

## **Bylaws**

### **SEM Division On Residual Stress**

#### **1.0 Purpose**

The specific purpose of the Division shall be:

- (a) To further develop and advance the art of both residual stress measurement and analytical techniques through exchange of information concerning applications and methods of analysis and instrumentation.
- (b) To provide improved and efficient technical coordination between the users of residual stress measurement apparatus, the manufacturers of these devices and end-users of residual stress data.
- (c) To collect and disseminate technical information required for the application of empirical and analytical methods of determining residual stresses.
- (d) To identify and sponsor, within the limitations noted below, projects involving residual stress measurement and data analysis; e.g., technical seminars, round-robin studies, publications and similar project as may be authorized by the Division.

#### **2.0 Scope of Activity and/or Areas of Discussion**

In general, the scope of Division activity and/or topics of discussion shall be concerned with methods of determining residual stresses by empirical or analytical means, apparatus and instrumentation used for the measurement of residual stresses and specific applications of empirical or analytical techniques. The fundamental criteria for judging the appropriateness of a topic is that it shall satisfy the purpose of the Division as specified in Article 1.

In selecting topics for discussion, emphasis shall be placed upon state-of-the-art solutions to residual stress measurement and analytical problems, which are of current interest to the engineering community.

#### **3.0 Membership**

##### **3.1 Qualifications:**

To qualify for membership consideration, the individual member shall satisfy all the following requirements.

- (a) A member shall be an active user or manufacturer of residual stress measurement instrumentation or be involved in the analysis or use of residual stress data.
- (b) A member shall be willing and able to support the aims of the Division by sharing technical information relating to residual stress measurement instrumentation and data analysis with other Division members.
- (c) A member is expected to participate in all Division activities.
- (d) There shall be two types of members:
  - (1) Voting - SEM members
  - (2) Non-voting - Non SEM members

### 3.2 **Election of Membership:**

- (a) Members will be elected to the Division by a membership sub-committee.
- (b) The Vice-Chair of the Division will be the Chair of the membership sub-committee, which will consist of the TD Executive Board.

### 3.3 **Termination of Membership**

- (a) Status of all members will be reviewed periodically by the membership sub-committee to assure maximum effectiveness of the Division.
- (b) A member may be solicited to resign when they fail to satisfy the requirements of membership in the opinion of the membership sub-committee.
- (c) A member may withdraw from the Division at their request, or by action on the part of the organization, which they, represents.

### 3.4 **Limitations of Membership**

The total number of Division members shall be limited to the extent that permits effective and efficient operation in furthering the purposes of the Division.

## 4.0 **Publications**

### 4.1 **Proceedings and Minutes**

- (a) The Division shall prepare proceedings and other publications as desired. Each member will be supplied one copy free of charge.
- (b) It is expected that whenever possible, proceedings and other publications will be made available to the Society for sale or distribution as it sees fit.

## 5.0 **Duties of Officers**

- 5.1 **Chair** - The Chair of the Division shall preside over all Division meetings and be responsible for liaison with the national SEM Society for a period of 2 years. The Chair will be a member of SEM Technical Activities Council.
- 5.2 **Vice-Chair** - The Vice-Chair will assist the Chair and act in place of the Chair when the Chair is absent. The Vice-Chair will act as Chair of the Membership Sub-Committee. He will also succeed the Chair to office of the Division Chair.
- 5.3 **Secretary** - The Secretary of the Division shall be appointed by the Chair and will be responsible for all correspondence necessary for proper operation of the Division including meeting notices. The Secretary will also serve concurrently on the TD Executive Board.
- 5.4 **TD Executive Board Members** - The TD Executive Board will be composed of the past Chair, the present Chair and Vice-Chair, the Division Secretary, four delegates-at-large, and the standing sub-committee Chairs. They shall be expected to attend all TD Executive Board meetings, voice opinions and vote on all matters brought to the attention of the Board. The past Chair of the Division shall chair the TD Executive Board. The delegates-at-large shall serve for a term of four years.

## 6.0 **Sub-Committees**

### 6.1 **Establishment and Duties:**

- (a) The Membership Sub-Committee shall be a permanent standing committee responsible for the election of members to the Division.

