

SOCIETY FOR THE ADVANCEMENT OF MATERIAL
AND PROCESSING ENGINEERING

BY-LAWS
NEW JERSEY CHAPTER
Revised May 8, 1997

ARTICLE I ORGANIZATION

SECTION I IDENTITY

This organization shall be known as the new Jersey Chapter of SAMPE, herein after called the Chapter, and shall consist of all duly admitted into affiliated membership in accordance with the provisions of the Articles of Incorporation and the By-Laws of the International Society for the Advancement of Materials and Process Engineering (SAMPE), a corporation hereinafter called the Society, and these By-Laws.

SECTION II PURPOSE

The purpose of the Chapter is the dissemination of scientific, engineering and technology knowledge, particularly with respect to the manufacturing and processing of materials, through education and the compilation and dissemination of information to serve technical and professional needs and interest and to benefit the general public. This Chapter is a non-profit organization with business being conducted in accordance with the Articles of Incorporation of the Society.

SECTION III GOVERNING BODY

The governing administrative body of this chapter shall be the Executive Board.

ARTICLE II MEMBERSHIP

SECTION I CLASSIFICATION AND REQUIREMENTS

Membership classification and requirements shall be as shown in Article I, Section 6 of the Society's By-Laws.

SECTION II RIGHTS, PRIVILEGES AND LIMITATIONS

Subject to the limitations imposed by the By-Laws of the Society in Article I, Section 7 and these By-Laws, each member in good standing shall have the rights and privileges as may be expressed or implied in these By-Laws. Limitations of membership shall be governed by Article I, Section 8, of the Society's By-Laws.

ARTICLE III OFFICERS

SECTION I TITLES

The officers of this Chapter shall be the Chairman, First Vice Chairman, Second Vice Chairman, Secretary, Treasurer, Senior National Director, Junior National Director and Immediate Past Chairman.

SECTION II ELECTION OF OFFICERS

- A. Time of Election: With the exception of the Immediate Past Chairman and the Senior National Director, who are neither elected nor appointed, all officers of this Chapter shall be elected to Office prior to the first day of June each year. The Junior National Director shall automatically become the Senior National Director. In the event the Junior National Director declines the Office of Senior National Director, both National Directors shall be elected.
- B. Qualification Requirements and Restrictions: No person shall be eligible for election to office in this Chapter unless he shall be qualified in accordance with the following requirements and restrictions:
 - 1. He shall be, and for not less than six months preceding his election, a member in good standing.
 - 2. He shall be required to have been duly nominated as a candidate for election to such office in accordance with the nominating procedures specified in these By-Laws.
 - 3. Each candidate for election to the Office of Chairman or Vice Chairman shall be a Professional Member of the Chapter.
 - 4. No person shall be a candidate for simultaneous Offices in the Chapter.
- C. Nominating Committee: Subject to the approval of the Executive Board, the Chairman shall appoint a Nominating Committee consisting of a Chairman and at least two other individuals at or before the Executive Board Meeting in March. The nominating committee shall report the Slate of Officers to the Executive Board at the April meeting for its approval.

D. Election Procedures:

1. The approved Slate of Officers shall be presented at the regular April meeting and the meeting shall be asked for any other nominations.
2. The Slate of Officers will be announced in the May Newsletter notifying the general membership that the election will be held at the May meeting.
3. The Slate of Officers will be announced and voted on at the May meeting. Majority vote of those members present will elect the Officers
4. The IBO will be notified in writing by the Secretary of the new Slate of Officers within ten days of the election.
5. The new Officers will be installed at the June meeting, and will serve the Chapter for one year starting on the first of July.

SECTION III DUTIES OF OFFICERS

- A. Chairman: The Chairman shall be the principal executive officer of the Chapter. He shall preside at all meetings of the Chapter and of its Executive Board. He shall have the duty of furthering the objectives of the Society and he shall promote the interests of this Chapter within the Society. He shall supervise the activities of the Chapter, be Chairman of the Awards Committee and oversee the Long Range Planning, Student Affairs and Seminars and Conferences Committees. He shall perform such duties as may be specified or implied in these By-Laws or as may be assigned him by the Executive Board.
- B. First Vice Chairman: The First Vice Chairman shall be the second executive officer of this Chapter. He shall serve as the executive administrating assistant to the Chairman, and as the program chairman of each meeting of the Chapter and shall supervise all arrangements thereof. He shall coordinate the activities of the Publicity Committee and he shall perform such other duties as may be specified or implied in these By-Laws or as may be assigned to him by the Chairman or by the Executive Board. He shall, in the event of the Chairman's absence or inability to serve, have the powers and perform the duties of the Chairman.
- C. Second Vice Chairman: The Second Vice Chairman shall be the third executive officer of this Chapter. He shall serve as the Chairman of the Rules Committee and oversee the Membership Committee. He shall perform such other duties as may be assigned to him by the Chairman or the Executive Board. He shall, in the event of the First Vice Chairman's absence or inability to serve, have the powers and perform the duties of the First Vice Chairman.

