

Washington, D.C.
Chapter of ASM
International
Chapter Bylaws



Approved by ASM Executive Committee
September 13, 2007

ARTICLE 1: ORGANIZATION

Section 1: Registered Name

The registered name of this Chapter of ASM International® shall be the Washington DC Chapter of ASM International®. In informal communications, the Chapter may be referred to as MaterialsDC.

Section 2: National Organization

These by-laws shall supplement the constitution of ASM International®, an organization exempt from income tax under the applicable provisions of the Internal Revenue Code or under corresponding predecessor provisions hereby incorporated into these by-laws.

Section 3: Purpose

ASM International® is formed for the exclusive purpose of advancing and disseminating scientific, engineering, and technical knowledge, particularly with respect to the manufacture, processing, characterization, selection, understanding, use and life-cycle of engineered materials, through education, research and the compilation and dissemination of information to serve technical and professional needs and interest and to benefit the general public.

Section 3.1: Purpose of the By-Laws

The purpose of these by-laws is to direct the activities of the Washington DC Chapter in agreement with the requirements as set forth by the ASM International® Constitution.

Section 3.2: Dissolution of Chapter

In the event of dissolution of the Washington DC Chapter of ASM International®, the Chapter Executive Committee of the Washington DC Chapter shall transfer all net assets remaining after payment of all obligations to the National Headquarters of ASM International®. **If a chapter should dissolve for any reason, the Charter shall be returned to the Secretary at ASM International® Headquarters. Upon revocation or return of the Charter of a chapter, the affairs of the Chapter shall be finalized under supervision of the Managing Director and all funds or other property remaining after payment of debts and obligations of the chapter shall be transferred and paid to ASM International®.**

Section 3.3: Limitations

The Chapter shall operate only under the Charter granted to it by ASM International®, giving it the authority to carry on the work of ASM International®, subject to the rights, privileges, and obligations provided for in The Constitution and the Rules for the Government of ASM International®, hereinafter called the Rules.

No part of the net income of the chapter shall inure to the benefit of any private individual or company.

A volunteer is not to be paid for holding office or committee work.

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 (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.

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. (For chapters in the United States, attention is directed to Section 501 (c) (3) of the Internal Revenue Code of 1954 or the corresponding of any subsequent and future United States Revenue Law)

ARTICLE 2: MEMBERSHIP

Section 1: Participation in MaterialsDC

Participation in MaterialsDC events (including technical meetings and social activities) shall be open to all persons. There shall be no bar to participation because of race, creed, color, sex, sexual orientation, citizenship, disability, or country of origin.

Section 2: Membership in ASM International®

The Chapter will encourage participants in MaterialsDC events to become members of ASM International®. However, membership in ASM International® is not a prerequisite for participation in MaterialsDC. MaterialsDC participants who are not ASM International® members have different voting rights (Section 5) and may be charged higher fees (such as for social event) if the cost of the event is partially subsidized by membership rebates from ASM International®.

Procedures for the admission of members, along with the establishment of any admission fee for membership, shall be as set forth by ASM International®.

Section 3: Termination of Membership

Membership may be terminated voluntarily by the member at any time without cause or as set forth in accordance with the rules of member conduct as enacted by ASM International®.

Section 4: Meetings

Section 4.1: Chapter Meetings

The Chapter year shall begin on June 1 and end on May 31 of the following year.

A minimum of three (3) technical meetings will be held each year at such times and places as the executive committee shall determine. These meetings shall be devoted to educational, technical, engineering, or scientific purposes and shall consist of stimulating programs, directly or indirectly related to metals and other engineering materials.

There shall be no charge for attending the technical and educational portion of any Chapter meeting, and such meetings shall be open to the public within space limitations.

Section 4.2: Meeting Locations

Meetings and all other gatherings shall be held in such a place or places and time as shall be determined by the appropriate Chapter committee. The Chapter will attempt to locate meetings and gatherings in a variety of locations throughout the metropolitan area so that the largest number of members can attend.

Section 4.3: Meeting Notices

Meeting announcements will be provided to Chapter members, as well as other interested parties, via electronic mail and the chapter website. At least one (1) week's notice will be provided for all meetings and other gatherings, unless circumstances require a shorter notice period.

Section 4.4: Meetings Other than Face-to-Face

Meetings, including those of the Executive Committee, need not be held face-to-face to be considered meetings for the purposes of these bylaws. Conferences via video, web, and telephone, for example, are appropriate means of gathering Chapter members.

Section 5: Voting

Section 5.1: General Subjects

On general subjects not related specifically to the Chapter's ASM International® affiliation (for example, the content of the technical and social events program beyond the requirements laid out in these bylaws), votes may be cast by all participants in MaterialsDC. Votes shall be decided by simple majority of all those voting, whether at a meeting or via another form of communication. Votes need not be cast in person; a proxy vote (Section 5.1), written communication (including electronic mail), or telephone vote is acceptable.

