

Bylaws

SEM Division On Optical Methods

1.0 Name

This group shall be called the Division on Optical Methods.

2.0 Purpose

The purpose of the Division on Optical Methods shall be to provide maximum benefits to members of the SEM interested in applications of optical methods in all areas of experimental mechanics. The Division will attempt to:

- (a) Advance optical technology by providing a forum for the timely exchange of information.
- (b) Assist Local Sections with workshops on Optical Methods.
- (c) Promote the development of new applications of Optical Methods in mechanics by organizing symposia-type technical sessions.

3.0 Membership

Membership shall be made up of individuals interested in applications of optical methods in experimental mechanics, and in participating in the activities of this Division. Anyone who qualifies may join the Division, subject to the approval of the TD Executive Board. There shall be two types of memberships:

- (a) Voting - SEM members
- (b) Non-voting – non-SEM members.

4.0 Organization

Organizational responsibilities shall be vested in the TD Executive Board of the Division. This TD Executive Board shall consist of the elected officers and the previous Past Chair. (The previous Past Chair is the most recent Past Chair currently active with SEM and willing to serve the Division.) The responsibilities of the Board are:

- (a) To schedule, coordinate and organize activities and meetings of the Division.
- (b) To establish policies and procedures for consideration of the full Division at regular meetings of the Division.

5.0 Officers and Their Duties

All officers shall be voting members of the full Division (i.e., SEM members) empowered to carry out their duties as described in these Bylaws and specifically as follows:

- 5.1 **Chair** - The Chair shall also be Chair of the TD Executive Board, shall preside over meetings of both the TD Executive Board and the full Division, shall be a member of the Nominating Committee and shall represent the Division on Optical Methods at meetings of both the SEM Technical Activities Council and the TD Executive Board.

- 5.2 **Vice-Chair** - The Vice-Chair shall act in place of the Chair during absence of the Chair, and shall further assist the Division by carrying out assignments given by the Chair.
- 5.3 **Secretary** - The Secretary shall be responsible for taking minutes during sessions of the Division and following adoption of these minutes by the TD Executive Board, will prepare and distribute copies of such minutes to all committee members. The Secretary will also be responsible for preparing and distributing meeting notices, ballots and all correspondence of general interest to the Division.
- 5.4 **Previous Past Chair** - The previous Past Chair will act primarily as an advisor to the incumbent Chair and will also act as Chair of the Nominating Committee, conduct the election of officers, count the votes and make the results known to the full Division.

6.0 Meetings

- 6.1 Regular meetings of the full Division shall be held at least once every year at the Annual Meeting of the entire SEM. A second meeting may be held at the Fall Meeting of the SEM if business warrants. It shall be the duty of the Secretary to notify all members of any meetings at least six (6) weeks in advance, by letter.
- 6.2 The agenda for regular meetings will be formulated by the TD Executive Board in conjunction with the current Division Chair.

7.0 Election of Officers

The Chair and previous Past Chair shall constitute a Nominating Committee for the elective offices of the TD Executive Board. Nominations for elective offices can also be made by letter by any voting member.

- (a) Voting will be by mail ballot.
- (b) The nominee for each office receiving a simple majority of the votes cast shall be elected.
- (c) In the event of a tie, additional ballots will be cast by mail until one candidate wins a majority.
- (d) The election of officers shall be held every three years prior to Annual Meeting of the SEM.
- (e) The newly elected officers shall take office at the meeting immediately following their election.
- (f) The Division Chair and Vice-Chair will stand for election together one year prior to the Secretary of the Division.
- (g) Should a vacancy develop on the TD Executive Board the Chair shall appoint another member of the Division to fill the vacancy subject to the approval of the remaining TD Executive Board members. Except for the previous Past Chair, if the un-expired term is for 18 months or longer, this will be considered an interim appointment and nominations will be made and a new election held.
- (h) In the event the Chair's seat becomes vacant the Vice-Chair will succeed the Chair and appoint a new Vice-Chair, again subject to the approval of the remaining Board members. Again, except for the previous Past Chair, if the un-expired term is for 18 months or longer, this will be considered an interim appointment and nominations will be made and a new election held.
- (i) All officers shall be members of SEM.

8.0 Subdivisions

The TD Executive Board may establish and dissolve Subdivisions as needed. These Subdivisions will be concerned with subjects of interest to the Division. So long as the Subdivision is maintained it shall present Subdivision Reports to the full Division at each meeting of the full Division. The Chair of such Subcommittee shall be appointed by the Chair of the TD Executive Board.

9.0 Finances

There shall be no dues or other financial obligations to any committee member other than personal expenses incurred in attending meetings.

10.0 Amendments

These Bylaws may be amended at any time as follows:

- (a) Amendments may be proposed by any voting member. Proposed amendments shall be submitted in writing to the TD Executive Board no later than eight (8) weeks before a meeting.
- (b) The proposed amendment will 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 (2/3) majority of all members present and eligible to vote is required for adoption of a proposed amendment.

An additional alternative amendment procedure is as follows:

- (a) Amendments may be proposed by any voting member at the time of the meeting if submitted in writing to the Chair prior to the opening of the meeting and presented verbally to the entire Division for discussion during the meeting.
- (b) Adoption is the same as for a regular Amendment except that adoption requires a three-quarters (3/4) majority and the new amendment must be reconsidered at the next meeting where it can be rescinded by a 50% majority.

11.0 Final

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