

# **SME Governance Document**

Updated March 2022

Including:

**Constitution**

**Bylaws**

**SME Procedures**

**SME Education Foundation Bylaws**

**NAMRI/SME Operating Procedures**



# Constitution

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## CONSTITUTION

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# **CONSTITUTION**

## **ARTICLE 1 - NAME**

The name of this society is the Society of Manufacturing Engineers.

## **ARTICLE 2 - PURPOSE**

The Society of Manufacturing Engineers shall be an operating institution for the advancement of manufacturing knowledge.

This Society shall provide the means and the methods of applying such knowledge in practice and in education.

The Society of Manufacturing Engineers shall, among other things, promote and engage actively in research, writing, publishing and dissemination of knowledge within this field.

## **ARTICLE 3 - ARTICLES OF INCORPORATION**

Sec. 1. The Society of Manufacturing Engineers is a non-profit corporation, originally chartered in 1932 under the laws of the state of Michigan.

Sec. 2. As a non-profit corporation, the Society of Manufacturing Engineers has no capital stock. Net income from any of its activities shall accrue solely to the Society, and no part shall accrue to individual members.

Sec. 3. No elected official of the Society of Manufacturing Engineers shall be paid for services performed in discharging the duties of office. However, an official or member of the Society may be reimbursed for reasonable expenses incurred in the discharge of duly authorized Society business.

## **ARTICLE 4 - MEMBERSHIP**

Membership structure in the Society of Manufacturing Engineers shall be determined by the Board of Directors.

## **ARTICLE 5 - FEES AND DUES**

All fees and dues shall be established by the Board of Directors.

## **ARTICLE 6 - VOTING RIGHTS**

Voting rights in the Society of Manufacturing Engineers shall be granted to members in accordance with the Bylaws.

## **ARTICLE 7 - BOARD OF DIRECTORS**

Sec. 1. The governing body of the Society of Manufacturing Engineers is the Board of Directors. The presiding officer at all transactions of the Board shall be the President of the Society or the President's officially designated representative.

Sec. 2. The Board of Directors shall be as specified in accordance with the Bylaws and Procedures.

Sec. 3. Two-thirds of the Board of Directors must be present at a duly called meeting to constitute a quorum for the transaction of business.

## **ARTICLE 8 – INTERNATIONAL OFFICERS**

Sec. 1. International Officers shall be elected annually by secret ballot of the Board of Directors.

Sec. 2. To be eligible for election as an International Officer, an individual must be a voting member in good standing for the year immediately preceding the election.

Sec. 3. To be eligible for election as President of the Society, a member must be a Director.

## **ARTICLE 9 – VOTING PROCEDURE AT MEETINGS**

Sec. 1. All questions at any legally convened Society meeting as defined in the Bylaws shall be decided by simple majority of the votes cast, unless stipulated otherwise in the Constitution.

Sec. 2. The Board of Directors may submit any questions for decision by the Directors by means of an official mail ballot. Such official mail ballots require a two-thirds quorum and a majority of ballots cast, unless otherwise provided in this Constitution.

## **ARTICLE 10 – PAST PRESIDENTS COMMITTEE**

The Past Presidents Committee can be used for consultation related to governance responsibilities.

## **ARTICLE 11 – DISCONTINUANCE**

Sec. 1. The Society of Manufacturing Engineers cannot be discontinued without the approval of three-fourths of the ballots cast by the voting members.

Sec. 2. In the event of discontinuance, merger or other structural changes of the Society, the assets of the Society may be allocated to appropriate organizations as designated by the Board of Directors.

## **ARTICLE 12 – CONSTITUTIONAL AMENDMENTS**

Sec. 1. A proposed amendment to this constitution may be initiated by a petition directed to the Constitution and Bylaws Committee and signed by 1%, but no less than 150, of the voting members.

Sec. 2. The petition, when approved, shall be forwarded as an amendment to the Constitution to the designated Chapter leader for all active Chapters. Within 30 days, the designated Chapter Leader must approve or disapprove submission of the referendum of the proposed amendment to the voting membership.

Sec. 3. If a majority of the votes cast by the designated Chapter Leaders approve the amendment, an official ballot shall be forwarded to each voting member.

Sec. 4. The adoption or rejection of a proposed amendment shall be decided by a majority of the votes cast within 30 days after forwarding of the referendum ballots.

Sec. 5. If a proposed amendment is approved, it shall take effect immediately.

## **ARTICLE 13 – BYLAWS AMENDMENTS**

The Bylaws of the Society of Manufacturing Engineers may be amended by approval of three-fourths of the members of the Board of Directors.

# Bylaws

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## PREFACE

The operation of all Society of Manufacturing Engineers (referred to as SME) organizational units (Chapters and International Districts, etc.) shall be in accord with the Constitution and Bylaws of the Society.

Any situation not specifically covered either in this document, or any of the other SME "procedural manuals," shall be handled in accordance with Robert's Rules of Order - Revised.

All changes to the Bylaws that are enacted by the Board of Directors will be announced to Society leaders at the earliest possible time following the Board action. Society leaders shall have 90 days within which to submit comments on any Bylaw change. Comments received will be conveyed to the Board of Directors at its next meeting.

The Board will respond to such comments either by re-affirming or modifying its original action. However, the 90-day period during which comments are being solicited in no way affects the implementation date of any Bylaw change. All changes are effective as of the date of the original Board action.

Interpretation of the Bylaws is available through the SME Constitution and Bylaws Committee at SME International Headquarters.

Distribution:       International Officers and Directors  
                          International Committees  
                          Member Council  
                          Chapter Officers  
                          Faculty Advisors

# BYLAWS

## ARTICLE 1 - MEMBERSHIP

Sec. 1. **Membership.** An applicant who meets any of the following criteria shall qualify as a member:

- 1.1. An Individual who has SME Certification.
- 1.2. A Registered Professional Engineer.
- 1.3. A graduate with a Bachelor's or Associate's degree in science or engineering from an accredited school.
- 1.4. A person with a minimum of four years experience in activities contributing to the realization of manufactured products or to the support of such enterprises in industry, government or education.
- 1.5. A professional in a manufacturing enterprise or one serving manufacturing.

Education from an accredited technical, science or engineering school is acceptable in lieu of experience on a year-for-year basis.

Sec. 2. **Student Membership.** An SME student member is an individual who is registered in a program of study at an educational institution.

**Sec. 2.1 Postsecondary Membership.** This individual should satisfy the following to qualify for student membership:

- 1) Working towards the completion of an academic credential in good standing;
- 2) Registered with full or part time status based on the institution's regulations (Minimum 6-credits per semester required to qualify for part-time status);
- 3) The delivery of the educational program may be in any format (includes traditional and non-traditional {e.g. distance learning} learning formats);
- 4) Student membership may apply to students who are on co-op work terms, practicum, and/or thesis research terms.

Membership standing of any SME postsecondary student member is reviewed on an annual basis. Upon written application, a member may apply to convert a Membership to a postsecondary Student Membership for a period in which the person meets the above criteria.

**Sec. 2.2 High School Membership.** This individual should satisfy the following to qualify for high school student membership:

- 1) Registered in a program of study at an educational institution and a minimum of 13 years of age;
- 2) Working towards the completion of an academic credential in good standing;
- 3) The delivery of the educational program may be in any format (includes traditional and non-traditional {e.g. distance learning} learning formats);

- 4) High school student membership may apply to students who are on co-op work terms, practicum, apprenticeship and/or internship programs.

Membership standing of any SME high school student member is reviewed on an annual basis.

Sec. 3. **Membership designations.** Members are eligible for these membership designations. (See SME Procedures for information regarding nomination and qualification for each of the following designations.)

**Sec. 3.1 Honorary Membership.** Honorary membership may be conferred upon an individual of recognized ability and stature who has, by voluntary action, contributed substantially to attainment of the goals of the Society. A two-thirds majority vote of the Board of Directors, by secret ballot, is necessary to elect a candidate nominated for Honorary membership as defined in SME Procedures. This designation includes full membership rights and privileges.

**Sec. 3.2 Fellow Membership.** Individuals must be nominated for this membership designation. Nominations must be approved by the Fellows Selection Committee and elected by a two-thirds vote of the Board of Directors. Nomination qualifications are as contained in SME Procedures. This designation includes full membership rights and privileges.

**Sec. 3.3 Life Membership.** Life membership shall be based on any of the following criteria:

1. Completion of a term of office as the SME President.
2. Age in years plus years of SME membership totaling 100.

This designation includes full membership rights and privileges.

**Sec. 3.4 Endowment Member.** Any member, except Affiliate, is eligible for the Endowment member designation upon donation of a specified dollar amount or more to the SME endowment Fund. This designation includes full membership rights and privileges at the member's highest eligible level of membership. It is awarded to the life of the individual member making the donation, is not transferable, and requires no further payment of any membership dues. Donation requirements are as contained in SME Procedures.

Sec. 4. **Affiliate Membership.** An Affiliate membership may be granted to the following:

- A person, firm or corporation engaged in manufacturing
- A technical institute or engineering school
- A research or consulting organization

An Affiliate member may designate as a representative any person who can qualify for membership. The representative shall have voting rights and other rights and privileges equivalent to those granted to members in good standing.

Affiliate member benefits will be granted only to employees of divisions, branches, or other units of the Affiliate member organization that can be served by a single mailing address. (Bylaws, Art. 3, Sec. 4)

Sec. 5. **Voting Rights.** Each voting member shall have one vote.

A member can represent only one Chapter, or International District at any official Society business meeting. International District voting rights for each Multi-Chapter member shall be limited to the International District in which the member's primary Chapter is located.

A member holding Multi-Chapter membership may not represent, at any official Society business meeting, a Chapter other than the Chapter in which the member holds primary membership, unless a member is a regularly elected officer of that Chapter.

Sec. 6. **Voting Members.** All members, except student members, are eligible to vote. See SME Procedures for student member voting rights.

Sec. 7. **Certificate of Membership.** Each member will be offered a certificate of membership, signed by the President and General Manager of the Society. Each certificate shall remain the property of the Society and shall be returned on demand of the Secretary/ Treasurer.

Sec. 8. **Multi-Chapter Membership.** A member requesting Multi-Chapter membership shall designate a primary Chapter affiliation and all other Chapter affiliations will be considered secondary.

Sec. 9. **Membership Pins.** A membership pin is available to each member upon request.

## **ARTICLE 2 - APPLICATION FOR MEMBERSHIP**

Sec. 1. **Board Approval.** Application for membership is subject to approval by the Board of Directors.

Sec. 2. **References.** All applications must contain a notice stating that references must be supplied upon request.

Sec. 3. **Qualifications.** The membership application form will contain a complete record of the applicant's qualifications for membership.

Sec. 4. **Initial Payment.** Initiation fee (if any) and a minimum of one year's dues must accompany the application.

On an optional basis, new members may select membership for six months. Such applications shall include the full initiation fee, plus six months of dues.

Sec. 5. **Re-application.** Rejection for membership does not preclude re-application.

Sec. 6. **Transferability.** Membership in SME is not transferable from one individual to another.

### **ARTICLE 3 - MEMBERSHIP FEES AND DUES**

Sec. 1. **Payment.** Annual dues are payable in advance.

Sec. 2. **Annual Dues and Fees.** Initiation fees, reinstatement fees and annual dues for each membership grade are as established by the Board of Directors. (See SME Constitution, Article 5.) The annual dues and fees are contained in SME Procedures.

Sec. 3. **Special Offers.** Discounts on initiation fees, reinstatement fees and annual dues are established by the Board of Directors. (Reference SME Procedures for current discounts).

Sec. 4. **Affiliate Member Representative.** Members appointed as representatives of Affiliate member companies shall have their individual dues payment waived.

Sec. 5. **Refunds.** No refund of dues or fees shall be made to any member upon severance of affiliation with the Society.

### **ARTICLE 4 - REDUCED FEES AND DUES**

Sec. 1. **Student Upgrade.** Student members terminating their full-time or part-time formal education as defined in Article 1 Section 2 shall be immediately upgraded, as qualified, to the member grade. At that time, they will be billed at an interim dues rate. (Reference SME Procedures) This interim rate will remain in effect for the first five years following graduation, provided there is no break in membership during this period. Thereafter, the dues rate will increase to the member dues rate.

Sec. 2. **Reduced Dues for Retirees.** A member in good standing, retired and not gainfully employed, and at least 55 years of age, may apply for reduced dues and continue to receive full membership rights and privileges. (Reference SME Procedures)

Sec. 3. **Retired from Membership.** Any retiree, upon termination of SME membership, may request a retired member card. This latter status requires no further dues payments and grants no membership rights or privileges, other than the privilege to attend Chapter meetings.

Sec. 4. **Recruitment Award.** Any member who recruits over 100 new voting members will be awarded with a paid-up membership and will never be required to pay any membership dues again.

Sec. 5. **Unemployed Members.** Any current member or person applying for membership who is unemployed can apply for membership with full member benefits by requesting reduced dues. (Reference SME Procedures) Applicants for this special rate can pay for only six months of membership at a time, and must re-verify their unemployed status each time they apply this special dues rate.

Sec. 6. **Emerging Professionals.** Members age 18-35 and not enrolled in school are eligible for this discount. This interim rate will remain in effect for the first five years following initial membership join date, provided there is no break in membership during this period. Thereafter, the dues rate will increase to the professional member dues rate.

## **ARTICLE 5 - CHAPTER FUNDING**

Sec. 1. **Dues Funding Authorization.** Funding authorizations are established by the Board of Directors. The annual funding is contained in SME Procedures.

Sec. 2. **Funding.** Funding requirements for Senior and Student Chapters are contained in SME Procedures.

Sec. 3. **Funding Payments.** Funding payments will be made in accordance with SME Procedures.

## **ARTICLE 6 - DISMISSAL**

Sec. 1. **Payment of Dues.** Any member who fails to pay current dues within a period of two months following expiration of membership shall receive a final notice from the Society advising the individual of impending dismissal action.

The member shall be removed from the rolls and shall forfeit all rights and privileges of Society membership if the dues remain unpaid for a period of three months following expiration of membership.

Sec. 2. **Offense by a Member.** The Board of Directors shall adjudge the commission of any offense allegedly committed by a member.

The Board of Directors may expel any member for just cause provided the member has been given written notice of the charges and an opportunity to present a defense.

Written disclosures of offenses allegedly committed by a member will be disclosed to the Board of Directors.

Due notice of the alleged offense, with time and place of hearing, shall be given by the Secretary to the member accused, at least thirty days prior to the date of hearing. The alleged offender shall be permitted to appear before the Board of Directors to answer the charges.

Should it be adjudged by the Board of Directors that an offense has been committed, it may remove the offender from membership.

The accused member may appeal the decision of the Board of Directors to the Past Presidents Committee.

## **ARTICLE 7 - RESTRICTIONS ON DUAL SERVICE BY ELECTED OFFICIALS**

Sec. 1. Members elected to the International Board of Directors must resign any elected officer position including but not limited to positions on the Member Council, International District or Chapter prior to taking office.

Sec. 2. A member not elected to the International Board of Directors may hold an elected office simultaneously in an International District or Chapter. A member cannot hold an elected office simultaneously in more than one Chapter or International District.

Sec. 3. Members on the Member Council must resign any elected position in a Chapter or International District.

## **ARTICLE 8 - DIRECTOR ELECTION**

Sec. 1. **Installation and Term.** Directors shall be sworn in prior to the start of their terms which begin on January 1. Elected and Appointed Directors shall hold office for a period of two years. The Past President is a member of the Board of Directors.

Sec. 2. **Voting.** Official ballots shall be distributed on or before August 1, and must be received by the designated Tellers Committee no later than September 1.

Sec. 3. **Tellers Committee.** Director election ballots will be counted by a duly appointed Tellers Committee or Agency designated by the President. A plurality shall be sufficient to elect a candidate. Election results are announced prior to the Fall Meeting of the Board of Directors.

In the event of a tie, the winner will be decided by secret ballot of the Board.

Sec. 4. **Re-election of Directors.** Directors are eligible for re-election in the election immediately preceding the expiration of their existing term.

Sec. 5. **Vacancies.** Vacancies created on the Board of Directors shall be filled at the next Director election in accordance with established election procedures.

## **ARTICLE 9 - BOARD OF DIRECTORS**

Sec. 1. **Board Size.** The Board of Directors consists of eight (8) Directors, nominated and elected by official ballot of the membership in accordance with the provisions of the SME Procedures and four (4) Directors appointed by the SME Officers, plus the International Officers and immediate Past President.

Sec. 2. **Eligibility.** To be eligible for election or appointment to the Society Board of Directors, a candidate must agree to become a member of SME should they be elected or appointed to the SME Board of Directors and remain a member in good standing during the duration of term.

Sec. 3. **Board Powers.** The Board of Directors establishes, amends or annuls strategies and policies in accordance with the Constitution and Bylaws of the Society. The Board of Directors is the voting authority for the SME Education Foundation stock and



approves the election of Officers and Directors of the SME Education Foundation in accordance with the SME Education Foundation Bylaws.

Sec. 4. **Board Appointments.** The Board of Directors, through the President, may appoint an individual to represent it at meetings of other Societies or at public functions. The duties of such representatives shall terminate with the occasion for which they were appointed.

Sec. 5. **Society Property.** The Board of Directors has complete responsibility for the property holdings, property acquisitions and property liquidations of the Society. The Board of Directors has authority to borrow money and to authorize the issuance of such notes and other evidence of indebtedness as may be necessary. The Board of Directors may pledge or mortgage property, whether real or personal, to secure the payment of any such borrowing upon such terms and conditions as it deems necessary.

Sec. 6. **Board of Directors' Meetings.** The Board of Directors shall meet a minimum of twice each year.

Sec. 7. **Management.** The Board of Directors may appoint such officers and agents, as it deems necessary for the transaction of Society business. The duties and the authority of such officers and agents shall be limited to those designated by the Board of Directors.

Sec. 8. **Interim Committee Appointments.** The Board of Directors may remove any or all members of any Committee with the exception of those of the Nominating and Past Presidents Committees. Vacancies arising from removals, or from any other cause, shall be filled by appointment by the President.

Sec. 9. **Special Meetings.** Special meetings of the Board of Directors may be requested in writing by any Director or International Officer. The reasons for such a special meeting, also the naming of a time and place for the meeting, must be submitted to the Directors for their consideration. If a majority of the Directors concur, a special meeting must be held.

Sec. 10. **Standard Resolutions.** Standard resolutions are formal procedural motions made by the Board of Directors for the purpose of conducting Society business.

## **ARTICLE 10 - ANNUAL REPORT**

Sec. 1. **Contents and Presentation.** The Board of Directors shall present an Annual Report that is verified by the President or the Treasurer of the Society at the Annual Business Meeting. The Annual Report shall show the whole amount of real and personal property acquired or disposed of during the year immediately preceding the date of the report, and the manner of acquisition or disposition. Further, it shall show the monies applied, appropriated or expended during the year immediately preceding such date, and it shall specify the purposes and objects for which such applications, appropriations and expenditures have been made.

Sec. 2. **Filing.** The Annual Report shall be filed with the permanent records of the Society.

## ARTICLE 11 - INTERNATIONAL OFFICERS

Sec. 1. **Term of Office.** International Officer terms of office begin each year on January 1 and continue until they are replaced on the following January 1.

Sec. 2. **Presidential Vacancy.** In the case of a vacancy in the Office of the President, the President-Elect, shall assume all duties and responsibilities of the Presidency until confirmed by the Board of Directors to fill the unexpired term.

Sec. 3. **International Officer Vacancies.** The Board of Directors may, by majority vote of the Directors present at a duly called and legal meeting, declare any elective International Officer position vacant upon resignation or failure of its incumbent, for three months, to perform the duties of office. The Board of Directors shall thereupon select candidate(s) in good standing that meet the requirements of the officer position to fill the vacancy (except in the case of President) until December 31 of that year. Such appointment shall not render the appointed ineligible for election to any other Society office.

Sec. 4. **Duties.** International Officers shall perform the duties legally or customarily attached to their respective offices under the laws of the state of Michigan, and such other duties as may be specified by the Board of Directors.

Sec. 5. **Budget Review.** The International Officers function as the Budget Review Committee on behalf of the Board of Directors.

Sect. 6. **Appointment of International Directors.** The International Officers shall appoint two International Directors to the SME Board of Directors each year for a two-year term. Appointments must be approved by a majority of the International Officers.

## ARTICLE 12 - INTERNATIONAL OFFICER ELECTION

Sec. 1. **Annual Election.** The Board of Directors shall elect a President-Elect, Vice President, Treasurer and a Secretary. The President-Elect's term shall be for one year with his/her term as President to begin on January 1.

Sec. 2. **Balloting.** The international officer election must be by secret ballot when there is more than one candidate for an office. There are two choices of balloting:

1. Vote a complete ballot (all offices at once), plus any necessary run-off ballot, or
2. Vote and announce the results in sequence of office.

Sec. 3. **Majority Vote.** To be elected, a nominee must receive a majority of votes cast.

Sec. 4. **Installation.** All International Officers shall be sworn in prior to the start of their terms on January 1.

## **ARTICLE 13 - PRESIDENT**

Sec. 1. **Chair of the Board.** The President is the Chairman of the Board of the Society. The President may choose to designate an alternate to preside at such meetings. When no such designation is made, and in the absence of the President, the ranking officer shall preside.

Sec. 2. **Presidential Directives.** The President issues agendas and directives for the purpose of conveying operating policy and instructions necessary to discharge the duties of office. At all times, these directives are to be in accordance with the Society's Governance Document.

Sec. 3. **Chapter Administrators.** The President, subject to the approval of the Member Council, shall appoint an Administrator for any Chapter where it is necessary to protect the interests of the membership.

Sec. 4. **Ex-Officio Appointments.** The President may assign Ex Officios to International Standing Committees and Councils as appropriate.

Sec. 5. **Other Committees.** The President is empowered to name such other committees, subcommittees or divisions thereof as necessary for the proper functioning of the Society.

Subcommittees shall report through their respective full committees. (Reference SME Procedures)

Sec. 6. **Committee Authority.** All committees appointed by the President-Elect shall be subject to regulation and direction by the Board of Directors and the President, except as otherwise provided by the Constitution and Bylaws.

Sec. 7. **Appointment of Auditors.** The President shall be authorized by standard resolution from the Board of Directors to engage and employ an independent auditing firm. (Reference Bylaws, Article 9, section 10)

## **ARTICLE 14 - PRESIDENT-ELECT**

Sec. 1. **Duties.** The President-Elect shall be responsible to work with the staff executive offices to provide guidance and direction in the preparation of an annual business plan to be implemented during the following year. This business plan shall be integrated into the annual budget proposals to be approved by the Board of Directors.

The President-Elect develops the Annual Agenda and goals for the International Standing Committees to maintain alignment with the Society's strategic plan.

The President-Elect shall perform other duties as assigned to him/her by the President and Board of Directors.

Sec. 2. **International Standing Committees.** The President-Elect annually appoints members of the International Standing Committees, except for those whose memberships are dictated by the Constitution or Bylaws. (Reference SME Procedures)

## **ARTICLE 15 - VICE PRESIDENT**

The Vice President performs such duties as assigned by the President and Board of Directors. In the absence of the President and President-Elect, this person shall fulfill the duties of the office as outlined in the SME Procedures.

## **ARTICLE 16 - TREASURER**

Sec. 1. **Staff Management.** The Treasurer shall participate with staff management and the Budget, Audit, and Finance Committees regarding accounts of money, investment funds, property, and performance of the Society in relation to budget.

Sec. 2. **Society Bank Account.** The Treasurer shall authorize the Society's banking relationships in banks designated by the Board of Directors.

Sec. 3. **Annual Audit.** The Treasurer shall ensure that the Society's financial records and investments are audited annually at the close of the fiscal year by a competent firm of public accountants selected by the President. A copy of the Auditor's Report shall be furnished to the Audit Committee, Finance Committee and the Board of Directors and made available to the membership.

Sec. 4. **Board-Assigned Duties.** The Treasurer shall perform such other duties as delegated by the Board of Directors.

## **ARTICLE 17 – SECRETARY**

Sec. 1. **Minutes.** The Secretary shall keep the minutes of all SME Board of Directors business and membership meetings. The minutes shall be signed by the Secretary. Minutes of Society meetings shall be maintained permanently.

Sec. 2. **Records.** All corporate records and documents are signed by the Secretary as required by law.

Sec. 3. **Seal of the Society.** The Secretary shall maintain custody of the seal of the Society and shall have the authority to affix it to all instruments on which its use is required.

Sec. 4. **Roster.** The Secretary shall maintain the names of all officers and members, and it shall be the duty of the Secretary to keep a roster of all new officers, members, dismissals and withdrawals.

Society rosters shall not be used nor released by any SME officer, Board International District, Chapter or other recognized group for any "commercial" purpose whatsoever.

SME International Headquarters is allowed to rent mailing lists, which may include member names, to non-competitive advertisers and/or exhibitors. The member list is not for sale.

Sec. 5. **Notices.** The Secretary shall give all notices required by statute, Society Bylaw or resolution. Written notices of the time, place and purpose of all general or special meetings of the members or Board of Directors shall be announced by the Secretary at least three months prior to the date of said meeting.

Sec. 6. **Board-Assigned Duties.** The Secretary shall perform such other duties as delegated by the Board of Directors.

## **ARTICLE 18 - GENERAL MANAGER**

Sec. 1. **Appointment and Remuneration.** The General Manager shall be hired by the Executive Compensation Committee and the term of office and remuneration shall be established by that body.

The General Manager may also serve as Executive Director as defined in Article 19 with combined titles and responsibilities at the discretion of the Executive Compensation Committee.

Sec. 2. **Duties.** The General Manager shall perform such duties as are delegated to the office by the President and Board of Directors; and shall devote full-time thereto. The duties are enumerated in the SME Procedures.

Sec. 3. **Budget Control.** The General Manager, under the supervision of the Board of Directors, shall act as the Budget Director of the Society.

1. The General Manager shall be charged with the responsibility, and vested with the authority, to prepare an estimate of all receipts and expenditures of the Society. The General Manager shall present this estimate to the Board of Directors 30 days prior to the Fall Meeting of the Board of Directors in each fiscal year.
2. Upon adoption of the Budget by the Board of Directors, no expenditures or liabilities in excess of those provided for in the Budget shall be made without prior approval of the Board of Directors.

## **ARTICLE 19 – EXECUTIVE DIRECTOR**

Sec. 1. **Appointment and Remuneration.** The Executive Director shall be hired by the Executive Compensation Committee and the term of office and remuneration shall be established by that body.

The Executive Director may also serve as General Manager as defined in Article 19 with combined titles and responsibilities at the discretion of the Executive Compensation Committee.

Sec. 2. **Duties.** The Executive Director shall perform such duties as are delegated to the office by the President and Board of Directors; and shall devote full-time thereto. The duties are enumerated in the SME Procedures.

## **ARTICLE 20 - INTERNATIONAL STANDING COMMITTEES**

Sec. 1. **Appointees.** The President-Elect shall appoint members to International Standing Committees as required to conduct Society business. Reference SME Procedures for International Standing Committees.

Sec. 2. **Duties.** The International Standing Committees perform the duties required of them by the Bylaws or assigned to them by the President or Board of Directors.

Sec. 3. **Advisory Role.** International Standing Committees shall serve as an advisory group to the President, International Officers and Directors.

Sec. 4. **Programs and Direction.** International Standing Committees shall have responsibility, within their prescribed areas of operation, for formulating new programs and for recommending general direction for Society activities.

Sec. 5. **Program Responsibility.** SME Leadership, committees or Headquarters staff will be responsible for implementing and administering programs once established.

Sec. 6. **Common Purpose Committee.** Common Purpose Committees are defined as a Standing Committee with dual functions for both SME and SME-EF. Appointees to these committees shall be familiar with the respective goals of SME and the Foundation.

## **ARTICLE 21 - EXECUTIVE COMPENSATION COMMITTEE**

Sec. 1. **Composition.** The Executive Compensation Committee consists of the International Officers and the immediate Past President. The Chair of the committee shall be the President.

Sec 2. **Responsibilities.** The Executive Compensation Committee shall be responsible for:

- Establishing Executive Compensation
- Having Fiduciary Responsibility for the SME Employee Pension Plan
- Hiring SME Executive Director General Manager positions and staff vice president positions

Further, it shall serve as a review authority for the Executive Director & General Manager for all salary administration.

## **ARTICLE 22 - SME EDUCATION FOUNDATION**

Sec. 1. **Purpose.** The purpose of the SME Education Foundation is to stimulate interaction among and between SME, the educational community, industry, and government for the advancement of manufacturing education. This includes promotion and support of youth activities

Sec. 2. **Operation.** The operation of the Foundation shall be in accord with its Articles of Incorporation and its Bylaws as contained as an insert in the SME Governance Document.

Sec. 3. **Governance.** The Foundation shall be governed by the SME Constitution and Bylaws, and the SME-EF Governance Documents. Changes to the SME-EF Bylaws shall be reviewed and approved by the SME Board of Directors.

*Note: SME-EF Governance references Bylaws and Procedures Documents as applicable; only SME-EF Bylaws will be subject to SME Board Approval.*

## **ARTICLE 23 – TOOLING UNIVERSITY (TOOLING U)**

Sec. 1. **Purpose.** The Purpose of Tooling University (also known as Tooling U) is to provide education and training opportunities for manufacturing professionals.

Sec. 2. **Operation.** The operation of Tooling U shall be in accord with the SME Strategic Plan, the Articles of Incorporation and its Operating Agreement.

Sec. 3. **Governance.** Tooling U is a wholly owned Ohio LLC partnership where SME is the only partner. SME delegates authority through its annual SME Board resolutions the appointment of the officers and management of Tooling U to the SME Executive Director and CEO. The daily operations and management of Tooling U will be assigned to the appropriate SME staff. Changes to the Tooling U Operating Agreement shall be approved by the SME Board of Directors.

## **ARTICLE 24 - INTERNATIONAL OFFICER NOMINATING COMMITTEE**

Sec. 1. **Composition.** This committee shall consist of five members as follows:

1. The immediate Past President is the Chair of the committee.
2. Four additional members shall be elected by the Board of Directors by official ballot in January from nominees submitted by the President from among current members of the Board of Directors and/or Past Presidents.

Sec. 2. **Nominees.** The International Officer Nominating Committee shall submit to members of the Board of Directors the names and qualifications of at least one, but no more than two nominees for each International Office. The second nominee may be listed by their name in full or “Non-elected candidate from higher office” with their consent. Nominations in ranking order for President-Elect, Vice President, Treasurer and a Secretary shall be submitted to each Director at least 60 days prior to the Fall Meeting of

the Board of Directors. Members of the International Officer Nominating Committee are not eligible to run for office even if the member should resign from the committee.

