

SOCIETY OF RELIABILITY ENGINEERS



BY-LAWS

SRE 00-002-0004

28 January 2008

REVISIONS

Revision	Date	Pages	Approved By
Basic ⁽¹⁾	1982	All	Ken Eagle
A ⁽¹⁾	1987	All	Louis McAnany
B ⁽¹⁾	1988	All	Louis McAnany
C ⁽¹⁾	1989	All	Louis McAnany
D ⁽¹⁾	1992	All	W. D. Yates III
E ⁽¹⁾	2001	All	Pat Larter
F ⁽¹⁾	2002	Pg 8, 9, 27, 39, 69	Pat Larter
G ⁽²⁾	2008	All	Robert Loomis
⁽¹⁾ Changes to single combined document that included Ops Manual, Constitution, and By-Laws ⁽²⁾ Changes to By-Laws only (unbundled)			



SOCIETY OF RELIABILITY ENGINEERS
BY-LAWS

1. GENERAL

- 1.1 These By-Laws provide guidance for the supervision and management of Society of Reliability Engineers (SRE) affairs in accordance with the SRE Constitution. Amendments to these By-Laws shall be made by a two-thirds vote of the Executive Board of Directors per Article IV Section 5 of the SRE Constitution. Changes may be requested by SRE members by submitting a petition to the Executive Board of Directors signed by ten (10) or more members.

2. MEMBERSHIP

- 2.1 Any person who meets the qualifications required in Article II, Section 1 of the SRE Constitution may apply for membership by completing an application form and submitting it to the membership committee of any chapter.

3. PUBLICATIONS

- 3.1 The SRE shall publish a periodic newsletter (*Lambda Notes*) to be made available at no charge to its members. *Lambda Notes* shall be published semi-annually as a minimum. Other publications may be published as directed by the Executive Board of Directors.

4. SRE FUNDS

(The SRE may raise funds as specified in Article VII of the Constitution.)

- 4.1 The annual per-member fee paid by each chapter shall be an amount in U.S. funds determined by the SRE Executive Board of Directors at the SRE Board Meeting held each January. The per-member fee shall be submitted to the SRE annually (no later than 31 December) and shall consist of the per-member fee for all members joining the SRE during the year.
- 4.2 Each chapter shall set its membership dues in accordance with its needs and obligations. Newly formed chapters shall receive a rebate of \$3.00 per member for the first two (2) years after formation. Any changes in the amount of the fee shall take effect at the beginning of the following year. The amount of the membership fee shall be reviewed annually by the SRE Executive Board of Directors.
- 4.3 The funds of the SRE shall be maintained in bank account(s) in the name of the *Society of Reliability Engineers*. The establishment and maintenance of the bank accounts shall be the responsibility of the Treasurer and shall be managed in the best interest of the SRE. All disbursements from the account shall be managed for the best interest of the SRE. All disbursements from the accounts shall be made by the Treasurer. All expenditures must be approved by the SRE Executive Board of Directors.



- 4.4 Chapters shall establish a bank account(s) and maintain funds in accordance with the Chapter By-Laws. Each chapter's financial records shall be subject to an annual audit by the SRE audit committee.

5. RULES OF CONDUCT

- 5.1 Roberts' Rules of Order (revised) shall govern the conduct of SRE meetings on all matters not otherwise specified in these By-Laws or in the SRE Constitution.

6. DUTIES OF SRE OFFICERS

6.1 President

- 6.1.1 The President shall be the principal Executive Officer of the SRE Executive Board of Directors and shall uphold the articles of the Constitution and By-Laws. The President shall:

1. Have general supervision of the affairs of the SRE.
2. Appoint, with Board approval, committee chairmen as required to perform the functions of the SRE.
3. Establish the order of business and preside at meetings of the SRE Executive Board of Directors.
4. Speak for the SRE on all matters not specifically assigned to others.
5. Have other powers and perform such other duties as may be prescribed by the SRE Executive Board of Directors.

