

# BY-LAWS OF THE WASHINGTON, D. C. SECTION OF THE AMERICAN SOCIETY OF MECHANICAL ENGINEERS

**Organized December 9, 1916**  
**Constitution and By-Laws Adopted April 30, 1919**  
**Constitution and By-Laws Amended April 25, 1924**  
**Constitution and By-Laws Amended November 6, 1944**  
**By-Laws Amended November 15, 1992**  
**By-Laws Amended June 15, 1994**

## **Preface**

(This preface is quoted from the Constitution and By-Laws of The American Society of Mechanical Engineers.)

Article B5.9, Section 2: "The Council on Member Affairs may authorize the organization of Sections, composed of members of any and all grades. Each Section shall adopt its own By-Laws, for the conduct of its affairs, which must be in harmony with the Constitution and By-Laws of the Society.

Every publication of such by-laws shall be prefaced with a copy of Article, C5.1.2 of the Society's Constitution. A copy of Section By-Laws shall be filed with the Managing Director, Member Affairs."

Article C5.1, Section 2: "The provisions of the Constitution and By-Laws and Society Policies shall govern the procedure of all units of the Society, but no action or obligation of such units shall be considered an action or obligation of the Society as a whole."

## **ARTICLE I - Name**

Section 1. The Association shall be known as The Washington, D. C. Section of the American Society of Mechanical Engineers.

## **ARTICLE II - Object**

Section 1. The object of the Section shall be to promote the interests of the American Society of Mechanical Engineers, to increase the benefits derived from membership therein, to advance the Engineering Profession in the opinion of the public, to bring about and maintain closer cooperation with other Engineering Societies, and to assist, in a proper manner, in the solution of public engineering problems.

## **ARTICLE III - Membership**

Section 1. All members of The American Society of Mechanical Engineers residing in or near the District of Columbia, within the boundaries established by the Society, and such non-resident ASME members as signify their desire to affiliate with the Section, shall be considered members of the Washington D.C. Section.

Section 2. Student members of the Section shall be considered members without vote.

Section 3. Voting members of the Society included in Section I shall be entitled to vote at all elections and upon all matters pertaining to the Section brought before the general membership.

#### **ARTICLE IV - Meetings**

Section 1. The time and place of the meetings of the Section shall be determined by the Executive Committee.

Section 2. A special meeting of the Section shall be called by the Executive Committee upon petition of at least five (5) percent of the membership of the Section. The petition for a special meeting shall be presented to the Executive Committee thirty (30) days before the meeting is to be held.

Section 3. At least four meetings shall be held during the year.

Section 4. For transaction of Section business, twenty voting members shall constitute a quorum.

#### **ARTICLE V - Management**

Section 1. The management of the Washington, D. C. Section shall be vested in an Executive Committee.

Section 2. The Executive Committee is empowered to appoint such committees as are necessary to carry on the work of the Section. The Executive Committee shall have the power to fill vacancies in its own membership, such appointees to hold office until the next regularly elected Executive Committee takes office.

Section 3. One-third of the members of the Executive Committee shall constitute a quorum of the Executive Committee.

Section 4. To be eligible to be a committee chairman in the Washington, D. C. Section, a person shall be a member of the Section. Non-members of the Society may serve on committees.

Section 5. To be eligible to hold elected office in the Washington, D. C. Section a person shall be a voting Member of the Section, residing in the District of Columbia or its vicinity.

Section 6. Any action of the Executive Committee may be overruled by a majority vote of members present at any regular or special meeting of the Section, provided a quorum exists and provided at least one month's notice shall have been given the membership of such intention.

Section 7. The meetings of the Executive Committee shall be held when called for by the Chairman of the Section or by any two members of the Executive Committee, and at such available times and places as the chairman or members may direct. Notice shall be given to each member of the Committee in Washington D.C. or vicinity at least one week in advance of the meeting.

Section 8. The Executive Committee shall arrange for all Section activities and direct all matters of administrative policy. It shall direct the expenditures of all Section funds. The Committee shall see that all duties imposed by these By-Laws are properly performed. The annual financial statement furnished by and certified to by the Auditing Committee shall be submitted to the Executive Committee for approval. The Executive Committee shall keep the membership informed concerning the business and interests of the Section.

#### **ARTICLE VI - Officers**

Section 1. The Executive Committee shall consist of fifteen (15) members: five (5) officers (a Chairman, a Vice-Chairman, a Secretary, a Treasurer and an Executive Advisor), and ten (10) Directors.

Section 2. The Chairman, Vice-Chairman, Secretary, and Treasurer shall be elected annually to serve a term of one (1) year. Five (5) Directors shall be elected annually, each to serve for two (2) years. The Executive Advisor shall be the most recent past Chairman. If the most recent Chairman cannot serve in this position for any part of the year, another past chairman will be appointed to this position by the Executive Committee for the remainder of the year term.

Section 3. An Executive Committee member shall not occupy two Executive Committee positions at the same time.

Section 4. An Executive Committee member can be recalled from his office by a two-thirds vote of all Executive Committee members of the Section or by a two-thirds vote of the voting Section members present at any meeting where notification has previously been given to all Section members.

#### **ARTICLE VII - Elections**

Section 1. New officers and directors shall be elected by letter ballot on or before the month of April of each year and shall assume office on the first day of July following, in accordance with the uniform practice of all the sections.