**Sec. 3. Additional Nominees.** Additional nominations for International Office may be made by a Director no later than 30 days prior to the date of the election. To be valid, such nominations must include the following elements:

- Nomination, in writing, addressed to Chair of the Board of Directors.
- Second to the nomination, in writing, from four (4) additional current members of the Board of Directors.
- Acceptance from nominee, in writing.

The original nomination, and all seconds to the nomination, must be totally unsolicited by the person being nominated. Each Director participating in this write-in nomination process will be asked to sign a sworn statement attesting to that fact.

## **ARTICLE 25 - MEMBER COUNCIL**

**Sec. 1. Role.** The Member Council is a body which recommends and facilitates policies and procedures concerning the administration of member units and Society membership recruitment and retention. Member units include chapters, technical communities and groups and other organizations by which members regularly engage with each other.

Areas of responsibility include: public relations, publications, finances, long range planning, training and others as assigned by the President.

The Member Council plans, formulates and coordinates policies and procedures concerning administration of its committees, the Membership consultants, the Technical Community Network and local member engagement.

The Member Council shall ensure that all policy and program development is communicated and coordinated within SME's Strategic Plan and overall mission(s) or Mission Statement.

The Member Council shall be responsible for communicating strategy to member units and reporting their progress to the SME Board of Directors.

**Sec. 2. Membership Recruitment and Retention.** An annual review will be made of membership recruitment and retention programs to determine their effectiveness.

**Sec. 3. Establishment of Chapters and Other Member Units.** An annual review will be made of efforts in developing and chartering Chapters and other member units.

**Sec. 4. Composition.** The Member Council shall consist of eight members elected and three members appointed by the President-Elect by mid-September. The SME Vice President will appoint the Chair-Elect from the eleven elected and appointed members. After one year as Chair-Elect, the member will become Chair for one additional year. See SME Procedures for details.



Sec. 5. **Vacancy.** The Member Council may, by majority vote of the Council members present at a duly called and legal meeting, declare any elected or appointed position on the Member Council, vacant upon the death, resignation, discontinuance of membership or the failure of its incumbent, for three months, to perform the duties of office. The Member Council shall recommend to the SME President a member(s) in good standing to fulfill the remaining term of office on the Member Council. The President shall appoint a member to fulfill the vacancy.

Similarly, the Member Council may, by majority vote of the Council members present at a duly called and legal meeting, declare any appointed position on its committees or the Membership Consultant roles vacant upon the death, resignation, discontinuance of membership or the failure of its incumbents, for three months, to perform the duties of office. The Member Council shall appoint a member in good standing to fill the vacancy on the committees or Membership Consultant roles until the following January 1<sup>st</sup>.

Sec. 6. **Committees Reporting through the Member Council.** The Member Council shall, in accordance with SME Procedures, annually appoint members of a Student Relations Committee and Chapter Enhancement Committee. The Member Council shall also confirm the appointments of member of the TCN Steering Committee chosen in accordance with SME Procedures.

## **ARTICLE 26 - CONSTITUTION AND BYLAWS COMMITTEE**

**Responsibility.** It shall be the responsibility of the Constitution and Bylaws Committee to consider and report to the Board of Directors on all matters referred to it.

## **ARTICLE 27 - FINANCE COMMITTEE**

**Responsibility.** The Finance Committee shall be responsible for financial and tax planning for the Society, as requested by the Board of Directors. Additionally, it shall oversee the Society's investment program.

## **ARTICLE 28 – INTERNATIONAL AWARDS & RECOGNITION COMMITTEE**

**Responsibility.** The International Awards & Recognition Committee shall administer the Society's world-class awards and Fellows programs which recognize individuals and companies for manufacturing excellence.

## **ARTICLE 29 – SME JOINT NOMINATING COMMITTEE**

Sec. 1. **Composition.** This committee shall consist of 13 members as follows:

1. A Chair and two members appointed by the President-Elect.
2. Two members elected by the Board of Directors by official ballot from nominees submitted by the President-Elect.
3. Four members elected by the Member Council.
4. Four members elected by the Education Foundation Board of Directors.

Sec. 2. **Report.** The ballot listing the names and qualifications of all nominees for Director and Member Council, shall be distributed to the voting members by August 1<sup>st</sup>. The ballot listing the names and qualifications of all nominees for the Education Foundation Board of Directors shall be distributed to the SME EF Board for approval then to the SME Board for final approval.

Members of the International Director, Member Council and Education Foundation Nominating Committee (Joint Nominating Committee) may not be considered for nomination by that committee even if that member should resign from the committee.

Sec. 3. **Member Council.** Duties related to the nomination of the Member Council are contained in SME Procedures section 1.5.

### **ARTICLE 30 - AUDIT COMMITTEE**

**Responsibility.** The Audit Committee shall monitor SME's financial reporting process and internal control system.

### **ARTICLE 31 - BUDGET COMMITTEE**

**Responsibility.** The Budget Committee shall ensure the budget reflects effective planning and use of Society resources and is consistent with the Society's strategic plan.

### **ARTICLE 32 – JOURNALS COMMITTEE**

**Responsibility.** The Journals Committee shall advise on matters pertaining to the collection, publication and distribution of learned papers.

### **ARTICLE 33 – ACCREDITATION COMMITTEE**

**Responsibility.** The Accreditation Committee shall promote and encourage manufacturing curriculum development for accreditation.

### **ARTICLE 34 – PAST PRESIDENTS COMMITTEE**

Sec. 1. **Composition.** A committee composed of all living Past Presidents shall have the authority to render final decisions regarding interpretation of the Constitution and Bylaws.

Decisions by the Past Presidents Committee may be requested on petition by five members of the Board of Directors or petition by twenty members of the Society.

Sec. 2. **Quorum.** Twenty-five percent, but no fewer than three members of the Past Presidents Committee shall constitute a quorum.

## **ARTICLE 35 – PUBLIC POLICY COMMITTEE**

**Responsibility.** The Public Policy Committee shall be responsible for monitoring manufacturing public policy developments in government and develop SME's public policy on selected topics.

## **ARTICLE 36 - INTERNATIONAL DISTRICTS**

Sec. 1. **Authorization.** The Board of Directors may organize International Districts.

Sec. 2. **Organization.** International Districts can be established by a voluntary agreement of one or more Chapters to form such a District or where sufficient interest exists within a group of members to develop Chapters of SME.

International Districts can be established in a country or countries in close proximity outside the 48 states of the continental United States, the District of Columbia and Canada when members or Chapters are organized for purposes, which are in harmony with the objectives of the Society.

Sec. 3. **Operation.** International Districts shall be governed by self-developed regulations. Such regulations shall not be in conflict with the Constitution and Bylaws and other procedures of SME.

Sec. 4 **Membership Dues.** International District member dues shall be determined by the Board.

Sec. 5. **International Chapter/District Meeting.** To better educate Chapter and District leaders with SME, to further train them as leaders, and to provide interaction among various geographic member units, an International Chapter/District Meeting may be held.

## **ARTICLE 37 - INTERNATIONAL ALLIED ORGANIZATIONS**

Sec. 1. **Authorization.** The Board of Directors may enter into relationships to help establish other autonomous, self-sustaining Societies/ Groups which will function as SME Allied organizations or Franchises operating under the SME mission and logo.

Such relationships may be entered into only where such groups are located outside the 48 states of the continental United States, the District of Columbia and Canada. Such relationships would always be established with an organization and not with individual members.

Sec. 2. **Operation.** International Allied organizations shall govern themselves by their own regulations, which shall be consistent in purpose and intent with SME's Constitution and Bylaws and Procedures. SME Headquarters will provide global principles for International Franchise organizations.

Sec. 3. **Cooperative Activities.** SME and the Allied organization will cooperate to create mutually beneficial agreements. Such agreements will be to jointly develop

technical workshops, seminars, conferences, expositions, and other activities to support the professional growth of the memberships of their respective organizations to be administered on a local basis. Franchises will jointly develop agreements with SME to determine product and service offerings.

SME and the allied organization will also cooperate to develop technical publications and to promote their dissemination.

Care will be exercised when entering into cooperative agreements to be sure there are no legal conflicts with existing contracts and/or agreements between SME and other organizations.

## **ARTICLE 38 - CHAPTER ORGANIZATION**

Sec. 1. **Chartering.** The Member Council may charter Chapters for purposes which support the objectives of the Society.

Sec. 2. **Chapter Formation.** Chapters can be formed where no existing Chapter is located.

Sec. 3. **Model Organization Structure.** To assure growth within SME, all Chapters are urged to adopt the model organizational structure, which is located in SME Procedures.

Sec. 4. **Charter Revocation.** The Member Council may revoke the charter of any Chapter or International District that fails to fulfill its duties and responsibilities in accordance with SME Policy.

Sec. 5. **Student Chapters.** Student members may request a Student Chapter charter by proper application to the Member Council. The application must be reviewed and approved by the Member Council.

Sec. 6. **Forming Chapters.** Members may request a Forming Chapter charter by proper application to the Member Council. The application must be reviewed and approved by the Member Council.

Sec. 7. **Officer Election.** Each Chapter shall elect, from its voting members in good standing, a Chair-elect, Treasurer and Secretary. (Treasurer and Secretary positions may be combined.) (See SME Procedures section 2).

If there is more than one candidate for an office, the election of Chapter Officers shall be by secret ballot.

The Chair-elect will automatically become Chair after serving a term as Chair-elect.

When a candidate or candidates run unopposed for office, and there is no objection, the Chair may direct the Secretary to cast a unanimous ballot. If objections are raised, then a secret ballot must be conducted.

Mail ballots are prohibited for chapter elections.

Sec. 8. **Time Schedule.** No deviation from the time schedule for nominations and elections is permitted without the express consent of the Member Council.

Sec. 9. **Date of Office.** Chapter Officers shall take office on January 1. Their terms of office shall be for one year.

Sec. 10. **Chair Vacancy.** In the case of a vacancy in the office of Chapter Chair, the Chair-elect shall serve as Chair for the unexpired term.

Sec. 11. **Other Vacancies.** In the case of a vacancy in a Chapter office, other than that of Chair, a special election shall be held, within a reasonable amount of time not to exceed the next three regular Chapter meetings. The procedure covering nomination and election, as covered in these Bylaws is to apply in such cases as to the time at which such nominations and elections shall be held.

Until the election is held, the Chair will immediately appoint a member to carry out the duties of the vacant office. This appointed member will have the same rights as any other member of the Executive Committee. This appointment cannot be extended beyond the next election.

## **ARTICLE 39 - CHAPTER OFFICERS AND DUTIES**

Sec. 1. **Chapter Chair.** The Chapter Chair shall:

1. Preside over all meetings of the Chapter membership and the Chapter Executive Committee.
2. Be an ex-officio member of all chapter committees
3. Prepare, present and submit the Chapter Planning and Assessment Guide.

Sec. 2. **Chair-elect.** The duties of the Chair-elect are defined in SME Procedures.

Sec. 3. **Treasurer.** \* The duties of the Treasurer shall be in accordance with SME Procedures and instructions received from the International Treasurer. The Chapter Treasurer shall prepare and submit the annual Chapter Financial Report. Forms for these reports will be supplied by SME International Headquarters. The Treasurer and other Chapter Officers are accountable to guarantee that the handling and reporting of all Chapter assets by any individual conforms to legal financial responsibilities associated with the Society's non-profit 501c3 status.

Sec. 4. **Secretary.** \* The duties of the Secretary shall be in accordance with SME Procedures and instructions received from the International Secretary. The Chapter Secretary shall prepare and submit the chapter officer listing form. The Forms will be supplied by SME International Headquarters.

\*These positions can be combined based on Chapter's needs.

## ARTICLE 40 - QUORUMS

A quorum must be established to conduct business.

Sec. 1. **Chapters and Forming Chapters.** Either 10% or fifteen voting members, including a minimum of two or 50% of the elected chapter officers (whichever is greater), must be present to constitute a quorum.

Sec. 2. **Student Chapters.** A minimum of two or 50% of the elected student officers (whichever is greater) must be present at a duly called executive committee meeting to constitute a quorum.

Sec. 3. **Member Council.** A majority of the council members must be present to constitute a quorum.

Sec. 4. **Executive Committee Meeting for Chapters and International Districts.** At Executive Committee meetings, a minimum of two or 50% of the elected officers (whichever is greater) must be present to constitute a quorum.

Sec. 5 **North American Manufacturing Research Institution (NAMRI/SME).** Two-thirds of the NAMRI/SME Board of Directors must be present at a duly called meeting to constitute a quorum for the transaction of business.

Sec. 6 **International Executive Compensation Committee.** A quorum to transact business shall consist of any four members of the committee, providing that two of the four shall be the president, president-elect or the vice president.

Sec. 7. **International Standing Committees & Councils.** A majority of the committee or council members must be present at a duly called meeting to constitute a quorum for the transaction of business.

## ARTICLE 41 – CHAPTER COMMITTEES

Sec. 1. **Policies.** Chapter Committees shall follow the guidelines established by the International standing committees. Essential chapter committees are Officer Nominating and Executive committees.

Sec. 2. **Officer Nominating Committee.** This Committee of three, elected annually by the chapter membership, will nominate candidates for election at a regular scheduled meeting. The committee will also function as required to fill vacancies, which may occur in elected offices during the year. No member of the committee is eligible for nomination by the committee to any office. Guidelines are defined in SME Procedures.

Sec. 3. **Executive Committee.** The Executive Committee shall have full authority to manage and direct the business affairs of the Chapter. The committee shall include all elected officers, all appointed committee chairs and one or more Past Chairs, with all having equal voting rights.

## **ARTICLE 42 - MISCELLANEOUS CHAPTER/INTERNATIONAL DISTRICT ACTIVITIES**

Sec. 1. **Meetings.** Chapter & International District meetings shall be held at a time and place as decided by the membership.

Sec. 2. **Decorum.** All meetings should be conducted in accordance with the Code of Ethics, Canons of Professional Conduct and Leadership Code of Conduct.

Sec. 3. **Subsidies.** Meetings, dinners or events may be sponsored or their expenses be partially defrayed from outside sources. Chapters or International Districts shall accept only tax-free donations/sponsorships.

Sec. 4. **Alliances.** No Chapter or International District shall have an alliance with any other engineering, technical, or scientific society or association without the expressed written permission of the SME President. The specific policy is available from SME International Headquarters.

Sec. 5. **Lobbying.** No member shall take any action in the name of the Society, which might be construed as an attempt to influence legislation.

Sec. 6. **Alcohol Consumption at SME-Sponsored Events.** SME does not encourage or promote the consumption of alcohol at its sponsored events. This policy does not prohibit the use of alcohol (except at Student events), but it does establish a standard of moderation and is opposed to overindulgence in any form. The policy is available from SME International Headquarters.

Sec. 7. **Liaison With Third Parties.** All requests for SME Chapter or International District assistance, cooperation, cosponsorship or other involvement with any third party must be referred to the SME Vice President of Membership for review and direction prior to any action taking place.

Sec. 8. **Member Unit Donations.** Member units are prohibited from making cash or in kind donations to non-profit associations and/or organizations other than SME without the advanced written permission of SME's Vice President of Membership. A detailed description of the donation must be forwarded to SME and a 90-day time period is required for review and consideration.

Member unit donations permitted without prior permissions:

- Scholarships sponsored by member units to students in manufacturing programs
- Donations to the SME Education Foundation

## **ARTICLE 43 – CHAPTER/INTERNATIONAL DISTRICT OFFICER REMOVAL**

If the Executive Committee of a Chapter or International District finds that an elected officer has failed to properly discharge the duties of office for a period of three months, it may ask that officer to resign.

If the officer refuses to resign, the Executive Committee shall request the respective Officer Nominating Committee to investigate the charges. The committee shall report its finding to a duly called and legal Executive Committee meeting where a majority vote is required to declare the office vacant, until such time as it can be filled by the usual SME procedures for filling vacancies.

## **ARTICLE 44 - CHAPTER PUBLICATIONS**

Sec. 1. **Chapter Publications.** Chapters may issue publications in which advertising space is sold. (The word "publication" is defined as a bulletin, program, newsletter, meeting announcement, roster or directory often issued annually or periodically through the year.) Advertising space in these publications may only be solicited from companies that maintain a presence in the immediate area. This includes the following that fall within a Chapter's local geographic area: local businesses, distributors, representatives, corporate headquarters, corporate divisions and regional offices. Chapters should seek input from SME Headquarters before accepting advertising from sources that may be considered competitors with SME products.

Sec. 2. **SME International Headquarters Copies.** Chapters shall furnish copies of all issues of their publications to SME International Headquarters.

Sec. 3. **Web Site.** Chapter web sites fall under the definition of "publications" and follow the same restrictions in Section 1. Promotion of chapter events (conferences) via approved chapter web sites is permissible. (Reference SME Procedures Section 3.1.3)

## **ARTICLE 45 - CHAPTER AND INTERNATIONAL DISTRICT EXPOSITIONS**

Sec. 1. **Definition.** The term "Exposition" is defined to mean Chapter or International District sponsored exhibits, tabletop displays, tool shows, advertiser's nights, affiliate nights, or other similar events, where exhibit space is provided for display purposes.

Sec. 2. **Objective.** In keeping with SME goals, the objective of Chapter or International District expositions must be the education of members and non-members.

Sec. 3. **Approval.** Approval of the President of the Society is required for each Chapter or International District sponsored exposition six months in advance of the proposed exposition date.



Chapters or International Districts must submit their requests by means of SME Application for sponsoring Chapter Exposition, and are subject to the rules and regulations stated on the application form.

**Sec. 4. Co-sponsorship with Other Organizations.** Individual or groups of Chapters or International Districts shall not conduct expositions, (including conferences connected with any exhibits) nor shall they cosponsor such activities with any other organizations or third parties without the express written permission of the SME President.

**Sec. 5. Number and Duration.** Individual or groups of Chapters (except Offshore Chapters) may sponsor one exposition per year and it must be limited to one day. International Districts or Offshore Chapters have the option to sponsor one multi-day exposition per year.

**Sec. 6. Conflicts.** No Chapter or International District exposition may be approved which conflicts in time or location with an SME-sponsored exposition.

**Sec. 7. Violation Penalty.** Any violation of this policy will be reviewed by the Member Council for consideration of appropriate actions to be approved by the SME Board of Directors.

## **ARTICLE 46 - SURETY BOND**

**Sec. 1. International Officers and Staff.** The Society shall secure, at its expense, a corporate surety bond or bonds, covering all International Officers and/or other personnel in such form and in such amounts as may be prescribed by the Board of Directors. This includes officers of the SME Education Foundation.

**Sec. 2. Elected Chapter Officers.** Chapter Elected Officers are bonded by SME International Headquarters for \$15,000 for forgery/alternation and \$50,000 for theft. Chapters shall consider additional bonding of their officers in excess of these amounts, if warranted.

## **ARTICLE 47 - FINANCIAL YEAR**

The financial year of the Society shall be from January 1 through December 31.

## **ARTICLE 48 - REPORTS, PAPERS AND PUBLICATIONS**

**Sec. 1. Distribution.** The official record of papers, reports and discussions and other literature of interest to the Society shall be published and distributed as the Board of Directors may prescribe.

**Sec. 2. Society Responsibility.** The Society shall not be responsible for statements or opinions advanced in papers or discussions at its meetings. Matters relating to politics or purely to trade shall not be discussed at a meeting of the Society or be included in its publications.

## **ARTICLE 49 - INTERNATIONAL MEETINGS**

Sec. 1. **Annual Business Meeting of the Society.** The Annual Business Meeting of the Society shall be held in the first or second quarter of the calendar year whenever possible.

Sec. 2. **Fall Board of Directors' Meeting.** A Meeting of the Board of Directors shall be held in the third or fourth quarter of the calendar year whenever possible.

Sec. 3. **Spring Board of Directors' Meeting.** A meeting of the Board of Directors shall be held in the first or second quarter of the calendar year whenever possible.

Sec. 4. **Special Meetings of the Society Membership.** A special meeting of the society membership may be called at the discretion of the Board of Directors or whenever 15% of the voting membership requests such a meeting.

## **ARTICLE 50 - STANDARDS AND SPECIFICATIONS**

Sec. 1. **Society Approval.** The Society may approve or adopt a standard specification or engineering practice, but it shall not originate, develop or endorse it as a commercial enterprise.

Sec. 2. **Society Name.** The Society shall not permit use of its name or initials in any commercial work or business, except to indicate conformity with its standards, specifications or recommended practices.

## **ARTICLE 51 - SOCIETY EMBLEM**

Sec. 1. **Right to Use.** The right to use the Society emblem shall be granted to members and then only for Society purposes. Members may identify themselves as "SME Member" on letterhead, business cards, web sites and on other business-related material. The Society emblem, which might be construed to imply SME endorsement, shall not be used on any of this business-related material. (Reference SME Logo Standards Manual)

The right to use the Society emblem for Society purposes only may be granted to others with the written permission of the SME President.

Sec. 2. **Society Stationery.** Use of the SME International stationery shall be restricted solely to matters of official Society business and written and signed by authorized staff personnel or by the Society's elected International Officers and Directors in the execution of SME business. No other use of SME International stationery is permissible.

Sec. 3. **Society Pins.** All Society pins shall be reviewed and approved by the SME Board of Directors.

## **ARTICLE 52 - OATH OF OFFICE**

All elected officials of SME at all levels including International, Chapter and International District shall take an oath of office. Elected officials failing to do so shall forfeit their right to hold office and any office so affected shall be considered to be vacant.

The official SME oath, which can be self-administered before a single witness by officials not present at a group installation ceremony, is as contained in SME Procedures.

## **ARTICLE 53 - PROCEDURE**

All parliamentary procedure not covered by the foregoing shall be conducted under the rules established by Robert's Rules of Order - Revised.

## **ARTICLE 54 – RESIGNATION**

Any resignation of an officer or director shall be effective when the written notice of resignation is received or at a subsequent time specified in the notice of resignation.

# **SME Procedures**

A further explanation of the  
Constitution and Bylaws

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## **PREFACE**

The administration of SME and its members units is a complex and challenging task. During their term of office, all Officers, Directors, committee members, international chapter/district officers have an obligation to fulfill the duties of their elected/appointed office to the best of their ability. As Society leaders, they will be approached by members and other interested parties for guidance and counsel. These procedures are designed to assist them in such encounters. These procedures are a further explanation of the Constitution and Bylaws as they relate to the operational procedures for SME member units. Changes to these procedures must be approved by the SME Board of Directors.

Distribution:       International Officers and Directors  
                          International Committees  
                          Member Council  
                          Chapter Officers  
                          Faculty Advisors  
                          SME Education Foundation Board of Directors

## **CODE OF ETHICS**

### **PREAMBLE**

Practitioners of manufacturing engineering recognize that their professional, civic and personal activities have a direct and vital influence on the quality of life and standard of living for all people. Therefore, manufacturing engineers should exhibit high standards of competency, honesty and impartiality; be fair and equitable; and accept a personal responsibility for adherence to applicable laws, the protection of the public health, and maintenance of safety in their professional actions and behavior. These principles govern professional conduct in serving the interest of the public, clients, employers, colleagues and the profession. Honesty, integrity, loyalty, fairness, impartiality, candor, fidelity to trust, and inviolability of confidence are incumbent upon every member as professional obligations. Each member shall be guided by high standards of business ethics, personal honor, and professional conduct. The words "practitioner," "manufacturing engineer," and "member" as used throughout this Code include all classes of membership in SME.

### **THE FUNDAMENTAL PRINCIPLE**

The manufacturing Engineer is dedicated to improving not only the manufacturing processes, but also manufacturing enterprises worldwide. This includes striving to instill a sense of concern and awareness throughout the manufacturing community of public health, safety, conservation, and environmental issues that are related to the practice of manufacturing and through the application of sound engineering and management principles. Engineers realize that in carrying out this responsibility, their individual talent and services can be more effective when funneled through the activities of SME. Therefore, engineers shall strive to support the mission of SME and the activities, products, and events sponsored and produced by them.

## CANONS OF PROFESSIONAL CONDUCT

**Members** offer services in the areas of their competence and experience, affording full disclosure of their qualifications.

**Members** consider the consequences of their work and societal issues pertinent to it and seek to extend public understanding of those relationships.

**Members** are honest, truthful, and fair in presenting information and in making public statements reflecting on professional matters and their professional role.

**Members** engage in professional relationships without bias because of race, religion, sex, age, national origin or impairment.

**Members** act in professional matters for each employer or client as faithful agents or trustees, disclosing nothing of a proprietary nature concerning the business affairs or technical processes of any present or former client or employer without specific consent.

**Members** disclose to affected parties known or potential conflicts of interest or other circumstances which might influence -- or appear to influence -- judgment or impair the fairness or quality of their performance.

**Members** are personally responsible for enhancing their own professional competence throughout their careers and for encouraging similar actions by their colleagues.

**Members** accept responsibility for their actions; seek and acknowledge constructive criticism of their work; offer honest constructive criticism of the work of others; properly credit the contributions of others; and do not accept credit for work not theirs.

**Members** perceiving a consequence of their professional duties to adversely affect the present or future public health and safety shall formally advise their employers or clients and, if warranted, consider further disclosure.

**Members** of SME act in accordance with all applicable laws and the Constitution and Bylaws of SME and lend support to others who strive to do likewise.

**Members** of SME shall aid in preventing the election to membership of those who are unqualified or do not meet the standards set forth in this Code of Ethics.

## **SME LEADERSHIP CODE OF CONDUCT**

SME places great value on effective and ethical leadership, and the commitment made by individuals who are elected or appointed to hold office at all levels in the organization, serve on SME committees/councils, or serve as a volunteer. For those reasons, SME elected, appointed and volunteer leaders are asked to carefully review this Code of Conduct, and make a personal commitment to abide by its principles when carrying out their SME leadership responsibilities.

1. I will keep confidential all privileged and sensitive information that is gained by virtue of my elected, appointed or volunteer position in the Society. My fiduciary duties include maintaining confidentiality; therefore, I will not disclose confidential and/or personal information.
2. I will promptly disclose any potential conflicts or questions, and will engage all member and staff stakeholders fully in all deliberations of the Society.
3. I will not disclose individual differences and opinions about decisions of the group to which I have been elected/appointed when I am outside of the meeting room.
4. I will treat all SME members and employees in a fair and consistent manner, free of favoritism or prejudice.
5. I will represent all SME members and constituents in a fair and consistent manner, and refrain from promoting personal interests and biases.
6. I will support the SME Strategic Plan and the changes required to execute the Plan.

The SME Board of Directors and the Member Council has been charged with oversight of the Society's current and future business. Members of these bodies must execute their duties commensurate with their leadership and fiduciary responsibilities and with the interest of SME and its members foremost in their mind. To validate an understanding of this important role, each member of the SME Board and the SME Member Council will annually review the SME Conflict of Interest Policy and sign the Annual Statement of Disclosure.

## **SECTION 1 - MEMBER UNITS COMPOSITION AND DUTIES/RESPONSIBILITIES** (including position descriptions)

### **Sec. 1.1 - CHAPTERS**

**Chapter** - The Chapter shall be composed as described in Bylaw Article 37. Appendix A includes a typical chapter structure that may be modified to suit specific chapter desires, but it must conform to all SME Bylaws.

**Executive Committee** - The Chapter Executive Committee shall be composed as described in Bylaw Article 40, Sec. 3.

### **SEC. 1.2 - STUDENT CHAPTERS**

Any university, college, technical institute, or community college offering a curriculum or courses in manufacturing engineering or its related technologies is eligible for consideration by SME for a student chapter charter.

The sponsoring senior chapter is to provide the faculty advisor with guidance and counsel in the early stages of making application for a charter. To assist the chapter, a booklet entitled, "Establishing A Student Chapter", is available from SME International Headquarters. This publication contains basic information on qualifications, detailed procedures for establishing a student chapter and appropriate application forms.

One individual should be appointed by the chapter chair to serve in a coordinating capacity between the institution and chapter during the formation of the student chapter.

**Student Chapter Liaison Representative** - Those chapters sponsoring chartered student chapters shall appoint a chapter member to serve as the student chapter liaison representative. The student chapter liaison representative shall be a member of the Society not affiliated with the educational institution and shall be appointed by the chapter chair. A past chapter chair would make an ideal liaison representative.

### **SEC. 1.3 - DUTIES OF CHAPTER OFFICERS/COMMITTEES**

Chapters must conduct their business affairs through an Executive Committee as defined in Article 40, Sec. 3 of the Bylaws. The Executive Committee has authority to conduct all executive and administrative functions of the chapter, which keeps the regular meetings free from all but elective and referendum matters.

Executive Committee meetings should be conducted in accord with Robert's Rules of Order, Revised.

The following is a summary of routine duties to be performed by elected officers in conjunction with each chapter meeting. Additional resources for conducting meetings and in observing deadlines for particular reports and actions can be found on the Chapter Leaders web site.

**Committees** - Committees are appointed by the Chapter Chair, except as provided in the SME Bylaws. Committee members/support personnel shall be appointed by the Chapter Chair in charge of the particular activity.

The Chapter Chair should strive to attend at least the first committee meeting to help the committees organize with regard to:

- Purpose of the committee - the defining of issues and objectives
- Setting a course - Who does what, when and how
- Clarifying goals - Unless the committee has some conception of what is considered a reasonable achievement, it will have no basis of knowing whether they have succeeded or failed.

The functions of special committees shall be those delegated to them by the Chapter Chair to cover the purpose for which the committee was appointed.

**Committee Meetings** - Should the chair of a committee be absent, or neglect or decline to call a meeting, it is the duty of the committee to meet on the call of any two of its members.

### **Sec. 1.3.1 - Chapter Officers**

#### **Sec. 1.3.1.1 - Chair**

The chair's duties and responsibilities will be in accordance with the SME Bylaws.

As the chief administrative officer of the chapter, the chair will:

- Ensure that required reports are submitted and job functions executed as called for in SME's governance document.
- Ensure that Nominating Committee functions according to SME Bylaw Article 40, Sec. 2.
- Ensure that chapter administrative committees are provided with adequate resources and act as an ex officio member of all such committees, lend counsel and advice when needed.
- Appoint members of these administrative committees as required and as further defined in these procedures:
  - \* Certification/Registration
  - \* Honor Awards
  - \* Membership Recruitment
  - \* Audit
  - \* Nominating
  - \* Chapter Formation
  - \* Web site
  - \* Constitution & Bylaws
  - \* Long Range Planning
  - \* Membership Retention
  - \* Bulletin/Advertising
  - \* Telephone
  - \* Historian
- Preside over all official chapter functions according to the Constitution and Bylaws. Any situation not specifically covered in the Constitution and Bylaws shall be handled in accordance with Robert's Rules of Order - Revised.

- Ensure that all written material, information and reports received from SME International Headquarters and various member units and fellow chapter members are readily available to all members of the chapter.
- Ensure that reports, information, or replies to inquiries are acted upon and arrangements made to promptly forward the necessary material. It is recommended that other chapter officers, acting as ex officio, maintain contact with committee representatives.
- Prepare present and submit the chapter planning and assessment guide (CPAG).
- Ensure that all information from SME International Headquarters is being properly utilized by the elected officers, by asking the responsible individual what action is being taken.
- Assist new officers in assuming their duties at the end of the Chair's term and ensure that information from SME International Headquarters reaches the new officers until such time as headquarters has new contact information in the Chapter Officer Listing.

