

Operating Procedures for the ASME International Gas Turbine Institute
Student Advisory Committee
July 2013

0.0 Definitions

For the purposes of this document, “the Committee” shall mean the International Gas Turbine Institute Student Advisory Committee. “Annual Meeting” shall mean the meeting of the Committee at the annual International Gas Turbine Institute (IGTI) Turbo Expo. “Executive Committee” shall refer to the officers of the Committee. “Students” shall refer to Turbo Expo attendees who are enrolled at a post-secondary institution of learning and qualify as ASME student members. “Members” shall refer to members of the IGTI Student Advisory Committee. “Majority vote” shall mean a majority vote of the Members who are present at the Annual Meeting.

1.0 Operating Procedures Relationships and Revisions

1.1 The Student Advisory Committee Operating Procedures are a supplement to the ASME IGTI Operational Guide. Where the two may conflict, the IGTI Operational Guide shall take precedent.

1.2 Revisions to these Operating Procedures must be approved by a majority vote at the Annual Meeting.

1.3 Approved revisions of the Operating Procedures require the revision number and date of revision (month and year) to be carried under the Operating Procedures’ front page title as representing the date in which the entire Operating Procedures are updated in full. Revised paragraphs shall be marked with corresponding revision numbers.

2.0 Purpose of the Committee

The purpose of the Committee is to represent the interests of students who attend Turbo Expo and serve as a liaison to the IGTI. The Committee will engage students by creating student-oriented programming at Turbo Expo, such as tutorial sessions and activities that facilitate student interaction and networking with IGTI professionals.

3.0 Membership of the Committee

All students attending Turbo Expo will be Members of the Committee, but students can choose their level of participation in committee meetings and events. Members are not required to be members of ASME. Once students graduate or discontinue their education, they will no longer be Members of the Committee.

4.0 Duties of the Members

Duties of the Members are to attend the Annual Meeting and provide feedback to the Executive Committee on Turbo Expo programming and execution. When requested and appropriate, Members should serve on subcommittees.

5.0 Officers and Officer Duties

- 5.1 The offices of the Committee shall be the Chair, Vice Chair, Secretary, and Past Chair.
- 5.2 The Chair will lead the Annual Meeting at Turbo Expo as well as all Executive Committee meetings. He or she will represent and provide an update on the Committee at the IGTI Board of Directors meeting at Turbo Expo. The Chair can create subcommittees to accomplish tasks he or she deems fit.
- 5.3 The Vice Chair supports the Chair's activities and represents the Committee if the Chair is unavailable to do so. He or she is responsible for supervising subcommittees.
- 5.4 The Secretary takes notes at all meetings and is responsible for distributing the minutes after each meeting. He or she will draft all formal correspondence for the Committee and the Executive Committee.
- 5.5 The Past Chair is a voluntary and unofficial role that can be assumed by the previous year's Chair, and his or her duty is to advise the Executive Committee. The Past Chair does not receive travel funding from ASME, but can exercise voting privileges in Executive Committee meetings. It is not necessary that the Past Chair be a Student.
- 5.6 Members running for Vice Chair and Secretary must submit an application to ASME IGTI staff prior to Turbo Expo. The content of the application will be determined by the current Executive Committee. Applications for each position will be compiled, and the Executive Committee will reduce the applications to no more than three applicants for each officer position. If there are no applicants for an officer position, nominations will be taken off the floor at the Annual Meeting. Members attending the Annual Meeting will vote on the candidates for each officer position. The candidate who receives the most votes for an officer position will assume the position. If there is a tie between candidates, a second election between the tied candidates will be held at the Annual Meeting.
- 5.7 The officer elected as Vice Chair will automatically succeed to Chair the following year. If the Vice Chair cannot assume the Chair position, the Chair will be elected using the process in Section 5.6.
- 5.8 If an officer does not participate in Executive Committee meetings without justifiable reason, the officer can be removed with a majority vote of the Executive Committee. If the Vice Chair or Secretary is removed or resigns, his or her position will be offered to the Member who was the runner-up in the election for the position during the previous Annual Meeting. If the position was uncontested at the Annual Meeting, the office position will go unfilled. If the Chair is to be replaced, the Vice Chair will succeed him or her and the Vice Chair position will be replaced using the procedure detailed above.
- 5.9 Officers are required to attend Turbo Expo unless there are extenuating circumstances. All officers, except the Past Chair, will be reimbursed for attending Turbo Expo using standard ASME reimbursement procedures.

6.0 Subcommittees

- 6.1 The Chair may form subcommittees on issues he or she deems necessary, and the Vice Chair will supervise the subcommittees.
- 6.2 The procedure for forming subcommittees is left to the discretion of the Executive Committee.
- 6.3 A member of the subcommittee will chair the subcommittee, and the process for selecting the Chair is left to the discretion of the Executive Committee.

7.0 Conduct of Meetings

- 7.1 The Committee meets once a year at Turbo Expo. At the Annual Meeting, the Members will receive a summary of the status of IGTI and discuss plans for upcoming tutorials and events. If there are subcommittees, the chairs of the subcommittees will present progress reports at the Annual Meeting.
- 7.2 The Executive Committee will meet via teleconference throughout the year as needed.
- 7.3 The Secretary will take meeting minutes and distribute them after the Annual Meeting and all Executive Committee meetings.