

# **RULES FOR THE GOVERNMENT OF THE LEHIGH VALLEY CHAPTER**

## **ASM International®**

(Adopted May, 1991; Amended January, 1992; September, 1992;  
May, 1994; September, 2002; May, 2006; and May, 2007)

### **ARTICLE I: NAME AND PURPOSE**

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

**Section 2: Purpose** – The 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 engineered materials, through education, research and the compilation and dissemination of information useful to the individual and beneficial to the public.

### **ARTICLE II: LIMITATIONS AND DISSOLUTION**

#### **Section 1: Limitations**

(a) The 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 Chapter shall inure to the benefit of any private individual or company.

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

(d) The 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.

**Section 2: Dissolution** – If The Chapter should return its Charter to The Society for any reason, or should have its Charter revoked, the affairs of The 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 Chapter shall be transferred to and paid to The Society.

### **ARTICLE III: MEMBERS AND FEES**

#### **Section 1: Members**

(a) The members of The 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 Chapter because of race, creed, color, sex, citizenship or country of origin.

**Section 2: Fees** – Fees for all classes of members shall be those stated in The Rules.

## **ARTICLE IV: CHAPTER MEETINGS AND FISCAL YEAR**

### **Section 1: Chapter Meetings**

(a) Chapter meetings shall be held at such times and places as determined by the Executive Committee. The Executive Committee shall schedule a Chapter meeting during May of each year.

(b) Chapter meetings shall be devoted to educational, technical, engineering, or scientific purposes.

(c) There shall be no charge for attending the technical and educational portion of any Chapter meetings, and such meetings shall be open to the public.

(d) No exhibitions shall be held by The 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 Chapter shall be held at the May Chapter meeting.

**Section 3: Fiscal Year** – The fiscal year of The Chapter shall begin on 1 June and end on 31 May.

## **ARTICLE V: EXECUTIVE COMMITTEE**

**Section 1: Authority** – All the affairs of The Chapter shall be directed by an Executive Committee of not less than twelve (12) members. The Executive Committee shall include all elected officers and not less than eight (8) other members. All elected members of the Executive Committee, as listed in Article 6, shall be elected by the members of The Chapter. The Chapter chairperson shall chair the Executive Committee.

**Section 2: Quorum** – A majority of the elected and appointed, titled officers of the Executive Committee shall constitute a quorum at any of its meetings. Any of the elected officers can decide that an item is of such import that a majority of the total membership of the Executive Committee is required for quorum. Issues can be decided via electronic, e.g. email, voting; in such cases at least two-thirds of the elected and appointed, titled officers must respond to achieve quorum.

**Section 3: Meetings** – The Executive Committee shall meet a minimum of four (4) times each year, at such times and places as it shall decide. At least one (1) meeting shall be held after the annual business meeting of The Chapter but before 1 July each year.

**Section 4: Duties** – The members of the Executive Committee shall chair committees or shall serve at large, and shall perform such other duties as are designated by the Chapter chairperson. Suitable bonds shall be provided for appropriate officers or members, through The Society.

**Section 5: Receipt and Payment of Moneys** – The treasurer, as financial officer of The Chapter, is authorized to receive and disburse all moneys under the direction of the Executive

Committee. All checks and other instruments for the payment of moneys of The Chapter shall be drawn in the name of The Chapter and shall be signed by the treasurer or by the Chapter chairperson.

**Section 6: Finance Committee** – No later than the annual business meeting, a finance committee shall be appointed each year by the Chapter chairperson. The current treasurer shall chair this committee, and it shall include, if applicable, the incoming treasurer and at least two (2) other members. The finance committee shall audit the books of The Chapter during June and report to the Executive Committee at its next meeting.

## **ARTICLE VI: OFFICERS**

### **Section 1: Elected Officers**

(a) The elected officers of The Chapter shall be the chairperson, vice-chairperson, secretary, and treasurer.

(b) The Chapter chairperson and vice-chairperson shall have served previously as elected members of the Executive Committee and shall not be eligible for immediate re-election to the same office except as given in Article VI, Section 4.

(c) Candidates for election to the Chairperson position shall have previously served as Chapter Vice-Chairperson.

**Section 2: Appointed Officers** – Officers appointed by the Executive Committee shall serve until further action by the Executive Committee.

**Section 3: Duties** – The duties of each Chapter officer shall be those given in The Rules and are as follows:

The Chapter chairperson shall preside at all meetings of The Chapter and at all meetings of its Executive Committee. He or she shall act as chief executive of The Chapter, subject at all times to the approval of The Chapter's Executive Committee.

