

## **Bylaws**

### **SEM Division On Fracture and Fatigue**

#### **1.0 Name**

The name of this group shall be the Division on Fracture and Fatigue.

#### **2.0 Purpose**

The primary purpose of the Division on Fracture and Fatigue shall be to provide maximal technical benefits to its members by:

- (a) Advancing fracture technology through timely exchange of technical information.
- (b) Promoting standardized terminology in fracture documentation.
- (c) Assisting local sections with fracture workshops.
- (d) Promoting and/or organizing symposia-type technical sessions on fracture.
- (e) Providing a forum or exchange of information on fracture.

#### **3.0 Membership**

Two types of committee membership are recognized:

- (a) Voting - SEM members interested and/or active in Fracture Mechanics.
- (b) Non-Voting - Non-SEM members.

#### **4.0 Meetings**

Regular meetings of the working group shall be held at six month intervals. It shall be the duty of the Secretary to notify all members of forthcoming meetings at least one (1) month prior to the meeting.

The agenda for regular meetings will be formulated by the TD Executive Board in conjunction with the current Division Chair.

#### **5.0 Organization and Government**

Organization responsibilities shall be vested in the TD Executive Board of the Division. This board will consist of the elected officers, past Chair and others as appointed by the Chair. It shall be the TD Executive Board's responsibility to schedule, coordinate, plan and organize activities, and in general, to establish policies and procedures for submission to the Division for consideration during regular meetings.

#### **6.0 Duties of Officers**

- 6.1 **Chair** - The Chair of the Division shall also be Chair of the TD Executive Board, shall preside over the meetings of both bodies, shall be a member of the Nominating Committee and shall represent the Division at meetings of the Technical Activities Council.
- 6.2 **Vice-Chair** - The Vice-Chair shall act in place of the Chair during the Chair's absence, and shall further assist the Chair as required in carrying out the responsibilities.

- 6.3 **Secretary** - The Secretary shall be responsible for preparing and mailing meeting notices, absentee ballots, and other correspondence of general interest to the Division. He will also take minutes during the business session and will prepare and distribute copies of such minutes to all of the Division members.
- 6.4 **Past-Chair** - The Past Chair will act primarily as an advisor to the incumbent Chair. However, the Past Chair shall act as Chair of the Nominating Committee, conduct the election, count the votes, and make the results known to the Division.

## **7.0 Election of Officers**

- 7.1 Chair and Past Chair shall constitute a Nominating Committee for the elective offices of the TD Executive Board. Nominations for elective offices can also be made from the floor or by letter, and can only be made by voting members or designated alternate.
- 7.2 Voting will be by mail ballot to the voting membership, prior to the spring meeting.
- 7.3 The nominee for each office receiving a simple majority of votes cast shall be elected, ties shall be resolved by a run-off election.
- 7.4 The election of officers shall be held within 18 months after the term of present officers begins, with newly elected officials taking office at the following fall meeting. Terms of office are two years.
- 7.5 Vacancies - Should a vacancy develop on the TD Elective Board, the Chair shall appoint a replacement to fill the vacancy subject to approval of the remaining Board members. In the event the Chair's seat becomes vacant, the Vice-Chair will assume the position and make appropriate appointments.
- 7.6 All officers shall be members of SEM.

## **8.0 Subdivisions**

The TD Executive Board may establish subcommittees. These subdivisions will concern themselves with special areas of interest to the Division. Subdivision reports shall be presented at each Division meeting until the subcommittee is dissolved. The Chair of such subdivisions shall be appointed by the Chair.

## **9.0 Publications**

Minutes - One copy of the minutes of each meeting shall be sent to each member.

## **10.0 Finances**

There shall be no dues or financial obligations of the members other than their personal expense incurred in attending meetings.

## **11.0 Amendments**

This chapter may be amended at any time using the following procedures:

- (a) Amendments can be proposed by any voting member. Proposed amendments shall be submitted in writing to the Executive Board no later than six (6) weeks before a meeting.
- (b) The Proposed amendment shall be considered in open discussion during the next regular Division meeting.
- (c) Following discussion, the amendment shall be voted upon using a secret ballot. A two-thirds majority of all members present eligible to vote shall be required for adoption of the proposed amendment.

## **12.0 Procedures**

All instances not covered by these Bylaws shall be governed by Robert's Rules of Order.