

The University of Washington
Materials Advantage Student Chapter

Bylaws

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SECTION I - NAME AND PURPOSE

Name

- Article 1. The name of this student chapter shall be “The University of Washington” Material Advantage Student Chapter of the American Ceramic Society (ACerS), ASM International, The Minerals, Metals & Materials Society (TMS), and the Association for Iron and Steel Technology (AIST) (herein after called Chapter).
- Article 2. This Chapter shall be chartered by the Board of Directors of the American Ceramic Society (ACerS), the Board of Trustees of ASM International (ASM), the Board of Directors of The Minerals, Metals & Materials Society (TMS) and the board of directors of the Association for Iron and Steel Technology (AIST).
- Article 3. This Chapter shall be governed at all times by the provisions of The Constitution of ACerS, The Constitution and The Rules for the Government of ASM, the Bylaws of TMS and the Constitution and Bylaws of AIST.

Purpose

- Article 4. The purpose of this Chapter shall be to promote among its members a self-sought increasing knowledge of metallurgy, ceramics, materials science and engineering and all its branches and to instill a professional pride in their chosen life work.
- Article 5. The primary functions of the Chapter are community service and education for those having an interest or needing assistance in materials science and engineering or related fields. Education programs will emphasize dissemination of technical information in the field of materials. These will include familiarization of young people with the field of material science by contributing to elementary and secondary schools as well as other youth-oriented programs. Such programs will be provided by the Program, Education, and Student Affairs committees. Furthermore, assistance for persons seeking jobs and effort to place such persons within the field of materials will be provided without charge.

SECTION II – MEMBERSHIPS AND FEES

Memberships

- Article 1. Any regularly enrolled individual whose principle occupation is of student shall be eligible for student membership.
- Article 2. A student member shall remain eligible for this class of membership until his/her principal occupation ceases to be that of a student or he/she no longer pays annual dues.
- Article 3. A student member enrolled at the University of Washington shall be assigned to this student chapter unless he/she requests a different chapter or this chapter becomes inactive.
- Article 4. There shall be no bar to membership in the Chapter because of race, creed, sex, citizenship, or country of origin.
- Article 5. Dues-paying members of the Chapter, regardless of classification, shall be accorded the privilege of the floor and the vote at any regular meeting.

Fees

- Article 6. The fee for Material Advantage student membership is set by the ACerS Board of Directors, the ASM Board of Trustees and the TMS Board of Directors. The current Material Advantage student membership fee can be determined by obtaining a current Material Advantage student membership application.
- Article 7. The annual fee shall accompany any application for Material Advantage student membership.
- Article 8. The Material Advantage student membership year runs on the calendar year from January 1 to December 31.

SECTION III – OFFICERS AND THEIR DUTIES

Officers

- Article 1. The officers of this student chapter shall consist of:
1. President;
 2. Vice President
 3. Secretary
 4. Treasurer.
 5. Events Coordinator
- Article 2. This Student Chapter shall elect, by majority vote of the chapter members, a President and a Vice President in the spring of each year to serve during the following academic year. In case of failure in getting majority vote for any of the aforementioned officer positions, the Executive Committee shall appoint the best candidate available to the respective officer position.
- Article 3. After the election and the announcement of new officers, the elected President and Vice President shall be given two (2) weeks to appoint the Secretary, Treasurer and Events Coordinator. A list of the appointed officer's names shall be submitted to the Executive Committee by the end of the second week.
- Article 4. To be eligible for election, the nominee must be a Material Advantage student member and must have been a member of a Student Chapter during the previous school term.
- Article 5. If the office of President becomes vacant for any reason during the elected term, the Vice President shall become President for the remainder of the term, thereby creating a vacancy as Vice President. Vacancies in any elected office other than that of President shall be filled by a simple majority vote at a regularly scheduled chapter meeting.
- Article 6. At the annual election, there shall be chosen, from the faculty, a member of ACerS, AIST, ASM and/or TMS who shall act as Faculty Advisor to advise and counsel the officers.