6.2 Vice President

- 6.2.1 The Vice President shall:

1. Assume the duties of the President in the event of the President's death, resignation, removal, inability to act, or absence.
2. Be responsible for membership growth of the SRE.
3. Maintain the SRE Operations Manual.
4. Be responsible for other duties delegated by the SRE President.

6.3 Secretary

- 6.3.1 The Secretary shall:

1. Record the minutes of the meetings of the Executive Board of Directors.
2. Provide each member of the Executive Board of Directors with copies of the minutes.
3. Notify Board members of scheduled Board meetings and order of business 45 days prior to the date of the meeting.



4. Maintain current membership lists and database.
5. Manage the SRE at-large chapter.
6. Manage the Corporate Associates program.
7. Maintain SRE files in electronic form such that they can be transferred to a successor.
8. Support and manage communication between the SRE and its members. This includes advisory services relative to the content of the Webpage, distribution of the RAMS proceedings to paid chapters, and sales of RAMS Proceedings to members.

6.4 Treasurer

6.4.1 The Treasurer shall:

1. Be responsible for the collection, maintenance, and disbursement of all SRE monies subject to the approval of the SRE Executive Board of Directors.
2. Provide a semi-annual report of the outstanding debits and credits of the SRE and to the Executive Board of Directors.
3. Carry out all financial operations of the SRE as may be prescribed by the Executive Board of Directors.
4. File statements with the appropriate government agencies regarding the tax issues of the SRE.
5. Provide a yearly budget forecast of revenues and expenses for distribution to members of the Executive Board of Directors.
6. Compile chapter financial reports and a yearly SRE financial report and submit to the audit committee by 31 March of each year.

6.5 Immediate Past President

6.5.1 The Immediate Past President shall:

1. Serve as an advisor to the President.

7. SRE BUSINESS

- 7.1 The President and the Executive Board of Directors shall conduct SRE business and administrative affairs.
- 7.2 Any chapter representative not present at a meeting of the Executive Board of Directors meeting may cast a vote on any item on the agenda by proxy in accordance with paragraph 10.2.3 and the Constitution Article IV, Section V.
- 7.3 When not feasible to call a meeting of the Executive Board of Directors to conduct SRE business, mail ballots may be used to poll the members of the Executive Board of



Directors. Article IV, Section 9, of the Constitution shall be complied with on any mail ballot.

8. COMMITTEES

8.1 The President and the Executive Board of Directors shall establish committees as necessary to further the goals of SRE. Such committees could address activities such as Specifications and Standards, Executive Advisory Board, Publications, Website, Corporate Associates, Awards, or other topics of SRE interest. Each committee formed shall report to the President and Executive Board of Directors at least yearly at the annual SRE meeting.

8.1.1 The President and Executive Board of Directors shall review each committee yearly to assess its need to continue to operate. Any committee deemed to have met its purpose or have no further need to exist shall be immediately abolished.

8.2 Special Committees

8.2.1 *Audit Committee*

8.2.1.1 No later than March 1st of each odd-numbered year, the SRE President, with the approval of the Executive Board of Directors, shall appoint a three-member audit committee consisting of the SRE Treasurer and two members of the Executive Board of Directors.

8.2.1.2 The audit committee shall audit the yearly financial records of the SRE and review the audit reports received from each local chapter. The audit committee's final audit report is to be submitted to the SRE president no later than 30 June of each year.

8.2.2 *Election Committee*

8.2.2.1 The SRE President, with the approval of Executive the Board of Directors, shall appoint a three-member election committee each September occurring in an odd-numbered year. The election committee shall consist of three members appointed from members of the Executive Board of Directors or chapter presidents.

8.2.2.2 The elections committee shall be responsible for securing nominations from the chapters for SRE officers. The officers to be nominated shall consist of: President, Vice President, Secretary, and Treasurer.

8.2.2.3 The following is the schedule of election events:

- a. Election committee appointed..... 30 September
- b. Nominations due 31 October
- c. Ballots sent to each chapter..... 30 November
- d. Ballots returned from the chapters..... 31 December
- e. Ballots verified and tallied 10 January
- f. New officers installed..... January Board of Directors Meeting



8.2.3 Other Committees

8.2.3.1 Other committees may be created on a temporary basis to cover the specific areas of the field of interest of the SRE.

