

Rules for Government

The Atlanta Chapter of ASM International

Article I

Name and Purpose

Section 1 – Name: The name of this Chapter of ASM International, hereinafter called *The Society*, shall be **The Atlanta Chapter of ASM International**, hereinafter referred to as **The Atlanta Chapter**.

Section 2 – Purpose: The Atlanta Chapter is formed for the exclusive purpose of advancing, in its own geographical region, scientific, engineering, technical and practical knowledge, particularly with respect to the manufacture, treatment, selection and use of metals and other engineered materials, through education, research and the compilation and dissemination of information useful to the individual and beneficial to the general public.

Article II

Limitations and Dissolution

Section 1 - (a) The **Atlanta Chapter** shall operate only under the Charter granted to it by **The Society**, giving it authority to carry on the work of the **Society**, subject to the rights, privileges, and obligations provided for in The Constitution and The Rules for the Government of the Society hereinafter called *The Rules*.

(b) No part of the net income of The Atlanta Chapter shall inure to the benefit of any private individual or company.

(c) No substantial part of the activities of The Atlanta Chapter shall consist of carrying on propaganda or otherwise attempting to influence legislation, or of participating in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.

(d) The Atlanta Chapter shall not at any time possess powers, exercise authority or engage in activities, either expressly or by interpretation, which are not permitted to be possessed, exercised or engaged in by an organization exempt from Federal Income Tax, according to “Section 501 (c) (3) of the Internal Revenue Code of 1954 or subsequent US Revenue Law.

Section 2 - If The Atlanta Chapter should return its charter to The Society for any reason, or should have its Charter revoked, the affairs of The Atlanta Chapter shall be terminated immediately under the supervision of the Board of Trustees of the Society, hereinafter called The Board, and all funds or other property remaining after payment of debts and obligations of The Atlanta Chapter shall be transferred to and paid to The Society.

Article III

Membership, Fees and Financing

Section 1 - (a) Members: The members of The Atlanta Chapter shall be those meeting the requirements of The Society who have been assigned to it, either at their own request or by The Society for geographical reasons, and who have been elected by majority vote of the Executive Committee. Classes of special members and qualifications for special membership shall conform to those stipulated in The Rules.

(b) There shall be no bar to membership in The Atlanta Chapter because of race, creed, color, sex, citizenship, or country of origin.

Section 2 - (a) Fees for individual members and student members shall be those stated in The Rules.

(b) The fee for chapter sustaining members of The Atlanta Chapter shall be \$200 per year. The amount of this fee may be amended by a majority vote of the Executive Committee if circumstances indicate that a change is appropriate.

Section 3 – Financing: The Atlanta Chapter shall be financed principally by a portion of the annual dues paid by each member and sustaining membership to the Society.

Section 4 - The Executive Committee of the Atlanta Chapter may make provisions for raising additional funds for carrying on the activities of the Chapter and shall exercise complete management and control of such funds insofar as this does not conflict with the aims or objectives of ASM International or the provisions of its Rules for Government.

Section 5 – Annual Budget: All ASM Chapters have a calendar year financial reporting schedule. The Executive Committee shall prepare and approve a Chapter Annual Budget during the month of December for financing chapter activities during the coming calendar year. The Annual Chapter Financial Report will be submitted by the Chapter Treasurer to The Society in February. During the year, no payments will depart from this budget without careful consideration of implications, as reported by the Finance Committee, and with a 2/3 vote of members of the Executive Committee. A nominal “contingency” item shall be included within the Budget to allow for unpredicted excess costs for normal operation of the chapter activities.

Article IV

Chapter Meetings and Fiscal Year

Section 1 - (a) Atlanta Chapter meetings, held at such times and places as the Executive Committee shall determine, shall be devoted to educational, technical, engineering or scientific purposes.

(b) There shall be no charge for attending the technical and educational portions of any Atlanta Chapter meeting and such meetings shall be open to the public.

(c) No exhibitions shall be held by The Atlanta Chapter without specific authorization from The Board, and dates for regional meetings, conferences, or seminars shall be cleared with the Managing Director of The Society before final plans are made.

Section 2 - Annual Business Meeting: The Annual Business Meeting of The Atlanta Chapter shall be held on the third Tuesday of May of each year at a time and in a place decided by the Executive Committee.

Section 3 - Fiscal Year: The fiscal year of the Atlanta Chapter shall begin on January 1, and end on December 31.