Section 5.1: Subjects Related to ASM International® Chapter

On subjects related specifically to the Chapter's ASM International® affiliation (for example, selection of a nominee for an ASM International® award from the Chapter membership), votes may only be cast by members of the Washington DC Chapter of ASM International® International. All members and the designated representatives of each sustaining member shall be entitled to cast one vote on all questions arising at meetings of the Chapter. Votes shall be decided by simple majority of all those voting, whether at a meeting or via another form of communication. Votes need not be cast in person; a proxy vote (Section 5.1), written communication (including electronic mail), or telephone vote is acceptable.

Section 5.1: Proxies

Votes may be cast by a proxy designated in writing (including electronic mail) by the Chapter member or MaterialsDC participant.

ARTICLE 3: OFFICERS

Section 1: Officers and Executive Committee

The Officers of the Washington DC Chapter of ASM International® shall consist of Chairperson, Vice-Chairperson, Secretary and Treasurer. These officers shall be elected from the membership and serve for a one-year term beginning on June 1 of each year; however, in all cases, the officers shall serve until their successors shall have been elected and qualified. The chapter chairperson should attend, either prior to or during the term of office, the ASM International® training for local chapter leadership. The Chairperson and Vice-Chairperson shall have served as previous members of the Executive Committee.

Section 2: Number, Election, Term

Section 2.1: Number

The Executive Committee is composed of the Officers and the chairs of the Standing Committees (Article 4, Section 1), as well as any additional special advisors or committee chairs that circumstances make necessary.

Section 2.2: Election

Officers shall be elected by a majority vote of the Executive Committee. Votes need not be cast in person; a proxy vote, written communication (including electronic mail), or telephone vote is acceptable.

Section 3: Duties

Section 3.1: Chairperson

- Preside at all meetings of the Chapter and at all meetings of its Executive Committee, or identify an Executive Committee member to preside if he/she cannot attend.
- Act as chief executive of the Chapter, subject at all times to the approval of the Executive Committee.
- Appoint the chairs of the standing committees.

Section 3.2: Vice Chairperson

- Perform the duties of the Chairperson if the Chairperson is absent or unable to act, and such other duties as are delegated to him by the Chairperson or by the Executive Committee.
- Serve as the ex-officio Chairperson of the Awards Committee.

Section 3.3: Secretary

- Prepare the periodic written communications of the chapter (e.g., monthly newsletter).
- Keep minutes of meetings as needed.

- Prepare whatever reports the Executive Committee of the Chapter may require of the Secretary.

Section 3.4: Treasurer

- Serve as the financial officer of the Chapter, depositing all funds of the Chapter in such a bank or banks as the Executive Committee shall determine.
- Disperse all monies for the account of the Chapter in accordance with the provisions of Article 4.
- Keep detailed records of all receipts and disbursements.
- Prepare whatever reports the Executive Committee of the Chapter may require of the Treasurer.
- At the end of each fiscal year, prepare a financial report in accordance with Article 5, Section 2.

Section 4: Vacancies

If the Office of Chairperson becomes vacant for any reason during the elected term, the Vice Chairperson shall become Chairperson for the remainder of the unexpired term, thereby creating a vacancy of Vice Chairperson. This will not affect the Vice Chairperson's right of succession to the Office of Chairperson for a full term.

If any elected office other than that of Chairperson becomes vacant, the Executive Committee shall fill the vacancy from its own membership by simple majority vote as described in Section 2.2 above.

Section 5: Meetings

The Chapter Executive Committee shall meet at least one (1) time per year, with minutes, and as many times as may be deemed necessary. The time and place of the meetings shall be determined by the Chairperson. It shall be the responsibility of the committee members to attend scheduled chapter executive committee sessions.

If for any reason Executive Committee members cannot attend, then provisions shall be made for an alternate or designate to represent them without any voting rights. Votes can be cast at a later date as described in Section 2.2 above.

ARTICLE 4: DUTIES OF COMMITTEES

Section 1: Standing Committees

Section 1.1: Program

- Plans suitable program for regular meetings and other gatherings of the Chapter.
- Makes all necessary travel and overnight arrangements for speakers.
- Selects Technical Chairman to introduce speakers.
- Sends notes of appreciation to speakers.
- Obtains speaker biographies and abstracts of presentations for use in meeting announcements and chapter newsletters.