The vice-chairperson shall perform the duties of the Chapter chairperson, if the Chapter chairperson is absent or unable to act, and such other duties as are delegated to him or her by the Chapter chairperson or by the Executive Committee.

The secretary shall see that full minutes are kept of all meetings of The Chapter and its Executive Committee. He or she shall see that a complete record is kept of the members of The Chapter and their addresses, and shall check the same at regular intervals with the records of the Managing Director and shall, in general, perform the usual duties of a recording and corresponding secretary, using whatever assistance is required. The secretary, or such other person as he or she shall designate, shall prepare a report in writing of each meeting of The Chapter and of its Executive Committee. The report shall be forwarded to the Managing Director within 5 days after the meeting, and shall show the attendance of the members and guests, the business transacted at the meeting, including papers and discussions presented thereat, and any other matters which The Chapter or The Board shall deem to be of interest to The Board or to the members of The Society. The secretary shall make an annual report at the annual business meeting of The Chapter and shall forward such report to the Managing Director before 30 June each year.

The treasurer shall be the financial officer of The Chapter. He or she shall deposit all funds of The Chapter in the name of The Chapter in such bank or banks as the Executive Committee shall determine. He or she shall disburse all moneys for the

account of The Chapter in accordance with the further provisions as set forth in Article V, Section 5, and shall take proper receipt for all moneys so disbursed. He or she shall make an annual report to The Chapter, either at the annual business meeting of The Chapter or at such time as may be designated by the Executive Committee of The Chapter, and shall forward a copy of such report to the Managing Director not later than 30 June each year. Such report shall contain a complete report on the finances of The Chapter, showing the amounts received and expended by The Chapter and the sources and purposes thereof, in detail. Such report also shall show other matters as The Board may require. The treasurer also shall file such other reports of the financial condition of The Chapter at such other times as may be requested by the Chapter Executive Committee or by The Board.

In addition to the foregoing reports, the chairperson, vice-chairperson and secretary of a Chapter shall make other reports as may be requested by The Board.

#### **Section 4: Filling of Vacancies**

(a) If the office of Chapter chairperson becomes vacant for any reason during the elected term, the vice-chairperson shall become Chapter chairperson for the remainder of the unexpired term, thereby creating a vacancy as vice-chairperson. This will not affect his or her right of election to the office of Chapter chairperson for a full term.

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

### **ARTICLE VII: NOMINATION AND ELECTION**

**Section 1: Nominating Committee** – No later than the first calendar year meeting of The Chapter, a nominating committee, comprising at least three (3) members, shall be appointed each year by the Chapter chairperson.

**Section 2: Duties** – The nominating committee shall nominate at least one (1) candidate for each office and at least one (1) candidate for each position on the Executive Committee. The nominees shall include the retiring Chapter chairperson, if he or she is able and willing to serve. The nominating committee chairperson shall report these nominees to the Chapter chairperson after he or she has determined that each nominee:

- (1) is an individual or sustaining member of The Society in good standing,
- (2) is eligible to serve, and
- (3) has indicated his or her availability, willingness to serve, and understanding of the duties required.

**Section 3: Announcement of Nominees** – The Chapter membership shall be notified of the nominees selected by the nominating committee for Chapter office and membership on the Executive Committee in the regular announcement for the Chapter meeting at which the election is to be held.

**Section 4: Additional Nominees** – At the Chapter meeting at which the election is to be held, additional nominations may be made from the floor by petitions signed by ten (10) members in good standing, providing the candidate previously has signified his or her eligibility and willingness to serve if elected.

**Section 5: Election** – Officers of The Chapter and members of the Executive Committee shall be elected at the annual business meeting of The Chapter, for a one-year (1-year) term, by

majority vote of the Chapter members present, shall take office at the next meeting of the Executive Committee, and shall serve until their successors are properly installed in office. If no more than one (1) candidate is nominated for each office and for each position on the Executive Committee, election may be by acclamation.

**Section 6. Installation** – The newly-elected Executive Committee shall take office and assume responsibility at the first meeting of the Executive Committee after the annual business meeting of The Chapter.

## **ARTICLE VIII: BRADLEY STOUGHTON AWARD**

**Section 1: Bradley Stoughton Award Committee** – A Bradley Stoughton award committee, comprising at least three (3) members, may be appointed each year by the Chapter chairperson.

### **Section 2: Duties**

(a) The committee shall recommend one (1) or more candidates to receive the Bradley Stoughton award, or shall recommend that no award be made.

