



Functions and Operating Guidelines

Issued: February 1979, Last Revised: February 1997

I. Introduction

The purpose of these guidelines is to provide a general guideline as to the responsibilities of officers and committee members of the Milwaukee Chapter of ASM International. It also lists some of the services and functions traditionally provided by the Chapter. This is a guide only and is not to be construed as requirements for operation of the Chapter. It remains the Chairperson's responsibility to manage the Chapter in the best interest of the Society and its members and within the "Rules for the Government of the Milwaukee Chapter of ASM International" (Appendix A).

II. Chapter Organization

The activities of the Milwaukee Chapter are overseen by an Executive Board which consists of the elected officers, program chairpeople and chapter member volunteers. These people in whole are responsible for directing the activities of the Milwaukee Chapter.

Within the confines of the Executive Board a group defined as the Executive Committee is established. This group consists of the elected officers, the Nominating Committee Chairperson, Educational Committee Chairperson, Operational Committee Chairperson and Social Committee Chairperson.

III. Organizational Chart

- A. Officers and Committees have traditionally been structured as shown on the organizational chart (Appendix B).
- B. The Milwaukee Chapter Calendar of traditional activities or events is provided in Appendix C.

IV. Officer Duties

A. Chairperson

1. Organize and outline agenda for all Executive Committee meetings.
2. Preside over Executive Committee Meetings.
3. Preside over General Chapter meetings.
4. Host National Officers.
5. Oversee all educational, social and other Chapter programs.
6. Maintain liaison with Materials Park.
7. Attend regional officers meetings.
8. Assure that Chapter functions within by-laws.
9. Serve on the Nominating and Advisory Committee.
10. Organize Joint Board Meeting with new Chapter Officers and Executive Committee Members.
11. Appoint ad hoc committees to carry out special tasks on behalf of the Chapter.

B. Vice-Chairperson

1. Chair the Program Committee, responsible for all monthly meeting programs.
2. Prepare monthly meeting notices and arrange for their printing and distribution.
3. Procure special sponsors for each of the monthly meetings, as required.
4. Select the meeting place(s) with the advice of the Executive Committee.
5. Appoint a technical chairman for each meeting.
6. Establish dates, topics and speakers for every meeting by July 1 of each year so they may be listed in the Chapter's Annual Directory.

C. Secretary

1. As soon as possible after election to the position, prepare a list of all executive committee members, addresses, phone numbers, etc. for distribution to all Executive Committee members.
2. Record minutes of all meetings of the Executive Committee.
 - a. Send a copy of the minutes to each member of the Executive Committee within two weeks after the meeting.
 - b. Send a copy to the Chapter Incentive Program at Materials Park.
 - c. Maintain a log of minutes of all meetings of the Executive Committee.
3. Follow the Chronological Index of the Chapter Calendar of Reports and Nominations and Chapter Incentives Program as prepared by Chapter and Member Relations Department of ASM International, Materials Park, Ohio.
 - a. Start with the June transmittal of New Officers and Executive Committee Meeting minutes.

D. Treasurer

1. Maintain financial records of all receipts, disbursements and assets, and present written monthly summaries to the Chapter Executive Committee.
2. Make an anticipated income and expense schedule of the Chapter before the end of May and submit it to Materials Park.
3. Make an annual report of the financial account to Materials Park according to the schedule provided by Materials Park.
4. Maintain the checking and savings accounts of the Chapter, as well as any other investment records of the chapter.
5. Make payments of expenses incurred by the Chapter.

V. Operational Committees

The Operational Committee Chairperson is responsible for the following activities. Responsibilities include appointing chairpeople for these committees, who must be ASM members, but not necessarily Executive Committee members, and see that the required functions of these committees are performed.