Section 1.2: Membership

- Sees that a complete record is kept of the members of the Chapter and their addresses, and checks the same at regular intervals with the records of ASM International®.
- Attempts to secure new members and encourage increased membership participation in meetings and other functions.
- Solicits sustaining memberships
- Receives and introduces new members and guests.
- Secretary is ex-officio member of the Membership Committee.

Section 1.3: Education & Student Affairs

- Forms ties with educational institutions in the local area (e.g., participation at high school science fairs).
- Concerns itself with the infusion of knowledge of metals and materials into the curricula of Washington DC area schools.
- Offers educational opportunities for educators, professionals, and technicians in the Washington area.
- Coordinates with the ASM Foundation for organization of Materials Camp and other Foundation-sponsored educational activities.

Section 1.4: Awards

- Concerns itself with the selection of members for all Chapter awards including the Burgess Memorial Award.
- Selects members for National ASM International® Awards as appropriate, and obtains and submits the required information to National Headquarters to support the selection.
- Submits nominees to National Headquarters, with supporting information, for members to serve on National Nominating Committee; as National Officers and Trustees; and any other functions, which the National ASM International® may call on Chapter members to perform.
- The Chair of the Awards Committee shall be assigned to the Vice Chairman of The Chapter.

Section 1.4.1: Burgess Memorial Award

The George Kimball Burgess Memorial Award shall be given in recognition of outstanding achievement in research or administration by a member of the Washington Chapter, who has made original contributions in the field of metallurgy, materials, or mechanics or who demonstrate outstanding leadership in those fields. Such contributions must have occurred within a period not exceeding five (5) years preceding the year the award is made. Age, and prior accomplishments other than those in the five-year period, should not influence the Awards Committee's selection. Solicitation of nominees should be made in monthly meeting announcements, stating a deadline for receipt of nominees, and requesting a summary statement as to why the nominee qualifies for the award. The Awards Committee shall consider candidates for the Burgess Prize Award in accordance with the Rule of Award set for above. The Committee shall report its findings to the Chairman of The Chapter no later than the 1st of February of the year of the presentation.

Section 1.5: Scholarship

- Manages all Chapter responsibilities for the administration of the Morgan L. Williams Scholarship Fund. The amount, number and timing of the scholarships to be awarded each year shall be with the advice and consent of the Executive Committee.
- Prepare and distribute the scholarship information to appropriate colleges and universities in the region, the receipt and evaluation of all scholarship applications according to criteria established by the Scholarship Committee
- Select scholarship winners.
- Notify all applicants of the status of the awards.
- Oversee the investment of the Scholarship funds in a prudent manner with the approval of the Executive Committee.

ARTICLE 5: CHAPTER FINANCES

Section 1: Fiscal Year

The fiscal year of the chapter shall span from January 1 to December 31 of each calendar year.

Section 2: Financial Reporting

The Treasurer shall prepare and submit to ASM International® a report on the Chapter finances each year by February 15. The report shall cover the entire previous fiscal year, consisting at the minimum of a balance sheet and an income statement. The latter must show the amounts received and expended by function or event in whatever detail required by the Executive Committee.

Section 3: Receipt and Payment of Monies

The Treasurer as financial officer of the Chapter is authorized to receive all monies and shall also disburse all monies as approved by the Executive Committee. When the Treasurer is not available to receive or disburse monies, another Officer may act in place of the Treasurer, ensuring that all required documentation and receipts are retained. Any financial obligations incurred or payments made by Officers other than the Treasurer shall be reported to the Treasurer within twenty-four (24) hours to ensure proper recordkeeping.

All checks and other instruments for the payment of monies of the Chapter shall be drawn in the name of the Chapter and shall be signed by an Officer appearing on the official signature card of the Chapter's bank account.

No expenditure in excess of \$100, other than payment of budgeted expenses or expenses associated with meetings or activities of a nature previously agreed to as part of the Chapter program, may be paid by any Officer without prior approval of the Executive Committee.

ARTICLE 6: MISCELLANEOUS

Section 1: Amendment of Bylaws

Amendments to these bylaws may be adopted by a two-thirds affirmative vote of the total membership of the Executive Committee. Votes need not be cast in person; a proxy vote, written communication (including electronic mail), or telephone vote is acceptable.

Before a vote is held on an amendment to the bylaws, the Chapter membership shall be notified as to the wording of the proposed changes. This notification may take place by electronic mail, posting on the chapter website, or conventional mail. Voting shall take place no less than seven (7) days after notification of the Chapter membership, to ensure members have time to comment on the changes. The Executive Committee must review all comments from the Chapter membership prior to voting on the proposed changes and must respond (in writing, by telephone, or in person) to members on the resolution of their comments.

Amendments shall become effective immediately after they have been so adopted. ASM International® and the Chapter membership shall be able to access copies of the amended bylaws.