

SOCIETY OF RELIABILITY ENGINEERS

BY-LAWS HUNTSVILLE CHAPTER 47

1. GENERAL:

These Chapter by-laws (hereafter referred to as "these By-Laws") provide detailed guidance for the supervision and management of affairs for the Huntsville Chapter (henceforth referred to as "the Chapter") of the Society of Reliability Engineers (SRE), in accordance with the SRE Constitution and SRE By-Laws (SRE without a qualifier refers to the national organization).

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 an officer of the Chapter. If the applicant is accepted, he shall become a member by paying the membership fee specified in 4.1 below.
- 2.2 Membership shall be for the period specified in paragraph 9, Operating Year. Membership dues shall be considered delinquent when not paid prior to the second chapter meeting of the new operating year. Members shall forfeit membership if their dues remain unpaid after that same second meeting, barring unusual circumstances to be evaluated by the Chapter treasurer, subject to approval by the Chapter president.

3. ORDER OF PRECEDENCE:

In the event of conflict between the requirements of these By-Laws and the SRE Constitution and/or SRE By-Laws, the SRE requirements shall take precedence.

4. CHAPTER FUNDS:

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

- 4.1 An annual membership fee shall be collected in accordance with the SRE By-Laws Sections 4.1 and 4.2. This fee shall be comprised of the annual dues sent to SRE for each member and an amount for operation of the Chapter.
- 4.2 The funds of the Chapter shall be maintained in a bank account in the name of the Chapter. The establishment and maintenance of the bank account shall be the responsibility of the Treasurer, and shall be managed for the best interest of the Chapter. Primary bank account access will be the responsibility of the Chapter treasurer and the President in the event of incapacitation of the Treasurer. All disbursements from the account shall be made by the Treasurer, but all expenditures must be in accordance with these By-Laws. A financial report shall be presented to the membership at each Chapter meeting.

4.2.1 Approval Authority

- a. Between consecutive business meetings, the Treasurer may approve disbursements for Chapter business totaling less than \$50 without approval by the membership.

- b. Between consecutive business meetings, the President has the authority to approve disbursements for Chapter business totaling less than \$150 without approval by the membership.
- c. Chapter membership approval by majority vote shall be required before disbursements totaling \$150 or more can be made.

4.2.2 Requests

Unsolicited expenses for the Chapter shall not be incurred by members. Reimbursable expenses shall be limited to operation of the Chapter and expenses approved by the Chapter membership. Requests for disbursements by members shall be documented using a Cash Reimbursement Request form provided by the Treasurer.

- 4.3 The Chapter's financial records shall be audited annually. The auditor shall be a member of the Chapter who is elected by plurality of votes at a Chapter business meeting. Current officers shall not be eligible for this position.
- 4.4 An annual per-member fee shall be paid to SRE per section 4.1 of the SRE By-Laws.
- 4.5 In the event the Chapter is dissolved or becomes inactive, the officers shall request guidance from the SRE Board of Directors on the disposition of Chapter accounts, property, and archives.

5. RULES OF CONDUCT:

The most recent revision of Roberts' Rules of Order shall govern the conduct of Chapter meetings where they are not inconsistent with these By-Laws, the SRE Constitution, the SRE By-Laws, or any special rules of order the Chapter may adopt.

6. OFFICERS:

- 6.1 The Chapter officers shall be a President, a Vice-President, a Secretary, and a Treasurer. These officers shall perform the duties prescribed by these By-Laws and by the Rules of Conduct.

6.2 Duties of Officers:

6.2.1 President

The President shall be the principal executive officer of the Chapter. The President shall:

- a. Uphold the Articles of the SRE Constitution, SRE By-Laws, and these By-Laws.
- b. Have general supervision of Chapter affairs.
- c. Appoint and retire committees as required to perform the functions of the Chapter.
- d. Establish the order of business and preside at Chapter meetings.

- e. Speak for the Chapter on all matters not specifically delegated to others.
- f. The President shall either appoint himself, a Past President, or another Chapter representative to attend the SRE Board of Directors meeting.
- g. To maintain continuity, the President shall coordinate with the Past President the transfer of all Chapter documentation and materials.
- h. Have other powers and perform such other duties as may be delegated by the vote of the membership.

6.2.2 Vice President

The Vice-President shall:

- a. In the absence of the President, establish the order of business and preside at Chapter meetings.
- b. Complete the term of the President upon the resignation or other permanent loss of that officer.

6.2.3 Secretary

The Secretary shall:

- a. Record the minutes of the Chapter meetings and keep them in one book or binder.
- b. Notify Chapter members of special and regular meetings and of significant motions as may be decided by either the assembly or the President.
- c. Maintain a current membership list for the Chapter, and provide the President or designated proxy with a list of all committees and their members.
- d. Send a membership list to the SRE Secretary no later than December 31.
- e. Notify persons that they have been selected as newly elected officers or committee members. Shall notify the SRE Secretary of newly elected officers within thirty days of election.
- f. Provide annual report of Chapter activities to the SRE Secretary no later than March 31 of the following year.
- g. Provide information to the SRE Secretary as needed to support official business.
- h. Maintain current accurate copies of all organizational documents; to include the SRE Constitution and By-Laws, these By-Laws, Chapter rules of order, and Chapter standing rules.
- i. Make the minutes and organizational documents available to members at reasonable times and places.
- j. To call the roll when required.

- k. Provide committees appointed by the assembly with relevant information from the assembly (e.g., instructions).

