
RULES FOR GOVERNMENT

**of the
HOUSTON CHAPTER**

**of
ASM International**

May 31, 1940

(Revised September 1969)

(Revised June 1971)

(Revised December 1980)

(Revised October 1987)

(Revised May 1991)

(Revised May 2001)

(Revised May 2006)

ARTICLE I

Name and Purpose

Name

Section 1 - The name of this Chapter of ASM International, shall be the Houston Chapter, ASM International, hereinafter referred to as *The Chapter*.

Purpose

Section 2 - The Chapter is formed for the exclusive purpose of advancing scientific, engineering, technical and practical knowledge, particularly with respect to the manufacture, treatment, selection and use of engineered 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

Section 1 –

(a) The Chapter shall operate only under the Charter granted to it by ASM International, giving it authority to carry on the work of ASM International, subject to the rights, privileges, and obligations provided for in The Constitution and The Rules for the Government of ASM International, 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 substantial 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. (For Chapters in the United States, attention is directed to Section 501 (c) (3) of the Internal Revenue Code of 1954 or the corresponding provision of any subsequent and future United States Revenue Law.)

Dissolution

Section 2 Dissolution of the Chapter may only be initiated by resolution of the executive committee and approved through a letter ballot by a simple majority of the responding membership. If the Chapter should return its charter to ASM International 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 ASM International, hereinafter called The Board , and all funds or other property remaining after payment of debts and obligations of The Chapter shall be transferred to and paid to ASM International.

ARTICLE III

Members and Fees

Members

Section 1

(a) The members of the Chapter shall be those meeting the requirements of ASM International who have been assigned to it, either at their own request or by ASM International for geographical reasons, and who have been elected by majority vote of the Executive Committee. Classes of 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 chapter sustaining members of The Chapter shall be the current fee as defined in the ASM Rules for Government.

ARTICLE IV

Chapter Meetings and Fiscal Year

Number and Subject

Section 1 - (a) Chapter meetings, held at least 8 times per year at such times and places as the 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 Board, and dates for regional meetings, conferences, or seminars shall be cleared with the Managing Director of ASM International before final plans are made.

Annual Meetings

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

Fiscal Year

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

ARTICLE V
Executive Committee
Authority

Section 1 - All the affairs of The Chapter shall be directed by an Executive Committee consisting of the officers, immediate past chair, student chapter member representatives, and up to 20 additional elected members. Half of the elected Executive Committee membership shall be replaced each year upon expiration of 2 year terms by election of the chapter membership. The Chapter Chair shall serve as Chair of The Executive Committee and shall be an ex-officio member of all committees.

Quorum

Section 2 - A majority of the total membership of the Executive Committee shall constitute a quorum at any of its meetings.

Meetings

Section 3 - The Executive Committee shall meet a minimum of nine (9) times each year, at such times and places as decided by the Chair.

Duties

Section 4 - The members of the Executive Committee shall serve as committee Chair or at large and shall perform such other duties as are designated by the Chair.

Receipt and Payment of Moneys

Section 5 –

a. 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 or Chair, plus one additional officer.

b. No expenditure in excess of two hundred and fifty dollars (\$250.00) shall be contracted in the name of the Houston Chapter without the approval of the Executive Committee, excluding current operational expenses such as meeting costs and printing costs.

c. The Treasurer shall submit to the executive Committee a current statement of balance from the depository banks and Savings Accounts including interest rates and maturity dates at each Executive Committee meeting.

d. An audit of the finances of the Chapter by a Certified Public accountant must be made at the end of each fiscal year. The Chapter shall pay the charges for the audit. A copy of the auditor's report shall be submitted to the Chapter and included in the Annual Report.

Article VI
Officers
Elected Officers

Section 1 –

(a) The officers of The Chapter shall be elected from the membership and shall consist of the Chair, Vice-Chair, Secretary, and Treasurer.

(b) The Chair and Vice-Chair 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.

Duties

Section 2 - The duties of each Chapter officer shall be those given in The Rules. The secretary and the treasurer shall make an annual report to The Chapter at the annual business meeting and shall send a copy to the Managing Director of ASM International, or the Chapter Relations Manager before 30 June of each year.