Officers Duties

Mission

The goal of this Chapter is to represent the students of this Chapter within the Materials Science and Engineering community. The Chapter officers should strive to enhance the careers of its members in any way deemed appropriate and to promote the awareness and appreciation of the field of Materials Science and Engineering.

- Article 7. The President's duties shall include but are not limited to the following:
- Act as the chief executive of the Chapter, presiding at all general and Executive Committee meetings.
 - Responsible for compiling an annual report including the Secretary's, Treasurer's, and sustaining committees' reports to be distributed to the membership and to the Materials Advantage National Chapter.
 - Assume all executive duties not otherwise delegated to others by these bylaws or the Executive Committee.

- Assume such powers and duties as may be prescribed by the Executive Committee.
- Article 8. The Vice President’s duties shall include but are not limited to the following:
- Assume the duties of the President in his/her absence at all general and Executive Committee meetings.
 - Organize and implement programs to promote student membership.
 - Pursue new chapter members and encourage member participation.
 - Other duties and powers may be prescribed by the Executive Committee.
- Article 9. The Secretary’s duties shall include but are not limited to the following:
- Keep full minutes of all business meetings of the Chapter and of the Executive Committee, and shall have custody of all papers and records of The Chapter. Minutes of the Executive Committee meetings shall be distributed to the Executive Committee prior to the next meeting.
 - Maintain Chapter membership records to include name, address, company affiliation, and membership class.
 - Be the correspondent for the Chapter and perform such other duties as prescribed by The Rules and the Executive Committee.
 - Note: Expenses of the Secretary's office, as approved by the Executive Committee, shall be reimbursed semi annually by the Treasurer.
- Article 10. The treasurer’s duties shall include but are not limited to the following:
- The chief duty of the Treasurer is the receipt of payment of moneys as specified in Section VII.
 - Report the Chapter's finances in writing at each Executive Committee meeting.
 - Submit, after proper audit, an annual financial report to the Executive Committee as of May 31 of each calendar year. Corrective actions requested of the Treasurer by the Executive Committee shall be responded to in writing and be included as part of this annual financial report.
 - Other duties may be prescribed by the Executive Committee.
- Article 11. The Event Coordinator’s duties shall include but are not limited to the following:
- Develop, arrange and oversee field trips, seminars, chapter publications and social events.
 - To document and/or keep record of here said events for addition to the student web site.
 - Other duties may be prescribed by the Executive Committee.

SECTION IV – NOMINATIONS AND ELECTIONS

Nominating Committee

Article 1. A Nominating Committee consisting of three (3) voting members in good standing shall be appointed by the Chapter President subject to confirmation by the Executive Committee at the April Executive Committee meeting.

Duties of the Nominating Committee (Before Election)

Article 2. The Committee shall nominate at least two (2) candidates for President and Vice President. The committee shall establish the eligibility of all nominees as hereinafter described, for the office to which the person (he/she) has been nominated and the person's willingness to serve if elected.

Article 3. The Chairperson of the Nominating Committee will submit a report in writing to the Chapter President and Secretary indicating the Recommendations of the Nominating Committee for review at least one week (7 days) before election of President and Vice President.

Qualifications of Candidates for Office

Article 4. Candidates for all Executive Committee positions shall be selected from voting members who have been, by the following September, for at least one year (1 year) members in good standing.

Other Nominations

Article 5. Nominations from the membership-at-large for President and Vice President will be accepted by the Nominating Committee Chairperson at or before the April meeting at which the Nominating Committee's report is read, provided:

1. Such nominations are submitted prior to the reading of the Nominating Committee's Report.
2. Such nominations are submitted in writing and signed by at least fifteen (15) Chapter members in good standing.
3. Such nominations conform to the requirements of Article 4 for Qualifications of Candidates.

Elections

Article 6. Within five (5) days after the April meeting at which the nominations are announced the Secretary shall send a ballot, through any kind of medium approved by the Executive Committee, to each voting member. The ballot will contain the names of all nominees, the office for which they are standing and appropriate instructions as to the manner of voting. Provision shall be made for return of the ballots to the Chairperson of the Nominating Committee.

Article 7. The election of President and Vice president positions shall be completed no later than May 1st of the appropriate year.