A. Chapter Activities

1. The purpose of this committee is to provide information to the membership and the general public on the activities of the Chapter. This has traditionally been done through the "NewsLink". The NewsLink is a letter-sized information sheet that is enclosed with the monthly meeting notice. It contains information on past, current and future activities of the Chapter. Often this information cannot be included in the monthly meeting notice because of space limitations. Occasionally the NewsLink should have pictures of special events and people. The pictures are taken by the Chapter photographer. Items normally covered in the NewsLink are:
 - Future meetings and speakers
 - Educational programs and seminars
 - Social events and functions
 - National ASM news and meetings
 - Scholarship information
 - Miscellaneous news of interest to the local Chapter

The Chapter Activity Chairperson should prepare the NewsLink a few days before the monthly notice is mailed out to the membership. Preparing the NewsLink too far in advance will result in the exclusion of late material that might be of interest to the membership. The Chapter Vice Chairperson should inform the Activity Chairperson of the deadline date for the NewsLink at the printer if it changes from above. Meeting notices should be sent to the Business News Editors of the Milwaukee Journal Sentinel, particularly when the speaker is talking on a subject of general interest to the public. Also, information of interest to the ASM International Society should be submitted to the ASM News at Materials Park. Information that may be of interest to other professional societies should also be distributed to the respective groups.

B. Membership

1. Maintain updated record of Chapter membership, working with monthly changes and semi-annual summaries from Materials Park.
2. Notify mailing house of any changes on at least a monthly basis.
3. Maintain supply of membership applications and promotional materials.
4. Actively seek new members for the society.

C. Directory

1. Solicit advertisers, compile information and arrange for printing of an Annual Directory.
2. Manage the revenues and expenses so as to produce a profit for the Chapter.
3. Follow a timetable so as to have Directories available prior to the first monthly meeting in September; Directory is to be mailed mid-August.

NOTE: The committee will always be working on the Directory for the following Chapter year.

D. Management Liaison

1. Maintain a rapport with the sustaining members of the Chapter.
2. Order and award plaques to new sustaining members on "Sustaining Member Night".
3. Actively seek new sustaining members.
4. Coordinate "Sustaining Member Mini-Expo".

E. Awards Chairperson

1. Order Chapter awards, gifts, badges, certificates or plaques as required.
2. Record recipients of Chapter Awards. Provide these awards for activities requiring them.

VI. Educational Committees

It has been the general philosophy of the Milwaukee Chapter that educational events will be financially self-sustaining or supported by the Chapter. They will not be organized for the purpose of generating income. The Educational Committee Chairperson serves as the liaison contact between the Executive Board and the Ernie Guenther Memorial Scholarship Fund Committee, of which he is also a member. The Educational Committee's Chairperson will appoint chairpeople for and oversee the following educational functions:

A. Fall Educational Series / Fall MEI Course

1. Select a topic to be covered in four to six weekly evening lectures in September and October. Topic should be of general interest to ASM members and has been traditionally presented as a "hands on" or less technical series of lectures.
2. Line up speakers and meeting place.
3. Arrange for printing and publication of event.
4. Coordinate registration.

B. H.R. Bergmann Memorial Spring Seminar

1. Select a topic to be covered in depth on a higher technical level, in a one-day seminar.
2. Arrange for two to six speakers on the topic.
3. Arrange for meeting place and luncheon.
4. Arrange for printing and publication of the event.
5. Coordinate registration.

C. Spring Educational Series / Spring MEI Course

1. Select a Materials Engineering Institute course to be presented in the spring in a series of weekly evening classes.
2. Arrange for an instructor or instructors.
3. Make arrangements for a classroom.
4. Secure the required materials from Materials Park.
5. Arrange for printing and publication of the event.
6. Coordinate grading of tests and awarding of certificates.

D. Merrill A. Scheil Award for Excellence in Metallography Night

1. Make all arrangements for the May meeting.
2. Send announcements to membership. Include announcements for the contest two to three months in advance in the Newslink.
3. Arrange a meeting site.
4. Secure award ribbons and silver bowl.
5. Secure no fewer than three judges for metallography contest.
6. Secure speaker with topic related to metallography.
7. Secure a sponsor.