9. OPERATING YEAR

9.1 For purposes of general membership and reporting, the SRE operating year shall be from January 1 to December 31.

10. ELECTIONS

10.1 Election of Chapter Officers

- 10.1.1 Chapter elections shall be scheduled in accordance with local chapter by-laws.
- 10.1.2 Each chapter shall appoint one representative to the Executive Board of Directors in accordance with Article IV, Section 3 of the SRE Constitution.
- 10.1.3 Each chapter shall notify the SRE Secretary of new officers within 30 days of the chapter election. The following information should be provided: Name, Office, Address, Phone Number, E-mail address.

10.2 Election of SRE Executive Officers

10.2.1 The SRE President shall appoint an election committee, consisting of three chapter presidents or Executive Board of Director’s members, three months before the January Annual Meeting occurring on even-numbered years. The election committee shall be responsible for developing the slate of officers: President, Vice President, Secretary, and Treasurer.

10.2.2 The following is the schedule of election events:

- a. Election committee appointed..... 30 September
- b. Nominations due..... 31 October
- c. Ballots sent to each chapter..... 30 November
- d. Ballots returned from the chapters..... 31 December
- e. Ballots verified and tallied..... 10 January
- f. New officers installed..... January Board of Directors Meeting

10.2.3 A simple plurality of votes cast for each office shall constitute election to that office. Each chapter’s SRE Board of Directors representative shall be permitted to cast a number of votes proportional to the number of SRE members within that chapter. The number of votes for a given Chapter shall be based on the following sliding scale:

- Up to and including 10 members..... 1 vote
 - Up to and including 20 members..... 2 votes
 - Up to and including 30 members..... 3 votes
 - Up to and including 40 members..... 4 votes
 - Greater than 40 members 5 votes
- No chapter shall have more than 5 votes regardless of chapter size.



- 10.2.4 A term of office shall be from the January meeting of the Executive Board of Directors in an even-numbered year to the January meeting of the Executive Board of Directors of the next even-numbered year except as noted in paragraph 10.2.5.
- 10.2.5 For each Executive Officer, there shall be a term-limit of three two-year terms. An exemption shall be granted in the case where no one is available to replace an outgoing officer. In such case, the officer may continue until a replacement is elected; however, every effort must be made to fill the related position promptly with a new officer.

11. FORMATION OF CHAPTERS

- 11.1 A chapter may be formed in accordance with Article VI of the Constitution.
- 11.2 Application for chapter status shall be made to the Executive Board of Directors and shall include the following:
1. The names of at least ten SRE members who will constitute the chapter. If the candidates are not members, applications for membership and dues must accompany the application.
 2. The names and addresses of the proposed officers of the chapter as well as the chapter representative to the Executive Board of Directors.
 3. A copy of the chapter's proposed By-Laws.
 4. A charter fee of one hundred U.S. dollars, payable to the *Society of Reliability Engineers*.
- 11.3 Applications for chapter status shall be reviewed by the Executive Board of Directors and, if approved, chapter status granted. Applications shall be voted on by the Executive Board of Directors (either via mail or at the annual meeting) no later than 60 days after receipt of application.
- 11.4 If any chapter is deemed inactive, its charter may be revoked by the SRE Executive Board of Directors. If a chapter's charter is revoked, the chapter shall, after paying or making provision for payment of all liabilities, transfer its remaining assets to the SRE; however, revoking a chapter's charter should be done as a last-resort. The SRE should first look for ways to revitalize inactive chapters.

12. CHAPTER REPORTING REQUIREMENTS

- 12.1 Each chapter shall submit an annual report of chapter activities to the SRE Secretary. The report shall be due no later than 31 March of the following year.
- 12.2 Each chapter shall submit an annual financial report to the SRE Treasurer no later than 31 March of the following year. This report shall consist of the income for the year, expenses, and balance available.
- 12.3 Each chapter shall submit an annual membership list to the SRE Secretary no later than 31 December.