**Committees** - The following committees typically report to the Chair:

Audit  
 Honor Awards  
 Constitution and Bylaws  
 Executive (required responsibility)

(Refer to the Chapter Leaders web site and organization chart in Appendix A of this book.)

#### **Sec. 1.3.1.2 - Chair-elect**

To assure continuity of chapter leadership from year to year, each chapter nominates and elects a Chair-elect annually. The person, who is elected Chair-elect in one year, automatically becomes the chapter chair the following year, without having to be nominated and elected chair.

The Chair-elect shall preside at meetings in the absence of the chair and carry out the responsibilities of the chair until the chair returns to duty.

**Committees** - The following committees typically report to the chair-elect:

Strategic Planning  
 Membership Recruitment/Retention  
 Nominating

#### **Sec. 1.3.1.3 - Treasurer** (may be combined with Secretary's position based on chapter structure)

The duties of the treasurer shall be performed in accordance with instructions received from the International Treasurer.

The treasurer shall be charged with the following duties and obligations:

- Receive, hold and safeguard, in the capacity of trustee and fiscal agent, all chapter and/or Society funds, which shall come into his or her possession or control.
- Disburse funds only for normal and usual uses, unless the Board of Directors of the Society directs otherwise.
- Prepare and submit the chapter annual Financial Report Form C-1 to SME International Headquarters by January 31 which is the end of the reporting period which is January 1-December 31.
- File IRS forms – as required. See Sec. 4.4. for further guidance.

NOTE: Chapters located outside the U.S. and Canada are responsible for complying with local and country tax laws as appropriate.

Chapter officials contacted by the Internal Revenue Service must contact SME International Headquarters immediately. Specific filing information, as well as all necessary forms, is provided annually by the Secretary or Treasurer from SME International Headquarters in early September. (For additional information, see Sec. 4.4 - TAX LAWS AND OTHER REGULATIONS of this document.)

### **Bulletin/Advertising**

The treasurer, if combined with the secretary, is typically responsible for the following:

#### Bulletin/Advertising

(Refer to the Bulletin Editor section of the Chapter Leaders web site and organization chart in this book.)

**Sec. 1.3.1.4 - Secretary** (may be combined with Treasurer's position based on chapter structure. Also reference Bylaw Article 38, Sec. 3 and 4)

The secretary shall:

- Submit, to SME International Headquarters by January 31, a complete list of the newly elected officers.
- Record, duplicate and distribute the minutes of all membership meetings and Executive Committee meetings. Failure to take and maintain Executive Committee meeting minutes is a violation of the IRS code and is punishable by revocation of a chapter's tax-exempt status.

Minutes may be distributed via the chapter bulletin, web site or electronic distribution. Doing so eliminates the reading of these minutes at the next session, except for corrections, if any. Highlights of action taken shall be presented at regular meetings, unless the minutes are published in the bulletin.

- Maintain custody of chapter records, except for those records that are specifically a part of the duties of other officers, such as the treasurer's books. Chapter records are open to inspection by any member.



- Keep a register/roll of the members and call roll when required. The secretary shall also check for a quorum at every business meeting. (Bylaw Article 39)
- Notify officers, committees and special representatives of their appointment
- Furnish committees and special representatives with all papers referred to them and any records needed for the proper performance of its duties.
- Ensure that an agenda is prepared for each business meeting and see that notices are sent for all chapter meetings.
- Notify SME International Headquarters and the responsible chapter member who maintains the chapter mailing list (for distribution of the monthly bulletin, etc.) of a change of address of any member.

**Bulletin/Advertising** - The following committees typically report to the Secretary:

Bulletin/Advertising

(Refer to the Bulletin Editor section of the Chapter Leaders web site and organization chart in this book.)

### **Sec. 1.3.2 - Chapter Committees**

The following is a description of the various chapter administrative committees, some of which are required while others are indicated as optional.

#### **Sec. 1.3.2.1 - Audit Committee**

A chapter's financial records must be audited at the end of the chapter year to ensure that the chapter's books are in good order, safeguard against the misappropriation of funds and present the incoming treasurer with well maintained financial records. A written report must be presented to the chapter chair.

This function should be performed by a committee of members who have actively served the chapter for a number of years, preferably past chapter treasurers. To avoid conflict of interest, current elected officers should not serve. If a chapter has a substantial treasury balance, an independent auditing firm should be engaged.

#### **Sec. 1.3.2.2 - Honor Awards Committee**

This committee is to cooperate and coordinate its activities with the policies and programs of the International Honor Awards Committee, including:

- Submit nominations for the SME Award of Merit, and the Outstanding Young Manufacturing Engineer Award.
- Submit nominations for the SME International Honor Awards as described on the SME web site.
- Cooperate in arranging appropriate ceremonies for presentation of the Award of Merit.
- Submit nominations for local chapter and community awards.

Members of this committee may also be utilized as historians for the chapter.

This function should be performed by a committee of appointed active long-term members who have knowledge of those members who may merit consideration for SME awards.

The chapter chair shall appoint three past chapter chairs to initially establish this committee. The incumbent chapter chair shall appoint one member as chair to serve for one year; a second will serve for two years and serve as chair in his/her second year; and the third for three years and serve as chair in his/her third year.

Each year the immediate past chapter chair shall become a member of the committee and follow the three-year rotation as noted above.

When a sufficient number of past chairs are not available, other members of the chapter may be appointed.

#### **Sec. 1.3.2.3 - Constitution and Bylaws Committee (optional)**

The purpose of this committee is to ensure the chapter operates within the guidelines of the SME Constitution Bylaws and Procedures by:

- Thoroughly knowing the Constitution, Bylaws and Procedures of SME
- Being aware of all present and proposed chapter activities
- Calling to the attention of the chapter chair or other officers of the chapter any departures from legal procedure that is observed.
- Acting as required on proposed amendments to the Constitution and Bylaws, as provided therein.

This function may be performed by either the chapter chair or by a committee of appointed members. The chair of the committee shall function as parliamentarian of the chapter.

#### **Sec. 1.3.2.4 - Strategic Planning Committee (optional)**

The purpose of this committee is to:

- Monitor chapter operations and establish long range plans and goals to guide the chapter.
- Periodically report progress to the chapter's membership at large. This can most effectively be done in the form of an Annual Report.

This function may be performed by either the Chair-elect or by a committee of appointed members. If a committee is appointed, it shall consist of at least three members, two of whom, wherever possible, will be recent past chairs. At least one appointed member must be retained each year.

#### **Sec. 1.3.2.5 - Membership Recruitment Committee\* (required)**

The purpose of this committee is to:

- Cooperate and coordinate its activities with the policies and programs of the SME Member Council.
- Plan and execute yearlong membership recruitment activities. To insure continuity, the outgoing chair will function as an advisor in executing the planned activities during the "overlapping" period.
- Promote the growth of the Society by recruiting qualified applicants for membership.

This function may be performed by either the Chair-elect or by a committee of appointed members.

\* May be combined with Retention Committee.

#### **Sec. 1.3.2.6 - Membership Retention Committee\* (required)**

The purpose of this committee is to:

- Cooperate and coordinate its activities with the policies and programs of the SME Member Council.
- Plan and execute yearlong membership retention activities, such as: orientation of newly elected members, maintaining member contact information, gaining insight into new member interests and recognizing years of service, etc.
- Coordinate activities with the Meeting Management Committee.

To insure continuity, the outgoing chair will function as an advisor in executing the planned activities during the "overlapping" period.

This function may be performed by either the Chair-elect or by a committee of appointed members.

\*May be combined with Recruitment Committee.

#### **Sec. 1.3.2.7 - Nominating Committee (required)**

The duties/responsibilities of this committee can be found in Section 2.2.1 of this document.

#### **Sec. 1.3.2.8 – Meeting Management Committee (optional)**

The purpose of this committee is to:

- Coordinate the activities of standard meetings, seminars/workshops/tutorials and marketing.
- Select, plan and execute activities for the chapter. To ensure continuity, the outgoing chair will function as an advisor in executing the planned activities during the "overlapping" period.
- Issue invitations to speakers, select topics and introduce speakers.
- Manage the on-site activities of chapter programs.

- Handle meeting room reservations, set-up, meals, registration and all activities related to on-site management of chapter programs. The committee should see that each meeting is run in a timely and professional manner.
- Coordinate its activities with the other committees and submit an Advanced Program Planning Schedule to SME International Headquarters.

This function shall be performed by a committee of appointed members.

#### **Sec. 1.3.2.9 - Certification Committee (optional)**

The purpose of this committee is to:

- Cooperate and coordinate certification and re-certification activities with the policies and programs of the SME International Certification Committee.
- Assist in the promotion and administration of the certification examinations and review classes, as required.

Since certification programs will touch all areas of chapter involvement, coordination amongst the various chapter committees is essential.

This function shall be performed by a committee of appointed members.

#### **Sec. 1.3.2.10 - Public Relations Committee (optional)**

The purpose of this committee is to:

- Assist other chapter committees in creating, projecting, and maintaining a favorable Society image to its membership, to the industrial and technical community, and to the general public.
- Give appropriate publicity about the Society's membership, meetings, speakers and other items of interest to other societies or associations, the public press and other media.
- Provide appropriate news and photos to SME International Headquarters, including meetings that the chapter has planned in advance, recognition of special achievements of chapter members and news/special achievements of student chapters.
- Submit technical papers, case studies and chapter news to your Member and Industry Relations Manager or to SME International Headquarters.
- Detect any trend, incident, comment or criticism that may be detrimental to the Society or its members, make an effort to correct such an adverse tendency and report it to SME International Headquarters.
- Maintain a close relationship with local industry and educational institutions.

This function shall be performed by a committee of appointed members.

#### **Sec. 1.3.2.11 - Student Chapter Liaison Representative (optional; required if senior chapter sponsors a student chapter)**

The Student Chapter Liaison Representative's principal responsibility is to serve as general counsel, in cooperation with the Faculty Advisor, to the student Chapter. The Student Chapter Liaison Representative does not assume an active role in the administration of the student chapter, but does provide assistance and counsel when needed. He/she must become thoroughly familiar with the student chapter operation, and serve as the link between the student chapter and the sponsoring chapter. Student Chapter Liaison Representatives must coordinate their activities with the appropriate chapter officer (e.g. Academic and Student Development).

#### **Sec. 1.3.2.12 - Bulletin Committee (required)**

The duties/responsibilities of this committee are:

- Include all aspects of bulletin preparation and distribution.
- Be responsible for editorial content, advertising placement, distribution, photographs and maintenance of the bulletin contact list.

This function may be performed by either the chapter secretary or by a committee of appointed members. This committee is usually chaired by the bulletin editor.

#### **Sec. 1.3.2.13 - Historian (Optional)**

The historian is responsible for the maintenance of all historical documents and any other documents assigned by the chapter, including the chapter charter, a list of charter members, first set of meeting minutes, photographs, anniversary bulletins and any other items of value to the chapter.

Legal documents such as minutes and financial records must be maintained for a period of seven years by the secretary or treasurer respectively, unless otherwise assigned by the chapter. This function may be performed by the vice chair, an appointed member, or members of the Honor Awards Committee.

#### **Sec. 1.3.2.14 - Telephone Committee (Optional)**

The purpose of this committee is to support other chapter committees such as the retention and the Meeting Management Committee. The telephone committee may contact delinquent members and remind them to pay their dues or they may make calls to stimulate interest and bolster meeting attendance.

This function shall be performed by a committee of appointed members.

### **SEC. 1.4 - STUDENT CHAPTER OFFICERS**

#### **Sec. 1.4.1 - Faculty Advisor**

A faculty member, approved by the school administration, will serve as the Faculty Advisor for the student chapter. The Faculty Advisor must be a member of the Society.

The Faculty Advisor is the official representative of the institution and assumes the administrative responsibility for the Student Chapter. The Advisor sees that the Student Chapter operates within both the extra-curricular activity policies of the institution and the SME Governance Document. The Faculty Advisor, with the general counsel and assistance of the sponsoring Chapter's Student Chapter Liaison Representative, assists the Student Officers and Committee Chairs in planning an effective Chapter program.

The Faculty Advisor is responsible for the following:

- Encourages students to join the chapter.
- Informs all the elected student officers of their responsibilities.
- Serves as a non-voting member of all elected and/or appointed committees.
- Reviews all applications for membership in the chapter. The Faculty Advisor's signature on the application verifies that the applicant meets SME's requirements for student member status.
- Reviews all minutes and reports and ensures they have been sent to the appropriate individuals as specified.
- Serves as the custodian of all permanent chapter records.
- Forwards all general correspondence to the appropriate individuals.
- Reviews all correspondence required by the chapter.
- Sees that all arrangements have been made for meeting facilities.
- Attends one student officer-training program annually.
- Develops a close working relationship with the sponsoring chapter and attends executive committee meetings when possible.
- Maintains a close working relationship with the Student Chapter Liaison Representative.
- Encourages Student Chapter Chair to attend the sponsoring chapter's executive committee meetings.
- Ensures the chapter chair to submit the student chapter planning and assessment guide annual report to SME International Headquarters.

#### **Sec. 1.4.2 - Student Chapter Officers Duties and Responsibilities**

The duties and responsibilities of student chapter officers are comparable to those of SME's senior chapter officers. (Reference section 1.3 of this document). Timelines may be modified to correspond with the school schedule.

### **SEC. 1.5 – DUTIES AND RESPONSIBILITIES OF MEMBER COUNCIL, COMMITTEES & MEMBERSHIP CONSULTANTS**

The Member Council primary rolls and responsibilities are defined in the SME Bylaws Article 25. These procedures further define the member selection process, operations and ongoing activities of the Member Council, committees & Membership Consultants.

**Sec. 1.5.1 – Elected and Appointed Members** – The Member Council will consist of both elected and appointed members as defined in the SME Bylaws, Article 25.

Eight elected members shall serve two-year terms and may not serve more than two consecutive terms. If the SME President-Elect needs to appoint a member to a normally elected position due to lack of applicants, then that member shall serve a two-year term. If the SME President-Elect needs to appoint a member to fill an open elected position due to resignation, replacement or incapacitation, then that member shall serve the remaining term of that elected member. If the member is appointed in the first year of a two-year term, the member is considered to have served the entire two-year term.

The SME President-Elect will annually appoint three members to serve a one-year term. Appointed members may serve two consecutive terms. Appointed members are selected on the basis of their demonstrated knowledge and skills within their profession and the ability to support the Member Council in accomplishing annual SME Initiatives and goals.

The SME Vice President will appoint the Chair-Elect from the eleven elected and appointed members. After one year as Chair-Elect, the member will become Chair for one additional year.

**Sec. 1.5.2 - Establishment of and Guidance for Chapters and other Member Units –** An annual review will be conducted in an effort to develop new engagement activities and chapters.

The Member Council shall review and take action as appropriate on all requests for Chapter charters, mergers, name changes, and revocations.

The Member Council has oversight responsibility for the Chapter Revitalization and Restructuring Guide. Revisions to the Guide are subject to review and approval by the SME Board of Directors.

The Member Council and Manufacturing Enterprise Council will collaborate in facilitating appropriate changes in the constituency of the Technical Community Network to insure both effectiveness and timeliness of the offerings. The Member Council will assist members in measuring effectiveness and member engagement in Technical Communities and their constituent Technical Work Groups. The Manufacturing Enterprise Council will monitor the focus of the various units and recommend potential new units and closure of existing units that may have reached sunset in member interest and relevancy. The Member Council and Manufacturing Enterprise Council will collaborate on appropriate decisions to inaugurate or discontinue Technical Communities or Technical Work Groups.

**Sec. 1.5.3 – Reporting** - The Member Council reports to the SME Board of Directors and receives support from the SME International Headquarters staff.

**Sec. 1.5.4 – Member Council Elections** – The SME Joint Nominating Committee selects candidates for the elected Member Council positions.

Official Ballots for Member Council elected positions shall be distributed to SME Membership on or before August 1 and must be received by the Tellers Committee or Agency designated by the SME President no later than September 1. A plurality shall be

sufficient to elect a candidate. Election results will be announced prior to the fall meeting of the Member Council. In the event of a tie, the Member Council shall decide the winner by secret ballot.

New Member Council members will be installed prior to the start of their terms, which begin on January 1.

#### **Sec. 1.5.5 - Student Relations Committee**

Composition - This committee, composed of three or more members, (one of whom the Member Council selects as chair) shall be appointed for one-year terms by the Member Council with the assistance of SME International Headquarters staff. Members can be re-appointed for one-year terms but not to exceed four consecutive years of service. Composition of this committee shall be made up of students, faculty advisors and student chapter liaison representatives (reference SME Procedures section 1.2). For continuity it is recommended that at least two members continue serving on this committee the following year. Members shall be selected on the basis of their capability to contribute to the charges as assigned by the Member Council.

The Student Relations Committee shall report through the Member Council and be supported by the SME International Headquarters staff.

Role - The Student Relations Committee shall work to develop a more “user-friendly” and productive student network within the Society. The committee shall assist in determining student needs, develop guidelines and best practices to be used and recommend training programs of benefit to student members, faculty advisors and student chapter liaison representatives. The committee shall also discuss, investigate and recommend programs and services to increase participation in events that lead to students upgrading their membership upon graduation. The committee shall provide recommendations for review to the Member Council.

#### **Sec. 1.5.6 - Chapter Enhancement Committee**

Composition - This committee, composed of three or more members, (one of whom the Member Council selects as chair) shall be appointed for one-year terms by the Member Council with the assistance of SME International Headquarters staff. Members can be re-appointed for one-year terms but not to exceed four consecutive years of service. For continuity it is recommended that at least two members continue serving on this committee the following year. Members who possess chapter leadership experience shall be selected on the basis of their capability to contribute to the charges as assigned by the Member Council.

The Chapter Enhancement Committee shall report through the Member Council and be supported by the SME International Headquarters staff.

Role - Charges shall be developed annually by the Member Council to guide committee activity. The Chapter Enhancement Committee shall review the chapter requirements and effectiveness, develop new training programs, identify chapter mentoring



opportunities, identify ways of strengthening the chapter base for generating grassroots leaders, and provide recommendations for review to the Member Council.

### **Sec. 1.5.7 – TCN Steering Committee**

Composition – This committee comprises the leaders of the Technical Communities of SME’s Technical Community Network (TCN). A chair is selected by the subcommittee from among the community leaders.

The TCN Steering Committee shall report through the Member Council and be supported by the SME International Headquarters staff.

Role – Charges shall be developed annually by the Member Council to guide committee activity. The TCN Steering Committee shall review the effectiveness of member units within the TCN, identify ways to strengthen member participation in the programs of the communities, provide for leadership development in the TCN, and provide recommendations for review to the Member Council.

### **Sec. 1.5.8 - Membership Consultants**

Membership Consultants shall be appointed by the Member Council no later than November 15 each year with assistance from SME International Headquarters staff. The Membership Consultants shall be selected on the basis of their demonstrated leadership ability within SME, their interest in specific projects, programs and their work experience. So as not to restrict or limit the services of individuals with "special talents", the Member Council is urged to utilize caution in selecting Membership Consultants who currently serve the society in other functions/positions so as not to over task an individual. Membership Consultants shall be assigned to one of several focused responsibilities:

Senior Chapters - Membership Consultants focused on senior chapters are charged to establish new senior SME chapters, enhance existing senior chapter(s) effectiveness and mentor ineffective senior chapters. These Membership Consultants shall be assigned to a specific geographic area based on the number of SME members, number of senior chapters, geographic area, and chapter growth potential. Specific duties for the Membership Consultant focused on senior chapters are included in a separate document available from SME International Headquarters. Membership Consultants focused on senior chapters shall be appointed for one-year terms with an annual re-appointment option.

Student Chapters - Membership Consultants focused on student chapters are charged to establish new student SME chapters, enhance student chapter(s) effectiveness and mentor ineffective student chapters. These Membership Consultants shall be assigned to a specific geographic area based on the number of SME student members, number of student chapters, geographic area, and student chapter growth potential. Specific duties for the Membership Consultant focused on student chapters are included in a separate document available from SME International Headquarters. Membership

Consultants focused on student chapters shall be appointed for one-year terms with an annual reappointment option.

Special Purpose - Membership Consultants focused on special purpose are charged with specific responsibilities as outlined by the Member Council. These Membership Consultants shall be charged with a specific purpose, scope and mission of the special purpose. Specific duties for the Membership Consultant focused on special purpose are included in a separate document available from SME International Headquarters. Membership Consultants focused on special purpose shall be appointed for the duration of the designated activity if less than one year. If the designated activity exceeds one year, an annual reappointment option may be exercised.

### **Sec. 1.5.9 - Membership Consultant Teams**

The Membership Consultant Team is a primary means to identify and develop future SME leaders. Specific duties for the Membership Consultant Teams are included in a separate document available from SME International Headquarters.

Each Membership Consultant will identify and develop a team suitable to assist them with their specific charge(s):

- Membership Consultants, focused on senior chapters select members from the local chapter level.
- Membership Consultants, focused on student chapters select members from their Faculty Advisors.
- Membership Consultants, focused on special purposes may select members to form a network to meet their specific objectives.

### **SEC. 1.6 - INTERNATIONAL DISTRICTS** (Reference Bylaw Article 35 and Sec. 4.3 of this document)

Recognizing that cultural differences, employment practices, geographical distances, and other factors make it difficult in areas outside of the USA and Canada to conform to the procedure documents for chapter operations, the SME Board of Directors has approved a more flexible configuration for member unit organization and operation.

#### **Sec. 1.6.1 - Formation/Composition** (Also reference SME Bylaws, Article 35)

Existing chapters outside of the 48 contiguous United States, the District of Columbia and Canada may choose to operate as standard SME chapters but must conform to the SME Bylaws and Procedures for chapter operation. These chapters will report directly to SME International Headquarters.

As an option, SME members and/or chapters may join together to form an international district to service local members. To form and operate an international district, members and/or chapters must adhere to the following guidelines as adopted by the SME Board of Directors:

- A. One or more chapters located outside the boundaries of the geographic regions may petition to form a district providing the area in which it operates is capable of developing additional SME chapters in accordance with Article 35 of the SME Bylaws. The practicality of developing additional chapters will be a critical criterion considered when recommending to the SME Board of Directors the organization of an international district.
- B. In areas where no chapters exist, a group of SME members may petition to form a district with the specific intention of forming SME chapters, while at the same time providing a focal point of communication and activity with SME members and SME International Headquarters.

### **Sec. 1.6.2 - Request for District Status**

To form a district, SME members should form a committee of five elected officers composed of a chair, chair-elect, vice chair, treasurer, and secretary. This forming committee should be made up from a representation of active members and should be the coordinating body for the local district formation activities.

SME members should submit a petition (provided from SME International Headquarters), including:

- A brief report on any SME-related activities in the area
- The rationale and justification for granting district status
- A 12-month plan of action for the district
- A self-developed governance document that is not in conflict with SME's Constitution, Bylaws, and other procedures.

All documents prepared for district status should be forwarded to SME's Membership Department for review prior to presentation to the SME International Board of Directors.

International districts will be responsible for:

- Retaining existing SME members.
- Recruiting new SME members.
- Developing new SME chapters (reference SME Bylaws, Articles 35 and 36).
- Supporting SME International Headquarters-sponsored events.
- Providing a vehicle for teaching Chapter management and officer techniques,
- Developing district-wide conferences and other technical programs to facilitate the exchange of technical information among members and the manufacturing community, and
- Acting as a central communications vehicle among Chapters within the International District.
- Training chapters in operational and management techniques, using both Headquarters-provided and district-developed training aids.
- Working in conjunction with its members and chapters to sponsor educational events (conferences, seminars, expositions, certification, etc.) provided the

district obtains liability and other appropriate insurance (reference Sec. 3.3 - Liability Insurance).

Districts should notify SME International Headquarters six months in advance before sponsoring events. This will allow lead-time for appropriate support such as promotion in the Society publications. Events must be developed for members or the manufacturing community within district boundaries and must be promoted as such.

Districts that want to cosponsor or endorse an event with other organizations must send a written request at least six months in advance, and have the written approval of the SME President before proceeding. The district must also:

- Develop an effective and routine method of correspondence and communications with its members and/or chapter(s). Such methods may include bulletins, newsletters, meeting, etc.
- Register with its country's government authorities and complying with regulations and tax requirements.
- Provide an annual report to SME International Headquarters by January 31, recapping the previous year's:
  - Membership and chapter growth
  - Activities and services
  - Financial status
  - Organizational status and officer reports.
- Provide SME International Headquarters with a regularly scheduled update of activities for reference and use in SME publications.

**District Officers' Duties and Responsibilities** - District officers are required to comply with the same duties/responsibilities outlined for chapter officers, with the exception of the treasurer, whose duties include ensuring compliance with local and country tax laws as appropriate.

## **SEC. 1.7 - NORTH AMERICAN MANUFACTURING RESEARCH INSTITUTION OF SME (NAMRI/SME)**

The North American Manufacturing Research Institution of SME shall function as an integral part of SME. Its primary goal will be the advancement of knowledge in manufacturing engineering through research and development. They will also provide the means for the distribution of knowledge and make the needs of the manufacturing community known. NAMRI/SME will promote and actively stimulate research, writing, publishing, and dissemination of knowledge within this field through cooperative efforts with SME and other organizations. An annual conference, known as the North American Manufacturing Research Conference (NAMRC), will be held to provide a forum for researchers that contributes to the furthering of manufacturing productivity and for spokesmen on manufacturing technology. It is intended that NAMRI/SME will carry on the tradition and purpose of the NAMRC Conferences.

Annual Report – The NAMRI/SME Board Directors shall present a Report at the Annual Meeting of the Institution. This report will summarize the activities of the Institution, as well

as report on their budget and expenditure of funds. The NAMRI/SME Annual Report shall be filed at SME Headquarters. A copy of the report shall be forwarded to the SME Board of Directors.

NAMRI/SME will maintain separate operating procedures that define their structure and committees. These Procedures will be consistent with the SME Constitution, Bylaws, Procedures and Goals. Changes to the NAMRI/SME Procedures will require the same review and approval process as the SME Procedures.

## **SEC. 1.8 - INTERNATIONAL ALLIED ORGANIZATION AND FRANCHISES**

### **Sec. 1.8.1 - SME Obligations to the International Allied Organization and Franchises**

Operation of an International Allied Organization and Franchises shall be as defined in the Bylaws, Art. 36.

The Board of Directors may enter into relationships to help establish other autonomous, self-sustaining Societies/Associations whereby such groups will function as SME allied organizations operating under the SME mission and logo. SME and the allied organization will cooperate to create mutually beneficial technical workshops, publications, seminars, conferences, expositions, and other activities to support professional growth of each organization's membership on a local basis.

The Board of Directors may enter into relationships to establish Franchises. SME International Headquarters will provide global principles for International Franchise organizations.

Such relationships may be entered into only where such groups are located outside the 48 states of the continental United States, the District of Columbia and Canada. Such relationships are always to be established with an organization, not an individual.

SME obligations to the Allied Organization shall include the following:

- Grant the right to re-publish in any language SME publications, not covered by exclusive contracts, for members of the allied organization only.
- Provide one gratis copy of each new SME publication and videotape when issued.
- Place the Allied Organization on SME's mailing list to receive notices of all SME sponsored or cosponsored technical programs and expositions.
- Offer the opportunity for members of the Allied Organization to become certified. Translations of certification material and provisions for security of examinations shall be the responsibility of the Allied Organization.
- Offer the opportunity for members of the Allied Organization to purchase SME materials and attend SME events at member prices.
- Provide copies of MANUFACTURING ENGINEERING magazine to each Corporate grade member.
- Allow employees of Corporate member companies to purchase SME materials and attend SME events at member price.

## **Sec. 1.8.2 - Obligations of the International Allied Organization to SME**

The allied organization's obligations to SME shall include the following:

- Develop a dues structure and membership grades consistent with the SME Bylaws.
- Provide accurate membership rosters to SME on a regular basis.
- Collect dues and forward the following amounts with a current roster to SME on an annual basis:

Corporate Member U.S.D. \$100.00

Individual Member U.S.D. \$ 12.00

- Utilize the expertise and services of SME International Headquarters in such areas as member mailings, dues billing, new chapter development, member recruitment, conferences, expositions and other educational programs.

## **SEC. 1.9 - INTERNATIONAL BOARD OF DIRECTORS**

The Board of Directors, elected by the membership and appointed by the SME International Officers, is the governing body of the Society (Bylaws, Art. 8 and 9).

The Board of Directors is ultimately responsible for the general management of the Society. All actions of and by the Board of Directors legally voted are binding on the Society and are a definite commitment of the Society to such action. General duties of the Board of Directors are as listed in the Bylaws, Art. 9.

### **Sec. 1.9.1 - Agenda Material**

Any proposed item offered by a member for formal consideration by the Board of Directors must first be presented to the Society President for consideration and recommendation no later than 30 days prior to the scheduled Board of Directors Meeting.

The President has the prerogative of rejecting any such item.

### **Sec. 1.9.2 - Ballots**

Ballots must be reviewed by the SME President prior to distribution. Ballots initiated by a Director must be sent to the General Manager's office at SME International Headquarters to ensure conformance with official ballot format. Ballots will be distributed by the General Manager's office to the Board of Directors. Ballots must be returned to the General Manager's office at SME International Headquarters for tallying.

## **SEC. 1.10 - INTERNATIONAL OFFICERS**

The International Officers consist of the President, President-Elect, Vice President, Treasurer and Secretary.

### **Sec. 1.10.1 - President**

A detailed description of the major responsibilities of the President are as contained in the Bylaws, Art.14, Art. 20 and 21.

The SME President shall be the Ex Officio to these committees:

International Officer Nominating Committee  
Joint Nominating Committee

Additional Ex Officio responsibilities of the President are contained in a Presidential Directive issued annually.

### **Sec. 1.10.2 - President-Elect and Vice President**

The President-Elect and the Vice President are elected by the Board of Directors in accordance with the Constitution, Art. 8 and Bylaws, Art. 13. As ex officio members of designated committees, the President-Elect and Vice President shall coordinate work, lend such assistance as necessary, and see that the responsibilities of respective committees are fulfilled. Specific ex officio responsibilities are contained in a Presidential Directive issued annually. The President-Elect and the Vice President are members of the Executive Compensation Committee (Bylaws, Art. 21).

### **Sec. 1.10.3 – Treasurer and Secretary**

The Treasurer and Secretary shall be elected by the Board of Directors in accordance with the Constitution, Art. 8 and Bylaws, Art. 12. A detailed description of the major responsibilities of the Treasurer are as contained in the Bylaws, Art. 17. Major responsibilities of the Secretary are as contained in the Bylaws, Art. 18. Ex Officio responsibilities of the Treasurer and Secretary are contained in a Presidential Directive issued annually. The Treasurer and Secretary are members of the Executive Compensation Committee (Bylaws, Art. 21).

