

# OFFICIAL BYLAWS OF THE AMERICAN SOCIETY OF MECHANICAL ENGINEERS, UNIVERSITY OF SOUTHERN INDIANA STUDENT CHAPTER

## Article I. STRUCTURE OF THE ORGANIZATION

### Section I. Executive Officers

#### A. Values Statement of the Executive Officers

The officers of ASME are responsible for the everyday details that result in the smooth operation of ASME.

#### B. Training

Members for ASME should be involved in ASME for a minimum of one semester before they may become an officer. However, under certain circumstances (e.g., Officer resignations) any member is eligible for nomination of an Executive position with approval of the ASME advisor.

#### C. Duties and Responsibilities of Executive Advisors

##### 1. The following duties shall be the responsibility of the President of ASME:

A President should not only be pleasant and firm as a presiding officer, but should also set the pace in getting the work done. S/he is non-partisan when presiding, seeing that the members are equal, regardless of the question the debate. It is the responsibility of the president to:

- Know the constitution and by-laws of the organization.
- Study the objectives and procedures of the organizations.
- Appoint, instruct and, when possible, serve as ex-officio member of committees. Determine with the aid of other officers and members, the objectives, meetings and action plans of the group.
- Analyze membership problems and help plan a vigorous membership campaign.
- See that other organization leaders, committees, members and the advisor are informed about problems and policies under consideration.
- Encourage the cooperation and promote harmony within campus ranks.
- Schedule and preside over regular meeting of the executive board.
- Preside in organization meetings.
- work closely with the organization's advisor.

##### 2. The following duties shall be the responsibility of the Vice President of ASME:

The Vice President should work closely with the president to ensure smooth transition should it be necessary for him/her to take over the position. In this role the vice president should:

- Assist the president, but not substitute for him/her.
- Become acquainted with the president's plans for the year and be prepared to assume his/her duties and responsibilities.
- Gather ideas from members
- Be host at meetings: check room arrangements, proper lighting, ventilation, etc.; greet newcomers and see that new members get

acquainted; see that guest speakers are properly recognized, introduced and entertained.

- Know what is going on; be familiar with information materials sent to the president.

3. The following shall be duties of the Secretary:

The record is the source of all official statement of definite action, motions, directives, and assignments. Accurate minutes often become the umpire in debates concerning what was agreed upon. The president may rely on the secretary to remind him/her of things to be done. Committee chairs may need to be notified of their assignments. The Secretary is expected to:

- Keep accurate account of organization and executive committee proceedings and produce minutes for each meeting.
- Provide officers and committees with all necessary papers and materials.
- Keep a systematic method of filing letters received, copies of letters sent, committee reports, treasurers reports, membership rosters, lists committees etc.
- Attend to official correspondence.
- Mail and post notices of organization and executive committee meeting
- Prepare with the president, in advance, the order of business for each meeting.
- Cooperate with the treasurer in keeping an accurate listing of membership status.
- Read minutes of meetings and call the president's attention to unfinished business.
- Have on hand at each meeting an agenda, minutes of the previous meeting, lists of committees and committee reports, a copy of the constitution and bylaws.

4. The following shall be duties of the Treasurer:

The Treasurer is expected to:

- Obtain records of all financial documents from the previous treasurer and go over these records with him/her if possible.
- Maintain a simple set of books and record all items of income and expenses as they occur.
- Meet with the advisor to prepare the annual budget for the upcoming year.
- Prepare requisitions for prompt payments of all invoices, deposit all money collected, and use the proper account number on all paperwork.
- Collect dues and bank all ASME funds.
- Pay out funds on orders signed by the treasurer, the president, and the secretary unless otherwise provided.
- Make reports at meetings as necessary.

- Cooperate with the secretary in keeping accurate membership records including names, addresses, dues paid, and funds received.

## **Article II. COMMITTEES**

### Section I. Executive Committee

#### A. Purpose of Executive Committee

The executive committee is responsible for arranging the organizations yearly schedule of events in addition to encouraging new memberships and hosting all ASME meetings.

#### B. Provisions for Creation

The executive committee will be appointed as described in Constitution Article IV, Section III.

#### C. Selection Placement of Members

As described in the constitution in Constitution Article IV, Section III.

#### D. Dissolution

The executive committee is elected annually as described in Constitution Article IV, Section IV.

## **Article III. MEETINGS**

### Section I. General Meetings

ASME must have meetings at least once a month for members, and an additional meeting each month for officers.

### Section II. Quorum

75 percent of the officers must be present at any meeting in which an official decision is made.

### Section III. Voting

A. Unless stated otherwise in the Constitution or Bylaws, all members of ASME have equal vote in any and all elections.

B. When voting, unless stated otherwise in the Constitution or Bylaws, a 2/3 majority will pass a motion.

### Section IV. Special Meetings

A. Special meetings may be called by any member of ASME, so long as he or she has approval from the advisor.

B. Two days notice are required when calling a special meeting.

C. Special Meetings will be conducted as normal, with the highest ranking available member as president.

## **Article IV. ELECTIONS**

### Section I. General Rules

A. Any member of ASME, so long as they have been a member for over one semester, can be a candidate for the Executive Committee.

B. Officers shall be elected by the members of ASME.

C. Officers must be nominated (by another person or by themselves) and then voted into each respective position by a plurality.

D. Elections should be held annually during the second ASME meeting of the Fall Semester, and as otherwise needed.

- E. Ballots are anonymously cast.
  - 1. If the election is to elect a President, then the advisor shall be appointed as the presider.
  - 2. Once the President has been elected, he or she shall preside over remaining elections.

#### Section II. Inauguration

Inauguration is immediate.

#### Section III. Vacancies

If an officer leaves or resigns from office, the must be filled under the following conditions:

- 1. If the vacant position is President then the Vice President shall immediately become President, and a new Vice President must be elected into office.
- 2. If any other position becomes vacant, a new officer must be elected into that position.

### **Article V. DISCIPLINE AND IMPEACHMENT**

#### Section I. Definitions:

- A. Grievance – a complaint filed by another member.
- B. Warning – a verbal or written admonishment given to the recipient of a grievance
- C. Censure – a public (in meeting) admonishment
- D. Impeachment – a charge which results in removal of office if found guilty

#### Section II. Removal of an officer

If at any time, a member is dissatisfied with the performance of an officer, he or she must first speak to the officer, and request a change of action. If then, no action is taken by the officer to appease the request, the member must speak with the advisor of ASME in regard to the situation at hand. If the advisor approves, the situation must be presented to the members of ASME and a vote taken. This results in immediate removal of the given officer from his or her position as officer. No officer is eligible to vote in such elections. Replacement of the officer will take place based on the procedures previously set.

### **Article VI. ADVISORS**

- A. The advisor for ASME shall be a faculty member in the USI Engineering Department.
- B. The USI Engineering Department shall appoint an advisor annually for ASME.

### **Article VII. AMENDING THE BYLAWS**

For amendments to become official, they must be submitted to the President of ASME and, once approved by all officers and the advisor, the amendment must be voted on by the members of ASME.