(b) Candidates shall be members of The Chapter in good standing and shall not have received the award previously. Candidates shall be chosen for outstanding contribution to the field of engineered materials.

**Section 3: Selection of the Recipient** – The Executive Committee shall decide whether, and to whom, the Bradley Stoughton award is to be made. The Executive Committee shall not be bound by the recommendations of the Bradley Stoughton award committee.

**Section 4: Presentation** – The Bradley Stoughton award shall be presented at a Chapter meeting chosen by the Executive Committee, within the program year.

## **ARTICLE IX: OUTSTANDING YOUNG MEMBER AWARD**

**Section 1. Outstanding Young Member Award Committee** – An Outstanding Young Member award committee, comprising at least three (3) members, may be appointed each year by the Chapter chairperson.

### **Section 2: Duties**

(a) The committee shall recommend one (1) or more candidates to receive the Outstanding Young Member award, or shall recommend that no award be made.

(b) Candidates shall be members of The Chapter in good standing, shall not have received the award previously, and shall be thirty-five (35) years of age or younger on 1 January of the year the award is made. Candidates shall be chosen for:

- (1) having promoted the fields of metallurgy or materials engineering through publishing, speaking, teaching, or other means, and
- (2) having given service to The Chapter.

**Section 3: Selection of the Recipient** – The Executive Committee shall decide whether, and to whom, the Outstanding Young Member award is to be made. The Executive Committee shall not be bound by the recommendations of the Outstanding Young Member award committee.

**Section 4: Presentation** – The Outstanding Young Member award shall be presented at a Chapter meeting chosen by the Executive Committee, within the program year.

## ARTICLE X: CHAPTER SERVICE AWARD

**Section 1: Chapter Service Award Committee** – A Chapter Service Award Committee, comprising at least three (3) members, may be appointed each year by the Chapter Chairperson.

**Section 2: Duties** – The Award Committee shall recommend one (1) or more candidates to receive the Chapter Service Award, or shall recommend that no Award be made. Candidates shall be members of The Chapter in good standing and shall not have received the Award previously. Candidates shall be chosen for sustained, outstanding service to The Chapter.

**Section 3: Selection of Recipient** – The Executive Committee shall decide whether, and to whom, the Chapter Service Award is to be made. The Executive Committee shall not be bound by the recommendations of the Chapter Service Award Committee.

**Section 4: Presentation** – The Chapter Service Award shall be presented at a Chapter meeting chosen by the Executive Committee, within the program year.

## ARTICLE XI: MATERIALS SCHOLARSHIP AWARD

**Section 1: Materials Scholarship Award Committee** – A Materials Scholarship Award Committee, comprising at least three (3) members, may be appointed each year by the Chapter Chairperson.

**Section 2: Duties** – The Committee shall:

- (a) prepare an advertisement soliciting applicants for the Scholarship,
- (b) submit the advertisement for inclusion in the meeting notices,
- (c) accept applications for the Scholarship and request additional applicant information as required,
- (d) review the applications,
- (e) select the recipient on the basis of the criteria in Section 3 (below),
- (f) notify the candidates of the selection,
- (g) prepare a Certificate of Scholarship Award, and
- (h) award the Scholarship and the Certificate.

**Section 3: Selection of Recipient**

- (a) The student shall be an undergraduate enrolled in or exhibiting strong interest in the materials field.
- (b) The student shall reasonably be expected to have a degree conferred in one of the sciences related to materials.
- (c) The student shall have permanent residency in or attend a college or university in the region served by the Lehigh Valley Chapter, ASM International.
- (d) The student will be selected without regard to sex, race, religion, national origin, or age.
- (e) The Materials Scholarship Award Committee will select the recipient on the basis of:
  - academic achievement,
  - interest in materials science,
  - career plans, special projects, work experience,
  - recommendations from the academic or industrial community, and
  - extracurricular activities.

**Section 4: Presentation**

- (a) The total number of scholarships awarded as well as the monetary amount of the individual scholarships shall be established by the Chapter Executive Committee each year as part of the preparation of the Chapter Financial Plan.
- (b) The Scholarship shall be awarded at a Chapter meeting occurring within the program year.

**ARTICLE XII: 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 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 ballot, provided that the proposed changes shall have been announced at a prior 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 the date fixed for return of the ballots. Adopted amendments shall become effective immediately after they have been reviewed and accepted by the Managing Director for The Board, and have been issued to all members of The Chapter.

**ARTICLE XIII: 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 Chapter.