Article V

Officers and the Executive Committee

Section 1 - All affairs of The Atlanta Chapter shall be directed by the Executive Committee.

Section 2 – Officers: The Officers of the Atlanta Chapter shall be elected from its membership and shall consist of **Chair, Vice-Chair for Academic Affairs, Vice-Chair for Industry, Vice-Chair for Programs, Secretary and Treasurer.**

Section 3 – The Executive Committee: **(a)** The Executive Committee shall consist of the six (6) officers of the Atlanta Chapter and the Chairs of the Standing Committees. The Atlanta Chapter Chair shall serve as Chair of the Executive Committee.

(b) The Chair shall have served previously as an elected member of the Executive Committee and shall not be eligible for immediate re-election to the same office, except as given in Article V, Section 4.

Section 4 - Filling of Vacancies: **(a)** If the office of Chairman becomes vacant for any reason during the elected term, a Vice-Chair, selected from the 3 sitting on the Executive Committee by the majority vote of its members in attendance, shall become chairman for the remainder of the unexpired term. By majority vote of the Executive Committee members present, a replacement for the thereby vacated Vice Chair position will be appointed to complete the term of that office. These changes will not affect the right of election to the office of Chair for the next full term.

(b) If any elected office other than that of Chairman becomes vacant, the Executive Committee shall fill the vacancy from its own membership by a simple majority vote at an Executive Committee meeting for which all members of the Executive Committee shall receive at least six (6) days notice.

Section 5 – Quorum: A majority of the total membership of the Executive Committee shall constitute a quorum at any of its meetings.

Section 6 – Meetings of the Executive Committee: The Executive Committee shall meet at least four (4) times each year at such times and places as it shall decide.

Article VI

Standing Committees

Section 1 - There shall be a maximum of Nine (9) Standing Committees as follows:

- a. **Membership**
- b. **Education**
- c. **Yearbook/Directory**
- d. **Finance**
- e. **Newsletter Editor**
- f. **Web Site Master**
- g. **Academic Advisor**
- h. **Georgia Tech Student Chapter Chair**
- i. **Council of Past Chairs (3 maximum)**

Section 2 – Selection of Standing Committee Chairs: The Chairs of four of the standing committees are specified according to provisions elsewhere in these Rules. The Chairs of the remaining five standing committees (Membership, Education, Newsletter Editor, Web Site Master and Academic Advisor) will be appointed by the Chapter Chair and approved by the Executive Committee.

Section 3 - Special Committees: Special Committees may be established by the Chapter Chairman and/or Executive Committee as necessary. Such committees shall be commissioned for no more than a year and shall report, in writing, to the Executive Committee at the conclusion of their deliberations.

ARTICLE VII

Duties of Officers and Standing Committees

Section 1 - Chapter Chair: The Chapter Chair shall preside at all meetings of the Executive Committee and at all regular and special meetings of the Chapter. An immediate task of the new Chapter Chair shall be recruiting capable individuals to chair those standing committees for which Chairs are not otherwise specified. The Chapter Chair will submit the nominees for standing committee chairs to the remainder of the Executive Committee for approval. The Chapter Chair will then take steps for insuring that processes are underway for the adequate staffing of each committee of the Atlanta Chapter. At its first meeting of the new year, and subsequently as needed, the Executive Committee will review the membership of each chapter committee, suggest changes and additions where appropriate and approve all committee assignments. The Chapter Chair shall make a written report to the membership by the end of the Chapter year, reviewing the activities of the Chapter and recommending future action to be taken by the Chapter. A copy of this report shall be forwarded to the Headquarters of ASM International and included in the following yearbook.

Section 2 – Vice-Chair for Programs: The program committee shall be responsible for organizing and publishing the programs for the next year, by September of each year. Program plans for the year shall be published in the September issue of ASM-Atlanta and posted on the ASM-Atlanta Web Site at that time. Specific outlines and details for each program shall be provided to the Newsletter Editor for publication in monthly Newsletters. The Vice-Chair for Programs shall perform the duties of the Chair if the Chair is absent or unable to act.

Section 3 - Vice-Chair for Industry Relations: The Vice-Chair for Industry Relations shall establish and maintain contacts with all known materials related industries in the area of influence of the Atlanta Chapter, which essentially includes all of Georgia. A data base shall be maintained for communication, coordination, etc. to increase the effectiveness of the Atlanta ASM chapter. Efforts will be made for communications and sharing of materials knowledge between the Chapter and these Industries.