- D. Secretary: The Secretary shall assist the Chairman and the Executive Board in conducting the business of the Chapter. He shall maintain a permanent record of the proceedings of all such meetings. He shall have custody of this Chapter's By-Laws, books other than those which are required to be kept by the Treasurer, all Chapter supplies, and other such items and things as may be required by the Executive Board. He shall conduct and report upon all correspondence pertaining to the affairs of this Chapter in a timely manner and he shall maintain records as may be required by the Chairman or the Executive Board and he shall perform such other duties as may be specified or implied in these By-Laws or as may be assigned to him by the Chairman or by the Executive Board.
- E. Treasurer: The Treasurer shall maintain the permanent financial records of this Chapter and shall be responsible for the safe-keeping of the Chapter's funds. He shall report the financial status of this Chapter at each regular meeting of the Executive Board. Subject to the approval of the Executive Board, he shall disperse Chapter funds to pay all bills and other claims against the funds of the Chapter, and he shall collect all fees, assessments and other monies payable to the Chapter. He shall serve as the Chairman of the Finance Committee and oversee the Sponsors Committee. He shall assist the Chairman and the Executive Board in conducting the business of this Chapter and he shall perform such other duties as may be specified or implied in these By-Laws or as may be assigned to him by the Chairman or by the Executive Board.
- F. Directors: The Senior Director and the Junior Director shall participate in the affairs of the Chapter and in the affairs of the Society to promote the furtherance of the objectives of the Society and to promote the interests of the Chapter within the Society. They shall represent the Chapter at all meetings of the Society's Board of Directors and in all matters of business thereof. They shall bring to the attention of the Executive Board all items of notice to come before the Society's Board of Directors prior to attending the board meeting and/or casting their votes. They shall report to this Chapter's Executive Board upon all proceedings and other matters of said meetings which are germane to the affairs of this Chapter. They shall assist the Chairman and the Executive Board in conducting the business of the Chapter, and they shall perform such other duties as may be specified or implied in these By-Laws or as may be assigned to them by the Chairman or Executive Board.
- G. Immediate Past Chairman: The Immediate Past Chairman shall serve as a consultant in providing guidance and assistance to the Chairman and to the Executive Board in conducting business of the Chapter. He shall promote the furtherance of the objectives of the Society and shall promote the interest of this Chapter within the Society, and he shall perform such

other duties as may be specified or implied in these By-Laws or as may be assigned to him by the Chairman or by the Executive Board.

SECTION IV VACANCIES

A vacancy in any office shall be created by resignation. Such vacancy to commence at the time such resignation is accepted by the Executive Board. In addition, a vacancy shall exist in any office from which an officer has demised or from which an officer has been removed for good cause by a two-thirds vote by the remaining members of the Executive Board. In the event of a vacancy, the nominating committee from the previous year will reconvene and recommend new candidates for the vacancy to the Executive Board. The vacancy will be filled by a majority vote of the Executive Board for the remainder of the unexpired term.

ARTICLE IV EXECUTIVE BOARD

SECTION I COMPOSITION

The Executive Board of this Chapter shall be composed of the incumbent officers of this Chapter plus the incumbent Chairman (voting and non-voting) of each Standing Committee; the officers of the Chapter shall be, ex-officio and respectively, the officers of the Executive Board.

SECTION II POWERS AND DUTIES

Subject to the limitations of law and the By-Laws and Articles of Incorporation of the Society and of these By-Laws, the Executive Board shall control and manage the affairs and the funds of the Chapter. The Executive Board shall have such other powers and duties conferred upon it as are either implied or expressed by this Chapter's By-Laws.

SECTION III QUORUM AND VOTING

A majority of the voting members of the Executive Board shall constitute a quorum, which shall be a prerequisite for the transaction of business at all meetings of the Executive Board. With the exception of the Immediate Past Chairman who may vote only when necessary to break a tie, each voting member of the Executive Board shall be entitled to an equal vote on each question of the Chapter business. Voting rights must be exercised in person.

