairpersons to facilitate and improve the committee's functioning in the ensuing year. At year end, the Chapter Executive Committee shall review the performance of each operating committee and evaluate the need for the dissolution or creation of any operating committees.

Sec. 5. The Chapter's various Programming Committees shall arrange suitable technical programs for the regular or special meetings of the Chicago Regional Chapter. These committees shall be responsible for planning the programs and all contacts with the speakers as well as the selection of the locations for such meetings. These committees shall also be responsible for ensuring that the proper visual aid equipment, as required, is provided at each function and shall handle advanced registrations; dinner tickets; social hour tickets; name tags; preparation of lists of attendees and account for all of the funds collected at these meetings. As early in the year as possible, these programming committees shall make preliminary and final reports to the Chapter's Executive Committee of the programs scheduled for the coming year. The various programming committees shall be responsible for providing the Publicity/Membership/Directory Committee with all appropriate technical meeting information at least one month prior to any meeting. These committees shall also work closely with the education committee to coordinate other Chapter technical activities.

Sec. 6. The Social Events Committee shall arrange suitable social event programs for the Chicago Regional Chapter. This committee shall be responsible for planning the social event programs and all of the arrangements for such Chapter events. The social events committee shall be responsible for advanced registrations; event tickets; social hour tickets; name tags; preparation of lists of attendees and the accounting of all of the funds collected at these events. As early in the year as possible, this committee shall make preliminary and final reports to the Chapter's Executive Committee of the events scheduled for the coming year. The social events committees shall be responsible for providing the Publicity/Membership/Directory committee with all appropriate event information at least one month prior to any meeting.

Sec. 7. The Publicity/Membership/Directory Committee shall prepare and arrange for the printing and mailing of all Chapter announcements, They shall also arrange for printing of stationary, envelopes and other materials required for Chapter use. This committee may also arrange publicity releases covering all of the Chapter activities. The Publicity/Membership/Directory committee shall also attempt to secure new members and retain old members. This Committee shall have the cooperation of all other Chapter committees in the performance of these membership duties. In addition, they shall develop the required information to produce and publish the Chapter membership directory. This includes securing advertising, membership lists, lists of Officers and committee chairpersons, regular technical meeting programs, social event programs, education programs, yearly reports, etc. This committee shall also prepare a technical brief, or resume, of the Chapter regular meeting or other functions, arrange for photographic coverage of the Chapter's functions and submit such material to ASM International" for publication.

Sec. 8. The Education Committee shall arrange for and conduct educational and instructional programs of general interest to both the Chapter membership and the community at large. This committee shall also arrange and conduct any other educational functions that the Chapter may wish to sponsor, including seminar programs of interest to a large cross section of the Chapter membership. This Committee shall cooperate with the student bodies within the Chicago area in the promotion and dissemination of career opportunities and advantages regarding the materials and materials science professions. The Education Committee shall also work closely with the Chapter Chairperson and the Chapter Executive Committee who are responsible for the development of the yearly scholarship award funds. The education committee shall act to promote education in the fields of materials science and materials engineering and shall be responsible for the selection of worthy recipients of the ASM Chicago Regional Chapter scholarship funding.

ARTICLE VI Long Range Planning/Advisory Committee

Sec. 1. The Long Range Planning/Advisory Committee shall act as a body to offer guidance to the Chapter Executive Committee. This guidance shall cover the objectives, policies, projects and operation of the Chicago Regional Chapter. Specific suggestions are subject to the approval of the Chapter Executive Committee.

Sec. 2. This committee shall be made up of all Past Chapter Chairpersons of the Chicago Regional Chapter and the current Chicago Regional Chapter Officers, as well as any Past Chapter Chairpersons of all other ASM International® Chapters, Fellows of ASM International", or any past or present National Officers and Directors of ASM International®.

Sec. 3. The Chapter Secretary shall serve as Secretary for this Committee.

Sec. 4. This committee shall meet at least annually.

Sec. 5. The Long Range Planning/Advisory Committee shall make recommendations to the Chapter Executive Committee of individuals to be sponsored by the Chapter for offices, committees or awards at the National level.

**ARTICLE VII
Amendments**

Sec. 1. Amendments to these By-Laws may be proposed by a member of the Chapter Executive Committee or by a written petition filed with the Secretary, and signed by at least five Chapter members.

Sec. 2. These By-Laws may be amended by a 2/3 affirmative vote of the total membership of the Chapter Executive Committee at a regular or special meeting of said committee, provided that notice of the vote on such amendment shall have been given at least one month in advance of such a meeting.

**ARTICLE VIII
Approval**

The revisions to these By-Laws were approved at the regular meeting of the Chapter Executive Committee on June 26, 1997 and become effective immediately.

Submitted by: Kent L. Johnson
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