Section 4 - Vice-Chair for Academic Affairs: The Vice-Chair for Academic Affairs shall establish and maintain contacts with all colleges and Universities in the area of influence of the Atlanta Chapter, which essentially includes all of Georgia. Efforts will be made for communications and sharing of materials knowledge between the Chapter and these Colleges and Universities.

Section 5- Secretary: The Secretary will be responsible for the maintenance of all Chapter records other than financial records. The Secretary will be responsible for keeping full minutes of all Executive Committee meetings and, upon request of the Chair, will make reports to the membership and to the Society. The Secretary will be co-chairman of the Yearbook Committee with responsibility as Editor.

Section 6 - Treasurer: The Treasurer shall be responsible for all funds and chattels of the Society. He/she shall disburse funds as authorized by the Executive Committee and shall keep, or cause to be kept, proper records of all monies received and disbursed by the Chapter. All checks and other instruments for the payment of moneys of The Atlanta Chapter shall be drawn in the name of The Chapter must carry the signature of the Treasurer or the Chapter Chair, or such other persons as may be designated by the Executive Committee. Checks larger than \$500 must be signed by the Treasurer and approved by the Chapter Chair via email or a written letter. The fiscal year of the Chapter shall extend from June 1 through May 31 of the following year. The financial records of the Chapter shall be audited quarterly as of the close of business on August 31, November 30, February 28 or 29, and May 31. The Finance Chair will be responsible for the audit; however, the selection of the auditor must be approved by the Executive Committee. The Treasurer will be responsible for the preparation of an annual financial statement which will be reported in writing to the members at the end of the Chapter year. The Treasurer will also be responsible for the preparation of quarterly financial reports for the Executive Committee and such other financial reports as may be required by the Executive Committee, membership and the Society. The Treasurer shall also co-chair the Yearbook Committee procuring all advertising material. At the option of the Executive Committee, the Treasurer, or any other person authorized to handle the funds of the Chapter, shall be bonded, the amount and character of the bond shall be determined by the Executive Committee.

Section 7 – Duties of Standing Committee Chairs:

- a. **Membership:** The Membership Committee shall initiate and support various measures which will encourage participation of ASM members in chapter programs and other activities. This committee will work to recruit new members to ASM International and make certain that all new members of the Atlanta Chapter (including transfers from other chapters) are introduced in the Chapter's Newsletter, ASM-Atlanta, the web site and are appropriately recognized and welcomed upon attending their first Atlanta Chapter meetings. The Membership Committee will also actively recruit new **Sustaining Members** for the chapter and insure their appropriate recognition. When individual chapter members receive awards, or otherwise deserve special recognition for outstanding service or other activity, the Membership Committee shall make certain that appropriate notice is published within the chapter newsletter.
- b. **Education:** The Education Committee shall bring to chapter members, and others within the Atlanta, or Georgia, area opportunities for materials education. The means for education will include periodic seminars/workshops on topical subjects, MEI courses, outreach to high schools, elementary schools, and other schools; providing materials related technical articles for the *ASM-Atlanta* newsletter, local newspapers and other publications that may be appropriate.
- c. **Yearbook:** The Chapter Secretary and Treasurer will co-chair this committee. They shall recruit a Yearbook Editor, which may be one of them, and other members for this committee. They shall coordinate the planning, solicitation of advertisements, papers, descriptions and the collection of information on materials related industries in our area of influence and the listing and special capabilities of chapter members. The **Yearbook Editor** shall be responsible for assembling, formatting and publishing the collected information.

- d. **Finance:** The immediate Past-Chair of the Chapter shall Chair this committee. The principle duty will be to oversee the finances of the chapter, including investing of reserve funds and scholarship endowments, assist the Treasurer to insure that expenditures are made according to the approved Budget of the Atlanta Chapter and to execute audits as directed by the Executive Committee.
- e. **Newsletter Editor:** The Newsletter Editor shall be responsible for collecting input from all of the Chapter Officers, Standing Committees, Special committees, members and others for assembly in a Newsletter, The “*ASM-Atlanta*”. An issue of *ASM-Atlanta* shall be distributed to all chapter members on a regular basis via regular mail and by email and this newsletter will be the official notification link for the chapter.
- f. **Web Site Coordinator:** The Web site coordinator shall maintain the web site for the chapter.
- g. **Academic Advisor:** The Academic Advisor shall serve as the liaison between the Atlanta Chapter and all scholastic and administrative issues with Georgia Tech.
- h. **Georgia Tech Student Chapter Chair:** The Student Chapter Chair serves on the Executive Committee to insure communication and cooperation between the Atlanta Chapter and the Georgia Tech Student Chapter.
- i. **Council of Past Chairs:** This council can consist of all previous Atlanta Chapter Chairs but will be represented on the Executive Committee by three (3) individuals, at most. This council will serve the Executive Committee in various capacities, as requested. The Council is intended to insure continuity and experience for on-going programs of the Chapter. The Council will have the specific assignment to help maintain connections with the affairs and programs of ASM International. The Council of Past Chairs will also be responsible for developing knowledge of and relationships with other relevant technical societies in our area. They shall foster cooperation with these organizations, at least to the point of being able to inform each other's membership about valuable seminars and other educational opportunities.

