ByLAWS

**ARTICLE I – DUTIES OF OFFICERS**

SECTION 1. The duties of the **President** shall be to:

1. Serve as the organizational representative.
2. Ensure sme status as a recognized organization through UW-Stout and sme international stays true.
3. Preside over all regular membership meetings in a progressively stewardship fashion.
4. Call for meetings when necessary.
5. Sign all financial documents of the organization.
6. Maintain organization’s OrgSync portal and update every year in the tentative month of September to remain in good standing.
7. Work with the faculty advisor when necessary in regards to activities in which sme needs faculty advise.
8. Make meeting agendas and use as a template for meeting minutes for Secretary use during meeting.
9. Organize the elections and get the officers together at the beginning of each academic year.
10. Send emails regarding activities and events to members.
11. Coordinate with advisor to set up signup sheet and the $10 deposit (as a place holder) to be returned to each person by the adviser once they board the bus. Signup sheet is always on the third floor in Fryklund with limited times of the day to sign up.
12. Create events in Orgsync that do not require RSVP.
13. Create the flyer or poster in PowerPoint (8.5x11 or 11x17 respectively) for events and upload in Orgsync Files. Insert ‘snipped’ image in Event details. Submit .pdf of poster to ‘Poster Printing’ Request on Orgsync Forms at least 11 days before the event.
14. Take responsibility of remaining duties of positions are not filled by an elected officer.

SECTION 2. The duties of the **Vice-President** shall be to:

1. Succeed the president should he or she for any reason be unable to carry out the presidential duties.
2. Take responsibility of remaining duties of positions are not filled by an elected officer.
3. Assist the president in administering the business of the organization.
4. Sign necessary financial documents of the organization.
5. Take over meetings, activities, etc. if the president cannot attend.
6. Review and ensure that all necessary documents are filled out and turned in regarding sme’s recognition by sme international and by UW-Stout.
7. Obtain from the membership chair, then deliver roster and group photo to appropriate SSA contact within 5 days of the bus tour.

SECTION 3. The duties of the **Treasurer** shall be to:

1. Oversee bank account in Dairy State Bank titled ‘UW-Stout SME Student Chapter’ and update permissions needed for transfer of accepted names that can sign checks, every year.
2. Handle money related activities.
3. Keep a record of all financial and historical documents and all financial records received from the advisor or other sources.
4. Work with president to submit budgets.
5. Work with president to submit financial report for sme international.
6. Fill out forms for bus refunding and submit to SSA (make copies for Treasurer records).
7. Review club expenditures when necessary.

SECTION 4. The duties of the **Membership Chair** shall be to:

1. Act as the liaison between sme members, committees and the board.
2. Have their contact information displayed on electronic and paper posters/flyers. Answer inquiries and ‘copy’ the ‘sme board’ when responding.
3. Have participants ‘sign in’ on paper and instruct to record their class and if they are a member of sme on Orgsync.
	1. Note: If the participant declares they are not a member, request they include their UW-Stout email address. Send invitation to join sme through Orgsync using those emails.
4. Add ‘participants’ to the corresponding event attended.
	1. Note: If they are not a member on sme, use ‘all portals in student organizations’ to search for last names.
5. Keep Orgsync updated by updating member status’ to ‘alumni’ once their account has been inactive for 2 years. Update every semester by exporting the roster from Orgsync People, putting it into a table, filtering the Last Login column and searching for each person in People and changing their permissions to only Alumni.
6. Send out survey received from the president to bus tour participants in roster obtained from the participants’ email roster.
7. Send out participant roster and group photo to the vice president within 3 days after the event.

SECTION 5. The duties of the **Tour Chair** shall be to:

1. Act as the liaison between the sme board and companies sme wishes to tour (minimally bus tours).
2. Lead research in companies of interest.
3. Contact bus companies (Kobussen, Menomonie Transportation, etc.) for availabilities and quotes in accordance with the approved budget and scheduling with touring company when the need of a bus arises.
4. Create survey for participants to fill out after bus tours. Must be created in Survey Monkey sme account and approved by president then advisor *before* the tour.
5. Create itinerary of bus schedule and give to the vice president at least 3 weeks in advance.

SECTION 6. The duties of the **Social Media Publisher** shall be to:

1. Share information of sme events using various social medias as soon as the event is created.
2. Not maintain the sme Orgsync account.
3. Have administrator access the Facebook account titled ‘Society of Manufacturing Engineers’. Share all events there.
4. Submit Campus Life Today advertisement with description of event tailored from the event’s poster at least 11 days before the actual event through Orgsync Forms. Add the Contact as the membership chair. The three dates of publishing should be chosen wisely
	1. Note: Keep the last date to sign up in mind if it is for a bus tour.
5. Submit ‘Digital Signage Request - MSC & Campus Channel’ form through Orgsync at least 11 days before the actual event (sooner for bigger impact).
	1. Note: Reformate the poster to fit the requirements: Resolution cannot be larger than 1920x1080 pixels (The perfect size is a 16:9 slide ratio in power point).
6. Contact the Take2 team who can cover tours with event information.
	1. Note: This includes the date, time, a short explanation of why the event would benefit the student body, and the mission statement of sme (obtained from constitution).
7. Utilize the ‘Society of Manufacturing Engineers’ Twitter account associated with UW-Stout (if active).

SECTION 7. The duties of the **Secretary** shall be to:

1. Take detailed minutes of each meeting and send out to all officers to communicate information needed for each officer to complete their tasks and with the least amount of miscommunication delays as possible.
2. Handle the odds and end of organizational operations.

SECTION 7. The duties of the **Fundraising Coordinator** shall be to:

1. Increase the estate in the Dairy State Bank by means of selling goods through the Store on Orgsync and creating and promoting posters for the student body.
2. Entrusted to sign ‘UW-Stout SME Student Chapter’ checks.

**ARTICLE II – SENIOR BOARD**

SECTION 1.

1. Positions are reserved for senior members of SME who have been officers in the past and have less than one year remaining for their studies at UW-Stout.
2. The purpose of the senior board is to create a channel between the rookie and veteran of the same title.
3. Their involvement with the board ensues a smooth transition in leadership roles.
4. They are an experienced, valued veteran that still have officer rights.
5. They are not required to attend any meetings but are highly encouraged to for when questions arrive on the spot or their opinion of a subject is asked upon.

**ARTICLE III – COMMITTEE**

SECTION 1.

1. The organization shall develop a committee when in sme’s best interest. Its main purpose is to encourage involvement in promotional events and to contribute and make suggestions involving sme affairs.

SECTION 2.

1. Committee shall be organized by the board and committee membership shall be composed of any number of volunteers from the membership constituency.
2. After the elections, there will be an opportunity to form a committee for members who want to be involved (but not on the board) to help initiate member involvement in Stout activities sme is invited to participate in.
3. The committee can conduct research in specified areas of industrial interest for local or bus tour to make suggestions to the board.
4. There are not required standards for involvement to be on the committee.
5. All committee members are included in the Committee and Members group in Orgsync.

**REVISION HISTORY:**

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| --- | --- | --- |
| **REVISION LEVEL:** | **REVISION COMPLETED:** | **APPROVAL DATE:** |
| A | * Created to aid officer transitions and to state the duties of each officer into a pliable document that is agreeable and comprehensible.
 | 11/16/2016 |