**AMERICAN FOUNDRY SOCIETY- UW-STOUT STUDENT CHAPTER**

###### ARTICLE 1 – NAME AND OBJECT

Sec. 1 This student chapter shall be known as the American Foundry Society- UW-Stout Student Chapter.

Sec. 2 The object of this student chapter shall be similar to that of the AFS; namely, provide the student membership with education and information on technology, marketing, management, human resources and research as it relates to the manufacturing of metal castings.

## ARTICLE II – MEMBERSHIP QUALIFICATIONS

Sec. 1 Any student of this educational institution interested in and benefiting from the stated activities of this chapter and the foundry industry may be a member of this chapter.

Sec. 2 Dues shall be those as prescribed by the American Foundry Society and paid to the order of the American Foundry Society and become payable when invoiced in accordance with Society regulations.

## ARTICLE III – FINANCING

Sec. 1 In addition to the dues refund as provided for in the bylaws of the Society, the Executive Committee of the chapter may and shall, when it is deemed necessary, make provisions for raising additional funds. They may also receive contributions or bequests, and shall have entire control of all funds thus raised or received.

Sec. 2 The Executive Committee of the chapter shall have authority also to raise and dispense funds for special purposes. It shall be understood, however, that contributions to any special funds shall be voluntary and that failure to contribute shall not deprive any member of the Society of chapter privileges.

Sec. 3 No part of the income of this chapter shall insure to the benefit of any individual and in the event of dissolution of the chapter, all assets thereof shall become the property of such not-for-profit organizations as the officers of the chapter shall determine can best carry out the stated objects of the chapter.

### **ARTICLE IV – OFFICERS**

Sec. 1 The officers of the student chapter shall consist of a president, a vice president, and a secretary/treasurer. In addition, at least one faculty member of the University and at least one industrial advisor from a parent AFS chapter shall act as advisors and this group shall become an Executive Committee.

Sec. 2 The president, vice president, and secretary/treasurer shall be elected from and by the members of the student annually for a term of one year. The industrial advisor shall be appointed by the parent AFS chapter.

Sec. 3 The offices of secretary and treasurer may be combined at the discretion of the Executive Committee.

ARTICLE V – FILLING VACANCIES OCCURING IN MEMBERSHIP OF OFFICERS

Sec. 1 A vacancy in the office of president shall be filled by the vice president.

Sec. 2 In the event a vacancy occurs in any office other than that of president, the Executive Committee shall elect a successor to serve until the next regular chapter meeting.

ARTICLE VI – DUTIES OF OFFICERS

Sec. 1 The president shall preside at all meetings of the Executive Committee and all regular and special meetings of the chapter and be the executive officer of the chapter. The president shall be a member ex-officio of all standing and special committees, except the Nominating Committee. The president shall submit, at the annual business meeting, a report reviewing activities together with a report prepared by the secretary/treasurer showing receipts and disbursements for the year.

Sec. 2 The vice president shall fulfill the duties of the president when the latter, for any reason, is unable to act in his/her elected capacity. The Executive Committee may also designate the vice president to act as program president.

Sec. 3 The secretary/treasurer shall be the custodian of the permanent records of the chapter and shall keep a correct journal of the proceedings. The secretary/treasurer shall take charge of all records, papers and documents and shall prepare the minutes of all Executive Committee meetings and all regular and special meetings, shall maintain a correct list of all chapter members and shall notify, in writing, members of all chapter meetings.

Sec. 4 The secretary/treasurer shall have charge of all funds of the chapter and shall disburse funds only as determined by the Executive Committee. The secretary/treasurer shall keep accounts in books belonging to the chapter which at all times shall be open to inspection by the Executive Committee. All funds will be deposited in the name of the chapter in a bank or trust company approved by the Executive Committee.

## ARTICLE VII – EXECUTIVE COMMITTEE

Sec. 1 The Executive Committee shall consist of the president, vice president, secretary, treasurer, membership president, faculty advisor, industrial advisor and the chairs of the various standing committees.

Sec. 2 The general duties of the Executive Committee shall be to manage the affairs of the chapter in accordance with these bylaws and the bylaws of the American Foundry Society.

Sec. 3 The president shall call meetings of the Executive Committee or be called by any three members of the Executive Committee at a time and place designated by the president. A majority of the committee shall constitute a quorum.

Sec. 4 An annual meeting of the Executive Committee shall be held within 90 days following the close of the year for approval of the chapter finances and to approve budgets for the new year.

## ARTICLE VIII – MEETINGS OF THE CHAPTER

Sec. 1 Whenever possible, regular meetings of the chapter will be held every first and third Tuesday of the month at a time and place by the Executive Committee.

## ARTICLE IX – COMMITTEES

Sec. 1 **Membership Committee** – A membership chair shall be appointed by the president, subject to approval by the Executive Committee. The membership chair shall actively retain current and recruit new members for the chapter from active full-time students. The membership chair shall prepare all membership recruitment material, distribute membership applications, promote the chapter among the student body and shall notify, in writing, to the national office, changes in the status of a student such as graduation, transfer, full-time employment or any other reason for departure.

#### Sec. 2 **Standing Committees** – Standing Committees shall be appointed by the president, subject to approval by the Executive Committee and may consist of the following: Program, Publicity and/ or Special Activities.

Sec. 3 **Special Committees** – Committees, such as the Executive Committee considers necessary, shall be appointed by the president, subject to the approval by the Executive Committee, as special committees. Upon completion of their projects, special committees can be disbanded at the discretion of the Executive Committee.

##### ARTICLE X – NOMINATIONS & ELECTIONS

Sec. 1 A Nominating Committee of four chapter members, appointed by the Executive Committee at least 90 days prior to the annual business meeting, shall meet and present to the membership the names of the candidates for the offices of president, vice president, and secretary/treasurer. The faculty advisor shall act as an ex-officio member of the committee to present Executive Committee policies and needs.

Sec. 2 Additional nominations may be made in writing in the form of a petition, signed by at least 20% of the chapter members in good standing, at any time 15 days prior to the annual business meeting. All nominees’ names will be announced at the meeting prior to the annual business meeting.

Sec. 3 If additional nominations are received for any office, then the elections shall be by secret ballot. Ballots shall then be distributed and counted by an election committee of three members present and appointed by the chapter president.

Sec. 4 Should no additional nominations be received, nominations shall be declared closed and the secretary/treasurer shall cast the unanimous ballot of the membership for election of those candidates named by the Nominating Committee.

Sec. 5 Newly elected officers shall assume the duties of their offices immediately following adjournment of the annual business meeting, and serve until their successors are chosen and qualified.

## ARTICLE XI – AMENDMENTS

Sec. 1 These bylaws may be amended only by a majority of the membership present at a regular or special meeting, provided notice of a vote on such an amendment shall have been given to the membership at a previous regular or special meeting and the full text of the proposed amendment included in the printed notice thereof.

## ARTICLE XII – RESPONSIBILITES

Sec. 1 These bylaws, amendment thereto, and official actions of the chapter shall not conflict with any provisions governing chapters in the bylaws of the American Foundry Society.

Sec. 2 No action or obligation of the chapter shall be considered an action or obligation of the American Foundry Society until approved by or accepted by the Society’s board of directors.

## ARTICLE XIII – ORDER OF BUSINESS

Sec. 1 **Rules of Order** – Robert’s Rules of Order shall be the accepted parliamentary procedure.

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