Section 8 - The affairs of the Chapter shall be governed by the Executive Committee. A majority of the entire committee membership shall constitute a quorum for the conduct of business. The Executive Committee shall also decide matters of policy and chapter business by a majority vote. All responsibilities not delegated herein, shall come under the jurisdiction of the Executive Committee.

Section 9 - Officers and Committee members shall serve without recompense except that the Executive Committee may compensate them for actual expense incurred in connection with the fulfillment of their prescribed duties.

Article VIII

Nomination and Election

Section 1 - Nominating Committee: No later than the first calendar year meeting of The Atlanta Chapter, a nominating committee shall be appointed each year by The Atlanta Chapter Chair. This committee shall consist of a Chair and at least two other members. Previous Chairs of The Atlanta Chapter shall be eligible to serve on the nominating committee.

Sectional 2 - The nominating committee shall nominate (at least) one candidate for each elected office, as designated in Article V, Section 2. The nominating committee chair shall report these nominees to the Atlanta Chapter Chair after he/she has determined that each nominee:

- (a) is an individual or sustaining member of The Society in good standing.
- (b) is eligible to serve.
- (c) has indicated the understanding of his/her duties required, his/her availability, and his/her willingness to serve, if elected, in the position for which nominated.

Section 3 - The Atlanta Chapter secretary shall insure that the membership receives notice through the Newsletter, *ASM-Atlanta*, an announcement for the Atlanta Chapter meeting at which the election is held, the nominees selected by the Nominating Committee for each Chapter office and membership on the Executive Committee.

Section 4 - Additional Nominees: At the May Atlanta Chapter meeting, at which the election is to be held, additional nominations may be made from the floor, or by petitions signed by at least five (5) members of The Atlanta Chapter in good standing, providing the candidate previously has signified his/her eligibility and willingness to serve if elected.

Section 5 – Election: Officers of the Atlanta Chapter, and members of the Executive Committee, shall be elected at the May Meeting of the Atlanta Chapter. Elected officers shall serve for a one year term by a majority vote of the Atlanta Chapter members present, shall take office on June 1, and shall serve until their successors are properly installed in office. If no more than one candidate is nominated for each position on Executive Committee, election may be made by acclamation. Notice of election shall be given the Atlanta Chapter membership by the Secretary in the next regular chapter Newsletter, *ASM-Atlanta*, which shall list the new officers and Executive Committee members for each position.

Section 6 – Installation: The newly elected officers and Executive Committee members shall take office and assume responsibility on June 1.

Article IX **Amendments**

Section 1 – Proposals: Amendments to these Rules may be proposed by a member of the Executive Committee or by a written petition filed with the secretary and signed by at least five (5) members of The Atlanta Chapter in good standing.

Section 2 – Adoption: Amendments to these Rules may be adopted by a two-thirds affirmative vote of the total membership of the Executive Committee, at a regular or special meeting of the Executive Committee, or by letter ballot, provided that the proposed changes shall have been announced at a prior Atlanta Chapter meeting and that notice of the vote on the amendment shall have been given at least six (6) days in advance of the Executive Committee meeting at which action is to be taken or of the date fixed for return of the letter ballots.

Article X **Effective Date**

These Rules shall become effective immediately after they have been adopted by two-thirds affirmative vote of the total membership of the Executive Committee at a regular or special meeting of the Executive Committee, have been reviewed and accepted by the Managing Director of The Society for The Board, and have been issued to all members of The Atlanta Chapter.

Note: The Executive Committee of The Atlanta Chapter of ASM-International approved the above document on April 17, 2001. The document was then submitted to ASM International and was subsequently approved by them.