Filling in Vacancies

Section 3 –

(a) If the office of the Chair becomes vacant for any reason during the elected term, the vice-Chair shall become Chair for the remainder of the unexpired term, thereby creating a vacancy as vice-Chair. This will not affect his right of election to the office of Chair for a full term.

(b) If any elected office other than that of Chair becomes vacant, the Executive Committee shall fill the vacancy from its own membership by simple majority vote at an Executive Committee meeting for which all members of the Executive Committee shall receive at least six (6) days notice.

ARTICLE VII
Standing Committees

Section 1. The Chair and Vice-Chair of each of the following committees shall be named by the Chapter Chair each year and approved by the Executive Committee: Education, Membership, Directory, Entertainment, Attendance & Awards, Publicity & Arrangements, Student Affairs, and Website.

Section 2. The Program Committee shall be chaired by the Vice-Chair.

Section 3. The Long Range Planning committee shall be chaired by the immediate Past Chair.

Section 4. The Chapter Chair may appoint any other non-standing committees as required. They shall serve during his term of office without Executive Committee voting rights.

Section 5. Duties of committees are detailed in the Chapter Operations Manual.

ARTICLE VIII
Nomination and Election
Nominating Committee

Section 1 - No later than first calendar year meeting of The Chapter, a nominating committee shall be appointed each year by the Chapter Chair and approved by the executive committee. This committee shall consist of the Vice Chair and four(4) other non-executive committee members. The nominating committee shall select its own chair who will set the times and places of the nominating committee meetings.

Duties of Nominating Committee

Section 2 - The nominating committee shall nominate (at least) one candidate for each office and (*at least*) one candidate for each position on the Executive Committee. The nominating committee Chair shall report these nominees to the Chapter Chair after he has determined that each nominee:

- (1) is an individual or sustaining member of ASM International in good standing
- (2) is eligible to serve,
- (3) has indicated his understanding of the duties required, his availability, and his willingness to serve, if elected, in the position for which he is nominated.

Announcement of Nominees and Additions

Section 3 - A copy of the Nominating Committee Report shall be published to the full membership before the March meeting of the Chapter. A statement shall be included indicating that members of the Chapter may submit other nominations for any and all offices provided candidates meet all eligibility requirements by presenting to the Chairman of the Chapter a written petition signed by at least fifteen (15) members in good standing. This petition shall be in the hands of the Chairman within fifteen (15) days following the March meeting of the Chapter.

Election

Section 4 - (a) If more than one member is nominated for any office, the Secretary shall submit a ballot by mail to the membership not later than fifteen (15) days prior to the annual meeting. The ballot shall be mailed in such manner as to preserve the secrecy of the member voting. If no more than one candidate is nominated for each office and for each position on the Executive Committee, election may be by acclamation.

(b) At least four (4) days prior to the annual meeting the Chapter Chairman shall appoint three (3) members in good standing, excluding candidates, to act as tellers who shall meet to count the ballots returned by mail. The counting of the ballots shall be witnessed by the Chapter Secretary and shall take place in sufficient time before the May meeting so that the Secretary will be able to present a written tally to the Chairman before the beginning of the annual meeting. All ballots submitted before the business meeting shall be counted and added to the tally. The Chairman of the Tellers Committee shall announce the results of the election at the annual meeting. A plurality of the votes cast shall constitute election of the candidate.

(c) In the event of a tie-vote, additional secret ballots shall be taken for that office from the membership present at the annual meeting until the tie is broken.

Installation

Section 5 - The newly elected Executive Committee shall take office and assume responsibility on June 1.

ARTICLE IX
Amendments
Proposals

Section 1 - Amendments to these Rules may be proposed by a member of the Executive Committee or by a written petition filed with the secretary and signed by at least fifteen (15) members of The Chapter in good standing.

Adoption

Section 2 - Amendments to these Rules may be adopted by a two-thirds affirmative vote of the total membership of the Executive Committee, at a regular or special meeting of the Executive Committee, 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 days in advance of the Executive Committee meeting at which action is to be taken or of the date fixed for return of the letter ballots.

ARTICLE X
Effective Date

These Rules shall become effective immediately after they have been adopted by two-thirds affirmative vote of the total membership of the Executive Committee at a regular or special meeting of the Executive Committee, have been reviewed and accepted by the Managing Director of ASM International for The Board, and have been issued to all members of The Chapter.