Nominating Committee (After Election)

- Article 8. The Chairperson of the Nominating Committee will accept the ballots until noon of the day one week (7 days) after the ballots are sent out. The ballots will be counted in the presence of all the Nominating Committee members and no others.
- Article 9. The Nominating Committee shall be the sole judge of the validity of any ballot.
- Article 10. The nominee receiving the greatest number of votes for office shall be declared elected. In the event that two candidates for a single office receive the same number of votes, the winner shall be decided by the Committee within seven (7) days.
- Article 11. The Chairperson of the Nominating Committee will report to the Executive Committee at the May meeting the total number of returned ballots, the names of the candidates elected and no other information.
- Article 12. A formal report of the Committee in writing shall be submitted to the Secretary together with the ballots as soon as possible.

Installation

- Article 13. The newly elected President and Vice President shall appoint the remaining committee members including secretary, treasurer and Events Coordinator.
- Article 14. The appointees selected by the newly elected President and Vice President shall conform to the requirements of Article 4 for Qualifications of Candidates.
- Article 15. All appointees selected by the newly elected President and Vice President shall be reviewed and confirmed by the Executive Committee.
- Article 14. The newly elected Officers will take office after the May Executive Committee meeting and presume all the powers and responsibilities of the Chapter.
- Article 15. All newly elected Officers must read thoroughly through this Bylaw within two (2) weeks of the declaration of officer positions and report any/all discrepancies to the Executive Committee as soon as possible.
- Article 16. All newly elected Officers shall attend all the Executive Committee meetings and participate in all Executive Committee activities as Committee member-at-large in the Spring quarter of the school year.

SECTION V – THE EXECUTIVE AND THE SUSTAINING COMMITTEES

Executive Committee

Mission Statement

To provide leadership in developing, advocating, and promoting the Materials Science and Engineering discipline through programs and activities that serve and benefit members, enhance student and public appreciation for materials-related sciences, and improve the well-being of society.

Authorities

- Article 1. All the affairs of the Chapter shall be directed by the Executive Committee. The decisions made by the Executive Committee shall be respected and honored by all members in the Chapter.
- Article 2. The Executive Committee shall consist of the Chapter President, the Vice Presidents (of each sustaining committees), Secretary, Treasurer, immediate past President (if available), elected sustaining committee members and any other elected positions deemed necessary by the Executive Committee.
- Article 3. The Chapter President shall serve as the Chairperson of the Executive Committee.
- Article 4. The elected committee members of the Executive Committee shall serve a term of one (1) year.
- Article 5. Vacancies occurring on the Executive Committee shall be filled through appointment by the Chairperson.

Meetings

- Article 6. The Executive Committee shall meet a minimum of one (1) time each month, at the times and places specified by the Chairperson. Should a committee member fail to attend without proper reason three (3) consecutive Executive Committee meetings, or cease to be a member in good standing, his/her office shall be declared vacant by the Chairperson initiating article 5.
- Article 7. A majority of the total membership of the Executive Committee shall constitute a quorum at any of its meetings. A majority vote will rule when a quorum is present.

Duties

- Article 8. All Executive Committee members shall serve as standing Committee Chairpersons, or member-at-large, and shall perform such other duties as are designated by the Chairperson.
- Article 9. The Executive Committee shall prepare and submit the Chapter Annual Report and Officer List. A soft copy of the report application and requirements and the officer list can be found in Section IX - Appendix. A total of four copies shall be submitted to the Chapter President. Three of these shall be submitted to the ASM/TMS National Office, and one shall be submitted to the Faculty Advisor for archival at the University of Washington. All Chapter Officers shall participate in the preparation of the Chapter Annual Report.
- Article 10. Along with the Chapter Annual Report, the Executive Committee shall also prepare documents for the Chapter to compete for national awards. At the time this bylaw is created, there are two (2) national awards available: Materials Advantage

Chapters of Excellence award and the World Materials Day award. Soft copies of the award applications are included in Section IX - Appendix.

