ASME Auxiliary
BY-LAWS

Revised on April 22, 2016
And approved on June 6, 2016
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ARTICLE I  

Membership

Section 1. All applications for membership in The Auxiliary shall be made on forms provided by the National Board.

Section 2. For section applications each application shall be sent to the Membership Chair of the Section the applicant wishes to join. The application shall be presented to the Board of the Section for approval, and after acceptance, forwarded to the Corresponding Secretary. Applications for Member-at-Large and Associate Member shall be sent to the New York Office of ASME and forwarded from there to the ASME Auxiliary National Treasurer. Upon receipt of the applications and dues, the Treasurer shall send the applications to the Corresponding Secretary.

Section 3. A Section Member is one who pays National and Section dues and is reported by the Section where that member resides.

Section 4. A Member-at-Large is one who does not belong to a Section.

Section 5. An Associate Member (one who has no familial ASME connection) is one who pays National dues. An Associate who is a member of a Section will pay Section dues. An Associate may serve on Section or National Committees but may not be a voting member of the National Board.

Section 6. A Life Member is one who pays one hundred fifty dollars at one time. For a Member of a Section, fifty dollars of Life Membership dues shall be retained by the Section and fifty dollars shall be credited to the Educational Funds. The one hundred fifty dollars Life Membership dues for Members-at-Large and Associate Members shall be divided equally, half to the General Fund and half to the Educational Funds.

Section 7. An Honorary Member may be elected by the National Board upon recommendation of the Honors and Awards Committee. A member to be considered for honorary membership must be of outstanding caliber whose support of and contributions to the Auxiliary or the engineering field are widely recognized. An Honorary Member shall be exempt from payment of dues.
Section 8. A member whose dues are fully paid is in good standing. A member in arrears for two years, having been twice notified, may be dropped from the rolls. A member in good standing may retain membership irrespective of any change in family connections with ASME.

ARTICLE II Nomination and Election of Officers

Section 1. The Nominating Committee shall be appointed by the President and shall consist of four members with good geographical distribution and one member from the previous Nominating Committee. The Nominating Committee shall present a complete slate of officers to the National Board during the November Meeting (International Mechanical Engineering Congress and Exposition, IMECE, a.k.a. Congress).

Section 2. The National Officers as named in the Constitution, Article III, Section 1, shall be elected by a ballot provided to all members ten to sixty days before the Annual Meeting. A member shall return the ballot in a manner specified by the Auxiliary, which may be by mail or electronic mail, provided such electronic mail is transmitted with information from which it can be reasonably determined that the ballot was authorized by such member. They shall take office during the Annual Meeting. The term of office for all officers shall be one year; all are eligible for re-election. The term of office for the President and the Executive Vice President is two consecutive years. Both positions may not run for two consecutive terms.

However, if there are no volunteers to run for President at the end of the current President’s term, the current President may have the option to reapply for the position for another full term or until another member volunteers to be put on the next ballot.

Section 3. Any complete or partial ticket of nominees, signed by twenty-five members in good standing, accompanied by the recommendations of the nominators, and sent to the Recording Secretary sixty days before the Annual Meeting, shall be circulated with official nominations.

Section 4. Consent to serve, if elected, shall be obtained in writing from all nominees before their names are placed on the ballot.
Section 5. The President shall appoint tellers of election, whose duty shall be to supervise the examination, validation, and counting of ballots and to report the results of the election at the Annual Meeting.

Section 6. Vacancies of officers occurring while on the National Board, other than in the presidency, shall be filled by an appointment of the President until the next annual election. Any elected member of the National Board who shall be absent without valid cause from two consecutive meetings shall be deemed to have resigned. Vacancy in the presidency, during his/her term, shall be filled by the elected officers in order of their rank. (i.e. Executive Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and Student Loan Fund Treasurer)

ARTICLE III

Duties of Officers

Section 1. For each National Board Meeting and for the Annual Meeting, each Officer shall submit a written report with a copy to the President and the original to the Recording Secretary. The Annual Report will suffice for both the National Board Meeting and the Annual Meeting in June.

Section 2. President

The President shall preside at the Annual Meeting of The Auxiliary and at all meetings of the National Board; shall be Chair of the Executive Committee; shall appoint the Chairs of all other standing and special committees (except the Honors and Awards Committee whose Chair shall be the Immediate Past President); shall appoint all members of the Nominating Committee; and shall be a member ex-officio of all committees except the Nominating Committee. The President shall submit a report at the Annual Meeting and at each National Board Meeting.

Section 3. Executive Vice President

The Executive Vice President shall perform such duties as may be assigned by the President and perform the President's duties in the President's absence.

