

Club name: SAMPE at NYU

Type of Club: Professional

Club Mission Statement: The New York University Polytechnic School of Engineering Student Chapter of the Society for the Advancement of Materials and Process Engineering will provide both undergraduate and graduate students a global forum for information, education and professional fellowship for all students pursuing degrees related to material science and process engineering.

Section I : Name

Article 1 – The name of this club shall be the New York University Polytechnic School of Engineering Student Chapter of the Society for the Advancement of Materials and Process Engineering (“SAMPE at NYU”).

Section II : Purpose

Article 1 – SAMPE at NYU shall provide the student body with connections and support to professionals in Materials and Process Engineering and instill professional pride in their chosen career path.

Section III : Membership

Article 1 - Any NYU Polytechnic School of Engineering student currently enrolled full-time shall be eligible for student membership.

Article 2 – SAMPE at NYU annual membership dues shall be set to SAMPE standard.

Article 3 - A student member shall remain eligible for an active membership until his/her principal occupation ceases to be that of a student or he/she no longer pays annual dues.

Article 4 – An active student member shall have full access to SAMPE benefits.

Article 5 – An inactive student member shall have the right to attend General Body Meetings and other meetings at full cost, he/she also shall not have the right to run for leadership positions or vote.

Article 6 - A student member enrolled at this institution shall have the right to request his/her assignment to a different chapter at will or when SAMPE at NYU becomes

inactive.

Article 7 - The SAMPE at NYU membership year follows the fiscal year from July 1 to June 30 of the following year.

Section IV : Officers

Article 1 – SAMPE at NYU officers shall consist of a President, an Internal Vice President, an External Vice President, a Secretary and a Treasurer. These officers, together with the Faculty Advisor, shall form the Executive Committee of NYU SAMPE.

Article 2 – SAMPE at NYU shall elect, by majority vote of the Chapter members present, a President, an Internal Vice President, an External Vice President, a Secretary and a Treasurer, in the spring of each year to serve during the following fiscal year.

Article 3 - Eligibility for election shall require the nominee be a SAMPE at NYU member or must have applied for membership during the previous fiscal year.

Article 4 - If for any reason the office of President becomes vacant during the elected term, the Internal Vice President shall become the President for the remainder of the term; the Secretary shall fill the vacancy by such and become Internal Vice President for the remainder of the term. Vacancy in office of Secretary shall be filled by a simple majority vote at a regularly scheduled SAMPE at NYU meeting. If the office of External Vice President becomes vacant during the elected term, the Treasurer shall fill the vacancy and become External Vice President for the remainder of the term. Vacancy in office of Treasurer shall also be filled by a simple majority vote at a regularly scheduled SAMPE at NYU meeting.

Section V : Duties of the Officers

Article 1 - The President shall organize and preside at all meetings. He/she shall supervise the Executive Committee and its activities. The President shall coordinate all Chapter events. The President shall serve as the official representative of SAMPE at NYU within and outside of New York University. The President shall assume all executive duties not otherwise delegated to others by these bylaws. The President may also delegate duties that have already been delegated, to other officers at his/her discretion.

Article 2 - The Internal Vice President shall be responsible for planning and organizing the activities of the Chapter. The Internal Vice President shall also be responsible for all paperwork and turning them in at timely manner. In addition, the Internal Vice President

shall also ensure SAMPE at NYU's adherence to the bylaws. He/she shall supervise the Programming Committee and its activities. The Internal Vice President shall preside at Chapter meetings or events in the absence of the President.

Article 3 - The External Vice President shall be responsible for outreach with alumni, professors, industry professionals, and other external organizations, and coordinating events with the aforementioned. In addition, the External Vice President shall act as the liaison between SAMPE at NYU and SAMPE, as well as the New Jersey Chapter of SAMPE. He/she shall supervise the Membership/Outreach Committee and its activities. The External Vice President shall preside at Chapter meetings or events in the absence of the President and the Internal Vice President.

Article 4 - The Secretary shall be responsible for the preparation and safekeeping of records of each meeting for the permanent records. He/she shall submit brief reports of all activities for publication by SAMPE. The Secretary shall also make abstracts of all General Body Meetings and closed Executive Board meetings known to the entire student chapter. Membership rosters and SAMPE at NYU's bylaws shall be updated by the Secretary. The Secretary may also assist the other officers in their duties.

Article 5 - The Treasurer shall be responsible for submitting all funding and catering requests to Student Activities at NYU Polytechnic School of Engineering and shall submit a financial report to the Chapter Executive Committee giving a complete accounting of the Chapter's finances. In addition, the Treasurer shall coordinate all funding from SAMPE as well as the New Jersey Chapter of SAMPE, the regional sponsoring Chapter for SAMPE at NYU.

Article 7 - All Chapter documents, financial reports and funds shall be left with the Faculty Advisor for any vacation period when the NYU Polytechnic School of Engineering is not in session.

Section VI : Faculty Advisor

Article 1 - A Faculty Advisor shall be selected each year by the members of SAMPE at NYU.

Article 2 - The Faculty Advisor shall maintain an awareness of the activities and programs sponsored by SAMPE at NYU.

Article 3 - Meetings shall be held among the Executive Committee members and the Faculty Advisor regarding upcoming meetings, long term plans, goals and obstacles the club may run into.

Article 4 - The Faculty Advisor shall assist new officers in transition, explain and clarify campus policy and procedures that apply to the club and maintain contact with the Student Activities Office.

Article 5 - The Faculty Advisor shall hold the right to propose an impeachment of an Executive Committee member. Removal of the member from the Executive Committee shall occur by a unanimous vote of the Executive Board.

Section VI : Committees

Article 1 - The Executive Committee shall be charged with the responsibility of Chapter management, programming, reporting and activities.

Article 2 - The standing committees shall include but are not limited to the following:

- a) Programming Committee - plans, organizes and executes the Chapter technical, educational, and joint professional activities.
- b) Membership/Outreach Committee - organizes and implements programs which promote student membership as a way to explore materials and process engineering.

Section VII : Meetings

Article 1 - General body meetings shall be conducted on a monthly basis, typically on the second Wednesday of each month, or as determined by the Executive Committee. The general body meeting shall be devoted to educational, technical, engineering or scientific purposes.

Article 2 - Executive Committee meetings shall be conducted on a monthly basis, typically on the Friday prior to the general body meeting or as deemed necessary by the Executive Committee or Faculty Advisor.

Article 3 - The Chapter President or Faculty Advisor may call a special meeting at any time.

Article 4 - The minimum number of members to be present at a general body meeting in order for business to be conducted shall be four members, not including Executive Board members. If a quorum is not met, the meeting may be rescheduled for a later date.

Section VIII : Amendments

Article 1 - This Chapter shall amend its constitution in any fashion consistent with the bylaws of SAMPE.

Article 2 – Any member of this Chapter may propose new amendments. New Amendments shall be adopted by a two-thirds vote of the non-Executive Board members of the Chapter, followed by a separate unanimous vote of the Executive Board. New amendments shall be filed with SAMPE.

Article 3 - All members have the right to petition the Executive Board with provisions on the existing constitution; the proposal can then be brought up at a general body meeting for a vote.