Section 2. The letter ballot thus prepared shall be submitted to the membership of the Section on or before the month of March. The voting shall close twenty (20) days after the date of mailing, and the ballots shall be canvassed by the Nominating Committee not less than ten (10) days after the close of voting.

Section 3. In case of failure of an officer or director to qualify following his election or in case of the withdrawal of any Executive member from the District of Columbia and vicinity, the executive elect position shall be considered vacant.

Section 4. The regulations governing the privilege of voting shall be as described in the Constitution and By-Laws of The American Society of Mechanical Engineers.

#### **ARTICLE VIII - Amendments**

Section 1. Propositions for amendments to these By-Laws shall be submitted in writing to the Executive Committee of the Section. If the proposed amendment is approved by the Executive Committee of the Section, they shall submit the proposed amendment to the membership of the section for a vote by letter ballot at the next annual election. If the proposed amendment is rejected by the Executive Committee, they shall return it to the member suggesting the amendment with their reason for rejection. The proposed amendment may again be submitted to the Executive Committee providing it has the endorsement of at least five (5) percent of the membership of the Section. The Executive Committee must then submit the proposed amendment to the membership at the next annual election. In either case, if the amendment is approved by two-thirds (2/3) of the votes cast, it shall be adopted as part of these By-Laws.

Section 2. Amendments shall become effective as of the date when they are approved by the membership.

#### **ARTICLE IX - Nominations**

Section 1. The standing Nominations Committee shall be composed of the three (3) most recent Chairmen of the Washington D.C. Section. The chairman of the Nominations Committee shall be the Executive Advisor.

Section 2. The Section Executive Committee shall authorize the announcement of the report of the Nominations Committee in the January Section meeting notice. It shall state that nominations will also be received from the floor by voting members of the Section but must be approved by a majority of such members in attendance.

Section 3. The Nominations Committee shall prepare a letter ballot for the election of new officers and directors for

the following year. Suggestions for nominations for new officers and directors may be made by any voting member of the Section. The Nominations Committee shall announce its selections to the membership at the January Section meeting or the meeting immediately following if extenuating circumstances cause the cancellation of the January meeting.

Section 4. Additional nominations may be made by voting members of the Section at the same meeting at which the Nominations Committee announces its selections. The names of such nominees shall be added to the letter ballot.

Section 5. To be elected, a nominee shall receive a majority of the votes cast. If for any reason a position shall remain unfilled, the newly-elected Executive Committee shall fill this vacancy. Also, the newly-elected Executive Committee shall settle any election disputes.

### **ARTICLE X - Committees of the Section**

Section 1. The following committees shall be regularly appointed by the Executive Committee:

- i) Nominations Committee
- ii) Auditing Committee
- iii) Program Committee

Each committee shall perform such duties as may be normally expected of it, and also such as may be delegated to it by the Executive Committee of the Section.

Section 2. In addition to the above regular committees, the Executive Committee shall appoint such committees as, from time to time, the Executive Committee shall consider advisable. Examples of such committees are:

- i) Membership Development Committee
- ii) Member Interests Committee
- iii) History and Heritage Committee
- iv) Professional Development Committee
- v) Government Relations Committee
- vi) Honors and Awards Committee
- vii) Public Relations Committee
- viii) College Relations Committee
- ix) Technical Activities Committee
- x) Industrial Relations Committee
- xi) Hospitality Committee
- xiii) National Agenda Committee
- xiv) Professional Practice and Ethics Committee
- xv) Minorities and Women Committee

Section 3. The Section Chairman shall have the power to fill all non-Executive Committee vacancies. These appointments may be overturned by a majority vote of the Executive Committee.

Section 4. The Auditing Committee shall consist of three members to audit the accounts of the retiring Treasurer. This Committee shall certify the annual financial report prepared by the retiring Treasurer. The annual financial report shall be duly approved by the Executive Committee prior to transfer of funds to the incoming Treasurer. The report of the Auditing Committee attached to the above financial statement shall be printed for review by the Section by the second meeting of the year.

### **ARTICLE XI - Duties Of Officers**

Section 1. The Chairman shall perform the duties usually devolving upon such a position. In addition to being Chairman of the Executive Committee, the Section Chairman shall also be a member of all other committees. The

Chairman shall be one of the Section's Delegates at the Regional Administrative Conferences of the Society.

Section 2. The Vice-Chair-man shall assist the Chairman in such activities as shall be delegated to him or her, and, in the absence of the Chairman, shall serve in his or her stead.

Section 3. The Secretary shall keep the records of the Section. The Secretary shall keep accurate minutes of all meetings of the Section and of the Executive Committee, shall conduct necessary correspondence, shall ensure that advance notice of all Section meetings is sent out to the membership, and in general, discharge the duties usually associated with the position. The Secretary shall maintain, accessible at all reasonable times, an accurate address list of all members of the Section, and shall promptly inform Headquarters of the Society of any changes in same.

Section 4. The Treasurer shall be responsible to the Section for the proper expenditure of all Section funds, shall maintain at all times, accurate records of receipts and expenditures. He or she shall send, after approval by the Executive Committee, the financial report and budget called for by the Headquarters of the Society on or before the first meeting of the year or earlier if required by the National ASME Headquarters.

Section 5. The Directors and Executive Advisor shall assist the officers in the performance of their duties as required and advise the Executive Committee.

## **ARTICLE XII - Parliamentary Standard**

Section 1. On all points of parliamentary practice, the latest version of Roberts Rules Of Order shall govern.