The Executive Vice President shall be a member of the Executive Committee and a member of the Honors and Awards Committee. The Executive Vice President shall be a liaison between the Auxiliary and ASME in making arrangements for luncheons and program that follows the Auxiliary meetings.
Section 4.  

Recording Secretary

The Recording Secretary shall record the minutes of all meetings and shall, in cooperation with the President, establish a schedule for the review of a draft of the minutes and for their final preparation so that the minutes can be sent promptly to ASME headquarters for distribution. The Recording Secretary shall be the custodian of the records and the corporate seal.

Section 5.

Corresponding Secretary

The Corresponding Secretary shall attend to all correspondence delegated by the President and shall be custodian of forms needed by Sections.

A member of the National Board, the Corresponding Secretary communicates with the ASME Auxiliary officers and members.

In conjunction with the Auxiliary Treasurer, donor information is retained and mailing list of all Auxiliary members is kept up-to-date.

Thank you letters, which double as charitable income tax filing receipts, are sent to people who make donations to the various scholarship funds or general donations. When a memorial fund is set up in someone's name, a letter is sent to the respective family member or members listing the names of the people who have donated to the memorial fund.

Section 6.

Treasurer

The Treasurer shall keep all accounts of The Auxiliary except the Student Loan Fund Account, collect dues, and submit a financial statement at each regular meeting of the National Board. The Treasurer shall send the Treasurer's records to the ASME Controller for the assurance services by an independent accounting firm in accordance with regulatory requirements which will be handled by ASME. The Treasurer shall present the financial report during the National Board Meeting at the IMECE. Bills of The Auxiliary shall be paid by the ASME Controller, as approved and signed by the President and the Treasurer of The Auxiliary.
The Treasurer shall prepare an annual budget to be presented to the National Board for approval at the Annual Meeting and shall act in an advisory capacity to said Board on financial matters.

The Treasurer shall be a member of the Executive Committee, and an advisory member of the Scholarship Committees. Upon written request from the Scholarship Chair, The Treasurer shall instruct the ASME Controller to disburse the Scholarship Funds.

The Treasurer shall keep an official membership list and send all necessary corrections to ASME and to all officers who have membership files.

Section 7. Student Loan Fund Treasurer

The Student Loan Fund Treasurer shall receive and disburse all Student Loan Fund monies and shall submit a report at each National Board Meeting and a yearly report at the Annual Meeting. The Student Loan Fund Treasurer shall act in the Treasurer's absence. The books of the Student Loan Fund Treasurer shall be mailed to ASME ten (10) days after the end of the fiscal year. The Student Loan Fund Treasurer shall keep loan records and correspond with loan recipients to keep payments current.

ARTICLE IV Committees

Section 1. There shall be the following Standing Committees of the National Board, whose members (with the exception of the Executive Committee and the Honors and Awards Committee) shall be appointed, as may be required, by the Chair of the committee in cooperation with the President:

- Constitution and Bylaws
- Courtesy
- Executive
- Historian
- Honors and Awards
- Membership-Expansion
- Newsletter
- Nominating
- Parliamentarian
- Publicity
- Student Loan Fund
- Undergraduate Scholarships
- Elisabeth M. & Winchell M. Parsons Scholarship
- Lucy and Charles W.E. Clarke Scholarship
- Marjorie Roy Rothermel Scholarship
- Rice-Cullimore Scholarship
Section 2. The term of office of the committee chairs and the committee members shall be one year. All are eligible for reappointment. The chairs of standing committees shall be members of the National Board.

Section 3. For each National Board Meeting and for the Annual Meeting, each Committee chair shall submit a written report with a copy to the President and a copy to the Recording Secretary. The Annual Report will suffice for both the National Board Meeting and the Annual Meeting in June.

Section 4. The Constitution and By-Laws Committee

The chair shall prepare suggested changes in the National Constitution and By-Laws when there is to be a revision.

The Chair shall assist new Sections in writing their By-Laws and approve revisions of Section By-Laws. The Constitution and By-Laws Chair shall have available an updated supply of Constitution and By-Laws for distribution whenever needed. The Parliamentarian shall be a member of the Constitution and By-Laws Committee.

Section 5. Courtesy Committee

The chair of the Courtesy Committee shall report special events, illnesses, etc. of members of the National Board, and others, and send cards or notes suitable to the occasion. The Chair shall send a note or letter of appreciation to retiring members of the National Board.

Section 6. Executive Committee

The Executive Committee shall consist of five regular members:

- the President, who shall be chair;
- the immediate Past President;
- the Executive Vice President;
- the Treasurer; and
- one member appointed by the President.