E. PDSA Committee

The Professional Development and Student Affairs (PDSA) Committee is focused primarily at providing young people with an awareness of the materials field as a career. Responsibilities of this committee include the following:

1. Student's Night Meeting
 - a. Make all arrangements for a plant tour in the fall of the year, including speaker.
 - b. Arrange for printing and publication of the event, especially targeting students.
 - c. Coordinate registration.
2. Southeastern Wisconsin Science Fair
 - a. Furnish judges to evaluate the exhibits.
 - b. Make arrangements for sponsor awards (usually savings bonds).
3. Educational Program Assistance
 - a. Evaluate and recommend educational programs which should receive ASM-Milwaukee Chapter support. In the past, the young scholar's program has been supported.
 - b. Make arrangements for funding.
4. Student Chapter Liaison
 - a. Determine status of Wisconsin student chapters of ASM International.
 - b. Make arrangements for financial assistance if required.
5. Ernie Guenther Memorial Scholarship Fund
 - a. Monitor the fund.
 - b. Solicit income to increase the fund.
 - c. Provide annual report of status of the fund to EGMF Committee.
6. Information
 - a. Disseminate information at the discretion of the PDSA Committee Chairperson.

VII. Social Committees

It has been the philosophy of the Milwaukee Chapter that all social events will be financially self-sustaining or generate revenue for the Chapter. The Social Committees' Chairperson will appoint chairpeople for and oversee committees for the various social functions. Traditionally these have consisted of at least the following:

A. Badger Bus Outing

1. Secure tickets for a home game.
2. Reserve a bus.
3. Coordinate with UW-Madison Student Chapter for departmental tours and food.
4. Provide refreshments for all.

B. Winter Holiday Party

1. Secure a suitable location and coordinate any decorations.
2. Arrange for entertainment, appetizers and main meal.
3. Help organize door prize collection and handle distribution at party.

C. Golf Outing

1. Get reservation with golf course.
2. Get hole sponsors.
3. Handle advertisement and registration.
4. Run event.

ASM-Milwaukee Chapter Rules for the Government

Article I: Name and Purpose

Name

Section 1 - The name of this Chapter of The ASM International, hereinafter called The Society, shall be the Milwaukee Chapter, ASM International, hereinafter referred to as The Chapter.

Purpose

Section 2 - The Chapter is formed for the exclusive purpose of advancing in its own geographical region, scientific, engineering, technical and practical knowledge, particularly with respect to the manufacture, treatment, selection and use of engineering materials, through education, research and the compilation and dissemination of information useful to the individual and beneficial to the general public.

Article II: Limitations and Dissolution

Limitations

Section 1 -

- (a) The Chapter shall operate only under the Charter granted to it by The Society, giving it authority to carry on the work of The Society, subject to the rights, privileges, and obligations provided for in The Constitution and The Rules for the Government of The Society, hereinafter called The Rules.
- (b) No part of the net income of The Chapter shall inure to the benefit of any private individual or company.
- (c) No part of the activities of The Chapter shall consist of carrying on propaganda or otherwise attempting to influence legislation, or of participating in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.
- (d) The Chapter shall not at any time possess powers, exercise authority or engage in activities, either expressly or by interpretation, which are not permitted to be possessed, exercised or engaged in by an organization exempt from Federal Income Tax. Attention is directed to Section 501 (c) (3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Revenue Law.

Dissolution

Section 2 - If The Chapter should return its Charter to The Society for any reason, or should have its Charter revoked, the affairs of The Chapter shall be terminated immediately under the supervision of the Board of Trustees of The Society, hereinafter called The Board, and all funds or other property remaining after payment of debts and obligation of The Chapter shall be transferred to and paid to The Society.