Additional specific references to other duties and responsibilities are as follows:

**Annual Report** - The Secretary's report shall include the following:

- A functional organization chart showing key staff personnel and the number of employees for the previous five years
- A record of Board of Director ballots by date, title and disposition
- A listing of newly-elected members of the Board of Directors
- The number of active chapters and student chapters.

**Annual Audit** - Annual audit procedures are as contained in Bylaws, Art. 17, Sec. 3 and shall be the responsibility of the Treasurer.

**Chapter Secretary and Treasurer** - The international Treasurer and Secretary shall provide instructions to the chapter secretary and treasurer as contained in Bylaws, Art. 38, Sec. 4.

**Dismissal of Members** - Dismissal procedures are as contained in Bylaws, Art. 6, Sec. 1 and 2.

**Recording Officer** - The Secretary is the recording officer of the Society and the custodian of its records except as specifically assigned to others.

These records are open to inspection by any member at reasonable times, and where an International Committee needs any records of the Society for the proper performance of its duties, they should be made available to its chair.

**Records Maintenance** - One copy of the minutes of meetings of all international committees and the Society's Annual Report will be maintained at SME International Headquarters.

**Reports Distribution** - Distribution of Financial Reports is to International Officers, Directors, Directors-Elect, Finance Committee, Executive Director, General Manager, Vice Presidents and other key staff.

#### **Sec. 1.10.4 – White Papers**

Any paper published in the marketplace that represents a position statement from SME must be reviewed and approved by the Executive Director/CEO or an International Officer.

All Officers will be given a guideline of considerations for reviewing white papers as part of their Officer duties. If there is an issue with the white paper, then the white paper will be brought to the Board of Directors for discussion and approval.

### **SEC. 1.11 - INTERNATIONAL COMMITTEES**

#### **Sec. 1.11.1 - International Standing Committees**

International Standing Committees are annually appointed by the President-Elect, except for those whose memberships are dictated by the Constitution or Bylaws.

##### **Sec. 1.11.1.1 - Committees Reporting Directly to the Board of Directors**

- Accreditation
- Audit
- Budget
- Building and Facilities (optional)
- Certification Oversight & Appeals
- Constitution and Bylaws
- Executive Compensation
- Finance
- International Awards & Recognition Committee



Joint Nominating Committee  
International Officer Nominating Committee  
Journals  
Library Advisory (optional)  
Manufacturing Enterprise Council (MEC)  
Member Council  
Past Presidents  
Public Policy  
NAMRI  
SME Education Foundation Board

### **Sec. 1.11.1.2 - Committees/Groups Reporting through the Member Council**

Student Relations Committee  
Chapter Enhancement Committee  
TCN Steering Committee

### **Sec. 1.11.2 - Special Committees**

The functions of special committees shall be those delegated to them by the President to cover the purpose for which the committee was appointed. Instructions covering the activities of such committees will come from the President. Unless otherwise indicated, all members on SME committees are appointed by the SME President.

Reference Appendix B of this document for committee definitions.

### **Sec. 1.11.3 - General Instructions for International Standing Committees**

**Area of Support** - Committees should concentrate on activities that apply to the majority of the membership. Committee activities should not be aimed at any individual, group, community or chapter.

**Budgets** - Each committee will receive an operating budget in accord with assigned responsibilities. Committee meetings shall be financed from the SME International Headquarters operating budget.

**Meetings** - Committees shall meet twice per year. Any Society member or invited guest may attend committee meetings as an observer, except when meetings are in executive (closed) session. The Society is not responsible for expense reimbursement for such observers.

Ex Officio representation shall be provided from among the Board of Directors.

**Meeting Participation and Expense Reimbursement** - See expense reimbursement section of this document.

**Reports** - Committees shall submit minutes of all meetings to the Board of Directors. These reports should follow the standard form of presentation so that there is a distinct

and apparent difference between matters of information and matters requiring Board action. All recommendations shall include any financial considerations. Special reports may also be required.

**Presidential Directives** - Issued by the SME President, these directives address procedural issues or provide a concise description and statement of policy for matters not typically included in the policy manuals and governance document of the Society.

Presidential Directives will supersede any procedural document, (excluding Constitution and Bylaws and SME Procedures - reference Bylaws, Art. 13, Sec. 2).

#### **Sec. 1.11.4 - Accreditation Committee**

The Accreditation Committee is an International Standing Committee reporting to the Board of Directors.

The purpose of the committee is to promote and encourage manufacturing and related curriculum development for accreditation, and work to continuously improve the accreditation requirements which SME manages or influences. Accreditation activities are focused on college, university and technical institute programs related to manufacturing technology, engineering technology, manufacturing engineering or other related engineering disciplines. The committee is responsible for the oversight of SME's accreditation activities.

This committee is composed of three or more members.

#### **Sec. 1.11.5 – Audit Committee**

The Audit Committee is an International Standing Committee reporting to the Board of Directors.

The purpose of the committee is to:

- Monitor SME's and SMEEF's financial reporting process and internal control system.
- Monitor the audit processes of SME's and SMEEF's independent accountants.
- Provide an open avenue of communication among SME's and SMEEF's independent accountants, financial and senior management and both Boards of Directors.

This committee is ordinarily composed of three members of the SME Board of Directors (one of whom shall be chair), one member of the SMEEF Board of Directors plus the SME Treasurer and one member from the SME Financial Committee.

#### **Sec. 1.11.6 – Budget Committee**

The Budget Committee is an International Standing Committee reporting to the Board of Directors.

The purpose of the committee is to contribute to development of the Annual Budget by:

- Assisting in developing budget and program priorities.
- Ensuring the Budget reflects effective planning and use of Society resources, and is consistent with the SME Strategic Plan.
- Being the primary communications channel for budget development information between the Board of Directors and the senior staff.

This committee is ordinarily composed of the International Officers with the President-Elect serving as the chair and the Executive Director.

#### **Sec. 1.11.7 - Building and Facilities Committee (Optional)**

The Building and Facilities Committee is an Optional International Standing Committee reporting to the Board of Directors.

The purpose of the committee is to advise on matters pertaining to SME International Headquarters capital equipment needs, information systems needs, other major SME International Headquarter purchases, SME International Headquarters office rental contract and building maintenance.

#### **Sec. 1.11.8 - Certification Oversight and Appeals Committee**

The Certification Oversight and Appeals Committee is an International Standing Committee reporting to the Board of Directors.

The purpose of the committee is to:

- Provide oversight of development and continuous improvement of certification programs.
- Handle appeal requests from certification candidates.
- Establish and maintain recertification standards.
- Provide guidance to staff regarding all certification policies, procedures and appeals.
- Oversee other activities as necessary to ensure the integrity of the certification programs.

This committee is composed of five or more members. Current SME Certification status is preferred but not required to serve on this committee.

#### **Sec. 1.11.9 - Constitution and Bylaws Committee**

The Constitution and Bylaws Committee is an International Standing Committee reporting to the Board of Directors.

The purpose of this committee is to:

- Receive and process petition amendments to the Constitution as specified in the Constitution, Art. 12. In this regard, the committee will also verify the validity and number of signatures on the petition.

- Study proposed legislation and its effect on the existing Constitution and Bylaws and recommend ways to eliminate any apparent conflict. The committee will also notify the petitioners in the event of disapproval by the Chapters.
- Prepare the wording for all proposed amendments to the Constitution and Bylaws and this document.
- Give its opinion on all questions pertaining to the Constitution, Bylaws, or Procedures when such questions are submitted by the President or Board of Directors. The President or Board of Directors shall have authority to interpret the Constitution, Bylaws and Procedures. The Past President Committee can be used for consultation related to the governance responsibilities.
- Bring to the attention of the Board of Directors, any violations of the Constitution or Bylaws.
- Re-issue Society governance document on an annual basis.

The Constitution and Bylaws Committee itself does not initiate any changes to the Constitution, Bylaws, or Procedures. The Committee may, however, forward recommendations for change to the SME Board of Directors for their action.

This committee is composed of three or more members.

#### **Sec. 1.11.10 - SME Education Foundation Board**

The SME Education Foundation Board is an International Standing Committee reporting to the Board of Directors.

The purpose of the SME Education Foundation is to facilitate educational community-industry-government-Society interaction for the advancement of manufacturing education. The SME Education Foundation's purpose is implemented by raising funds and dispersing them in the following areas:

- Capital Equipment
- Scholarship Administration
- Student Development
- Faculty Development
- Curriculum Development
- Research Initiation
- Youth (K-12) Development
- Other related areas

This is accomplished through the grant Proposal Review Committees Project Council in conjunction with the approval of the SME Education Foundation Board of Directors.

#### **Sec. 1.11.11 - Executive Compensation Committee**

The Executive Compensation Committee is an International Standing Committee reporting to the Board of Directors.

The purpose of this committee and detailed duties are:

**Chair** - The President serves as the Chair of the Executive Compensation Committee and is responsible for calling meetings, preparing agendas and presiding at meetings. If the President is unable to participate, the President-Elect shall act as Chair. In the absence of either, the ranking officer shall preside.

**Secretary** - The General Manager shall be the Secretary of the Executive Compensation Committee. The secretary will record the minutes and prepare contracts and reports as directed by the committee.

If the General Manager is unable to serve, the chair shall appoint a secretary from the membership of the committee.

**Actions of the Committee** - All committee actions must be agreed to by no less than four members of the committee, not including the secretary. Contracts with the General Manager will be signed on behalf of the Society by the President, having been authorized first to do so by action of the committee. (Also see Bylaws, Art. 21)

**Confidential Nature** - All actions of the committee shall be in closed meeting and all deliberations treated as confidential matter. Each member of the committee shall receive a confidential copy of the minutes of each meeting.

This committee's composition and function are as defined in the Bylaws, Art. 21.

### **Sec. 1.11.12 - International Awards & Recognition Committee**

**Committee Purpose** – The International Awards & Recognition Committee is responsible for the administration of the Society's international awards and Fellows programs that recognize individuals and organizations for excellence in fields of manufacturing. The Committee reports directly to the Board of Directors. The fundamental purpose of the awards programs is to inspire a high level of achievement in manufacturing engineering and related fields by suitable recognition of outstanding accomplishments. All proposed awards of an international nature shall be submitted to this committee for approval.

**Committee Structure** – This committee shall be comprised of a maximum of five members representing a broad cross section of the membership, preferably including three or more SME Fellow members. Members are appointed by the President to represent the fields of education, manufacturing management or manufacturing engineering.

The committee is responsible for:

- Obtaining an adequate number of nominations for International Honor Awards, including the Award of Merit and the Outstanding Young Manufacturing Engineer Award.
- Selecting from the nominations received and from its own files, those individuals who are fully deserving of being honored by SME
- Arranging for the proper presentation for International Honor Awards, Awards of Merit and Outstanding Young Manufacturing Engineer Awards.

- Considering anniversary awards or commemorations to honor the Society's achievements, growth and accomplishments, which could be expressed by special resolutions, coins, plaques or other suitable means.

**Fellow Grade Nomination Procedure** - All Fellow nominations must be sent to the Fellows Selection Committee before December 1. From the nominations received, the Committee shall recommend those individuals they consider deserving of being recognized by the Society according to the criteria outlined in Bylaws Article 1, Sec. 3.2. The committee will send its recommendations to the SME Board of Directors for consideration at its Spring Meeting.

**Funding of Awards** - Society established awards shall be perpetuated and financed by SME funds. Awards established by individuals or by manufacturing organizations to commemorate an organization or living or deceased individuals will require the cost of dies, engravings, patterns, forms, tools, etc., and shall be accompanied by a suitable fund from which the annual interest will compensate for the preparation of the medal, plaque, trophy, pin, certificate or cash award.

Separate trust funds set up for individual awards, not maintained by the Society, will be deposited in a special bank account and will be administered by the Society.

**Types of Honor Awards** - There shall be four types of annual awards:

- Outstanding service to the Society
- Meritorious achievement or engineering contribution
- Written or oral technical paper or lecture
- Unusual skill in the development of manufacturing engineering

Awards shall be made in the following forms:

- Medals, plaques, pins or trophies
- Citations, testimonials or certificates

Among the fields to be considered for the presentation of honor awards are:

- Designing (tools & machinery)
- Manufacturing techniques
- Relations (public & industrial)
- Standards (products, materials & elements)
- Production (planning control & execution)
- Research (methods & materials)
- Education (curricula & methods)
- Other fields of manufacturing engineering

**Nomination Eligibility & Requirements** – Nominees for awards, with the exception of the Outstanding Young Manufacturing Engineer Award, recommended by the International Awards and Recognition Committee must not be currently serving in one of the following SME roles: International Officers and Directors, or the International Awards and Recognition Committee.

Current or former SME employees are eligible for SME awards if the Committee believes their nomination demonstrates contributions to the manufacturing profession and community that are sufficiently meritorious.

**Physical Presence of Recipients** - The physical presence of award recipients at the Awards Ceremony shall be a criterion for granting the award, unless specifically waived by the Committee.

If an awardee dies prior to the Awards Ceremony, the award shall be presented to the next of kin or other appropriate individual representing the awardee.

If, in the opinion of the Committee, a recipient of an International Honor award may be unable to be present because of financial reasons, the committee, on behalf of the Society, may offer to pay necessary travel expenses. No geographical limitations shall be placed on travel expenses.

Honor award recipients and spouses are to be invited to be the Society's guests at the Awards Ceremony.

**Complimentary SME Membership** - Recipients of these awards receive a one-year complimentary SME membership.

- SME Gold Medal
- SME Education Award
- Joseph A. Siegel Service Award
- Albert M. Sargent Progress Award
- Donald C. Burnham Manufacturing Management Award
- SME Frederick W. Taylor Research Medal
- Eli Whitney Productivity Award

**Award of Merit** - The time and place of presentation of the Award of Merit plaques is to be at the discretion of the nominating group. Presentation will be made by a past president, past chair or any selected SME official where possible.

**Outstanding Young Manufacturing Engineer Award** - The time and place of presentation of the Outstanding Young Manufacturing Engineer Award is to be at the discretion of the award recipient. This will usually be at a major Society event.

**Establishment of New Awards** - No unit, activity or individual member of SME may establish any award which is in conflict with or which may diminish the importance of any established SME award. To avoid conflict with existing honor awards, it is the responsibility of the committee to review all recommendations for new awards by SME committees, groups SME Education Foundation, NAMRI and international districts and to advise the SME Board of Directors (A) Does a conflict exist with an existing award (B) Does an appropriate award already exist covering the suggested area for the new award (C) Is the suggested new award appropriate.

The findings of the committee will be forwarded to the SME Board of Directors with the Recommendation for Action.

Once approved by the Board of Directors, the originating body, and appropriate staff, should follow up to complete the award process, e.g., select recipient and make award for one-time awards or budget and set process in motion for on-going awards.

A listing of such awards shall be shown annually in the SME Secretary's Report and published on the SME web site.

The above procedure is not applicable for activity awards such as at conferences or contests, e.g., Best Paper Award or student contest awards. For these examples, the award should be given in the name of the event and not named after specific persons.

#### **Sec. 1.11.13 - Finance Committee**

The Finance Committee is an International Standing Committee reporting to the Board of Directors.

The purpose of the committee is to develop investment policies for the Society for consideration by the Board of Directors, and shall oversee the Society's investment program.

This committee should consist of five qualified, financially oriented members to guide and map the Society's financial course. The members of this committee are appointed by the President.

#### **Sec. 1.11.14 - Journals Committee (Optional)**

The Journals Committee is an Optional Standing Committee reporting to the Board of Directors. Bylaws, Art. 20, Sec. 6.

The purpose of this committee is to advise on matters pertaining to the collection and publication of learned papers.

#### **Sec. 1.11.15 - Library Advisory Committee (Optional)**

The Library Advisory Committee is an Optional International Standing Committee reporting to the Board of Directors. Bylaws, Art. 20, Sec. 6.

The purpose of this committee is to advise on matters pertaining to the Society's library facility and operations, including the use of computerized information systems.

#### **Sec. 1.11.16 – Manufacturing Enterprise Council (MEC) (Optional)**

Council Mission – The mission of the MEC is to serve as advisor on strategy and processes by which the SME becomes the desired resource for worldwide manufacturing knowledge solutions and professional networking.

Council Structure – The Manufacturing Enterprise Council provides oversight to the technical volunteer network of the Society, specifically its manufacturing communities and



technical groups. The Council makes recommendations to the Society on which manufacturing processes and technologies should be further developed to provide member benefits and market-driven services for both members and potential member customers.

Chair and Council Members - The Chair is appointed by the SME President to serve a two-year term. Council Members are appointed by the SME President to serve a three-year term.

MEC Operating Procedures are available from SME Headquarters.

#### **Sec. 1.11.17 - Past Presidents Committee**

The composition and function are as defined in Bylaws Article 34. In addition to these duties, members of this committee attend the Society's Spring Meeting with expense coverage as follows:

- Transportation for past presidents will be reimbursed.
- Expenses, which adhere to the current Presidential Directive, will be reimbursed.
- A standard room will be provided with the understanding that any housing accommodation exceeding this will be at their own expense.
- Complimentary tickets will be provided for the SME Annual Banquet.
- The Society will provide a public room for use as a Past Presidents' Hospitality Center.

#### **Sec. 1.11.18 - Member Council**

Details for the Member Council are contained in Sec. 1.5.

#### **Sec. 1.11.19 – Public Policy Committee**

The Public Policy Committee is an International Standing Committee reporting to the Board of Directors.

The purpose of the committee is to:

- Monitor manufacturing public policy developments in government and develop SME's public policy position on selected topics.
- Recommend actions SME should take to support the developments and initiatives.
- Develop a public policy agenda for SME and an overview of public policy priorities and recommended actions.

This committee is ordinarily composed of five or more members, with a current member of the SME Board of Directors serving as chair and the current SME President serving as ex officio.

## SEC. 1.12 - INTERNATIONAL HEADQUARTERS STAFF RESPONSIBILITIES

Specific duties and responsibilities of the General Manager as they relate to these procedures are as follows: (A detailed description of the major responsibilities of the General Manager are as contained in the Bylaws, Art. 18.)

- **Annual Report** - The General Manager shall prepare the Annual Report to be presented at the Annual Membership Meeting.
- **Capital Reserve** - The General Manager is authorized to draw from the accumulated capital reserve as needed and provided for the Annual Budget.
- **Contracts** - Routine business arrangements may be executed by the General Manager or Vice Presidents as appropriate. All other contracts must also carry the signature of the SME President. Specific spending authorization levels can be found in staff standard operational procedures that are reviewed by the SME Executive Committee periodically.
- **Policy Interpretation** - In all matters requiring policy interpretation and/or explanation on a broad basis, the General Manager will develop an information sheet to assist Society officials in making a uniform presentation.
- **Miscellaneous** - The General Manager shall be charged with the management of the affairs of the Society and perform such duties as delegated by the President and the Board of Directors. The General Manager shall prepare for the Board of Directors all business that has not been assigned to others and see that all instructions are carried out. The General Manager is expected to recommend plans of work and conduct the business following the directives of the Board of Directors.

Specific duties and responsibilities of the Executive Director as they relate to these procedures are as follows:

- The Executive Director is appointed by the Executive Compensation Committee. This person has been charged with specific duties and responsibilities including but not limited to:
  - Strategic alliances and business development activities

Specific duties and responsibilities of the Vice Presidents as they relate to these procedures are as follows:

- Vice Presidents are appointed by the Executive Compensation Committee. Staff has been charged with specific duties and responsibilities including:
  - Preparation of the International SME Directory
  - Preparation of the Society's budget
  - Pricing of services

A detailed description of the major responsibilities is contained in staff Standard Operating Procedures.

## **SECTION 2 - OFFICER ELECTION/APPOINTMENT PROCESS**

### **SEC. 2.1 - ELECTIONS**

Society officials, as well as all members of SME, should be guided by the following with respect to any SME election:

**Campaign Practices** - A member shall not, by commercial pressure or by campaigning or other form of political activity, seek to influence the nomination or election to any office of the Society of either himself/herself or any other member.

**Nominating Committees** - All nominating committees are to thoroughly examine the qualifications and past performance of all potential candidates for a particular office. Such study should be carried out in the privacy of the committee's official session. When not in session, members of nominating committees are bound by all regulations relating to election campaign practices.

**Dissemination of Candidates Backgrounds** - It is permissible to present the backgrounds of candidates and potential candidates for any SME office. Such presentations should be in the form of printed resumes of similar length. Where time does not permit advance printing of resumes, verbal resumes are permissible. Such verbal presentations should always be made in open public gatherings and, where possible, in the presence of the candidates. The presentations may be made by the candidates themselves or, in their absence by a knowledgeable second party.

When a biography is published for any nominee, it must be accompanied by a biography of similar length for all other nominees for the same specific office. It is not permissible to comment favorably or unfavorably in chapter bulletins regarding the nominee's qualifications or to urge members to vote for any specific nominee. It is permissible to specify the manner in which candidates were nominated.

**Fair Election Practices Committee** - A Fair Election Practices Committee may be appointed when deemed necessary by the President. If appointed, the committee shall be responsible for establishing and distributing election ethics prior to an election. It may recommend that the Board of Directors disqualify a candidate in extreme cases. To disqualify a candidate requires a two-thirds vote of incumbent members of the Board of Directors.

**Ballots** - Election ballots must be composed of biographical information and, pictures of candidates. The inclusion of candidates' personal statements, visions or objectives in seeking office are not permitted, nor is this allowed when disseminating background of candidates (verbal or written) in preparation of election.

- Unopposed Voting

When a candidate or candidates run unopposed for office, and there is no objection, the Chair may direct the Secretary to cast a unanimous ballot. If objections are raised, then a secret ballot must be conducted.

- **Multiple Candidates**

If there are multiple candidates for a given office and one candidate receives a majority of all votes cast on the first ballot, that person will be declared elected. If a majority is not obtained on the first ballot, the candidate receiving the smallest number of votes shall be eliminated. This voting process shall be repeated until one candidate receives a majority.

**Sec. 2.1.1 Official Ballots** – An official ballot is defined as any binding method used to conduct business that has been approved by the appropriate administrative body of the member unit and distributed, collected, tallied and reported to the active voting membership.

Any issue decided by ballot shall be reconfirmed by the member unit at the next duly called meeting.

**Sec. 2.1.2 Mail Ballots** – A mail ballot is defined as any official ballot which may be distributed by a member unit to transact business outside of a regular meeting. Distribution, collection, tallying and reporting is at the discretion of the member unit. Mail ballots are prohibited for chapter elections.

## **SEC. 2.2 - ELECTION OF OFFICERS**

### **Sec. 2.2.1 - Chapters**

**Nominating Committee** - At the first meeting following the installation of new chapter officers, it is the Chair-elect's responsibility to offer a slate of three nominees, with their prior consent, for election to the Nominating Committee. In the event an alternate slate is offered from the floor, election shall be by secret ballot.

The Nominating Committee must consist of three members in good standing. Two members (whenever possible) should be Past Chairs. No members may be present chapter officers.

No member of the Nominating Committee is eligible for nomination by the committee to any chapter office.

**Duties and Responsibilities of the Nominating Committee** - The chapter Chair-elect should instruct the newly elected Nominating Committee in its responsibilities:

- To nominate candidates to fill vacancies in elected offices between annual Officer elections.
- To inform each nominee of the duties and responsibilities of the office.

- To present, at a regular meeting and/or in its announcement bulletin, a slate of candidates for each of the following offices:

Chair-elect

Treasurer\*\*

Secretary\*\*

\*\*Treasurer and secretary positions can be combined based on chapter's structure.

NOTE: The candidate for elected office in a chapter must be a voting member in good standing and must clearly have accepted to serve if elected.

- To prepare and bring before the membership prior to election a short personal history of each candidate giving: a) position and company affiliation, b) services to the chapter and to the Society.

Chapters have, at times, elected individuals to the Chapter Nominating Committee whose names they have later wished to present for officer nomination. Under such circumstances these individuals could be placed in nomination during the meeting at which nominations for chapter officers are made from the floor.

Additional nominations may also be made from the floor not later than the meeting at which the Chapter Nominating Committee report is given. These nominees, also, must have indicated clear acceptance to serve if elected.

- To submit the names of qualified chapter members to the SME President-Elect as nominees for SME International Committees. Such recommendations should be based on outstanding service to the chapter and the highest qualifications for service at the International level. Recommendations will be made and forwarded to the President-Elect prior to October 1.

**Election** - Prior to October 1, the Chapter Chair-elect should:

- Request the presentation of the report of the chair of the Nominating Committee.
- Open the floor to nominations.
- At the next meeting, request another report from the chair of the Nominating Committee. This report shall include any nominations made from the floor at the previous meeting.
- Conduct the election. When there is more than one candidate for any office, the chapter chair shall conduct the election by secret ballot.

It is the duty of the chapter chair to make sure that all persons voting are members and duly qualified to vote.

- The chapter chair will appoint three tellers, who shall work under the direction of the secretary.
- When the voting is completed, the chapter chair should introduce the new officers, and invite them to the next Executive Committee meeting.

### **Sec. 2.2.2 - Student Chapters**

**Nominating Committee** - The Chair calls for nominations from the floor for members of the Nominating Committee. To be assured of successful results, this Nominating Committee should be comprised of people who know the membership especially well. Experience has shown that former chapter officers or more senior classmen are equipped to do the best job. The Nominating Committee shall consist of three voting members in good standing and work under the guidance of the Faculty Advisor.

The names of the nominees, as they are made, should be placed before the meeting and voted upon.

The Chair of the Nominating Committee should be the candidate receiving the highest number of votes. If a tie, the Student Chair may appoint one of the individuals who tied for the highest votes.

**Duties/Responsibilities** - The duties/responsibilities of the Student Chapter Officer Nominating Committee are the same as those outlined for the Chapter Officer Nominating Committee (reference section 2.2.1 of this document).

The Committee must ensure that all nominees also meet any requirements established by their institution as prerequisites to holding a student office. The Chair of the Nominating Committee is to check with the Faculty advisor to determine if the nominee meets all requirements.

**Student Officer Election** - The student chapter should conduct its election according to the guidelines outlined in section 2.2.1

### **Sec. 2.2.3 - International Districts**

After a full year of operation as an International District, the chair will appoint an Officer Nominating Committee, composed of three active members, who will perform duties comparable to those outlined below. Officers shall be nominated and elected in the manner below.

The International District shall elect from the voting members of its region the following officers:

- A. Chair-elect
- B. Additional Vice Chairs (Optional)
- C. Treasurer
- D. Secretary

No more than two members from any chapter may be elected as International District officers at any time including the office of chair. Members from the same chapter cannot serve as chair in consecutive terms.

To be eligible as an International District officer, a member must live or work within the International District or no more than one hundred miles outside of the boundaries of the

International District and maintain primary membership in a chapter within the International District.

International District officers have no vote at International District annual meetings unless they are serving as the designated representatives of their respective chapters. However, the International District chair, or presiding officer, shall break all tie votes.

International District officers shall serve as the primary communications link with members and chapters. They shall be reimbursed for travel to international activities where attendance is requested or other activities when directed by the President.

**Duties of the International District Officer Nominating Committee** - This committee shall:

- Submit, through the International District secretary, the names and qualifications of not less than one or more than two International District officer nominees for each district office.
- Submit nominations for International District officers to the members (chapters) 60 days prior to the International District Annual Meeting at which the election shall be held.

Additional nominations by the members (chapters) may be made in writing, and accompanied by both a written second (from another chapter) and an agreement to serve, if elected, from each nominee. However, an additional candidate cannot be nominated if it results in more than two members from the same chapter. Such additional nominations must be received by the Nominating Committee 30 days prior to the election meeting.

- Submit to the members (chapters), through the region secretary, names of additional nominees prior to the International District Annual Meeting.

Nominations for International District officers from the floor at the election meeting are not permitted.

**Election** - When there is more than one candidate for an office, the election is to be held according to the guidelines established in Section 2.3, Secret Balloting.

#### **Sec. 2.2.4 - North American Manufacturing Research Institution of SME (NAMRI/SME)**

The Board of Directors and terms are found in the NAMRI Procedures.

#### **Sec. 2.2.5 - International Director, Member Council and Education Foundation Director Nominating Committee (Joint Nominating Committee)**

This committee is an International Standing Committee whose general composition and responsibilities are as defined in the Bylaws, Art. 29.

Traditionally, the president-elect appoints the SME Past President (second year as a past president) as chair of this committee.

Duties of this committee are:

- To give serious consideration to suggestions of possible candidates received from chapters or any other Society source, which has interest in the Society's prestige, success and welfare.
- To nominate qualified candidates for elected Director positions.
- To nominate qualified candidates for Member Council positions.
- To nominate qualified candidates for Education Foundation Director positions.
- To submit their final report to SME International Headquarters at the conclusion of the Nominating Committee's meeting to permit scheduling into one of the Society's publications for advance distribution to the voting membership on or about July 15 as required in the Bylaws, Art. 29, Sec. 3.

### **Selection Process – Members of Nominating Committee**

Prior to October 1 of each year:

- The Member Council shall elect four members to serve on the SME Joint Nominating Committee.
- The Education Foundation Board shall elect four members to serve on the SME Joint Nominating Committee.
- The President-Elect shall appoint a chair and two members of the SME Joint Nominating Committee.
- The President-Elect shall nominate a slate of four additional members to the Board of Directors and the Board shall elect two to serve on the Joint Nominating Committee.

**Committee Vacancies** – If any member cannot actively participate on the SME Joint Nominating Committee during his/her term, the President-Elect shall appoint a replacement as appropriate.

**Committee Member Terms** – Members of the SME Joint Nominating Committee may serve a maximum of two consecutive terms on this committee.

**Responsibilities of the Committee** – The SME Joint Nominating Committee must ensure that a sufficient number of Director, Member Council and Foundation Director applications are received by February 15. Prospective candidates can be considered for either Director or Member Council positions, unless they have specified only one on their application.

The Member Council, with assistance from SME International Headquarters staff, will also ensure that a sufficient number of Member Council applications are received by February 15 from prospective candidates.



A Director candidate must agree to become a member of SME should they be elected to the SME Board of Directors and remain a member in good standing during the duration of term. A Member Council candidate must be a voting member in good standing for the year immediately preceding candidacy.

The ballot shall include an appropriate slate of candidates. A brief description showing the date of joining SME, with professional status and qualifications for each candidate nominated by the committee, shall be included with the ballot information.

No member of the Nominating Committee can be considered for nomination by this committee, even if the member should resign from the committee.