There shall be four alternates appointed by the President to serve in the absence of a regular member. These alternates shall be designated as Alternate #1, Alternate #2, Alternate #3, and Alternate #4. These Alternates shall vote in the absence of regular members of the Executive Committee in the order designated. Alternates do not vote when five regular members are available.
Section 7. Membership Expansion Committee

The Membership Expansion Committee shall endeavor to stimulate interest in forming an Auxiliary Section in localities where a Section, Subsection or Group of ASME exists. It shall answer all inquiries and handle all correspondence with a new Section until a Sponsor is named. It shall encourage growth in Auxiliary membership and shall oversee the Associate Member category. The chair shall write a welcoming letter to each new member of the Auxiliary.

Section 8. Historian

The Historian shall keep current the history of each Section in the National files. The Historian shall keep current The Auxiliary history.

Section 9. Honors and Awards Committee

The Honors and Awards Committee shall consist of five Board members: the immediate Past President, who shall be chair; the next immediate Past President available; the Executive Vice President; and two other Board members to be elected by secret ballot of the Board at a special called meeting of the National Board immediately following the Annual Meeting.

The Committee shall receive and review all requests for Honorary Membership and shall be responsible for determining the eligibility of candidates submitted by petition to receive the award of Honorary Member. The Committee shall be governed by procedures established by the National Board.

The Honors and Awards Committee shall recommend to the President of the Auxiliary a member to receive the Dedicated Service Award and the Auxiliary President shall submit the nomination to the ASME Honors and Awards Program.

Section 10. Newsletter (a.k.a. The Pipeline)

The Newsletter Chair, in conjunction with ASME Staff, shall collect and edit all material for publication in the Newsletter and have it printed and distributed to the membership at dates specified by the National Board.
Section 11. Nominating Committee

The Nominating Committee shall be comprised of five (5) members appointed by the President. One member shall be appointed from the previous Nominating Committee and the remaining four (4) shall be appointed from various geographic regions. The Nominating Committee shall complete a slate of officers in accordance with the duties and suggestions for the Nominating Committee. This completed slate of officers shall be presented to the National Board at the November National Board Meeting.

Section 12. Parliamentarian

The Parliamentarian shall act in an advisory capacity to the National Board and shall be a member of the Constitution and By-Laws Committee.

Section 13. Publicity

The Publicity Chair shall collect and edit materials for publication.

Section 14. Auxiliary Education Committees

The Auxiliary Educational Committees shall each consist of a chair and not fewer than four other members.

Student Loan Fund Committee

The Student Loan Fund Committee shall receive all applications for loans. The applications shall be studied by the Committee and they will make their selections.

Undergraduate Scholarship Committee

The Undergraduate Scholarship Committee shall receive applications for the scholarships. The applications shall be studied by the Committee and recipients selected. The Scholarship Committee shall submit its recommendations to the National Board for approval.
Elisabeth M. & Winchell M. Parsons Scholarship Committee

The Elisabeth M. & Winchell M. Parsons Scholarship Committee shall receive applications for the scholarships. The applications shall be studied by the Committee and the recipients selected. The Scholarship Committee shall submit its recommendations to the National Board for approval.

Rice-Cullimore Scholarship Committee

The Rice-Cullimore Scholarship Committee shall receive applications for the scholarship from the Institute of International Education and present the Committee's choices for approval to the National Board or to the Executive Committee with ratification at the next National Board Meeting.

Marjorie Roy Rothermel Scholarship Committee

The Marjorie Roy Rothermel Scholarship Committee shall receive applications for the scholarships. The applications shall be studied by the Committee and the recipients selected. The Scholarship Committee shall submit its recommendations to the National Board for approval.

Lucy and Charles W. E. Clarke Scholarship Committee

The Lucy and Charles W.E. Clarke Scholarship Committee consists of six auxiliary members. The Scholarship Committee shall study applications and select recipients prior to the FIRST Robotics Championship.

ARTICLE V

Educational Funds

Section 1. All recipients of the Allen J. Baldwin Scholarship, the Irma and Robert Bennett Scholarship, the Berna Lou Cartwright Scholarship, the Carolyn and James M. Chenoweth Scholarship, the Sylvia W. Farny Scholarship, the Agnes Malakate Kezios Scholarship, the Marjorie Roy Rothermel Scholarship, the Elisabeth M. & Winchell M. Parsons Scholarship, the Charles B. Scharp Scholarship and the Student Loan must be citizens of the United States, students of Mechanical Engineering in schools in the United States having accredited Mechanical Engineering curricula, and hold some grade of membership in the ASME where a Student Section exists.

The National Board shall determine the number of available scholarships each year at the November Meeting.
Auxiliary Scholarships and Loans

The Lucy and Charles W.E. Clarke Scholarship
To an individual, with United States citizenship, participating in the FIRST competition program who plans to enter college as a freshman to study mechanical engineering or mechanical engineering technology.

Allen J. Baldwin Scholarship
To a student for the final year of undergraduate study in Mechanical Engineering as determined by the National Board.