ARTICLE V COMMITTEES

SECTION I STANDING COMMITTEES AND THEIR DUTIES

Subject to the approval of the Officers of the Executive Board, upon assuming the duties of his office, the Chapter Chairman must appoint the following Committee Chairman which shall serve at the pleasure of the Executive Board. In addition to such duties as may from time to time be assigned, the respective duties of the committees shall be as hereinafter specified. The Chairman of each of the following committees shall be a voting member of the Executive Board, and have one (1) vote. All other committee members are appointed by the Chairman of the Committee.

SUBSECTION I VOTING COMMITTEE CHAIRS

- A. Long Range Planning – consisting of Chairman and at least one other member, both being Past Chairman of the Chapter. This committee shall evaluate the current status of the Chapter and formulate plans to enhance its performance in the future. This committee shall be under the direction of the Chairman of the Chapter.
- B. Publicity – consisting of a Chairman and shall seek to gain and maintain favorable public attention to and recognition of this Chapter and its activities. It shall prepare and cause to be published timely announcements pertaining to Chapter activities and it shall distribute such announcements (newsletter) to all members of the Chapter, potential members and others as determined by the Executive Board and to news media (press releases) for that purpose. This committee shall report all findings to the First Vice Chairman.
- C. Seminars and Conferences – consisting of a Chairman under the direction of the Chairman of the Chapter. This committee will oversee the planning and execution of Chapter sponsored or co-sponsored Seminars and Conferences.
- D. Student Affairs – consisting of a Chairman and shall promote and foster the educational objectives, both at the high school and university level, of the Society within the Chapter's geographical area of influence. It shall encourage the development and involvement of Student Chapters within the Chapter and oversee special activities. It shall promote the inclusion of materials and process technology in curricula and it shall encourage the educational pursuit by students thereof. This committee will be under the direction of the Chairman of the Chapter.
- E. Sponsors – consisting of a Chairman under the direction of the Treasurer of the Chapter. This committee shall encourage the financial support of local industry through the solicitation of fees. It shall coordinate all solicitation of funds from private industry and provide periodic updates of sponsors' activities.
- F. Membership – consisting of a Chairman and at least two other members under the direction of the Second Vice Chairman. It shall seek desirable candidates for membership in the Society and shall promote their membership affiliation thereof. It shall promote and stimulate attendance

of members and guests at regular Chapter meetings and maintain suitable records.

SUB-SECTION II NON-VOTING CHAIRS

- A. Awards – consisting of the Chairman of the Chapter and such other members as he shall appoint shall determine which Chapter members deserve special recognition through the presentation of awards with the approval of the Executive Board. Ensure that members not receiving their awards at the meetings, receive them by mail.
- B. Program – consisting of a Chairman, the First Vice Chairman of the Chapter. The committee shall assist in obtaining suitable speakers and topics for presentation at the regular Chapter meetings. It shall oversee all correspondence between the Chapter and speakers. It shall be responsible for the audio visual equipment and banners of the Chapter and shall ensure that such equipment and banners are displayed or set up at the regular Chapter meetings. It shall ensure the safe-guarding of said equipment and banners when not in use.
- C. Rules – consisting of a Chairman, the Second Vice Chairman of the Chapter. It shall examine these By-Laws, and the laws, rules and regulations of the Society and it shall submit recommendations it deems necessary or desirable concerning revisions to the Executive Board for action. The committee shall interpret the By-Laws and notify the Executive Board when the Chapter is operating outside the scope of the By-Laws and what corrective actions it deems necessary.
- D. Finance – consisting of a Chairman, the Treasurer shall examine, investigate and report on all accounts of the Chapter funds and it shall prepare a proposed budget for the expenditure of Chapter funds during the fiscal year. It shall be responsible for making all arrangements for the regular Chapter meeting, accept all funds for the meeting and pay all expenditures for the meetings.
- E. History – consisting of a member of the Chapter who will keep a running history of the Chapter updating it with important events during the fiscal year. It shall submit an updated copy of the Chapter's history at the end of the fiscal year for inclusion in the annual report.
- F. Annual Report – consisting of a member who will prepare the annual report for the Chapter for submission to the International Business Office.

SECTION II SPECIAL COMMITTEE

The Chairman of the Chapter shall appoint special committees where deemed necessary to meet the needs of the Chapter.

SECTION III COMMITTEE ACTIVITIES

The activities of the committees are at the direction and approval of the Executive Board and any changes to these activities requires the approval of the Executive Board.

SECTION IV VOTING RIGHTS FOR NON-VOTING COMMITTEE CHAIRPERSONS

A two-thirds vote of the Officers of the Executive Board is required to extend voting rights to any standing or special committee not already having the right according to these By-Laws.

SECTION V COMMITTEE REPORTS

Each committee shall report upon its activities to the Executive Board as requested at regular meeting of the Board.