#### **Election Time Schedule for Director or Member Council -**

- **October through September** – SME Joint Nominating Committee meets via conference call to review status of applications received to-date.
- **February 15** - All SME Director, Member Council and Foundation Director candidate applications must be received from prospective candidates at SME International Headquarters by this date. Applications received after the deadline will not be eligible for consideration.
- **Late April/May** – SME Joint Nominating Committee holds final meeting to select all Director and Member Council candidates.
- **August 1** - Director and Member Council election ballots distributed to voting members. (Bylaws, Art. 8, Sec. 2). Education Foundation election ballots distributed to the SME EF Board for approval.
- **September 1** - Director and Member Council election ballots returned.
- **Mid-September**- Director and Member Council election results made public.
- **Mid-September** – The President-Elect appoints three additional Member Council members from the membership at-large.
- **Late-September** – Foundation Director election ballots distributed to the SME Board for final approval.
- **Fall** - New (SME and SME EF) Directors and Member Council take Oath of Office during SME Fall Board Meeting.
- **December/January** - Membership notified via e-mail notification and posted on the SME web site.
- **January 1** - Director and Member Council terms begin.

#### **Sec. 2.2.6 - International Board of Directors**

The Board of Directors is elected and appointed by official ballot in accordance with the Constitution, Art. 7, and Bylaws, Art. 8. The election process is governed by the following:

**Board Composition** - The composition of the Board of Directors shall be as defined in the Bylaws Art. 9, Sec. 1.

**Director Eligibility Requirements** - Minimum eligibility for election to the Board of Directors is as contained in the Bylaws Art. 9, Sec. 2.

**Term of Office** - Directors' terms of office shall be as contained in the Bylaws, Art. 8, Sec. 1.

**Tellers** - A Tellers Committee, agency, or staff designated by the President will count ballots as provided in the Bylaws, Art. 8, Sec. 3. Following completion of the tabulation of returns, the tellers must destroy the ballots. The total number of votes cast or other tabular data will not be made public. The names of members elected to the Board of Directors will be made public in conformance with the Constitution and Bylaws.

**Ballots** - Each voting member of the Society shall receive a ballot package encompassing an official ballot containing voting instructions and biographical information of each candidate.

**Voting Members** - Membership grades, which carry voting rights, are as enumerated in the Bylaws Art. 1, Sec. 16.

### **Sec. 2.2.7 - International Officer Nominating Committee**

The basic composition and function are as defined in Bylaws, Art. 24. The official ballot for membership to the International Officer Nominating Committee shall include a list of six candidates for the four open positions.

### **Sec. 2.2.8 - International Officers**

The international officers are nominated by the International Officer Nominating Committee (Bylaws, Art. 24). They are elected by the Board of Directors and sworn in at the Fall Meeting of the Board of Directors with their terms to begin on January 1. They serve until replaced on the following January 1. (Constitution, Art. 8 and Bylaws, Art. 11 & 12 and Sec. 2.3 of this document, Balloting.) Their terms of office and general duties are as contained in Bylaws, Art. 11.

## **SEC. 2.3 – BALLOTING PROCESS FOR CHAPER AND INTERNATIONAL OFFICER SELECTION**

**Tellers** - Before balloting, the chair will appoint three tellers and direct them to distribute ballots (blank or printed) as the occasion requires. When the ballots are completed, the chair directs the tellers to collect the ballots. The chair then inquires if all have voted who wish to, to be sure that the tellers have not missed any members. The chair then announces "the polls are closed", and directs the tellers to count the ballots. The first teller appointed reports the vote to the chair.

**Election of Officers** - A complete ballot will be voted (all offices at once) plus any necessary runoff ballot.

**Voting Procedure** - Completed ballots are collected by the tellers, either by being dropped into a suitable container by the members, who remain in their seats; or by the members coming to the ballot box and handing their folded ballot to a teller, who deposits it in the ballot box, depending on the rule of the majority voting. The Tellers shall have the

responsibility of validating the results of the vote and to ensure that no member votes twice.

A blank piece of paper is not counted as a ballot and does not cause the rejection of the ballot with which it was folded. All blanks are not reported. Members who do not wish to vote should adopt this method of concealing the fact.

The chair should vote when ballots are used. Should the chair fail to do so before the polls are closed, he/she cannot vote without permission of the assembly. When the tellers report, they should hand the ballots to the Secretary, who should retain them until it is certain that the assembly will not order a recount, which is within its power to do by a majority vote.

NOTE: Mail Ballots for officer elections are prohibited.

**Errors in Balloting** - In the event of a technical error in balloting, such as the misspelling of a name, the Tellers shall report it to the chair. Small technical errors, like the misspelling of a word, should not be noticed.

In all cases, where the name on the ballot sounds like the name of one of the candidates, it should be so credited. If there are two candidates with similar names, or the name of an ineligible member appears on the ballot, it must be rejected as illegal or reported to the chair, who will at once submit the question to the assembly as to whom the ballot should be credited. (If these doubtful ballots will not affect the result, the tellers may make their full report without asking for instructions in regard to them, placing these doubtful votes opposite the exact name as written on the ballot.)

**Illegal Votes** - Votes for ineligible persons and fraudulent votes should be reported under the heading of "illegal votes," after the legal votes. When two or three completed ballots are folded together they are counted as one fraudulent vote.

The names of the candidates should be arranged in order, the one receiving the highest number of legal votes being first. In recording the number of votes cast and the number necessary for election, all votes except blanks must be counted.

**Majority Vote Required for Election** - A majority of all the votes cast is necessary for election. Procedure will be as provided in the Bylaws, Article 37.

If there are more than two nominees for a given office, and one nominee receives a majority of all the votes cast on the first ballot, that person will be declared elected. If a majority is not obtained on the first ballot, the nominee receiving the smallest number of votes shall be eliminated and this process repeated until a nominee receives a majority.

**Ballot Results** - When the tellers report, they should hand the ballots to the secretary, who should retain them until it is certain that the assembly will not order a recount. A recount may be demanded upon a majority vote of those voting.

In communicating the report of the tellers to the assembly, the chair will make no mention of the number of votes each candidate received. The chair should simply state, "The tellers report that you have elected so-and-so to the office of ...". A similar precaution should be observed in announcing the elimination of a nominee.

Upon completion of the election, the secretary should destroy the ballots.

## **SEC. 2.4 - INSTALLATION PROCEDURES**

### **Sec. 2.4.1 - Oath of Office** (Bylaws, Art. 52)

Elected or appointed SME officials or staff can administer the Oath of Office. The installing official shall advise the member(s) taking the Oath of Office that "so help me God" is an optional response.

"I, (name of person) . . . do solemnly swear to abide by . . . the Constitution, Bylaws and Procedures . . . of SME . . . and to discharge the duties of the office . . . to which I have been elected . . . to the best of my ability . . . so help me God."

### **Sec. 2.4.2 - Installation of Chapter and International District Officers**

Prior to January 1, the new officers are installed.

The officer installation ceremony shall be impressive, with the rites of installation and oath of office being performed in a dignified manner. Such a ceremony should include a charge to the new officers as to their obligations and responsibilities. It should also include a presentation of the charter to the new chair. It is further suggested that a past chair, elected or appointed SME officials, staff, or a leading member of the community be asked to perform the installation rites and/or give the principal address.

At the termination of their term of office, officers and chairs of committees shall deliver all funds, properties and documents of the chapter in their possession to the respective incoming officers and chairs of committees.

### **Sec. 2.4.3 - Installation of International Officers and Directors**

International Officers and Directors are sworn in during the Fall Meeting of the Board of Directors. They take the "Oath of Office" at that meeting and assume their duties on January 1.

It is customary for the retiring president to administer the oath of office. The group should be sworn in as a body facing the assembly. Elected officials at other levels of the Society may be installed at a ceremony to be held at a time and place to be determined by the particular unit.

## **SEC. 2.5 - VACANCIES**

### **Chapters/Student Chapters**

**Chair Vacancy** - In the event the office of chair becomes vacant, the Chair-elect shall vacate his/her office and shall advance to the office of chair.

**Other Officer Vacancy** - In the event of an officer vacancy other than chair, the chair shall appoint a voting member in the chapter, with the concurrence of the chapter officers, to fill the vacancy until a successor is elected.

If the vacancy occurs within the first six months after installation, the Nominating Committee shall immediately do one of the following:

- A. Prepare a slate which has all officers below the vacancy moving up. The committee shall then select at least one but not more than two nominees for the new vacancy created at the bottom of the officer structure or,
- B. Select at least one but not more than two nominees for the original vacated office.

The election should be conducted as soon as practical after the vacancy occurs. Mail ballots are prohibited for chapter elections.

If the vacancy occurs beyond the six months after installation, the appointed successor shall remain in office until the next election.

**NAMRI/SME Board Vacancies** are defined in the NAMRI/SME Operating Procedures.

**NAMRI/SME Presidential Vacancies** are defined in the NAMRI/SME Operating Procedures.

**SME President/President-Elect Vacancy** - In the case of a vacancy in the office of the President, the President-Elect shall assume the duties of the President (Bylaws, Art. 12, Sec. 2). Under certain circumstances, the President-Elect may serve as the presiding officer at meetings of the Board of Directors (Bylaws, Art. 14, Sec. 1). Duties of the President-Elect are found in Bylaws, Article 15. Duties of the Vice President are found in Bylaws, Article 16.

The ranking officer may also be called upon to assume the duties of President in his/her absence and in the absence of the President-Elect. (Bylaws, Art. 14, Sec. 1)

**SME Board Vacancy** - Vacancies on the Board shall be filled at the next Director election, as indicated in the Bylaws, Art. 8, Sec. 5. Vacancies can be created by resignation or other reason.

- When a currently seated Director vacancy occurs in their first year;
  1. If the vacancy occurs before the first official meeting of the Board of Directors, the position will be filled by the unsuccessful candidate from the most recent election with the highest number of votes.

2. If the vacancy occurs after the first official meeting of the Board of Directors the position will be considered vacant until the results of that year's election are known. The newly elected non-incumbent candidate in that year's elections with the highest number of votes will be installed to fill the opening at the first meeting following the announcement of election results in addition to serving his/her regular two-year Director term.
- When a currently seated Director vacancy occurs in the second year of their term;
    1. If the vacancy occurs prior to the first official meeting of the Board of Directors, the remainder of the one year term will be filled by the unsuccessful candidate from the most recent election with the highest number of votes.
    2. If the vacancy occurs after the first official meeting of the Board of Directors the position will be considered vacant until the results of that year's election are known. The newly elected non-incumbent candidate in that year's election with the highest number of votes will be installed to fill the opening at the first meeting of the Board of Directors following the announcement of election results in addition to serving his/her regular two-year Director term.
  - Progression; When it is necessary to call on candidates to fill an open position on the Board of Directors under the conditions noted above, the unsuccessful candidate receiving the highest number of votes will be asked to assume the available position. If that person declines to serve or has already been elevated to the Board of Directors the person from that same election with the next highest number of votes will be asked to serve until the position is filled. Once a candidate declines to serve they will no longer be eligible to serve on the Board until they have been nominated again and selected for a future election ballot.

If all available candidates from the most recent election have been activated or have declined to serve, the SME President may appoint a Board member who left the Board in the prior year to fill the open position for whatever time is necessary to allow the SME Joint Nominating Committee time to provide an additional candidate to fill the position.

**Removal from Office** - Reference SME Bylaws, Article 42.

## **SECTION 3 - MEETINGS/ACTIVITIES**

Chapters and international districts are encouraged to conduct activities that contribute to the continuing education and networking opportunities of the membership and advancement of the manufacturing profession. Activities undertaken should support the purpose of the member unit as stated in Section 1 of this document.

### **SEC. 3.1 - ACTIVITIES LIMITED OR PROHIBITED**

In order to protect the Society's legal interests various activities are limited or prohibited by virtue of the Constitution, Bylaws and Procedures of the Society.

These include, but are not limited to:

1. Non-education, profit-making activity, Art. 2 & Art. 3, Sec. 3, SME Constitution.
2. Approval of commercial enterprise or granting outside use of Society name, Art. 50, Sec. 2, SME Bylaws.
3. Use of Society emblems, names and logos, Art. 51, SME Bylaws, Sec. 3.1.8 and 3.1.9 of this document.
4. Conflict of interest, Art. 41, Sec. 2, SME Bylaws.
5. Sponsorship of chapter meetings by commercial organization, Art. 41. Sec. 3, SME Bylaws.
6. Alliances with other societies or associations, Art. 41, Sec. 4, SME Bylaws, Sec. 3.1.2 this book.
7. Political activity to influence legislation, Art. 41, Sec. 5, SME Bylaws.
8. Sale of advertising in chapter publications, Art. 43, Sec. 1 and 2, SME Bylaws.
9. Sponsorship or participation in exhibits or expositions, Art. 44, Sec. 1-4, SME Bylaws, Sec. 3.1.3 and 3.1.4 of this book.
10. Use of Society membership list for commercial purposes, Art. 17, Sec. 4, SME Bylaws.
11. Alcohol Consumption at SME Sponsored Events, Art. 41, Sec. 6, SME Bylaws, Sec. 3.1.1 of this book
12. Co-sponsorship and Liaison with Third Parties, Art. 41, Sec. 7, SME Bylaws, Sec. 3.1.3, 3.1.6 and 3.1.7 of this book.
13. Membership Rosters and Directories, Sec. 3.1.10 of this book.
14. Election Campaign Practices, Sec. 2.1 of this book.
15. Charter trips, Sec. 3.1.5 of this book.

Chapters/international districts should refer to Constitution and Bylaws or Procedures manuals before engaging in any of these types of activities. If any questions arise concerning the legality of an activity, the Member Services Department should be contacted for a ruling before proceeding with the activity.

### **Sec. 3.1.1 - Alcohol Consumption at SME-Sponsored Events**

SME has long advocated moderation and responsibility in consumption of alcohol at all times, and particularly at SME-sponsored events. It is recognized that the social interaction at SME-sponsored events is a benefit for both members and non-members and is in keeping with SME's mission of promoting professional growth. Therefore, the decision on whether to include alcohol consumption, as part of an SME-sponsored event must be made solely on whether it contributes to the objective of the event. Under no circumstances, should alcohol be made available or consumed at SME student chapter events. Under no circumstances shall alcohol be consumed by individuals under the legal minimum drinking age.

If it is decided that serving alcohol will contribute to the objective, then it is the responsibility of the senior SME staff member, if an International Headquarters event, or the senior elected SME member of the hosting group, if it is a chapter event, assigned to ensure that the consumption of alcohol is in moderation, and prompt action is taken to avoid any personal trauma to anyone and/or financial liability to members or guests of the Society. At every event where alcohol is served, food in the form of light snacks should also be available.

Alcohol consumption, as with all other aspects of personal responsibility, must be in moderation. Excessiveness must not be tolerated. The highest standards of personal conduct and good judgment must be observed in order to maintain the professional image of the SME.

### **Sec. 3.1.2 - Alliances with Societies/Associations**

No member unit shall have an alliance with any other engineering, technical, or scientific society or association without the express written permission of the SME President. Requests must be submitted in writing to the SME President, and should include information on the purpose of the organization, benefit for affiliation, dues or fees, and a statement that the executive committee of the member unit wishes to take this action. The specific policy is available from SME International Headquarters.

### **Sec. 3.1.3 – Chapter Conferences**

To assure coordination with international programs, a chapter must obtain approval from the Vice President of Membership at SME International Headquarters at least four months in advance of the proposed program date.

The sponsoring group may obtain materials from the SME International Headquarters' Member Services Department to assist in the planning and execution of the program.

All financial responsibility of such a program will remain with the sponsor. Surpluses generated from such activities should be used for current operating expenses or designated for scholarship to the Society of Manufacturing Engineers Education Foundation or other such educational funds. They should not be accumulated.

Chapters are permitted to participate in educational events provided Society policy and these procedures are followed:

**Co-sponsorship** - All cosponsored educational programs must be reviewed and approved by the Vice President of Membership four months in advance of the event. Chapters may cosponsor monthly meetings with any group whose activities and interests parallel SME's. These may be conducted without advance notification or approval of the Society.

No unit within the Society may cosponsor an educational event with one of SME's competitors. Contact the Vice President of Membership for assistance in determining whether an organization/event is competitive to SME.

**Expositions** - Educational events in conjunction with expositions may only be conducted alongside an SME exposition. This could be a Chapter one-day exposition or an SME International Headquarters sponsored exposition. Upon approval of the SME President, international districts and chapters not assigned to a geographic region may cosponsor educational events alongside a non-SME exposition. (Also Reference Article 44 of SME Bylaws and Section 3.1.4 of this document).



**Mailing Lists/Labels** - The member unit co-sponsoring an approved event may receive member mailing labels from the Member Services Department following established procedures. Member units wishing to obtain special lists (e.g., selected by area of interest, job title, company size, etc.) may purchase them from SME's List Manager following established procedures and fees. Any exceptions to the above require the written permission of the SME President.

#### **Sec. 3.1.4 - Chapter Expositions**

A Chapter or groups of chapters shall not conduct expositions (defined to mean exhibits, tabletop displays, tool shows, advertiser's nights, affiliate nights, or other similar events, where exhibit space is provided for display purposes) nor cosponsor such activities (including conferences connected with any exhibits) with any other organizations or third parties without the express written permission of the SME President. Area or regional expositions shall be conducted only by the international body of the Society. (Reference Bylaws, Article 44)

Requests must be submitted six months in advance by means of the SME Exposition Application Form Ex-66 and are subject to the rules and regulations stated on the application form. (Reference Bylaws, Article 44.)

#### **Sec. 3.1.5 - Charter Trips**

The term "Charter Trip" is defined as any group travel utilizing either a scheduled or non-scheduled commercial carrier, including air travel.

If a chapter sponsors or cosponsors a charter trip, it must provide SME International Headquarters with details of the specific plan and the procedures being used in promotion of the trip. After initial communication about the plan and procedures, and several weeks prior to the trip, the chapter must provide SME International Headquarters with a sample application form. The SME International Headquarters will neither approve nor disapprove the event, but will require that an appropriate "responsibility disclaimer" be developed and included on the application form. The SME International Headquarters must be notified immediately when a charter trip is canceled.

#### **Sec. 3.1.6 - Cooperation with Other Educational Groups**

Chapters are permitted to participate in educational programs other than those sponsored or endorsed by SME so long as there is no conflict with overall Society policy.

Policies concerning Alliances and Liaison with Third Parties are available from SME International Headquarters.

#### **Sec. 3.1.7 – Co-sponsorship with Third Parties**

All requests for SME assistance, cooperation, co-sponsorship or other involvement with any third party must be referred to SME International Headquarters for review and direction prior to any action taking place.

### **Sec. 3.1.8 - Logo Usage**

Use of the SME logos and typography must conform to the policies contained in the SME Style Manual and Logo Usage document and to Bylaws, Art. 50, Sec. 1.

### **Sec. 3.1.9 - SME Member Designation on Printed Materials**

Members may identify themselves on printed materials in one of the following ways:

1. SME Member
2. Member of SME

Identification cannot be placed on the same line as the member's name, or company name.

Honorary, Life and Fellow Members are permitted to add a recognition designation after their name on the same line as the member's name. The designations are as follows:

1. SME Honorary Members may use the designation "HSME"
2. SME Life Members may use the designation "LSME"
3. SME Fellow Members may use the designation "FSME"

### **Sec. 3.1.10 - Membership Directories and Rosters**

Chapters and international districts are permitted to publish directories. These directories may or may not contain advertising. Distribution shall be limited to members for their personal and professional use only. The use or release for use of these directories, or any part of them, for commercial purposes, is contrary to Society policy and is prohibited. Member's names will be removed from the directories upon request.

**Chapter Membership Directory** - Each chapter has the option to publish a directory of its members. The directory shall be limited to the member's name, title, company name, preferred address, telephone, fax and e-mail address.

**Directory of Elected and/or Appointed Officials** - Each chapter, international district or SME International Headquarters has the option to publish a directory of its elected and/or appointed officials. The directory shall be limited to the member's name, title, company name, preferred address, telephone, fax and e-mail address.

**Membership Rosters** - SME International Headquarters will provide the chapters and communities access to their rosters. The use or release for use of the membership list/roster, or any part of it, for commercial purposes is contrary to Society policy and is prohibited.

### **Sec. 3.1.11 – Communications Policy and Procedures**

SME Communications Policy and Procedures document is issued and periodically updated by the Corporate Communications Department. A copy is on file at SME International Headquarters.

### **SEC. 3.2 - EXPENSE REIMBURSEMENT**

Expenses incurred by officers, directors, members of official boards and members of committees, to attend approved meetings, shall be reimbursed in accordance with a Presidential Directive issued annually.

If committee members know in advance that they will be unable to participate in 90% or more of the time of scheduled activities of a committee meeting, the members will be encouraged to decline attendance. If members choose to attend under the above circumstances, expense reimbursement from SME International Headquarters will be reduced to travel costs, one-way only. No lodging, meals or other costs will be reimbursed.

Any additional travel or expense reimbursement must be approved in advance by the SME President.

Extraordinary organizational expenses, such as translations, etc., shall be borne by those members and chapters involved. Certain organization and promotional pieces may be translated into the common language of the area where they are to be used. These translations will be done at the expense of the chapters, members or district using the materials.

### **SEC. 3.3 - LIABILITY INSURANCE**

Since SME has personal injury liability insurance to cover most chapter or student chapter situations, chapters do not need liability coverage of their own, except under special circumstances, e.g. when a chapter holds an approved "Exposition", as outlined in the Chapter Exposition Regulations. Chapters may also require insurance of their own to cover circumstances that might be questionable as "regular" chapter activities.

SME provides liability insurance coverage for SME chapters in the U.S. and Canada, to cover specific sponsored events which include:

1. Regularly scheduled meetings
2. Picnics
3. Golf outings
4. Plant tours
5. Dinner parties
6. One-day shows (Chapters only)

Any other chapter-sponsored activities should be submitted in advance to the International Member Services Department to determine if special or additional insurance coverage is required.

The liability insurance coverage protects SME members and their families against liability when they are held legally negligent for bodily injury or property damage to another person.

Member Units outside of the U.S. and Canada must provide their own insurance coverage for sponsored events.

Liability insurance coverage becomes active only when SME is negligent. Injuries/claims that arise from incidents at facilities usually result in the facility's management/owner being the responsible party. SME is also covered if enjoined in the action.

Individual chapter officers are protected in carrying out their duties. However, acts outside the scope of defined chapter responsibilities could be classified as personal and may not be included under the policy.

SME provides a Surety bond for chapter officers. Bylaws Art. 45.

### **SEC. 3.4 MEMBER TRAINING**

The Member Council in cooperation with the Member and Industry Relations Manager(s) and the Membership Consultants along with the support from SME International Headquarters staff shall be responsible for coordinating the training of members.

### **SEC. 3.5 - VISITATION BY INTERNATIONAL REPRESENTATIVE**

Chapters that wish international officers, Directors or other representatives to speak at chapter meetings must submit an official request using the SME Visitation Request Form. This form must be received at SME International Headquarters at least 90 days prior to the event for processing. Visitations are limited to a single international representative.

The visitation policy and form are available from SME International Headquarters.

Background information will be supplied to the international representative by SME International Headquarters in advance of chapter or international district visitations. This information may contain background data as to the group's officers, financial status, strong and weak points of operations, etc.

NOTE: This procedure applies only when the speaker officially represents the Society and travels at Society expense.

**International Officer Role in Chapter and International District Activities** - When an international officer, Director or other international representative attends a business meeting of a chapter or international district, the representative attends such a meeting as a guest and observer. He/she may offer advice and counsel--but, unless asked, has no authority to become involved in the proceedings. International officials, including Directors, have no ex officio status at these meetings.

International Officers and Directors retain the prerogative of direct communications with chapters and members. However, they shall strive to keep the Member Council or

international district officers informed in such cases, since these officers serve as a primary communications link with chapters and members.

### **SEC. 3.6 – VOTING**

A quorum is required for any voting to be official.

(Reference Bylaws, Article 39 for quorums.)

## **SECTION 4 - FEES/DUES/ /TAXATION**

### **SEC. 4.1 - MEMBERSHIP FEES AND DUES**

Fees and dues are established by the Board of Directors. (Constitution, Article 5). The current rates are available upon request from SME International Headquarters.

### **SEC. 4.2 - CHAPTER DUES FUNDING AUTHORIZATION**

**Senior Chapter Funding Requirements** - Chapters are required to fulfill the following obligations in order to receive Base Funding from SME International Headquarters (Reference Bylaws, Article 5):

- A. Submit Chapter Officer Listing forms by January 31.
- B. Submit Annual Chapter Financial Report by January 31.
- C. Submit Chapter Planning and Assessment Guide by January 31.

Base Funding	Chapter Funding Amount
Green Status = Chapter has submitted required forms on-time	\$ 300
Red Status = Chapter has not submitted all required forms or submitted forms late. Chapter does not qualify for funding	\$0

Chapters can qualify for Incentive Based Funding provided the Chapter Planning and Assessment Guide is submitted by January 31 and the chapter qualifies for performance status.

Incentive Based Funding	Chapter Funding Amount
Chapter Platinum Award	\$1,500
Chapter Gold Award	\$1,000
Chapter Silver Award	\$ 750
Chapter Bronze Award	\$ 500

Chapters that qualify for Incentive Based Funding will not receive Base Funding.

Chapter funding will be distributed annually. Payouts are scheduled in April.

**Student Chapter Funding Requirements** - Student chapters are required to fulfill the following obligations in order to receive funding from SME International Headquarters:

- A. Submit the Student Chapter Officer Listing by October 31.
- B. Submit Student Planning & Assessment Guide by April 15.
- C. Submit Annual Student Chapter Financial Report by January 31.
- D. Maintain a minimum membership of 10, unless a leniency request has been approved.

Student Chapters not meeting these requirements will have their funding withheld until such time that these obligations are met. Once funding requirements are met, funds withheld will be released to the student chapter in accordance with the next funding release cycle. Withheld funds are forfeited after one year.

Annual funding for student chapters is established by the Member Council in accordance with the SME budget.

**Sec. 4.2.1 – Distribution of Funding**

Senior chapter funding is distributed annually. Student chapter funding is distributed annually.

**Sec. 4.2.2 – Appeals**

A chapter may appeal funding decisions to the Member Council if it feels that facts or reports have been overlooked or that extenuating circumstances prevented compliance with the regulations in Sec. 4.2. Any such appeal must be made in writing on forms provided by SME International Headquarters upon request. Appeals for funding must be submitted within 45 days after funding checks or funding explanation letters were mailed to the eligible for that cycle’s funding. Appeals received after this date will be considered for compliance towards the following funding cycle. The decision of the Member Council concerning the disposition of the appeal will be final.

**Sec. 4.2.3 – Special Initiative Funding**

Chapters may apply to the Member Council for supplemental funding to help defray part of the cost of special initiatives which they propose to undertake if these initiatives show

exceptional promise of advancing the strategic goals of the Society and if the expenditures are beyond the financial means of the Chapter. Any such request must be made in writing on forms provided by SME International Headquarters upon request. A copy of the most recent Annual Chapter Financial Report must accompany the applications. The Member Council will, with the assistance of its Chapter Enhancement or Student Relations Committees, consider such applications in relation to strategic merit, Chapter financial need, and the availability of funds allocated by the SME Board of Directors for such purposes. No guarantee of funding availability can be made in advance.

### **SEC. 4.3 - PAYMENTS BY INTERNATIONAL CHAPTERS**

SME International Headquarters has a working relationship with the Chase Manhattan Bank, 1 Chase Manhattan Plaza, New York, NY 10015, USA, for the handling of currency exchanges.

Members and chapters located outside of the United States and Canada who desire to execute bank drafts for payment to SME International Headquarters in U.S. dollars will find it convenient and expeditious to have their local bank execute such documents through Chase Manhattan.

Details on this option will be supplied by SME International Headquarters prior to selection by the chapter.

### **SEC. 4.4 - TAX LAWS AND OTHER REGULATIONS**

The Vice President of Finance on behalf of the International Treasurer will be responsible for advising the chapter of all current tax laws and regulations that may apply to the operation of the chapter. This should include, but not be limited to, information regarding Federal Income Tax on chapter income, state taxes, federal tax laws regarding deductibility of business expenses, and bulk rate third-class postage rates and regulations.

As rules and regulations on all of these items are subject to change from year to year, the necessary forms for filing, detailed instructions, and any other pertinent or required material will be distributed from SME International Headquarters to the treasurer of each chapter on an annual basis. Any questions regarding these matters should be addressed to the Vice President of Finance at SME International Headquarters.

**Federal Income Tax** - SME International Headquarters files a Consolidated Federal Income Tax Return for all U. S. chapters. Chapters that elect not to be included in the consolidated return must file IRS Form 990 before May 15. Those chapters that have taxable advertising income will also need to file IRS Form 990-T. (See below.)

**Federal Tax Laws Regarding Chapter Advertising Income** - Most chapters will not have taxable advertising income. Advertising income is not taxable if substantially all the work is performed for the organization by volunteers. Generally, advertising income is taxable only if the individual who solicits that advertising is compensated by the chapter. If your chapter has taxable advertising income which will result in a Federal Income Tax liability, contact SME International Headquarters prior to filing Form 990-T.

All chapters must keep separate records of advertising income expense for reporting to the IRS.

**Federal Tax Laws Regarding Meal Expenses** - Effective with the 1994 tax year, the IRS has limited the deductibility for business meals and entertainment expenses to 50% of such reasonable expenses. Accordingly, chapters must account for meal and entertainment expenses separately and adjust their annual tax returns to reflect the limited deductions.

In general, a chapter accounts for the limited deduction for meal expenses incurred at business functions if the meals are not itemized in its registration fees. If the meal portion of the registration fee is separately stated, then the participant accounts for the 50% limited deduction. In all cases, a chapter must report all expenses incurred for meals on its tax returns and apply the limited deduction to the non-itemized portion of total meal expense. Because of SME's tax-exempt status, there should not be any additional IRS liability.

It is recommended that chapters not itemize the meal portion of their program fees and account for the limited deduction when completing their tax returns. This way, participants at SME events will not be responsible for reporting the limited deduction on meals provided to them.

**Withholding on Wages of Employees** - The current Internal Revenue Code provides that every employer making payment of wages shall deduct and withhold upon such wages a tax.

There is no exception or exemption from this rule, which would apply, to the Society and its Chapters. Any chapter which employs a paid secretary or other paid personnel, must comply with the law. The local Internal Revenue Office will supply forms and instructions upon request.

**Social Security** - The Society has filed a certificate with the Bureau of Internal Revenue, which brings all of its employees into the Social Security system. Accordingly, any chapter which has an employee (or employees), must comply with the law, which requires deduction of certain percentages from wages of employees and the payment of a like sum by the employer. Specific instructions should be obtained from the Internal Revenue Bureau or from tax counsel.

**State Tax** - As entities of a non-profit organization, SME chapters may appeal for exemption from payment of state taxes. Since taxes vary in each state, chapters must approach their state treasury officials on an individual basis for a ruling on this issue. Sales tax exemptions have been secured from several states for the benefit of SME chapters. Contact SME International Headquarters for a complete listing of these states.