SECTION VI – FINANCE

Receipt and Payment of Money

- Article 1. The Treasurer, as financial officer of The Chapter, is authorized to receive and disburse all moneys under the direction of the Executive Committee.
- Article 2. The Treasurer shall deposit all receipts in the operating accounts of the Chapter and all disbursements shall be made by checks from the checking account. The only exceptions shall be cash receipts for payment of dinners at monthly technical meetings, and other payments under \$5.00 which may be paid from a petty cash fund which shall not exceed \$25.00 at any one time. In any case, the signed receipts for such expenditures must be maintained.
- Article 3. All checks for the payment of moneys of the Chapter or withdrawals from savings accounts shall be drawn in the name of the Chapter and shall be signed by the Treasurer and countersigned by another authorized officer.
- Article 4. An auditing committee consisting of three (3) members of the Chapter, none of whom shall be an Executive Committee member, shall audit the financial records of The Chapter. Audits may be performed at any time and must be performed prior to any transfer of financial responsibility. The report of the auditing committee will be included in the Chapter annual report. A copy of the report will be sent to the Treasurer for his response and another copy sent to the Secretary for record.

SECTION VII – LIMITATIONS AND DISSOLUTION

Limitations

- Article 1. The Chapter shall operate only under the Charter granted to it by Materials Advantage (ACerS, ASM, AIST and TMS) giving it authority to carry on the work of the four societies, subject to the rights, privileges, and obligations provided for in the Constitution and the Rules for the Government of the four societies.
- Article 2. No part of the net income of the Chapter shall insure to the benefit of any private individual or company.
- Article 3. No part of the activities of the Chapter shall consist of carrying on lobbying (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.
- Article 4. The Chapter shall not at any time possess powers, exercise authority, or engage in activities, either expressly or by interpretations, which are not permitted to be possessed, exercised or engaged in by an organization exempt from Federal income tax.

Dissolution

- Article 5. If the Chapter should return its Charter to the Materials Advantage 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 Materials Advantage organization and all funds or other property remaining after the payment of debts and obligations of the Chapter shall be transferred to and paid to the State of Washington, to a municipality or to an organization holding a valid tax exemption permit issued by the State Tax Commissioner.

SECTION VIII - AMENDMENTS

- Article 1. The Executive Committee may amend the Chapter Bylaws in any fashion consistent with the Constitution of ACerS, the Constitution and Rules for the Government of ASM and the Bylaws of TMS. Such amendments, after adoption by two-thirds vote of the Chapter membership, shall be filed with the Material Advantage Chapter Program.
- Article 2. These Rules for the Chapter, or amendments thereto, shall become effective immediately after having been favorably acted upon in accordance with Article 1.
- Article 3. At least every ten (10) years, beginning in 2005, the President shall appoint a committee to consider revisions and amendments to these Rules for the Chapter. This committee will submit a formal report in writing to the Executive Committee, including revisions or amendments that are recommended, and the exact details and wording thereof.
- Article 4. All amendments and revisions of this Bylaw should be record in the revision history table below:

Version	Initiation Date	Name	Description	Approval Date
Draft	10/12/2005	Ka Wong	Documentation initiation	-
Amendment	11/1/2005	Tom Tillotson	Amendment of initial draft	

SECTION IX - APPENDIX

Annual Report

This essential document enables the chapter to evaluate its progress and successes:

- Primary documentation – the society maintains copies of the report in the chapter's permanent files.
- A chapter is not considered active if the report is not received.
- A copy of the report is sent to the chapter in January's mailing to the faculty advisor.
- Reports must be submitted no later than June 1.



MA Chapter Annual
Report.pdf

Officer List

- Must be submitted with the student chapter annual report.
- Should show the slate of new officers for the upcoming year (so that society listings can be updated).



MA Chapter Officer
List.pdf

Chapters of Excellence Nomination

- Must be submitted along with the annual report and officer list by June 1, if the chapter wishes to be considered for the Chapters of Excellence Awards.



MA Chapters of
Excellence.pdf

World Materials Day Award

- Must be submitted along with the annual report and officer list by June 1, if the chapter wishes to be considered for the World Materials Day Award.



World Materials
Day.pdf