6.2.4 Treasurer

The Treasurer shall:

- a. Be responsible for the collection, maintenance, and disbursement of all Chapter monies subject to these By-Laws.
- b. Provide a report at each Chapter meeting that addresses outstanding debits or credits of the Chapter exceeding \$50, and any change of the financial institution where Chapter funds are kept. Also, at the request of the President or any other member, provide information that addresses other outstanding debits and credits.
- c. Carry out all financial operations of the Chapter as may be prescribed by the President.
- d. When applicable, file statements with the pertinent government agencies regarding the tax status of the Chapter.
- e. Send an annual financial report, preferably by January 31 but no later than March 31 of that calendar year to the SRE Treasurer (per paragraph 12.2 of the SRE By-Laws) and Chapter President. This report shall consist of the income for the year, expenses, and balance available.
- f. Prepare a budget for the coming calendar year and present it to the Chapter.
- g. Inform the Secretary of dues collections from new and existing members so that the membership list can be updated.
- h. Provide required portion of annual dues to SRE Treasurer no later than December 31.

7. MEETINGS AND CHAPTER BUSINESS:

- 7.1 Regular meetings of the Chapter shall be held on the second Tuesday of every month, excepting July and August, unless otherwise decided by the President or his/her designated proxy.
- 7.2 Ten members or one-fourth of the membership, whichever is less, shall constitute a quorum.
- 7.3 A special meeting may be held upon the call of the President or at the written request of a number of members not less than a quorum. Such a meeting shall be open to the membership. The purpose of the meeting shall be set forth in the notice. The meeting shall be limited to no more than two issues. Notice required is three business days for a special meeting. Such a meeting should be held face-to-face.
- 7.4 At the discretion of the President, urgent Chapter business may be conducted between regular meetings by email or phone notification. In such instances, every effort must be made to contact the entire

membership. Current contact information shall be maintained by the Chapter secretary but it is the responsibility of Chapter members to keep the secretary informed of their current information.

7.5 Notification of meetings shall be provided to the membership by email and/or telephone. Seven calendar days notice should be provided whenever possible for a regular meeting.

8. SPECIAL COMMITTEES:

Special committees may be organized on a temporary basis to cover specific areas of interest of the Chapter. The members and chairman of each committee shall be appointed by the President.

9. OPERATING YEAR:

For purposes of membership dues, the operating year shall run from January 1 to December 31.

10. ELECTIONS

10.1 Officers shall be elected in odd-numbered years at the March meeting to serve a term of two years and until their successors are elected. Their terms of office shall begin upon adjournment of the meeting where their election took place.

10.1.1 Exception

An exception may be granted by the incoming President to delegate the specific duties outlined in paragraph 4.2 of these bylaws to the outgoing treasurer (and/or, if applicable, to the outgoing president) to process financial transactions until signature authority may be officially transferred to the new officers.

10.1.2 Delegation

The exceptions described in 10.1.1 shall be delegated for a brief period not to exceed thirty days following the business meeting where the election took place. Should it become necessary to extend the delegated duties beyond thirty days additional approvals are required from the incoming President for each thirty-day extension. Following three such thirty-day extensions, further extensions require a majority vote at either a chapter business meeting or an Executive Board meeting.

10.1.3 Absence

In the absence of an incoming president, the actions in 10.1.1 and 10.1.2 may be performed by the incoming treasurer. In the absence of both an incoming president and incoming treasurer, this delegation may be performed by a majority vote at either a chapter business meeting or an Executive Board meeting.

10.2 No person shall hold office if he is not a member, and no member shall hold more than one office at a time.

10.3 A ballot shall be sent to each member. This ballot shall contain the names of all candidates with provision for a separate vote for each officer.

10.4 A simple plurality of the votes cast for each officer shall constitute election to that office, with ties decided by additional votes.

11. AMENDMENT

11.1 Amendments to these By-Laws shall be made by a majority vote of the Chapter members, provided that previous notice of the amendment was given to all members at least fourteen calendar days in advance.

11.2 Members may request changes by submitting a petition to the President signed by a majority of the members of the Chapter.

STANDING RULES

Regular Meetings

Regular business meetings of the Chapter begin at 11:30 AM subject to the discretion of the President. The business meeting is typically followed by a guest speaker or program that begins promptly at noon, subject to the discretion of the President.

Annual Social Meetings

In June of each year, the Chapter has a picnic meeting (called the Symposium or the Outdoor Symposium). In December of each year, the Chapter has a party meeting. These meetings are primarily social, with food and drinks offered. However, at the discretion of the President, business may be transacted at these meetings in the presence of a quorum.

Membership Dues

The annual membership dues are \$15. This sum includes a portion that is defined by and sent to the SRE (\$5) and another portion by and staying with the Chapter (\$10). This standing rule shall be amended when either SRE or the Chapter changes their dues requirement.

Fellow

The following individuals have been granted the title of Fellow by the Chapter: Sam Leto, Robert Abernathy, and Larry Crow. This honorary title is based upon the criteria given in the SRE Constitution, Article II, Section 2. A member given this title obtains a lifetime membership to the Chapter with all the privileges of a member while being free from paying dues. The Chapter pays the SRE portion of dues on behalf of all Fellows.

Executive Board

The officers, the Past-President, and (if applicable) the Chapter Board of Directors Representative together constitute the Chapter Executive Board. The President's fellow Executive Board members advise him on issues related to the Chapter. The Executive Board has final approval authority over Chapter nominees for the Professional of the Year award. Also, as described in paragraphs 10.1, 10.1.1, 10.1.2, and 10.1.3, a majority vote of the Executive Board may temporarily transfer signature authority to outgoing officers.

Professional of the Year

At a regular business meeting in the spring (April if possible), the Chapter shall be invited to nominate candidates for the Professional of the Year (POY) award. The Executive Board shall select the Professional of the Year from the list of nominees provided by the Chapter. The Chapter and the Executive Board shall use the POY guidelines given by the Huntsville Association of Technical Societies (HATS).