**Bulk Rate Third Class Postage Rates** - As an educational association not organized for profit, SME and all its chapters may apply for permission to mail at special third-class bulk rates. Applications for the permit should be made with the Postmaster at the local office of



mailing. Usually, proof of the Society's income tax exemption (copies of which are available from SME International Headquarters) must accompany the application.

## **SECTION 5 - AMENDMENTS AND APPROVALS**

### **SEC. 5.1 - GOVERNANCE DOCUMENT AMENDMENTS AND APPROVAL**

These documents are amended and approved as follows:

**Constitutional Amendments** - Amendments to the Constitution are as contained in the Constitution, Article 13.

**Bylaw Amendments** - The Bylaws are amended by approval of three-fourths of the members of the Board of Directors. (Constitution, Article 14)

**Procedure Amendments** - The SME Procedures are amended by majority approval of the Board of Directors.

A chapter wishing to change Society policy or make some other general recommendation should do this through a formal resolution, legally passed by the chapter executive committee. Such resolutions shall be submitted to the Member Council for its deliberation and sent to the Board of Directors.

**NAMRI/SME Operating Procedures** - The operating procedures of NAMRI/SME may be amended by approval of three-fourths of the Institution Board of Directors. All amendments to operating procedures of NAMRI/SME are subject to final approval by the SME Board of Directors.

### **SEC. 5.2 - CHAPTER NAME CHANGE**

If a chapter wants to change its name, it shall present the rationale to its members and conduct a vote to determine their wishes in regard to the proposed change. Following an affirmative vote, the Chapter shall make a written request for change, including the rationale and results of the membership vote to the Member Services Department at SME International Headquarters.

Upon receipt of this request, the Member Services Department will canvass nearby Chapter Executive Committees to determine if there are any valid objections to the proposed change.

Final approval for the change must come from the Member Council.

## **SECTION 6 - MISCELLANEOUS SOCIETY POLICIES FOR CHAPTERS, AND INTERNATIONAL DISTRICTS**

### **SEC. 6.1 - EQUAL OPPORTUNITY**

SME is in full compliance with the Civil Rights Act of 1964 which states that employers and public services shall not discriminate against potential employees or members because of religion, race, sex, color, national origin, physical handicap, height, weight, veteran status or age etc. Requirements for membership are only based on education and experience.

## **SEC. 6.2 - AMERICANS WITH DISABILITIES ACT (ADA)**

The purpose of the Americans with Disabilities Act is to bring those who have disabilities into the economic and social mainstream of American life.

SME and its member units are committed to providing reasonable accommodations to persons with disabilities who require such accommodation in order to fully participate in SME sponsored events. Please contact the Member Services Department at SME International Headquarters if accommodations are required.

## **SEC. 6.3 - POLICY FOR COMPETITOR INVOLVEMENT IN OR AT SME EVENTS**

SME Vice Presidents will determine whether or not a competitor may participate in SME's events. The specific procedures for this policy are available from SME International Headquarters.

## **SEC. 6.4 - MAILING LIST POLICY**

SME's mailing lists are not to be given away, exchanged, rented, or sold, except as spelled out in the policy, available from SME International Headquarters.

## **SEC. 6.5 - POLICY FOR DESIGNATING AND SELECTING SOCIETY SPOKESPERSON**

SME will answer all requests for information in a prompt, factual, and consistent manner in accordance with the SME Constitution, Bylaws and Procedures. Designated spokespersons are authorized to release only information that is in their designated area of expertise and has not been designated as sensitive or confidential.

## **SEC. 6.6 - TRAVEL AND ACCIDENT INSURANCE**

Current policy covers all active, full-time employees of SME, as well as the following:

- SME Officers and Directors
- SME Past Presidents
- SME Committee Members
- SME Education Foundation Directors

Others who may travel on special assignments authorized by the SME President or the General Manager are also covered. Spouses or guests of the above mentioned parties are covered when travel is authorized by the SME President and/or the General Manager.

Coverage for guests/spouses is limited to \$150,000 and does not include medical coverage. The principal sum of coverage for all others listed above is \$250,000, with

medical expense benefits not to exceed \$10,000. Total liability that may be incurred under this policy is limited to \$1 million per accident.

The policy covers an insured person for injuries sustained while on a business trip made on behalf of SME. The definition of coverage states that the trip shall begin when the insured person leaves his/her residence or regular place of employment and ends when:

1. When the insured person returns to his/her residence; or
2. When the insured person returns to his/her regular place of employment, whichever occurs first.

Participants at chapter meetings are not covered by the SME Travel and Accident Insurance.

The use of any major credit card (including any SME sponsored credit card) to charge an airline or other common carrier ticket will usually provide an additional amount of travel insurance.

## **SEC. 6.7 - BONDING**

Elected chapter officers are bonded by SME International Headquarters for \$15,000 for forgery/alteration and \$50,000 for theft. Chapters shall consider the bonding of their officers in excess of this amount if warranted.

## **SECTION 7- MEMBERSHIP CRITERIA**

### **SEC. 7.1 – HONORARY MEMBERSHIP**

Any group of five or more voting members of the Society may nominate a candidate for Honorary membership by presenting, in writing, the reasons for such nomination to the President of the Society. (Reference Bylaws Art. 1. Sec. 3.1)

The total number of Honorary members shall not exceed, at any time, one percent of the total membership in the society.

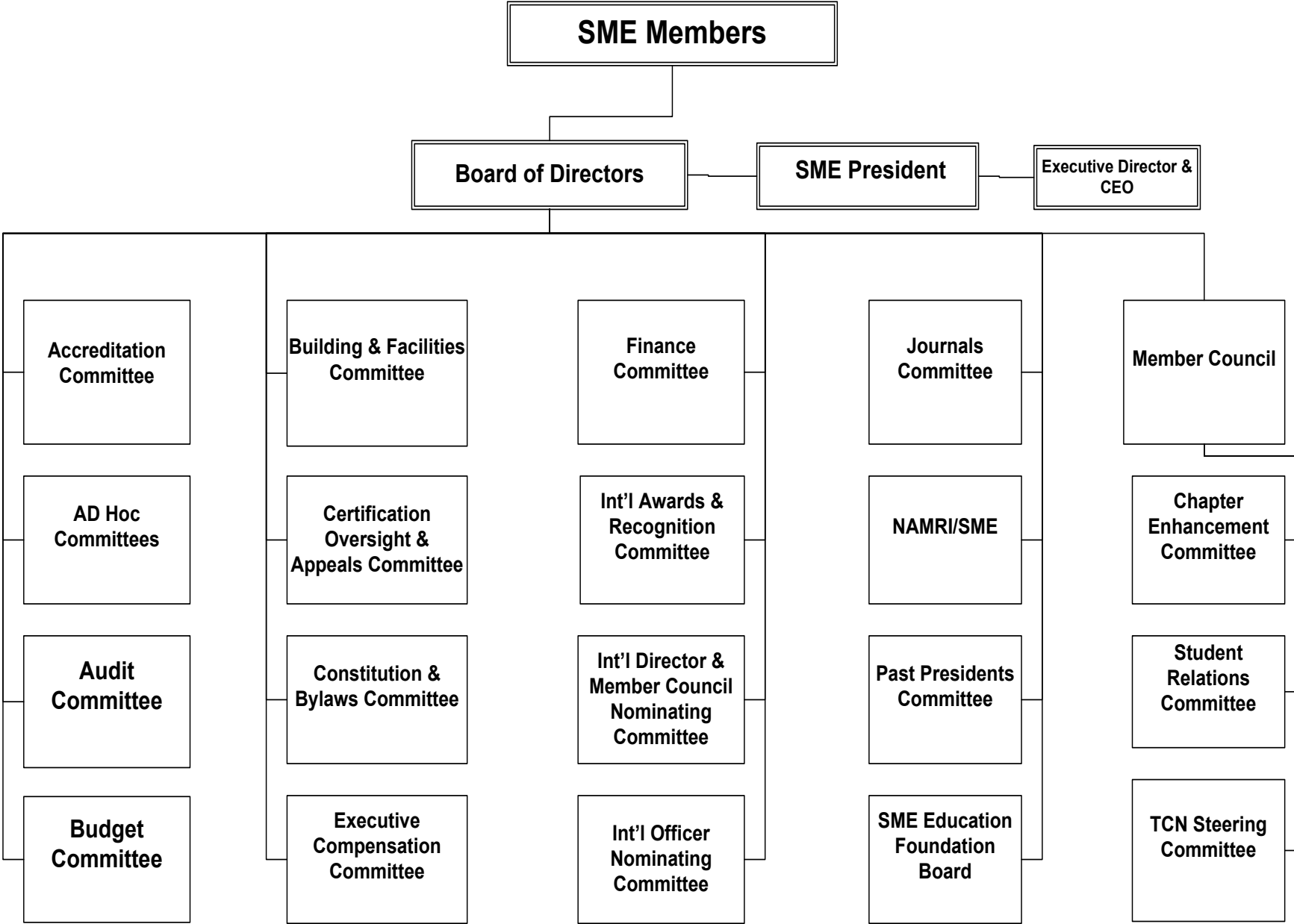
### **SEC. 7.2 – FELLOW MEMBERSHIP**

To be nominated for Fellow membership, the candidate must:

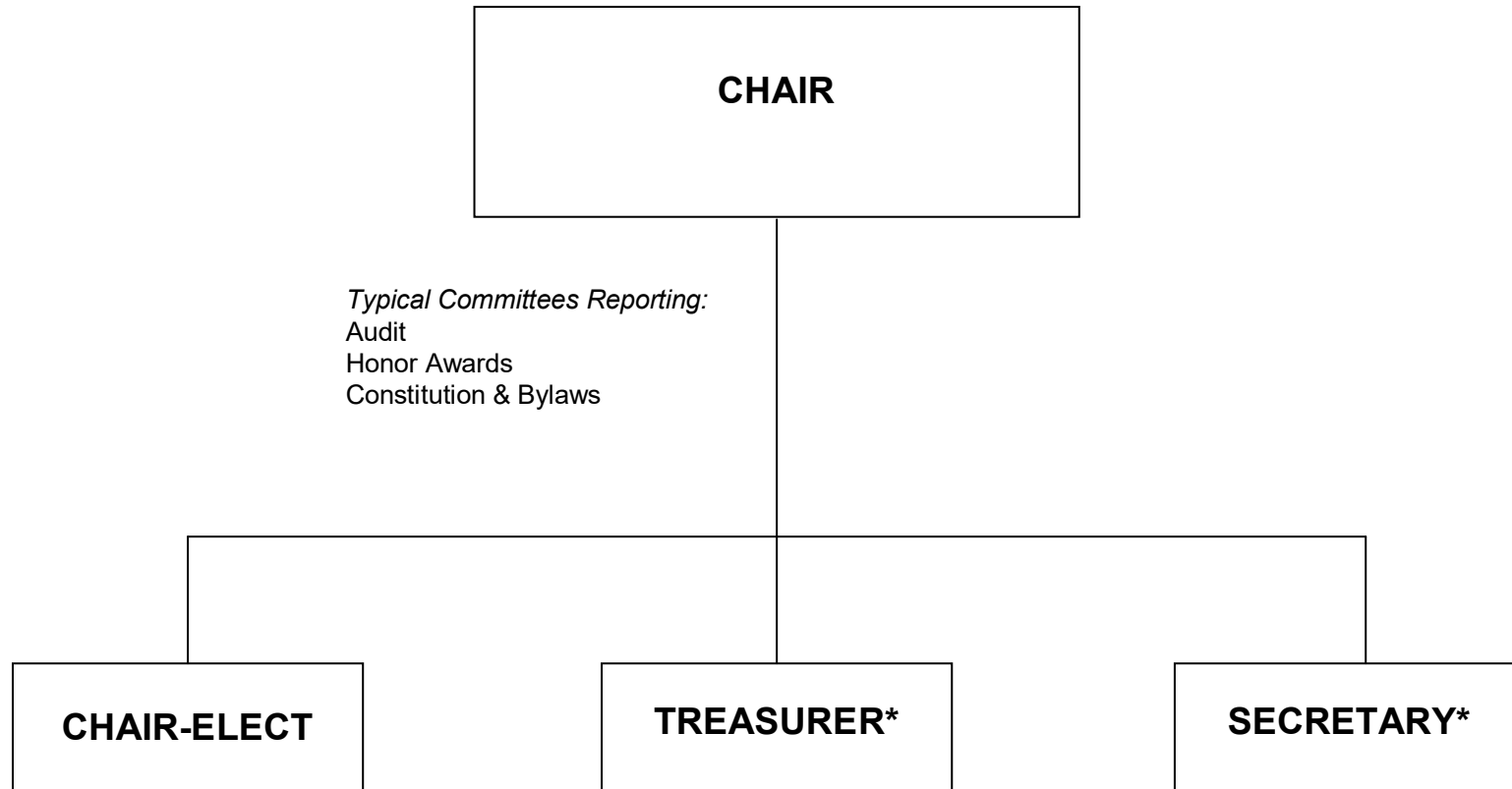
1. Be a member of the Society in good standing.
2. Have an initiator submit a completed nomination and letter of support by the due date. This initiator must be a voting member of the Society.
3. Have three sponsors and a letter of recommendation from each one. Two of the three sponsors must be voting members of the Society.
4. Possess a bachelor's degree or its equivalent in terms of engineering experience.
5. Have 20 years of professional experience in a manufacturing related area.
6. Have made outstanding contributions to the manufacturing profession. (Reference Bylaws Art.1. Sec 3.2).

The total number elected to the SME College of Fellows in a given year will not exceed 1/10 of 1% of SME voting members.

# SME Organizational Structure



# TYPICAL CHAPTER ORGANIZATION CHART



*Typical Committees Reporting:*  
Audit  
Honor Awards  
Constitution & Bylaws

*Typical Committees Reporting*  
Membership Recruitment/Retention  
Nominating

\*Treasurer and Secretary positions can be combined based on chapter's need

**COMMITTEE TERMINOLOGY/DEFINITIONS**

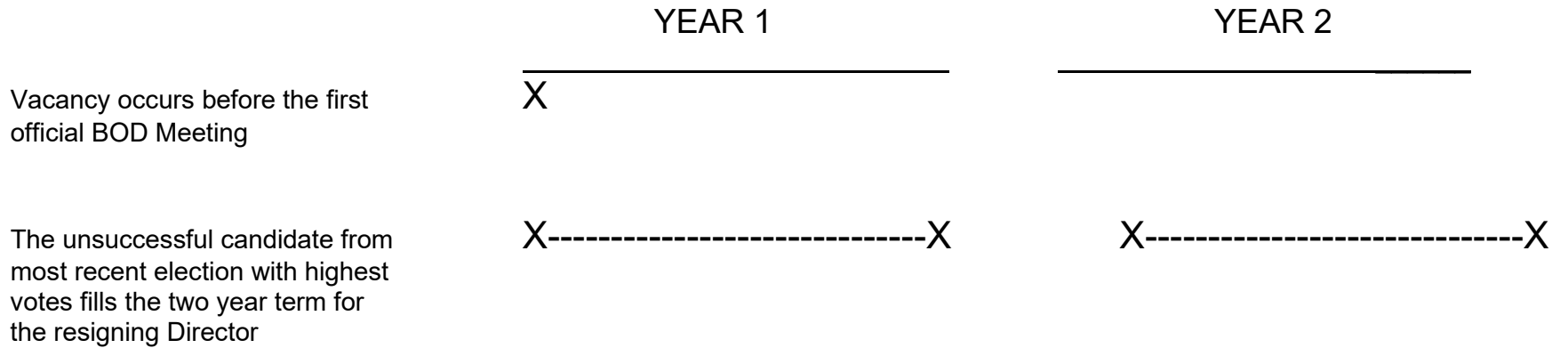
COMMITTEE TITLE	ROLE	TENURE	SELECTION PROCESS	REFERENCE
International Standing Committee	Complete assigned Annual Agenda items, or tasks/activity as indicated by Constitution/Bylaws	Ongoing	Staff and member suggest, President appoints unless specified otherwise (e.g. elected) in Constitution or Bylaws	Various sections of SME Constitution and Bylaws
Subcommittee	Provide action response to specific task related to the Annual Agenda items pertaining to an International Committee	Temporary	Chair of Committee or Board Appoints	None
Ad Hoc Committee	Established to complete a project of significance to SME	To project completion	President appoints	None
Advisory Committee	Provide technical assistance in the development of major publication, educational, and expositions projects/events	To end of project/event	Staff and members suggests, President appoints	Standing Operating Procedures on Appointment or Advisory Committees
Programming Committee	Established to advise on the content, speakers selection, etc. of smaller educational events such as clinics	To end of project/event	Staff selected	None
Task Force	Same as Ad Hoc Committee, except composition consists of both members and staff	To project completion	President appoints	None
Focus Group	Established to collect information from customers. Through discussion, uncover perceptions, ideas for improvement or new product suggestions	Not applicable	Not applicable	None
Board Work Group	Established to complete a project of expressed interest/expertise of current Directors in the task to be addressed	Limited to fiscal year of appointment; extension at the discretion of the President-Elect	President Appoints, based on significance to SME and/or the SME Board of Directors	Board Work Group Procedures

# SME BOARD OF DIRECTORS

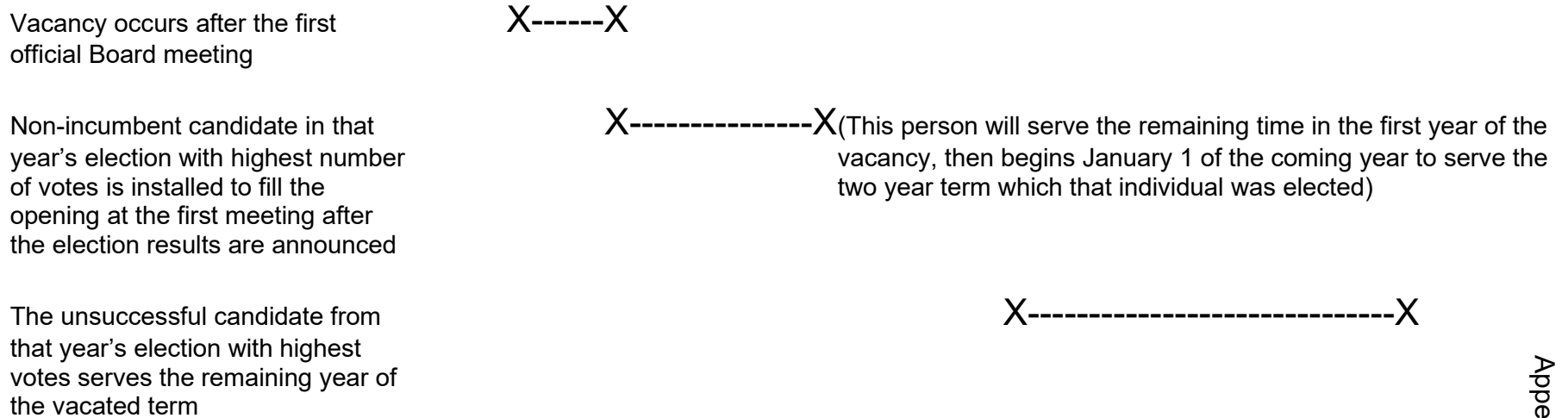
## Procedures Section 2.5

### Vacancies occurring in the first year of Director's term.

- Vacancies occurring before the first official meeting of the Board



- Vacancies occurring after the first official meeting of the Board





# SME BOARD OF DIRECTORS

## Procedures Section 2.5

### Vacancies occurring in the second year of Director's term.

- Vacancies occurring before the first official meeting of the Board

YEAR 2

Vacancy occurs before the first official BOD Meeting

X \_\_\_\_\_

The unsuccessful candidate from most recent election with highest votes serves the remaining portion of the second year vacated term

X-----X

- Vacancies occurring after the first official meeting of the Board

Vacancy occurs after the first official Board meeting

X-----X

Non-incumbent in that year's election with highest number of votes is installed to fill the opening at the first meeting after the election results are announced

X-----X (This person will serve the remaining time during the year of the vacancy, then begins January 1 of the coming year to serve the two year term to which that individual was elected)

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# SME Education Foundation Bylaws

BYLAWS  
OF  
SME EDUCATION FOUNDATION  
(A Michigan Nonprofit Corporation)

ARTICLE 1 – OFFICES

Sec 1. **Name.** The name of the Corporation is the Society of Manufacturing Engineers Education Foundation (the "Corporation" or "SME-EF").

Sec. 2. **Place of Business.** The principal place of business and registered office of the Corporation shall be as stated in the Articles of Incorporation of the Corporation.

ARTICLE 2 – PURPOSE

Sec. 1. **General.** The purposes of the Corporation are as set forth in Article 2 of the Articles of Incorporation of the Corporation.

ARTICLE 3 – SHAREHOLDERS

Sec. 1. **Sole Shareholder.** Society of Manufacturing Engineers ("SME" or "Shareholder") shall be the sole shareholder of the Corporation.

ARTICLE 4 – BOARD OF DIRECTORS

Sec.1. **Functions.** Unless otherwise noted, the term "Board of Directors" within these Bylaws relate to the SME-EF Board of Directors. Except as specifically provided in the Corporation's Articles of Incorporation or these Bylaws, all rights, powers, duties, and responsibilities relative to the management and control of the Corporation's property, activities, and affairs are vested in the Board of Directors. In addition to the power and authority expressly conferred upon it by these Bylaws and the Articles of Incorporation, the Board of Directors may take any lawful action on behalf of the Corporation that is not by law or by the Articles of Incorporation or by these Bylaws required to be taken by some other entity.

Sec. 2. **Number, Selection, and Term.** The number of Directors that shall constitute the Board of Directors shall be not less than thirteen (13) and not more than sixteen (16), as shall be determined from time to time by the SME Board of Directors. Beginning with the 2021/2022 board elections, Directors shall be nominated by SME's Nominating Committee and shall serve a term of two years. The SME Nominating Committee shall recommend all candidates – new and re-elected – to the full Board of Directors for approval with approximately half elected annually. All elected Directors shall be approved by the SME Board of Directors, and shall serve at the pleasure of the Shareholder. Directors may be elected to successive terms without limit and each Director shall hold office for the term for which he or she is elected or until such Director's resignation or removal.



Sec. 3. **Meetings.** The Board of Directors may set the time and place for regular meetings of the Board of Directors. The Board of Directors shall meet at least twice per year, at the same location and within one business day of an SME Board meeting, to enable SME Board members to attend SME-EF Board meetings if they so choose. Additionally, the SME-EF Board shall meet one additional time, by phone or in person, to consider and approve SME-EF's annual budget, in advance of SME-EF's budget presentation to the SME budget committee. Special meetings of the Board of Directors shall be called by the President of the Corporation.

Sec. 4. **Notice of Meetings.** Notice shall be given to the Directors at least ten (10) days prior to a regular meeting of the Board of Directors. Special meetings of the Board of Directors shall be held pursuant to notice of the time, place, and purpose thereof to each Director not less than twenty-four (24) hours prior to the meeting.

Sec. 5. **Resignation.** A Director may resign by giving written notice to the Secretary of the Corporation, which notice shall be immediately forwarded to the Board of Directors. Any such resignation shall be effective when the written notice of resignation is received or at a subsequent time specified in the notice of resignation.

Sec. 6. **Removal.** Any Director may be removed at any time, with or without cause, in the sole discretion of the SME-EF Executive Committee and/or the SME Board of Directors.

Sec. 7. **Vacancies.** A position occurring in the Board of Directors resulting from a vacancy or an increase in the number of Directors shall be nominated by a joint committee of members from both the SME and the SME-EF Boards. Vacancy appointments shall be approved by the Board of Directors and the SME Board of Directors.

Sec. 8. **Quorum.** The presence of a majority of the total number of Directors then in office shall constitute a quorum for the transaction of business.

Sec. 9. **Voting.** The vote of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors unless a greater vote is required by law, by the Articles of Incorporation, or by these Bylaws. Each Director present shall have one vote.

Sec. 10. **Compensation of Directors.** The Directors, as such, shall not be compensated for the performance of services for the Corporation, but may, by resolution of the Board of Directors, be reimbursed for expenses incurred on behalf of the Corporation.

Sec. 11. **Fundraising.** The Board of Directors is expected to raise funds, annually, from corporations, foundations, or individuals in their networks, that collectively exceed the cost of hosting the Board of Directors meetings, annually, by a factor of five (5). These funds shall be above and beyond expected individual Board member contributions and dedicated to either general fund or program-specific initiatives, which is preferred. Furthermore, Board fundraising efforts should be above and beyond those of the Foundation's development team.

## ARTICLE 5 – OFFICERS

Sec. 1. **Officers.** All references to Officers in these Bylaws are to be interpreted as Officers of the Corporation unless otherwise noted. The Officers shall be a President, a Vice President, a Secretary, and a Treasurer. The Officers shall be elected by the Board of Directors from their members at a regular meeting. Any two offices may be held by the same person, with the exception of the President. Officers shall be SME Members in good standing. In addition to the powers and duties of the Officers of the Corporation as set forth in these Bylaws, the Officers shall have such authority and shall perform such duties as from time to time may be determined by the Board of Directors.

Sec. 2. **Term of Officers.** The term of the Officers shall be one (1) year. Officers can be re-elected for a second one (1) year term.

Sec. 3. **President.** The President shall preside at all meetings of the Board of Directors. The President shall perform such duties and functions as shall be assigned to him or her from time to time by the Board of Directors. He or she shall be, ex officio, a member of all SME-EF standing committees. If the Foundation Vice President is unavailable, the President shall, unless otherwise provided by resolution of the SME-EF Board of Directors, possess the power and authority to sign all certificates, contracts, instruments, papers and documents of every conceivable kind and character whatsoever in the name of and on behalf of the Corporation. The President may appoint Ad-hoc Committees for short-term purposes as he or she sees fit.

(a) **Presidential Directives.** The President shall have sole authority and discretion in issuing new, or updating prior Presidential Directives on an annual basis. Such Presidential Directives will remain in effect for the duration of that President's term of office.

Sec. 4. **Vice President.** The Vice President shall perform the duties and exercise the powers of the President during the absence or unavailability of the President, and shall have such additional powers and perform such additional duties as shall from time to time be assigned by these Bylaws, by the Board of Directors or by the President.

Sec. 5. **Secretary.** The Secretary shall keep the minutes of all meetings of the Board of Directors in books provided for that purpose, and shall sign, with the President, in the name of the Corporation, all contracts when authorized to do so. The Secretary shall have charge of such books and papers as the Board of Directors shall direct, all of which shall at all reasonable times be open to the examination by any Director, and in general perform all the duties incident to the office of Secretary, subject to the control of the Board of Directors. The Secretary may delegate these duties and responsibilities as he or she sees fit, in exercise of the above powers. The Secretary shall be responsible for ensuring any auxiliary documents for the Corporation are filed with the Shareholder and are not in conflict with SME Governance Documents.

Sec. 6. **Treasurer.** The Treasurer shall have the following duties and responsibilities:

- (a) **Staff Management.** The Treasurer shall participate with staff management, the SME Board and the SME-EF Finance Committees regarding accounts of money, investment funds, property, and performance of the SME-EF in relation to budget.
- (b) **SME Education Foundation Bank Account.** The Treasurer shall review and approve SME-EF's banking relationships in conjunction with staff management and the SME Treasurer.
- (c) **Annual Audit.** The Treasurer shall ensure that the SME-EF's financial records and investments are audited annually at the close of the fiscal year by a competent firm of public accountants approved by the SME Board. A copy of the Auditor's Report shall be furnished to the SME Board, SME-EF Audit Committee, Finance Committee and the Board of Directors.
- (d) **Board-Assigned Duties.** The Treasurer shall perform such other duties as delegated by the Board of Directors.

Sec. 7. **Giving of Bond by Officers.** All Officers of the Corporation, if required to do so by the Board of Directors, shall furnish bonds to the Corporation for the faithful performance of their duties, with such penalties and with such conditions and security as the Board of Directors shall require. The Corporation shall assume the cost of providing any bond required hereunder.

Sec. 8. **Compensation of Officers.** No Officer of the Corporation shall be compensated for the performance of services for the Corporation, but may, by resolution of the Board of Directors, be reimbursed for expenses incurred on behalf of the Corporation.

Sec. 9. **Vacancies.** A position occurring amongst the Officers resulting from a vacancy shall be approved by a joint committee of members from both the SME and the SME-EF Boards. Vacancy appointments shall be approved by the SME-EF Board and the SME Board of Directors.

#### ARTICLE 6 – FOUNDATION VICE PRESIDENT

Sec. 1. **Appointment.** The Foundation Vice President shall be appointed by the SME Executive Compensation Committee and shall be an employee of SME, reporting directly to the SME CEO and Executive Director. The Foundation Vice President shall seek direction and guidance from the Board of Directors on strategic matters and those related to the Board of Directors responsibilities outlined herein, i.e., annual budget development, and keep the SME-EF President informed of all pertinent matters related to SME-EF.

Sec. 2. **Duties.** The Foundation Vice President shall perform such duties as are delegated to the office by the SME Executive Director, the SME-EF President and SME-EF Board of Directors, and shall devote full-time thereto, including but not limited to the power and authority to sign all certificates, contracts, instruments, papers and documents of every conceivable kind and character whatsoever in the name of and on behalf of the Corporation.

Sec. 3. **Budget Control.** The Foundation Vice President, in conjunction with the SME Finance Department, shall be responsible for budget control for the Foundation.

(a) The Foundation Vice President shall be charged with the responsibility, and vested with the authority, to prepare a budget covering all receipts and expenditures of the Foundation. The Foundation Vice President shall present this proposed budget to the SME-EF Board of Directors, followed by the SME Budget Committee, and finally to the SME Board of Directors.

(b) A general report on the Foundation's finances is provided to the Board of Directors during its regularly scheduled meetings.

## ARTICLE 7 – COMMITTEES

Sec. 1. **Standing Committees.** The Board of Directors may designate standing committees with such duties and powers as it may provide in order to carry out the programs and purposes of the Corporation. Members of some committees may serve on both SME-EF Standing Committees and respective SME Standing Committees. Committee chairs shall be identified and discussed by the Board of Directors at its fall meeting and appointed by December 31st of that year. The responsibilities of the standing committees are defined below:

Sec. 2. **Finance and Investment Committee.** The Finance & Investment Committee is responsible for developing and overseeing investment policies for the Foundation.

Sec. 3. **Scholarship Policy and Review Committee.** The Scholarship Policy and Review Committee is responsible for establishing scholarship eligibility criteria, establishing scholarship evaluation criteria, overseeing the process by which scholarships are awarded, and establishing a scholarship review team that annually evaluates scholarship applications and determines awardees. The scholarship review team will be comprised of members of the Board of Directors and non-board volunteers.