Irma and Robert Bennett Scholarship
To a student for the final year of undergraduate study in Mechanical Engineering as determined by the National Board.

Berna Lou Cartwright Scholarship
To a student for the final year of undergraduate study in Mechanical Engineering as determined by the National Board.

Carolyn and James M. Chenoweth Scholarship
To a student for the final year of undergraduate study in Mechanical Engineering as determined by the National Board.

Sylvia W. Farny Scholarship
To a student for the final year of undergraduate study in Mechanical Engineering as determined by the National Board.

Agnes Malakate Kezios Scholarship
To a student for the final year of undergraduate study in Mechanical Engineering as determined by the National Board.

Charles B. Scharp Scholarship
To a student for the final year of undergraduate study in Mechanical Engineering as determined by the National Board.
Elisabeth M. & Winchell M. Parsons Scholarship
To a Mechanical Engineering student working toward a Doctoral Degree in Mechanical Engineering as determined by the National Board.

Marjorie Roy Rothermel Scholarship
To a Mechanical Engineering student working toward a Master’s Degree in Engineering as determined by the National Board.

Rice-Cullimore Scholarship
To a foreign student for one year’s maintenance while doing graduate study in Engineering in the United States as determined by the National Board.

Student Loan Fund
To a junior, senior, or graduate student in Mechanical Engineering. The loan shall be interest free until graduation, change or termination of student status.

ARTICLE VI  Meetings

Section 1. The Annual Meeting of The Auxiliary shall be held in conjunction with the Annual Meeting of ASME held in June. All members of The Auxiliary may vote at the Annual Meeting.

Section 2. Meetings of the National Board shall be held at such places as may be decided by said Board. Special meetings may be called by the president or at the request of five members of the National Board, provided that due notification of such meeting has been given to the Board members and the purpose of the special meeting has been stated in the call.

Section 3. Visiting Auxiliary members may attend National Board meetings but shall have no vote. A Section Chair or official representative may vote.

Section 4. All members of the National Board shall be notified of the time, date, and place of meetings.

ARTICLE VII  Finances

Section 1. The Annual Dues for Members-at-Large and Associate Members shall be twenty-five dollars and shall be paid to the National Treasurer.
Section 2. The Annual Dues for members in Sections shall be six dollars or more to be determined by the Sections; five dollars of the dues shall be remitted to the National Treasurer.

Section 3. Any member joining The Auxiliary after May 1 may be exempt from further payment of dues until July 1 of the following calendar year.

Section 4. Surviving members of the family of an ASME member shall pay one half of the National and Section dues, if they so desire.

Section 5. All contributions to the Educational Funds, unless designated, shall be allocated where needed by the National Board.

Section 6. Additional monies from General Fund or interest from Educational Funds may be allocated where needed.

Section 7. The Fiscal Year of The Auxiliary, including the Sections, shall begin July 1.

Section 8. Arrangements for Assurance services by an independent accounting firm in accordance with regulatory requirements will be handled by ASME.

ARTICLE VIII

Sections

Section 1. The Sections shall further the general work of The Auxiliary as outlined in Article I of the Constitution. The Chairs of the Sections automatically become members of the National Board. A Sponsor, appointed by the President with the approval of the Section, shall serve two years and may be reappointed. The Sponsor and the President shall act in an advisory capacity to the Section.

In the absence of the Section Chair, at any National Meeting, the Sponsor shall represent the Section and, unless instructed by the Section Chair, the convictions of the Sponsor shall be voted.

Section 2. The dues in the Sections shall be as specified in Article VII. The Treasurer of each Section shall remit five dollars of each regular member's dues and any Section contributions to the National Treasurer. Remittance shall be made before February 1 and May 31. At the same time the Section Treasurer shall send a complete list of paid members, resignations, members in arrears, and other changes to the National Treasurer.
ARTICLE IX  
Awards

Section 1.
A Distinguished Service Award may be presented by the Sections. Rules governing this award have been established. However, the Section shall be responsible for the selection of the recipient and awarding of this honor.

ARTICLE X  
Standing Rules and Procedures

The Officers, together with the Chairs of the Standing Committees, sitting as a Standing Rules Committee, shall adopt such standing rules as are required for the efficient administration of The Auxiliary within the purview of the By-Laws.

ARTICLE XI  
Amendments

These By-Laws may be amended by the National Board by a two-thirds vote of those present and voting, provided written notice of the proposed change has been mailed to all members of the National Board at least one month in advance of the meeting at which action is to be taken.

ARTICLE XII  
Dissolution of Sections

In the event that an ASME Auxiliary Section ceases to function and is dissolved, all monies of the Section, after operational debts have been paid, shall be given to The ASME Auxiliary to be used for educational purposes.

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