Article III : Members and Fees

Members

Section 1 -

- (a) The members of The Chapter shall be those meeting the requirements of The Society who have been assigned to it, either at their own request or by The Society for geographical reasons, and who have been elected by majority vote of the Executive Committee. Classes or special members and qualifications for special membership shall conform to those stipulated in The Rules.
- (b) There shall be no bar to membership in The Chapter because of race, creed, color, sex, citizenship, or country of origin.

Fees

Section 2 -

- (a) Fees for individual members and student members shall be those stated in The Rules.
- (b) The fee for sustaining members of The Chapter shall not be less than \$110.00.

Article IV : Chapter Meetings and Fiscal Year

Chapter Meetings - Number and Subject

- Section 1 - (a) Chapter meetings, which are held at such times and places as the Milwaukee Chapter Executive Committee shall determine, shall be devoted to educational, technical, engineering or scientific purposes.
- (b) There shall be no charge for attending the technical and educational portion of any Chapter meeting, and such meetings shall be open to the public.
- (c) No exhibitions shall be held by The Chapter without specific authorization from The National Board. Dates for regional meetings, conferences, or seminars shall be cleared with the Managing Director of The Society before final plans are made.

Annual Meeting

- Section 2 - The Annual Business Meeting of The Chapter shall be held no later than 31 May of each year, at a time and in a place decided by the Milwaukee Chapter Executive Committee.

Fiscal Year

- Section 3 - The fiscal year of The Chapter shall begin on 1 June and end on 31 May the following year.

Article V : Executive Committee

Authority

- Section 1 - All the affairs of The Chapter shall be directed by an Executive Committee of the Executive Board. The Executive Board shall consist of not less than seven (7) Chapter members and shall include all the elected officers of The Chapter by virtue of their office. All members of the Executive Board shall be elected or appointed by the Executive Committee, and all shall be voting members. The Chapter chairperson shall serve as chairperson of the Executive Committee and Executive Board.

Quorum

- Section 2 - A majority of the total membership of the Executive Board present at an announced board meeting shall constitute a quorum at any of its meetings.

Meetings

- Section 3 - The Executive Board shall meet a minimum of four (4) times each year, at such times and places as it shall decide.

Duties

- Section 4 - The members of the Executive Board, shall serve as committee chairpeople or at large, and shall perform such other duties as are designated by the Chapter Chairperson. Suitable bonds must be provided for the Treasurer.

Receipt and Payment of Moneys

- Section 5 - The Treasurer, as financial officer of The Chapter, is authorized to receive and disburse all moneys under the direction of the Executive Committee. All checks and other instruments for the payment of moneys of The Chapter shall be drawn in the name of The Chapter and shall be signed by the Treasurer and one other Executive Committee Officer co-signer.

Article VI : Officers

Elected Officers

- Section 1 - (a) The elected officers of The Chapter shall be the Chairperson, Vice-Chairperson, Secretary, and Treasurer (or Secretary-Treasurer) and referred to as the Executive Committee.
- (b) The Chairperson and Vice-Chairperson shall have served previously as elected members of the Executive Committee and shall not be eligible for immediate re-election to the same office, except as given in Article VI, Section 4.

Appointed Officers

- Section 2 - When deemed necessary, Officers appointed by the Executive Board shall serve until further action by the Executive Board.
- Section 3 - The Secretary and the Treasurer shall take an annual report to The Chapter at the annual business meeting (or on such other date as the Executive Committee shall decide) and shall send a copy to the Managing Director of The Society before 30 June of each year.
- Section 4 -
- (a) If the office of Chairperson becomes vacant for any reason during the elected term, the Vice-Chairperson shall become Chairperson for the remainder of the unexpired term, thereby creating a vacancy as Vice-Chairperson. This will not affect his right of election to the office of Chairperson for a full term.
 - (b) If any elected office other than that of Chairperson becomes vacant, the Chapter Nominating and Advisory Committee shall fill the vacancy preferably from the Executive Board. If the number of members of the Executive Board becomes less than seven (7), the Chapter Nominating and Advisory Committee shall fill the Executive Board vacancy from the Chapter membership.
- Section 5 -
- (a) The duties of the Chapter Officers, Executive Board Members and appointed Committee Chairperson will be as outlined in the publication, "Chapter Functions and Operating Guidelines", published by the Milwaukee Chapter for the benefit of the officers, Executive Board members, and committee chairpersons.
 - (b) The publication, "Chapter Functions and Operating Guidelines", shall be reviewed by the Chapter Nominating and Advisory Committee following adoption of these Rules and at least each three years thereafter, or upon notice of special meeting to The Chapter Nominating and Advisory Committee by its Chairperson or by the Executive Board. Any revisions developing from this review shall be submitted to the next regular meeting of the Executive Board for their approval or rejection.