Sec. 4. **Executive Committee.** The Executive Committee consists of SME-EF Officers and chairs of the other standing committees. The President serves as the chair, and in the absence of the President, the ranking officer will preside. The Foundation Vice President is a non-voting member of this committee. This committee provides strategic direction and oversight of the Corporation's workforce development programs and is responsible for the Corporation's mission and vision. As such it is responsible for the governance of the Corporation. The committee assures a consistent direction of the Corporation's key programs through its work with the standing committees. The committee is empowered to act on behalf of the Corporation as required between meetings of the full Board of Directors and is comprised of the Officers of the Corporation and standing committee chairs.

Sec. 5. **Fundraising Committee.** The Fundraising Committee is responsible for a broad range of fundraising and outreach efforts including grants, cooperative agreements, partnerships, contracts, scholarships, planned giving programs and financial support.

#### ARTICLE 8 – MISCELLANEOUS PROVISIONS

Sec. 1. **Institution of Litigation.** The Corporation may not institute litigation of any nature against any entity without the express advance written permission of the Board of Directors of SME.

Sec. 2. **Borrowing.** No loans shall be contracted on behalf of the Corporation.

Sec. 3. **Adjourned Meetings.** A majority of the Directors present, whether or not a quorum, may adjourn any meeting to another time and place. Notice of such adjourned meeting shall be given even though the time and place thereof are announced at the meeting at which the adjournment is taken.

Sect. 4. **Meeting Notice and Participation.** Unless otherwise provided in these Bylaws or the Michigan Nonprofit Corporation Act, any notice or consent required or permitted to be given in writing may be given in writing or by electronic transmission. An electronic transmission, as defined in the Act, includes without limitation an email, voicemail, or facsimile. Notwithstanding the foregoing, no notice need be given to any person who submits a signed waiver of notice before or after a meeting, or who attends a meeting without objecting to any lack of notice at the beginning of the meeting. A Director's attendance at or participation in a meeting waives any required notice to him or her of the meeting unless he or she at the beginning of the meeting, or when he or she arrives, objects to the meeting or the transacting of business at the meeting and after objecting does not vote for or assent to any action taken at the meeting. Unless required under these Bylaws, notice or waiver of notice of a meeting does not have to specify the business to be transacted or the purpose of, the regular or special meeting.

A member of the Board of Directors or of a committee may participate in a meeting by conference telephone or by other means of remote communication (including an Internet chat room or web conference) through which all persons participating in the meeting may communicate with the other participants. All participants shall be advised of the means of remote communication and the names of the participants in the meeting shall be divulged to all participants. Participation in a meeting in this manner constitutes presence in person at the meeting.

Sec. 5. **Action by Written Consent.** Action required or permitted to be taken pursuant to authorized vote at any meeting of the Board of Directors or a committee thereof, may be taken without a meeting if, before or after the action, all members of the Board of Directors or the committee consent thereto in writing. Written consent shall be filed with the minutes of the proceedings of the Board of Directors or committee. Such consent shall have the same effect as the vote of the Board of Directors or committee for all purposes.

Sec. 6. **Corporate Seal.** The Corporation shall have a corporate seal, and it shall have inscribed thereon the name of the Corporation and the words "Corporate Seal" and "Michigan". The seal may be used by causing it or a facsimile to be affixed, impressed, or reproduced in any other manner.

Sec. 7. **Annual Report.** The President, on behalf of the Board of Directors, shall present an oral report to the Shareholder at their annual meeting. In addition, an annual written report shall be prepared and submitted to the Shareholder containing a financial and narrative summary of the events of the immediately preceding fiscal year.

Sec. 8 **Financial Year.** The financial year of the Corporation shall be from January 1 through December 31.

## ARTICLE 9 – ADDITIONAL RULES, REGULATIONS, AND PROCEDURES

Sec. 1. **Rules and Regulations.** The Board of Directors may adopt additional rules, regulations and procedures, general or specific, for the conduct of their meetings, and additional rules, regulations and procedures, general or specific, for the conduct of the affairs of the Corporation. No such additional rule or regulation shall be inconsistent with or in contravention of any provision of the Articles of Incorporation or any SME Governance. Any auxiliary documents for the Corporation are required to be filed with the Shareholder and subject to review by the SME Constitution and Bylaws Committee.

Sec. 2. **Changes to SME–EF Bylaws.** Recommendation for changes to these Bylaws can be initiated by either the SME-EF Board of Directors or the SME Board of Directors. A joint committee with members from both Boards will be formed to develop the recommendation. Any recommendation shall be reviewed for approval by the SME-EF Executive Committee for adoption by the SME-EF Board of Directors. The SME Board of Directors will have final approval for all changes to the Bylaws.

Approved by the SME Education Foundation Board of Directors – February 25, 2020; November 10, 2021  
Approved by the SME Board of Directors – March 5, 2020; November 11, 2021

# NAMRI/SME Operating Procedures

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# **OPERATING PROCEDURES**

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## **NORTH AMERICAN MANUFACTURING RESEARCH INSTITUTION OF SME**

North American Manufacturing Research Institution  
SME  
One SME Drive, P.O. Box 930  
Dearborn, Michigan 48121 USA  
(313) 271-1500  
FAX (313) 240-3404

Revisions through March 2013



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## **ARTICLE 1 – NAME**

The name of this institution is the North American Manufacturing Research Institution of the Society of Manufacturing Engineers (NAMRI/SME).

## **ARTICLE 2 – PURPOSE**

As approved by the SME Board in 1981, the North American Manufacturing Research Institution of SME shall be an Institution functioning as an integral part of SME, designed to cooperate and coordinate with other organizations for the advancement of knowledge in manufacturing engineering through research and development. This Institution shall also provide the means and methods whereby such knowledge is disseminated and whereby the needs of the manufacturing community are made known. NAMRI/SME shall, among other things, promote and actively stimulate research, writing, publishing, and dissemination of knowledge within this field through cooperative efforts and an annual conference. This annual conference is to provide a forum for the active community of researchers whose work contributes to the furthering of manufacturing technology and productivity and for spokesmen of the industrial community on technological needs. The conference shall be known as North American Manufacturing Research Conference (NAMRC). It is intended that NAMRI/SME will carry on the tradition and purpose of the NAMRC Conferences which have been organized annually since 1973 by the Scientific Committee of NAMRI/SME.

## **ARTICLE 3 – MEMBERSHIP**

Section 1. MEMBER GRADES. Individuals are members of NAMRI/SME. There are two grades: MEMBER and STUDENT MEMBER.

Section 1.1 MEMBER GRADE requires the following:

Active participation in manufacturing or manufacturing research and is currently an SME member in good standing.

Section 1.2 STUDENT MEMBER GRADE requires the following:

Active Student Member of SME

Section 2. FOUNDING MEMBERS. NAMRI/SME recognizes the eight people who served on the initial Scientific Committee in 1973 as the Founding Members of NAMRC. The 22 Scientific Committee members who served as the governing body of NAMRC from its inception up to the establishment of NAMRI/SME in 1981 are recognized as the Founding Members of NAMRI/SME. The complete list of founding members is in Appendix A.

## **ARTICLE 4 – FEES, DUES, SPECIAL ASSESSMENTS AND REFUNDS**

Section 1. FEES AND DUES. The fees and dues for members of NAMRI/SME shall be satisfied by being a dues-paying member of SME. NAMRI/SME members are SME members and as such can also elect to participate in SME Technical Communities, Technical Groups and Chapters.

Section 2. ASSESSMENTS. Any special assessments to NAMRI/SME members must be approved by the NAMRI/SME Board of Directors and the SME Board of Directors before implementation.

Section 3. REFUNDS. No refund of dues or fees shall be made to any member upon severance of affiliation with NAMRI/SME.

## **ARTICLE 5 – VOTING RIGHTS**

Voting rights in NAMRI/SME shall be granted to all members.

## **ARTICLE 6 – BOARD OF DIRECTORS OF NAMRI/SME**

Section 1. ROLE AND COMPOSITION. The NAMRI/SME Board of Directors makes policy for the Institution that represents manufacturing research leadership in industry, government and academia in North America and the world. The Board is comprised of the NAMRI/SME Executive Committee (Past President, President, President-elect and Secretary), the Scientific Committee Chair and six NAMRI/SME At-Large Directors. The Past President of the Institution is replaced on the Board of Directors by the retiring President immediately following NAMRC.

Section 2. INSTALLATION AND TERMS. The NAMRI/SME At-Large Director's terms will be staggered so that at least three At-Large Directors will be elected annually for two year terms. Unexpired terms that arise due to a Board member being elected to the Executive Committee or Scientific Chair, or vacancy as in Article 6-Section 5, may be filled for a three year term to insure that at least half the At-Large Director positions become open each year. At-Large Directors shall take office after election during the Annual Meeting and immediately after NAMRC. They shall hold office for a period of at least two years.

Section 3. BOARD POWERS. The NAMRI/SME Board of Directors shall be the governing body of the Institution. The Board of Directors may establish, amend or set policies, which are subject to the final approval of the SME Board of Directors. The NAMRI/SME Board of Directors is responsible to maintain the tradition and original intent set forth in the purpose of the Institution.

Section 4. BOARD APPOINTMENTS. The NAMRI/SME Board of Directors, through the NAMRI/SME President, may appoint a member of the Institution, or other person or persons, to represent it at meetings of other societies or associations or at public functions. The duties of such representatives shall terminate with the occasion for which they were appointed.

Section 5. VACANCIES. The NAMRI/SME Board of Directors may, by majority vote of the NAMRI/SME Directors, present at a duly called and legal meeting, declare any elective office vacant upon the failure of its incumbent, for three months, to perform the duties of the office, and shall thereupon appoint a member in good standing to fill the vacancy (except in the case of President) until the next regular election. Such appointment shall not render the appointee ineligible for election to any other office of the Institution.

Section 6. MEETINGS. The NAMRI/SME Board of Directors shall conduct two meetings. One will be early in the calendar year and the second before the Annual Membership Meeting, at a time consistent with the operation of the Institution and the annual technical conference (NAMRC).

Section 7. SPECIAL MEETINGS. Special meetings of the NAMRI/SME Board of Directors may be requested in writing by any Director or Officer. The reasons for such a special meeting, also the naming of a time and place for the meeting, must be submitted to the NAMRI/SME Board of Directors for their consideration. If a majority of the Directors concur, a special meeting must be held.

Section 8. VOTING PROCEDURE. All questions (except amendments of the Operating Procedures) at any legally convened NAMRI/SME meeting shall be decided by a simple majority of the votes cast. Two-thirds of the NAMRI/SME Board of Directors must be present at a duly called meeting to constitute a quorum for the transaction of business.

## **ARTICLE 7 – DIRECTOR AND OFFICER ELECTION**

Section 1. OFFICERS AND DIRECTORS. The Nomination Committee shall present a slate of candidates for officers and directors for the NAMRI/SME Board of Directors to elect a President, a President-Elect and Secretary for the term of one year and at least three At-Large Directors annually for two year terms.

Section 2. ELIGIBILITY. To be eligible for election as an Officer, a member must be currently serving as a Director of the Institution.

Section 3. BALLOTING. If there is more than one candidate for an Office, the Election must be by secret ballot of the NAMRI/SME Board of Directors. To be elected, a nominee must receive a majority of the votes cast.

Section 4. PRESIDENT. At the conclusion of NAMRC, the President-Elect of NAMRI/SME shall become President.

Section 5. OFFICERS EXCEPT PRESIDENT. At the Annual Meeting, the NAMRI/SME Board of Directors shall elect a President-Elect and a Secretary.

Section 6. INSTALLATION. All NAMRI/SME officers shall be installed at the close of NAMRC.

Section 7 VACANCIES. A vacancy created in the NAMRI/SME Board of Directors shall be filled at the next Director election in accord with established election procedures or as contained in Article 6, Section 5 of this document.

## **ARTICLE 8 – ANNUAL REPORT**

Section 1. CONTENT AND PRESENTATION. The NAMRI/SME Board Directors shall present an Annual Report at the Annual Meeting of the Institution. This report will summarize the activities of the Institution, as well as report on the expenditure of any funds raised from special membership assessments.

Section 2. FILING. The NAMRI/SME Annual Report shall be filed at SME Headquarters. A copy of the report shall be forwarded to the SME Board of Directors.

## **ARTICLE 9 – PRESIDENT OF NAMRI/SME**

Section 1. CHAIR OF THE BOARD. The NAMRI/SME President shall be the Chief Elected Officer of the Institution. As such, the President shall preside at all meetings of the NAMRI/SME Board of Directors. The President may designate an alternate to preside at NAMRI/SME Board Meetings. When no such designation is made, and in the absence of the President, the ranking NAMRI/SME Officer in attendance shall preside.

Section 2. PRESIDENTIAL DIRECTIVES. The NAMRI/SME President shall be vested with the authority to issue directives for the purpose of conveying operating instructions necessary to

discharge the duties of office. At all times, these directives are to be in accordance with the Operating Procedures and the Constitution and Bylaws of SME.

Section 3. COMMITTEES. The NAMRI/SME President shall be empowered to name such committees as may be deemed necessary for the proper functioning of the Institution.

Section 4. COMMITTEE AUTHORITY. All committees appointed by the NAMRI/SME President shall be subject to regulation and direction by both the NAMRI/SME Board of Directors and the President, except as otherwise provided by these Operating Procedures.

Section 5. PRESIDENTIAL VACANCY. In the case of a vacancy in the Office of the NAMRI/SME President, the President-Elect, or in the absence of the President-Elect, the next ranking Officer shall assume all duties and responsibilities of the NAMRI/SME Presidency until the NAMRI/SME Board of Directors elects a President from the membership of the Executive Committee or from the Board to fill the unexpired term.

#### **ARTICLE 10 – PRESIDENT-ELECT OF NAMRI/SME**

The NAMRI/SME President-Elect shall perform such duties as assigned by the NAMRI/SME President and the Board of Directors, and shall fulfill the duties of the President in his/her absence.

#### **ARTICLE 11 – SECRETARY OF NAMRI/SME**

Section 1. MINUTES. The NAMRI/SME Secretary shall keep the minutes of all Institution business and membership meetings. The minutes shall be reviewed and signed by the Institution President and countersigned by the SME Ex-Officio to the Institution.

Section 2. NOTICES. Written notices of the time, place and purpose of all general or special Institution meetings of the NAMRI/SME members or Board of Directors shall be given by the Secretary at least three months prior to the date of said meeting.

Section 3. COMMUNICATION WITH SME. The NAMRI/SME Secretary shall work with an SME staff liaison to promote NAMRI/SME activities, especially on SME web site.

Section 4. BOARD ASSIGNED DUTIES. The Secretary shall perform such other duties as may be delegated by the NAMRI/SME Board of Directors.

#### **ARTICLE 12 – EXECUTIVE COMMITTEE OF THE BOARD OF DIRECTORS OF NAMRI/SME**

Section 1. COMPOSITION. A NAMRI/SME Executive Committee comprised of the NAMRI/SME President, President-Elect, Secretary and immediate Past President of NAMRI/SME shall serve as an extension of the Board of Directors.

Section 2. RANKING. In the absence of the NAMRI/SME President, the President-Elect shall assume the duties of the President. The Secretary may also be called upon to assume the duties of the President in the absence of both the President and President-Elect.

Section 3. ROLE. The NAMRI/SME Executive Committee shall have the authority to perform those duties legally delegated by the NAMRI/SME Board in managing and directing the business affairs of the Institution. It shall act in behalf of the NAMRI/SME Board when the

Board is not in session, on matters where specific direction has not been given with the condition that such action shall be subject to review by the Board of Directors.

### **ARTICLE 13 NOMINATING COMMITTEE**

Section 1. COMPOSITION. The NAMRI/SME Nominating Committee shall consist of the three immediate NAMRI/SME Past Presidents, with the second Past President being the Chair. Appointments of this Committee shall be completed by the NAMRI/SME President 30 days following acceptance of office at the Annual Meeting of the Board of Directors.

Section 2. NOMINATION. The NAMRI/SME Nominating Committee shall submit to the NAMRI/SME Board, 30 days prior to the Annual Meeting, the names and qualifications of not less than one nor more than two nominees for each office and no less than three nominees for directors-at-large.

Section 3. DIRECTOR AND OFFICER ANNOUNCEMENT. The approved Committee's report listing the names and qualifications of all Directors and officers shall be announced at the Annual Meeting.

Section 4. VACANCIES. A vacancy created in the NAMRI/SME Board of Directors shall be filled at the next Director election in accord with established election procedures or as contained in Article 6, Section 5 of this document.

### **ARTICLE 14 – SCIENTIFIC COMMITTEE OF NAMRI/SME**

Section 1. PURPOSE. The NAMRI/SME Scientific Committee is a deliberative body established to oversee the review process for the *Proceedings of the NAMRI/SME*, and to provide the means whereby the specialized professional interests of the membership and industry can be best served. It shall augment and improve the activities and services of the Institution designed to fill the technical needs of its members and industry and provide a liaison to the Society of Manufacturing Engineers to assist in efforts to ensure the consistency and alignment in the delivery future technical/research information. It shall communicate and coordinate with efforts related to other SME journals.

Section 2. DIVISIONS. The NAMRI/SME Scientific Committee shall recommend to the NAMRI/SME Board of Directors the development of Divisions as the need and circumstances require. It shall define and oversee the activities of each Division.

Section 3. ADVISORY ROLE. The NAMRI/SME Scientific Committee shall serve as an advisory group to the President, Officers and Directors of NAMRI/SME. It will review plans and policies already established within the prescribed areas of operation of the NAMRI/SME Divisions and Committees and make recommendations for implementing or revising these policies.

Section 4. CHAIR OF THE SCIENTIFIC COMMITTEE. The Chair of the NAMRI/SME Scientific Committee shall be appointed to a two-year term by the President of NAMRI/SME, 30 days following his/her acceptance of the Office at the Annual Meeting of the Board of Directors, and shall be a voting Ex-Officio Member of the NAMRI/SME Board of Directors. This appointment shall be subjected to approval by the NAMRI/SME Board of Directors.



Section 5. MEMBERSHIP IN THE SCIENTIFIC COMMITTEE. The NAMRI/SME Scientific Committee shall consist of the NAMRI/SME Board of Directors plus up to a number of additional Members as the NAMRI/SME Board shall from time to time approve. The Members of the Scientific Committee shall be NAMRI/SME members appointed by the Scientific Committee Chair with the consent of the President, in such a manner that the Scientific Committee represents appropriate cross-sections of the research areas and interests of the NAMRI/SME membership. Appointed Members of the Scientific Committee will be asked to serve no more than two consecutive three-year terms. Members who are asked but do not perform paper reviews at a timely basis shall be removed from this Scientific Committee based on the recommendation from the Chair of the Scientific Committee and the consent of the NAMRI/SME President.

Section 6. REPORT OF SCIENTIFIC COMMITTEE. The Chair of the Scientific Committee shall submit a written report to the NAMRI/SME Board of Directors on the activities of the Scientific Committee at the Annual Meeting of the NAMRI/SME Board of Directors.

Section 7. CHAIR OF SCIENTIFIC COMMITTEE VACANCY. In case of a vacancy in the Office of Chair of the Scientific Committee, the NAMRI/SME President shall appoint a replacement from the Scientific Committee members.

Section 8. PROGRAMS AND DIRECTION. The Chair of the NAMRI/SME Scientific Committee shall be responsible for ensuring that appropriate information regarding submission of papers is conveyed to authors and that the NAMRC paper reviews and organization of the technical program of NAMRC are completed as required. Critical dates are listed in Appendix B. The Scientific Committee Chair will work with the Organization Committee Chair to provide SME with FOREWORD and TITLE PAGE of the Proceedings in time for inclusion in the Proceedings in accordance with Appendix B.

Section 9. POLICY IMPLEMENTATION. The NAMRI/SME Scientific Committee shall oversee the implementation of all technical directives and policies related to the Divisions that have been approved by the Board of Directors of NAMRI/SME.

## **ARTICLE 15 – NAMRI/SME HONORS COMMITTEE**

Section 1. COMPOSITION. The NAMRI/SME Honors Committee consists of the following NAMRI/SME members: NAMRI/SME President, President-elect, immediate Past-president, one board member elected by the Board, Scientific Committee Chair, plus a staff liaison as a non-voting member, with the immediate Past President being the chair.

Section 2. PURPOSE. General responsibilities include: establish criteria and election process, administer awards, facilitate funding, recommend new awards, screen candidates for submission to the NAMRI/SME Board, report to the NAMRI/SME Board, and suggest and promote nomination of candidates for various SME awards.

Section 3. RESPONSIBILITIES. Specific responsibilities are for the following special NAMRI/SME honors:

### Section 3.1 NAMRI/SME Outstanding Paper Award

- 3.1.1. The award seeks to recognize both the engineering value and industrial relevance of a publication at the annual NAMRC. The award criteria are: originality or novelty of an idea, method or approach; significance to manufacturing; technical soundness; completeness; acknowledgement of the

work of others; organization of the manuscript; and clarity in writing, figures and styles. Papers authored/co-authored by current NAMRI/SME Board members are eligible for this award but the authors should recuse themselves from the selection committee.

- 3.1.2. The form of the award is a plaque.
- 3.1.3. The selection process is the responsibility of the NAMRI/SME Honors Committee. The Scientific Committee Chair will identify 3-5 papers submitted for publication that received strong reviews. Copies of these papers will be distributed to the NAMRI/SME Honors Committee by 60 days before the conference. The committee will return its ballots by 30 days before the conference, allowing the staff liaison to prepare the award for presentation at the NAMRC. Selection criteria for the Outstanding Paper Award are included in Appendix C. If several of the papers are very high quality the Honors Committee may designate a first runner-up and a second runner-up for announcement during the awards ceremony.

### Section 3.2. NAMRI/SME Founders Lecture

- 3.2.1. The NAMRI/SME Founders Lecture was established to honor the group of persons who served on the NAMRC Scientific Committees from 1973-1981, before NAMRI/SME was officially established. This group is designated as the "Founders of NAMRI". These founders, as well as other distinguished contributors to manufacturing who have been actively involved with NAMRI/SME for at least 20 years, will be invited to give a lecture on a topic of their choosing consistent with the scope of NAMRI/SME.
- 3.2.2. The individual selected for the Founders Lecture, will also be invited to prepare a paper submitted to the Scientific Committee Chair for inclusion in NAMRI/SME's official publication. The lecture will be presented at NAMRC preferably as a stand-alone activity such as during the second day luncheon.
- 3.2.3. The selection of the Founders Lecturer and confirming their willingness and availability to present the lecture is the responsibility of the NAMRI/SME Honors Committee. Nominations will be presented by the Honors Committee for discussion and approval at the board of directors meeting in February. An invitation shall be extended to the presenter immediately after approval. The Honors Committee will inform the staff liaison of the Founders Lecturer for preparation of a suitable plaque and other logistics.
- 3.2.4. The NAMRC Organizing Committee will provide the Founders Lecturer with an honorarium and a complimentary conference registration (Appendix E).

### Section 3.3. NAMRI/SME Student Research Presentation Award

- 3.3.1. The award seeks to recognize students' contributions to NAMRC and to encourage young talents to pursue a career in manufacturing research.
- 3.3.2. The form of the award is a certificate created by the NAMRC host and winners are selected by a panel of judges including members of the Honors Committee organized by the NAMRC host.

- 3.3.3. To participate in the Contest, the student must fill out a contest participation form and the Final Accepted Paper Submission Form must be submitted. The deadline to enter the Contest is the same as the final paper due date. Selection criteria for this Student Research Presentation Award are included in Appendix C.
- 3.3.4. Winners will be announced either during the awards ceremonies or NAMRI/SME General Membership Meeting at NAMRC.

#### Section 3.4. NAMRI/SME S.M. Wu Research Implementation Award

- 3.4.1. The award seeks to recognize individuals who made substantial contributions to outstanding original research presented at NAMRC, which subsequently upon implementation had a significant commercial and/or societal impact.
- 3.4.2. The form of the award is a plaque presented to the author(s) of the research presented at NAMRC.
- 3.4.3. The NAMRI/SME Honors Committee is responsible for selecting and recommending the award recipient(s) to the NAMRI/SME Board for final approval and for confirming the awardees acceptance. The staff liaison will prepare the award for presentation at NAMRC and coordinate other logistics. The nomination deadline is January 15, annually. The selection criteria for the S. M. Wu Award are included in Appendix C.

#### Section 3.5. NAMRI/SME Outstanding Service Award

- 3.5.1. The form of the award is a plaque.
- 3.5.2. The award seeks to honor distinguished members for their long-term dedication and contributions to NAMRI/SME. This award should be particularly appropriate for those members of NAMRI/SME who are retiring from their professional careers (e.g., past presidents, members of the board, etc).
- 3.5.3. The nomination deadline is January 15, annually. The Honors Committee will return its ballots by February 1, allowing the NAMRI Board to make final approval and staff liaison to prepare the award for presentation at the NAMRC.

### **ARTICLE 16 – ANNUAL MEETING OF NAMRI/SME**

Section 1. PURPOSE. The NAMRI/SME Annual Meeting provides a research forum for the exchange of information and cooperation between researchers in the field of manufacturing engineering. In addition, the business of the Institution shall be conducted at the Annual Meeting.

Section 2. MEETING FORMAT. The NAMRI/SME Conference shall be held during the Annual Meeting. It shall be known as NAMRC –and is to be free of commercialism. Discussion time is to be maximized. The NAMRI/SME Proceedings must be available at the opening of the Conference.

Section 3. MEETING VENUE. NAMRC shall be held at or in conjunction with a university or other host institution with a recognized effort in manufacturing engineering. Appendix D

delineates the hosting site selection criteria, liability, and guidelines for proposals to host NAMRC.

Section 4. CONFERENCE FORMAT AND FEES. The format and fees for NAMRC shall be determined by the NAMRI/SME Organizing Committee with the approval of the NAMRI/SME Board of Directors.

#### **ARTICLE 17 – ORGANIZING COMMITTEE OF NAMRI/SME**

Section 1. PURPOSE. The NAMRI/SME Organizing Committee is responsible for the conducting of the technical program proceedings and organization matters of the Annual Meeting. Appendices E and F delineate responsibilities for the Organizing Committee of NAMRC and SME, respectively.

Section 2. COMPOSITION. The NAMRI/SME Organizing Committee shall be recommended by the host institution/organizer and approved no less than one year in advance of the NAMRC by the NAMRI/SME Board of Directors.

Section 3. CONFERENCE CHAIR. The NAMRI/SME Organizing Committee shall be headed by a Conference Chair appointed by the NAMRI/SME Board of Directors. The Organizing Committee shall report to the NAMRI/SME Board of Directors concerning activities planned at the host institution(s) following the guidelines in Appendix E.

Section 4. REPORT OF THE ORGANIZING COMMITTEE. The Chair of the Organizing Committee shall submit a written report to the NAMRI/SME Board of Directors on NAMRC within 90 days after the close of this conference. The guidelines on submitting such a report are included in Appendix G.

Section 5. COLLOCATION. The NAMRI/SME Board may choose to collocate the Annual Meeting with other manufacturing related conferences that are compatible with the aims of NAMRI/SME and are determined to be mutually beneficial. In this case the mechanism of a Coordinating Committee shall interface between NAMRI/SME, the Organizing Committee and the other conference sponsors. See Appendix K for an example Collocated Conference Proposal Guide describing the Coordinating Committee. NAMRI/SME operating procedures and the NAMRI/SME board of directors shall continue to govern the NAMRC parts of the collocated conferences.

#### **ARTICLE 18 –Proceedings**

The *Proceedings of the NAMRI/SME* shall be published by SME.

#### **ARTICLE 19 – ENDORSEMENT OF A CONFERENCE**

Requests for NAMRI/SME to endorse a conference shall be submitted to both the President of NAMRI/SME and the SME staff member. Such request shall be approved by the majority of the Board at the Board meetings. A NAMRI/SME endorsement allows the conference organizer to use NAMRI/SME logo on their conference publications and the conference web site. It also allows authors to subsequently submit their papers to SME journals. The Endorsement should clearly provide value to the NAMRI/SME.

#### **ARTICLE 20 – AMENDMENTS OF OPERATING PROCEDURES**

The Operating Procedures of NAMRI/SME may be amended by approval of three-fourths of the NAMRI/SME Board of Directors. All amendments to Operating Procedures of NAMRI/SME are subjected to final approval by the SME Board of Directors.

## APPENDICES TO NAMRI/SME OPERATING PROCEDURES

### APPENDIX A: FOUNDING MEMBERS OF NAMRI/SME

The Scientific Committee in 1973 who are recognized as the Founding Members of NAMRC:

1. J. Bollinger, University of Wisconsin
2. L. Colwell, University of Michigan
3. N. Cook, Massachusetts Institute of Technology
4. D. French, Waterloo University
5. S. Kobyashi, University of California
6. W. Rice, Queen's University (Scientific Committee Chair)
7. J. Tlusty, McMaster University
8. B. VonTurkovich, University of Vermont

The 22 Scientific Committee members who served as the governing body of NAMRC from its inception up to the establishment of NAMRI/SME in 1981 that are recognized as the Founding Members of NAMRI/SME:

1. T. Altan, Battelle Columbus Laboratories
2. B. Avitzur, Lehigh University
3. J. Bollinger, University of Wisconsin
4. G. Boothroyd, University of Massachusetts
5. F. Boulger, Battelle Columbus Laboratories
6. L. Colwell, University of Michigan
7. N. Cook, Massachusetts Institute of Technology
8. M. Field, Metcut Research
9. French, Waterloo University
10. J. Frisch, University of California
11. Ham, Pennsylvania State University
12. C. S. Hartley, University of Florida
13. I. Lemay, University of Saskatchewan
14. S. Kalpakjian, Illinois Institute of Technology
15. S. Kobyashi, University of California
16. S. Ramalingam, Georgia Institute of Technology
17. W. B. Rice, Queen's University
18. J. Schey, University of Illinois
19. M. C. Shaw, Arizona State University
20. J. Tlusty, McMaster University
21. B. VonTurkovich, University of Vermont
22. S. M. Wu, University of Wisconsin

Note: These individuals are all that have been listed as members of the Scientific Committee (not the Organizing Committee) and have been confirmed by examination of the published volumes of papers presented at NAMRC from 1973 through 1981.

## **APPENDIX B: CRITICAL DATES FOR SCIENTIFIC COMMITTEE**

Sample Timeline for NAMRC ##, to be held 2nd week of June of YEAR.