Article VII : Nomination and Election

Chapter Nominating and Advisory Committee

- Section 1 - No later than the first calendar year meeting of The Chapter, a Nominating and Advisory Committee shall be appointed each year by The Chapter Chairperson. This committee shall consist of a chairperson, the three immediate past chairpersons available and at least two other active past chairpersons. The immediate past chairperson shall serve as chairperson of this committee.

Duties of the Nominating and Advisory Committee

- Section 2 - The nominating and Advisory Committee shall nominate one candidate for each office and one candidate for each position on the Executive Board. The Nominating and Advisory Committee chairperson shall report these nominees to the Chapter Chairperson and Secretary after he has determined that each nominee:
- (a) is an individual or sustaining member of The Society and is in good standing,
 - (b) is eligible to serve,
 - (c) has indicated their understanding of the duties required, their availability, and willingness to serve, if elected, in the position for which they are nominated.

Announcement of Nominees

- Section 3 - The Chapter Secretary shall mail to The Chapter membership, with the regular announcement for The Chapter meeting at which the election is to be held, the nominees selected by the Nominating and Advisory Committee for Chapter Officers and membership on the Executive Board.

Additional Nominees

- Section 4 - At The Chapter meeting at which the election is to be held, additional nominations may be made from the floor by petitions signed by ten members of The Chapter in good standing, providing the candidate previously has signified his eligibility and his willingness to serve if elected.

Election

Section 5 - Officers of The Chapter and members of the Executive Board shall be elected at the annual business meeting of The Chapter, for a one-year term, by majority vote of The Chapter members present, shall take office on June 1st, and shall serve until their successors are properly installed in office. If no more than one candidate is nominated for each office and for each position on the Executive Board, election may be by acclamation.

Installation

Section 6 - The newly elected Executive Board shall take office and assume responsibility on 1 June.

Article VIII : Amendments

Proposals

Section 1 - Amendments to these Rules may be proposed by a written petition filed with The Chapter Secretary and signed by at least twenty-five (25) members of The Chapter in good standing excluding members of the Executive Board.