February Board Meeting, (Year-1) – Approve research topics to be included in the NAMRC flyer

September 30, (YEAR-1) – Scientific Committee composition due to NAMRI/SME President

November 1, (YEAR-1) – Paper Submission Deadline

November 15, (YEAR-1) – All papers out to reviewers

February 1, (YEAR) – Reviews due back to Scientific Committee (SC) Chair

February 15, (YEAR) – Accept/Reject/Conditional decisions sent to authors

March 1, (YEAR) – Conditional revisions due to Scientific Committee Chair

March 9, (YEAR) – All Conditional decisions finalized as accept/reject

March 15, (YEAR) – Submission of final manuscript and Agreement to Present Paper at NAMRC

March 22, (YEAR) – Request nominations for student presenters from authors of accepted papers for the Student Presentation Competition

March 31, (YEAR) - Student presenter nominations due to Scientific Committee Chair

April 1, (YEAR) - Author pre-registration deadline for inclusion of paper in Proceedings

April 1, (YEAR) – Best paper candidates to Honors Committee

April 7, (YEAR) – Participation in the Student Presentation Competition finalized

April 10, (YEAR) – Preface, SC Member List, and Guest Reviewers to Publisher of Proceedings

April 15, (YEAR) – Best paper selections from Honors Committee to Scientific Committee Chair

## **APPENDIX C: AWARDS SELECTION CRITERIA**

### Section 1 – Outstanding Paper Award

Section 1.1 The award will be based on the originality or novelty of an idea or method or approach presented, the significance to manufacturing, the technical soundness and completeness of work presented, the completeness of

acknowledgment of the work of others, the organization of the manuscript, and the clarity in writing and figures.

Section 1.2 Papers authored/co-authored by current NAMRI/SME Board members are eligible for this award. In the event that a member of the Honors Committee is an author/co-author of a paper under consideration then that member must recuse themselves from the selection process.

Section 1.3 The selection process is the responsibility of the NAMRI/SME Honors Committee. The NAMRI/SME Scientific Committee Chair will identify 3-5 papers submitted for publication at each year's NAMRC that received strong reviews by the Scientific Committee. Copies of these papers will be distributed to the NAMRI/SME Honors Committee according to the schedule of dates in Appendix B. The committee votes using established criteria, and the winner is identified.

### Section 2 – Student Research Presentation Award

Section 2.1 A student co-author of a paper accepted by NAMRC and deemed to be of high quality by the Scientific Committee is eligible to participate in the Contest. The Contest is based on to the student's oral presentation of the paper at the Conference. The student presentations will be part of regular technical sessions and have the same time limitation.

Section 2.2 The presentations will be judged by a panel, which is comprised of the NAMRI/SME Honors Committee members or their delegates. The judges will not judge their own students.

Section 2.3 The judgment will be primarily based on clarity of presentation including oral expression and use of visual aids.

### Section 3 – S.M. Wu Research Implementation Award

Section 3.1 The award is based on outstanding original research presented at NAMRC and subsequently, upon implementation, had a significant commercial and/or societal impact. The following criteria are considered.

Section 3.2 Technical Innovation - Has this research led to a technological breakthrough - new and original as opposed to an incremental improvement on existing technology?

Section 3.3 Commercial Application - Has the research been successfully applied in a commercial product or process? How has the application of the research improved upon competing approaches? Does the research have the potential to be applied to other commercial products or processes?

Section 3.4 Benefits of the Research and Associated Technology - What impact has the research and associated technology had on the product(s) or process(es) and on generating profits or cost savings? Has the research and associated technology affected factors such as quality, reliability, safety, etc.? Has it had significant societal benefits?



## APPENDIX D: NAMRC HOSTING SITE SELECTION CRITERIA

### Section 1. Liability

SME will assume no financial, legal, or organizational liability to the host institution through its role as a sponsor of the annual conference, nor is SME liable to the host institution in any way for any accidents or injuries that might occur before, during, or after activities related to the conference. Notwithstanding the foregoing, each party agrees to hold harmless and indemnify the other from and for any and all claims, suits, liabilities, or costs (including reasonable attorney's fees) resulting from the negligence or other misfeasance of the indemnifying party.

### Section 2. Guidelines for proposals to host NAMRC

Since 1973, NAMRC has been held on the campus of a host institution to encourage a dialogue between conference attendees, offer opportunities for laboratory tours, disseminate state-of-the-art manufacturing knowledge, etc. Institutions wishing to host a NAMRC are encouraged to submit a proposal.

The NAMRI/SME Board of Directors reviews proposals annually. NAMRC site selections are usually made two to three years ahead to allow for adequate planning and promotion of the conference. Submission of a written proposal and formal presentation of the proposal (including a question and answer session) at a Board of Directors meeting is required. If the proposal is selected, the host institution will enter into a conference agreement with SME. The Board of Directors requires conference-planning updates at its semi-annual meetings.

Each proposal submitted to the NAMRI/SME Board of Directors must contain, at a minimum, the following elements that also constitute the criteria to be used for evaluation:

#### *The Meeting Site*

##### Meeting Facilities

- Room for opening ceremony
- Meeting rooms for the parallel sessions
- Rooms for committee meetings
- Banquet format and venue
- Room for NAMRI/SME board meeting prior to start of conference
- Availability of audio/visual equipment

##### Lodging

- Facility information
- Distance to meeting site (Transportation arrangements if appropriate)
- Weather/climate
- Cost

##### Access/Travel Information

- Air
- Local ground transportation/shuttle service
- Access by car
- Typical costs

### *Conference Organizers*

#### Organizing committee

- Individuals and their roles

#### Institutional support and commitment

- Support letters from Dean, Dept. Chair, etc.

- Release time, secretarial & conference planning support

- Other evidence of commitment

### *Conference Finances*

#### Registration cost structure (and what is included)

- Regular participants (early/late registration, cancellations, etc.)

- Students

- Guests

- Guest speakers for special sessions

#### Proposed conference budget

#### Conference marketing plans

#### Plans for external sponsorship

### *Conference Schedule*

#### Tentative session/event allocation plan

#### Accompanying persons program

#### Laboratory tours

#### Industry tours

#### Additional events

### *Manufacturing Activities at the Proposing Institution*

#### Manufacturing research

#### Manufacturing education

#### Past participation in NAMRC/NAMRI/SME by the proposing team

### *Other Elements*

#### Industry involvement

#### Special or unique opportunities

#### Pre/post-conference activities

#### Ability to manage additional events

#### Sightseeing/places of interest (technical, cultural...)

The deadline for receipt of proposals is April 15. This date allows for proposal review by the NAMRI/SME Board of Directors prior to their meeting at NAMRC.

The proposal should be submitted electronically to NAMRI/SME Manager at:

NAMRI/SME Manager  
Society of Manufacturing Engineers  
One SME Drive  
P.O. Box 930  
Dearborn, MI 48121-0930  
Phone: (313) 425-3307  
Email: [techcommunities@sme.org](mailto:techcommunities@sme.org)

## **APPENDIX E – ORGANIZING COMMITTEE RESPONSIBILITIES**

Section 1. FACILITIES. Secure necessary meeting room space, housing, food function space, registration area, etc. for the conference, including the NAMRI/SME Board of Directors Meeting and the NAMRI/SME Membership Meeting.

Section 2. LOGISTICS. Coordinate required room set ups, audio-visual equipment, food function menus, coffee breaks, etc.

Section 3. PROGRAM AND SESSION CHAIRS. Coordinate program format, secure session chairs, organize technical and any non-technical sessions, and schedule the accepted papers and paper sequence, as advised by the Scientific Committee Chair.

Section 4. COMPETITIVE MEETINGS. Other conferences/seminars/symposia on manufacturing research will not be held by the Host Organization in a time frame immediately before or after the NAMRC Conference without prior approval from the NAMRI/SME Board of Directors. The NAMRI/SME Board of Directors may also decide to collocate the Annual Conference with other manufacturing research conferences as described in Article 17. The Organizing Committee shall work with the Coordinating Committee of the collocated conferences to assure that NAMRI/SME rules and objectives are met along with the other conferences rules and objectives.

Section 5. CALL FOR PAPERS. Provide SME with conference date and logistical information to include in the call for papers (16) sixteen months in advance of the conference.

Section 6. CONFERENCE BROCHURE. Provide SME staff with information electronically seventeen (17) weeks in advance of conference, for creation of the printed final program brochure: 1) Information on host institution including location, parking, housing, maps, etc. ; 2) Technical program as coordinated with Scientific Committee Chair including all session chairs, presentation titles, authors, room assignments, etc. ; 3) Other program information such as keynote address, open sessions, luncheons, receptions, breaks, tours, and meetings, etc.

Section 7. CONFERENCE WEB SITE. Develop and post a conference Web Site 12 or more months in advance of the conference with information comparable to that featured in the call for papers and program brochure.

Section 8. PROMOTIONAL COSTS. Reimburse SME for promotional costs (as outlined under SME responsibilities) including the call for papers, preliminary brochure, final program brochure and e-mail campaign.

### Section 9. CONFERENCE PUBLICATIONS.

Section 9.1. The NAMRI/SME Organizing Committee Chairman will work with the NAMRI/SME Scientific Committee Chairman to provide SME with the PREFACE, TITLE PAGES, SCIENTIFIC COMMITTEE LIST, PAPERS, FINAL PROGRAM, etc. in advance of the conference for the Proceedings in accordance with the schedule of critical dates in Appendix B.

Section 9.2. Create and distribute an electronic copy of the Proceedings papers, abstracts and index to registered conference attendees, SME and the NAMRI/SME Board of Directors at the conference.

Section 10. REGISTRATION AND FEES. The host shall set and collect registration fees in concurrence with SME and NAMRI/SME. It is the intent of the organizers of this conference that all reasonable expenses for hosting the conference are covered by charging a reasonable registration fee commensurate with previous NAMRC conferences and that net revenue is not generated.

Section 10.1 Reimburse SME for promotional costs as outlined under SME responsibilities.

Section 10.2 Beginning with NAMRC 33, the host will factor a complimentary registration and \$1,500 honorarium into the conference budget from registration fees to support and fund the expenses of the individual selected as the Founders Lecturer. The honorarium can be paid directly by the host to the Founders Lecturer or it can be submitted to SME for payment to the Founders Lecturer. Should the Founders Lecturer refuse all or some of the honorarium any unused funds will revert to a NAMRI/SME Fund.

Section 10.3 Beginning with NAMRC 34, the host will factor into the conference budget and collect from the registration fees a \$20 fee per full paid conference registration (excluding student registrations) for a NAMRI/SME Fund. The amount collected will be remitted by the host to SME for the NAMRI/SME Fund within 30 days of the close of the conference.

Section 10.4 Provide registrations on a complimentary basis for:  
10.4.1 magazine editors/ writers  
10.4.2 One SME staff  
10.4.3 One SME Ex Officio to NAMRI/SME or designate  
10.4.4 Founders Lecturer

Guests of SME and individuals who choose to receive the SME Outstanding Young Manufacturing Engineer Award (OYME) at the conference and who are only attending on the day of the award presentations, will have their food and beverage cost paid by SME (host to invoice cost to SME). Other accommodations provided to these guests including copies of the Proceedings, etc., are at the discretion of the host and SME and should be agreed to in advance.

Section 10.5 The Organizing Committee may seek sponsorship for activities at NAMRC and can elect to modify the sponsor form in Appendix H accordingly.

Section 11. SPECIAL SESSIONS. The NAMRI/SME Organizing Committee Chair will work with the NAMRI/SME Board of Directors in evaluating and subsequently accommodating special sessions such as workshops, tutorials, and short courses to be held in conjunction with NAMRC in accordance with the criteria and procedures outlined in Appendix I.

Section 12. STUDENT RESEARCH PRESENTATION CONTEST. The NAMRI/SME Organizing Committee will publicize and properly integrate the Contest into the conference Program. It will work with SME and NAMRI/SME Honors Committee to coordinate the list of contestants, the schedule of the Contest, and judging and provide the finalists with certificates as awards. It is highly recommended to place all the student presentations before the second day noon to facilitate the judging process.

Section 13. CONFERENCE REPORT. NAMRI/SME Organizing Committee Chairman or alternate will report on conference details in person at the NAMRI/SME Board of Directors mid-winter meeting held prior to the NAMRC and provide a written report within (30) thirty days after the close of the conference. The Organizing Committee Chairman will also provide the final registration list and indicate the names of any speakers that did not give scheduled presentations.

## **APPENDIX F: SME RESPONSIBILITIES**

Section 1. CALL FOR PAPERS BROCHURE. Prepare, print, and mail (12) twelve months ahead of conference and have available one year in advance at the conference site. Costs of graphic arts, paper, printing, bindery, labels, postage and costs of bulk e-mail delivery of messages with links to an online brochure are to be reimbursed to SME by the host institution.

Section 2. INTERNET LINK. Provide link to conference information from SME web page(s) to conference web page at host institution.

### Section 3. PROCEEDINGS

- Section 3.1 The Proceedings of NAMRI/SME is published in electronic format.
- Section 3.2 SME is responsible to maintain the necessary records pertaining to the current International Standard Serial Number (ISSN) assigned to the Proceedings of NAMRI/SME series. This number does not change from year to year unless the physical format of the publication changes.
- Section 3.3 SME is responsible to assign an International Standard Book Number (ISBN) to the Proceedings of NAMRI/SME from its block of ISBNs and to maintain the necessary records. The ISBN is new each year.
- Section 3.4 SME is responsible to file the appropriate documents to copyright the Proceedings of NAMRI/SME.
- Section 3.5 SME is responsible to send the required number of media copies to the copyright office and Library of Congress.
- Section 3.6 SME is responsible to provide media label artwork if appropriate in the required format to the media producer (which is currently ASME under the terms of the conference collocation agreement). Information on the media label includes: NAMRI/SME logo, Proceedings of NAMRI/SME title, volume and year, NAMRC date and place, copyright, ISSN, and ISBN.
- Section 3.7 SME is responsible to provide to the media producer in the required format all information to update or add to the introductory (“front matter”) material included in the Proceedings of NAMRI/SME.
- Section 3.8 The Proceedings of NAMRI/SME media is produced and duplicated at no direct cost to SME according to the terms of the conference collocation agreement.
- Section 3.9 SME receives a minimum of 30 copies of the Proceedings of NAMRI/SME media at no cost for the purpose for customer sales and internal use.
- Section 3.10 SME posts the Proceedings of NAMRI/SME on its Web site for customer sales and member downloads within one month of Annual Conference.

Section 4. NAMRI/SME BOARD OF DIRECTORS & GENERAL MEMBERSHIP MEETINGS. Plan and administer Board of Director’s and General Membership Meetings held at the annual conference.

Section 5. NAMRI/SME AWARDS PRESENTATION. Plan and coordinate the awards presentation, typically held at a luncheon or at an evening awards ceremony, to recognize outgoing officers and directors, award recipients, and the Founders Lecturer.

## **APPENDIX G: GUIDELINES ON SUBMITTING A FINAL REPORT ON THE NAMRC**

The NAMRI/SME Organizing Committee Chair is required to submit a written report within 90 days after the close of NAMRC to the President of NAMRI/SME and to SME staff.

Wherever appropriate, the final report should include electronic versions of the report components (as noted below). The report is aimed at being a complete package not only for future NAMRC organizers but also for future NAMRC proposers.

The final report should include:

1. Registration information (early, late, student/retiree, guest registrations)
2. Brief financial report
  - Rooms, catering, banquet and receptions, transportation, communications, etc.
3. List of attendees names and contact information in Excel format
4. Paper Presentation/Cancellation including:
  - Number of technical sessions
  - New technical sessions included in this NAMRC
  - Number of papers
  - Papers included in special sessions
  - List of papers and speakers that did not give scheduled presentation
5. Special sessions and activities
  - Panels and workshops
  - Laboratory and industrial tours
6. Honors and awards presented
  - Best Paper Award and the first runner up
  - Founders Lecturer
  - S. M. Wu Research Implementation Award
  - Winners of Student Research Presentation Contest
7. Meetings at NAMRC
8. Sponsors
  - Industrial
  - Others
9. Companion Programs
10. Brief description of notable highlights
11. Problems and/or suggested changes

### **Attachments**

1. copy of the Proposal to Host the NAMRC (electronic)
2. copy of contract with SME (electronic)
3. copy of NAMRC tasks and timeline
4. copy of Call for Papers pamphlet (electronic)
5. copy of Program Brochure (electronic)
6. copy of registration list (electronic)

## APPENDIX H: SAMPLE SPONSOR FORM

### NAMRC 33

Thirty-third Annual North American Manufacturing Research Conference  
MAY 24-27, 2005 • COLUMBIA UNIVERSITY • NEW YORK, NY, USA

## Sponsorship Opportunities

NAMRC 33 offers various level sponsorship opportunities to help create a lasting impression with attendees. Sponsors are acknowledged in a number of ways ranging from onsite signage to visibility on our NAMRC website. Sponsors are also included in the Program Brochure, which is distributed to all attendees. From general refreshments to receptions, NAMRC can highlight your organization both online and onsite! Find a sponsorship that best fits your organization's strategy & needs.

### Platinum Level Sponsorship

\$5,000 Sponsor of *Conference Banquet, Awards Luncheon, Evening Reception, Breakfasts, Lunches, or Refreshment Breaks*, includes:

- Organization Name prominently displayed in area of sponsored event
- Organization Logo prominently featured in Program Brochure
- Special recognition and a link to organization web site from the NAMRC 33 site
- Reserved table and special recognition at Awards Luncheon

### Gold Level Sponsorship

\$2,500 Sponsor of *Founder's Lecture, Student Research Presentation Contest, Registration Welcome Table, Welcoming Reception, or Registration Tote Bags* includes:

- Organization Name displayed at sponsored event (Bag sponsor on canvas bag)
- Organization Logo featured in Program Brochure
- Special recognition from the NAMRC 33 website
- Recognition at Awards Luncheon

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### Yes, my organization wishes to sponsor the following event:

**Sponsorship Level:**  Platinum  Gold      **Name of Sponsored Event:**

**Information to be Published:** Organization Name

Address:

City                      State                      Country                      Postal Code

Phone                      Fax                      Organization Web Address

Contact Person                      Signature                      Date

Contact E-mail                      *(all correspondence will be by e-mail unless you indicate otherwise):*

**Method of Payment** (\$500 Non-Refundable deposit required; payment in full due January 25, 2005)

Mastercard     Visa     AMEX     Company Check (Payable to Columbia University; please reference NAMRC 33)

**Credit Card/Check #**                      **Expiration Date**                      **Authorized Signature**

**Amount Authorized:**  Charge Full Payment     Charge \$500 Non-Refundable Deposit  
 Charge Balance Due on January 25, 2005.



**Payment Terms:** A \$500 non-refundable deposit is required to reserve sponsorship. Payment in full must be received by January 25, 2005 to guarantee placement in the Program Brochure. If payment is not received by final due date, space may be released to other sponsors.

**Refunds:** There will be a \$75 service charge for processing refunds if canceled before January 25, 2005. Cancellations must be in writing and state organization's name and to whom check should be made payable. Refunds will not be issued if cancellation is received after January 25, 2005.

For additional information, please contact Y. Lawrence Yao, NAMRC 33 Co-Chair, • 212.854.2887 Voice • 212.854.3304 Fax • E-Mail: [yly1@columbia.edu](mailto:yly1@columbia.edu) • Columbia University • 220 Mudd Bldg, 500 West 120<sup>th</sup> St, MC 4703 • New York, NY 10027

## APPENDIX I: GUIDELINES FOR WORKSHOP PROPOSALS AND SELECTION IN CONJUNCTION WITH NAMRC

The North American Manufacturing Research Institution (NAMRI) of SME invites proposals for events such as workshops, tutorials, and short courses to be held in conjunction with the annual conference (NAMRC).

**Objective:** The objective of the proposed events will be to provide a forum for dissemination and discussion of technical information in fields of interest consistent with NAMRC. All events held in conjunction with NAMRC must have the approval of and positively affect the reputation of NAMRI/SME.

**Event Scope:** The technical scope of the event should support, align with, or expand the range of the associated NAMRC program.

Areas of interest include: physics and technologies of manufacturing processes; design, dynamics, control, precision, and accuracy of manufacturing equipment; primary processing (e.g., powder consolidation and casting), welding and assembly, processing of alternative materials (e.g., polymer composites and ceramics); material behavior and tribology as related to manufacturing processes; CAD, CAM, and concurrent engineering; robotics and automation; rapid prototyping; manufacturing systems and simulation; human factors and man-machine interactions relating to manufacturing; rapid response and networked manufacturing; environmentally conscious manufacturing; and nano- and micro-scale manufacturing.

The event should provide attendees with rich, in-depth, informative, and up-to-date materials consistent with the quality of NAMRC. Events tied to specific applications or having a narrow focus are not encouraged. Commercial and promotional events are prohibited.

**Event Timing:** NAMRC affiliated events may not conflict with the NAMRC program. Events may be held prior to, or immediately after the NAMRC program.

**Proposal Submission:** Event proposals should be electronically submitted to the President of NAMRI/SME by September 1st of the year prior to the specific NAMRC under consideration.

The proposal should address the following:

- event title,
- proposers,
- technical content,
- targeted audience,
- expected enrollment/attendance,
- event duration and timing,
- advertising mechanisms,
- budget,
- benefit to NAMRI/SME members,
- revenue sharing with NAMRI/SME, and
- anticipated assistance required from the NAMRC organizing committee.

The proposal is required to contain a letter of support from the NAMRC organizing committee. Proposals will be reviewed and a decision to approve the event will be made before November 1st.

## APPENDIX J: SAMPLE NAMRC PROGRAM

<b>NAMRC 34 Program-at-a-Glance</b>									
<i>Hosted by Marquette University • Milwaukee, WI, USA</i>									
<b>MORNING</b>					<b>AFTERNOON</b>			<b>EVENING</b>	
Tuesday May 23	<i>NAMRI/SME Board Meeting</i> Alumni Memorial Union (AMU) Room 305 8:30am-----5:30pm				<i>NAMRI/SME Board Meeting</i> Alumni Memorial Union (AMU) Room 305			<i>Registration &amp; Welcoming Reception</i> Ballroom E Lynch Lounge 5:30-8pm	
Wednesday May 24	<i>Registration &amp; Breakfast</i> Ballroom E 7:30-8:30am	<i>Welcoming Ceremony</i> Weasler Auditorium 8:30-10am	<i>Morning coffee break</i> Lynch Lounge 10-10:30am	<i>Concurrent Sessions</i> Ballroom A,B,C,D 10:30am-noon	<i>Awards Luncheon</i> Ballroom E 12-2pm	<i>Concurrent Sessions</i> Ballroom A,B,C,D 2-3:30pm	<i>Afternoon coffee break</i> Lynch Lounge 3:30-4pm	<i>Concurrent Sessions</i> Ballroom A,B,C,D 4-5:30pm	<i>NAMRC Banquet</i> Milwaukee Art Museum 5:30-7pm: Tour 7-10pm: Dinner
Thursday May 25	<i>Registration &amp; Breakfast</i> Ballroom E 7:30-8:30am	<i>Concurrent Sessions</i> Ballroom A,B,C,D 8:30-10am	<i>Morning coffee break</i> Lynch Lounge 10-10:30am	<i>Concurrent Sessions</i> Ballroom A,B,C,D 10:30a-noon	<i>Founders Lecture &amp; Luncheon</i> Ballroom E 12-1:30pm	<i>Industrial Factory Tours</i> 1-4pm		<i>ASME/MED Membership Meeting</i> Ballroom A 4-5pm	<i>NAMRC Reception</i> AMU Ballroom 5:30-8:30pm
								<i>NAMRI/SME Membership Meeting</i> Ballroom A 5-6pm	
Friday May 26	<i>Registration &amp; Breakfast</i> Ballroom E 7:30-8:30am	<i>Concurrent Sessions</i> Ballroom A,B,C 8:30-10am	<i>Morning coffee break</i> Lynch Lounge 10-10:30am	<i>Concurrent Sessions</i> Ballroom A,B,C 10:30am-noon	<i>Luncheon</i> Ballroom E 12-1:30pm				
				<i>Panel: Global Manufacturing</i> Ballroom D 10:30am-noon					

## APPENDIX K: EXAMPLE COLLOCATED CONFERENCE PROPOSAL GUIDE

### Conference Proposal Guide

#### Background Information

The ASME Manufacturing Engineering Division (MED) and the SME North America Manufacturing Research Institute (NAMRI) jointly decided in July of 2009 to collocate the annual meeting of each organization, i.e., MSEC of MED/ASME and NAMRC of NAMRI/SME, starting from June of 2011. The collocated conferences will be held in the **second week of June** annually from Tuesday to Friday. Conference collocation means that the two conferences will be held side-by-side at the same place and a single registration will allow full access to both conferences.

The International *Manufacturing Science and Engineering Conference* (MSEC) is the flagship annual forum sponsored by the Manufacturing Engineering Division (MED) of the American Society of Mechanical Engineers (ASME) to disseminate the most recent results in manufacturing research and development through both technical papers and panel sessions. Since its inauguration in 2006 it has increasingly attracted more than 200 researchers and practitioners from over 20 countries.

Since 1973, the *North American Manufacturing Research Conference* (NAMRC) has been held on the campus of a host institution to encourage a dialogue between conference attendees; offer opportunities for laboratory tours; and disseminate state-of-the-art manufacturing knowledge. NAMRC has historically had about 80 to 150 attendees on average.

#### Important Dates

The host organization can either be a university that has active manufacturing research programs, an industry company that has strong involvement in manufacturing technology, or a government/non-profit organization that has significant leadership in manufacturing research and development. Interested organizations can submit written host proposals to the Coordinating Committee (CC) established by the MED Executive Committee (EC) and NAMRI/SME Board. The due date of a host proposal is the first of December three years before the conference year. The CC will make a recommendation to the MED EC and NAMRI/Board by the following January. A final selection of the host site is expected to be announced by the following April. The critical dates are:

December 1, Year-3	Conference Proposal to CC
January 31, Year-2	CC Recommendation to MED EC and NAMRI/Board
April 15, Year-2	Announcement of Host Site
June, Year -2	Agreements signed among the Host, ASME and SME
2nd week of June, Year	The Collocated Conferences

## **Membership of the Conference Coordinating Committee**

The objective of the Coordinating Committee (CC) is to provide high-level guidance to the planning and operation of the collocated conferences. The term of CC members is one year with the starting date as of July 1. CC memberships consist of the Host Organization Committee Chair of the upcoming Conference and three members from each society. The three members from ASME/MED are the Vice Chair and Program Chair of the MED Executive Committee, and MSEC Program Chair. NAMRI/SME representatives are President-Elect, Secretary and the Scientific Committee Chair. The Chair of CC shall be selected by the absolute majority of CC membership.

## **Selection Criteria**

The criteria for the site selection will be based highly upon the ability of the organization to provide high-quality high-value venue for a first-class international conference in the manufacturing research and development area; and the ability to communicate effectively with the ASME/MED and NAMRI/SME communities.

## **Proposal Contents**

The proposal should provide the following elements:

### ***1. Conference Organizers***

- 1.1 Organizing Committee – Individuals and their roles
- 1.2 Institutional support and commitments
  - 1.2.1 Relevance of the organization to manufacturing research and development
  - 1.2.2 Letter(s) of support from upper administration with detailed commitments, such as release time, secretarial support and financial commitment.

### ***2. Conference Site***

- 2.1 Site access and travel options: air travel and ground transportations, with associated cost estimates.
- 2.2 Conference facilities:
  - 2.2.1 Available rooms for opening ceremony, parallel sessions, committee/board meetings, staff and author preparation rooms.
  - 2.2.2 Banquet format and venue
  - 2.2.3 Maximum conference capacity
  - 2.2.4 Availability of audio/visual/internet.
- 2.3 Weather/climate
- 2.4 Local attractions

### ***3. Accommodation***

- 3.1 Lodging options and cost estimates
- 3.2 Distance to the meeting site (transportation arrangement if appropriate)
- 3.3 Availability of internet at lodging sites

### ***4. Conference Schedule***

- 4.1 Tentative session/event allocation plan (i.e., plenary, technical, student sessions, meeting schedule)
- 4.2 Technical tours
- 4.3 Special sessions to encourage active participations from industries, universities, or governmental/non-profit organizations
- 4.4 Companion program

**5. *Conference Finance (A template of conference budget can be obtained from the co-chairs of the CC committee)***

- 5.1 Conference budget, including but not limited to
  - 5.1.1 Facilities charge
  - 5.1.2 Conference website charge
  - 5.1.3 Registration service (e.g., website, credit card charge, name tags, goody bag, misc office suppliers, etc.)
  - 5.1.4 Audo/visual/internet charges
  - 5.1.5 Banquet and its transportation cost if appropriate
  - 5.1.6 Food and refreshment charge covering breakfasts, coffee breaks, lunches and banquet
  - 5.1.7 Publication charges (e.g., paper submission/review website, conference proceedings, conference program, conference promotion material, etc.)
  - 5.1.8 At least six (6) complimentary registrations
  - 5.1.9 ASME staff charge
  - 5.1.10 SME/NAMRI promotion charge
  - 5.1.11 SME foundation charge (\$20/per full registration)
  - 5.1.12 Guest speakers' honorarium (MSEC – Merchant Medalist; NAMRC – Founder's lecture)
  - 5.1.13 Poster boards if applicable
  - 5.1.14 Dues to the societies based on the current ASME/MED and NAMRI board policies regarding conference operations
- 5.2 Registration cost structure
  - 5.2.1 Regular registrations (early/regular/late/one-day registration)
  - 5.2.2 Student registrations (early/regular/late registration)
  - 5.2.3 Guest registration (guest speakers, student design competition presenters, companions, etc.)
  - 5.2.4 Estimated numbers of each registration category
- 5.3 Plan for securing external sponsorships
- 5.4 Plan for conference promotion

**6. *Special elements (pre/post-conference events, unique features, event highlights, etc)***

**7. *Appendix (if applicable)***

**Proposal Submission**

The written host proposal should be emailed, in PDF format, to the co-chairs of the Coordinating Committee, that is, Program Chair of the MED Executive Committee listed at [http://divisions.asme.org/MED/Executive\\_Committee.cfm](http://divisions.asme.org/MED/Executive_Committee.cfm); and to the Secretary of NAMRI Board listed at <http://www.sme.org/cgi-bin/communities.pl?communities/namri/advisors.htm&&&SME> before the proposal due date. The proposing organization may be invited to make a verbal presentation at the MED EC meeting and the NAMRI/SME Board meeting before a selection is made. If the proposal is selected, the conference organizers are expected to provide regular updates to the MED EC and NAMRI/SME Board.

Approved by SME Executive Committee: 3/26/13  
Replaced Appendix K with updated CC Guide: 3/26/2013  
Approved by NAMRI/SME Board of Directors: 11/9/2012  
Approved by NAMRI/SME Board of Directors: 6/4/12  
Approved by NAMRI/SME Board of Directors: 5/24/10  
Approved by SME Board of Directors: 10/08  
Approved by NAMRI/SME Board of Directors: 5/23/07  
Approved by NAMRI/SME Board of Directors: 2/08/07  
Approved by NAMRI/SME Board of Directors: 5/23/06  
Approved by SME Executive Committee: 09/12/98  
Approved by NAMRI/SME Board of Directors: 09/12/98



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1000 Town Center  
Suite 1910  
Southfield, MI 48075  
Phone: 313 425 3000  
**sme.org**