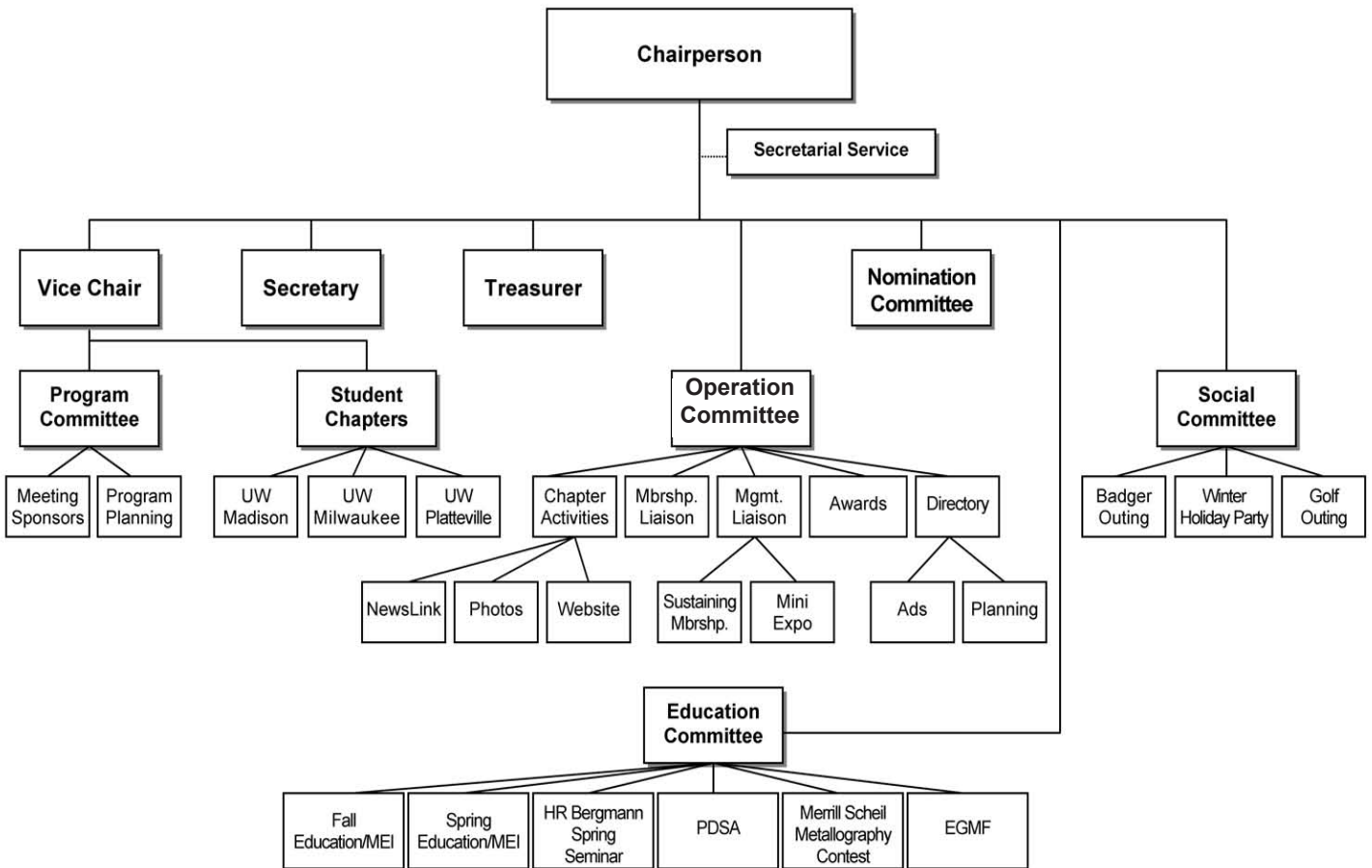
Adoption

Section 2 - Amendments to these Rules may be adopted by a two-thirds affirmative vote of the members present at a regular or special Chapter meeting announced for this purpose, or by letter ballot, provided that the proposed changes shall have been announced at a prior Chapter meeting and that notice of the vote on the amendment shall have been given at least six (6) days in advance of the announced meeting at which action is to be taken or of the date fixed for return of the letter ballots.

Article IX : Effective Date

These Rules shall become effective immediately after they have been adopted by two-thirds affirmative vote of the members present at a regular or special Chapter meeting announced for this purpose, have been reviewed and accepted by the Managing Director of The Society for The Board, and have been issued to all members of The Chapter.

ASM-Milwaukee Chapter Organization Chart



ASM-Milwaukee Chapter Program and Events Calendar

June	Meeting - New Executive Board and Program Committee
August	Directory Mailed to Membership
September	Heat Treaters' Night
October	Students' Night/Scholarship-Grant Awards Night
November	Old Timers' Night/Plant Tour
December	Winter Holiday Party
January	National Officers' Night
February	New Technology Night
March	Past Chairs' Night
April	Sustaining Members' Night/Chapter Awards/Bergmann Spring Seminar
May	Merrill A. Scheil Metallography Contest/Annual Business Meeting