- (b) Permanent Standing Sub-Committees shall be established to organize and administer to the Affairs of the committee membership in the areas of: Mechanical, X-Ray Diffraction, Magnetic, Ultrasonic and Analytical Methods of determining residual stresses.
- (c) The TD Executive Board may, at its option, recommend or establish other sub-committees, which shall report at each Division meeting until dissolved.
- (d) Chairs of the sub-committee established by the Division or TD Executive Board shall be appointed by the Division Chair.

## **7.0 Election Procedures**

### **7.1 Nominations**

- (a) Nominations for Vice-Chair and two delegates-at-large shall be commenced during the spring meeting of the Division every second year.
- (b) Additional nominations will be accepted by the TD Executive Board up to August 1 of an election year.
- (c) If more than five (5) members are nominated, the initial ballot will be considered a primary to select five candidates for a second ballot.

7.2 **Elections** - The TD Executive Board members shall be elected using the following procedure:

- (a) Ballots will list nominees in alphabetical order with no mention of office.
- (b) Members will vote for three (3) of the nominees.
- (c) The three nominees receiving the largest number of votes shall be declared elected to the TD Executive Board.
- (d) The nominee receiving the largest number of votes shall be declared Vice-Chair.
- (e) In the event of two or more names receiving a like number of votes, the tie shall be resolved by lot.
- (f) A qualified nominee may decline the position of Vice-Chair, in which case they will become one of the delegates-at-large. The position of Vice-Chair will pass to the nominee with the next largest number of votes. In the event the third qualified nominee declines the Vice-Chair position, they relinquishes their right to a position on the TD Executive Board and a new election will be declared for office of Vice-Chair.
- (g) Only SEM members may be officers.

7.3 **Voting** - Only bona fide voting Division members shall vote.

### **7.4 Vacancies**

- (a) Should a vacancy develop on the TD Executive Board, the Chair shall appoint a replacement to fill the vacancy, subject to the approval of the remaining board members.
- (b) Should the immediate past Chair be unable to serve on the TD Executive Board for any reason, the position shall remain vacant, and the Division Chair shall assume duties.
- (c) Should immediate past Vice-Chair be unable to serve as Chair for any reason, delegates shall vote for four nominees rather than three.
  - (1) The four nominees receiving the largest number of votes shall be declared elected to the TD Executive Board.

- (2) The nominee receiving the largest number of votes shall be declared Chair.
- (3) The nominee receiving the next largest number of votes shall be declared Vice-Chair with exceptions as noted under the condition of Article 7.2.f.

## **8.0 Finance**

- 8.1 **Financial Operation** - The Division shall not incur any financial obligations in the name of the Society without appropriate approval of the Executive Board of SEM. However, with the concurrence of the SEM Executive Board, the Division may raise funds for specific projects Sponsored by the Division and shall be responsible for the administration of these funds. If requested, the Society Headquarters office will serve as a custodian of such funds.

## **9.0 Meetings**

- 9.1 **Division Meetings** - The Division shall meet semi-annually in conjunction with the scheduled meetings of the National Society.
- 9.2 **Executive Board Meetings** - The Executive Board meetings shall be held as required by Division activity and business. The TD Executive Board shall set the dates of these meetings.
- 9.3 **Notices** - Notice of meetings shall be sent to all members at six (6) weeks prior to the meeting date.

## **10.0 Amendments Procedures**

- 10.1 **Proposals** - Amendments to the Bylaws may be proposed by any member of the Division, Directed in writing to the TD Executive Board. Notice will be sent to all Division members by letter, not less than three weeks prior to the Division meeting date.
- 10.2 **Voting**
  - (a) Consideration of the proposed changes shall be at a Division meeting.
  - (b) If a majority of those present approve the proposed changes, the amendment shall be submitted to the entire division membership for balloting by mail. Ballots shall be counted on the 30th day following the date of mailing.
  - (c) For committee approval, all balloting shall require a simple majority of the Division delegates of record immediately preceding the Division meeting, except as otherwise noted herein.
- 10.3 **Notification** - Accepted amendments shall be written into the record by the Secretary and distributed to all members of the Division.
- 10.4 **Temporary Change** - Temporary amendments or the suspension of a single article of the Bylaws for a period not exceeding the time between successive general meetings may be made for a specific purpose at any general meeting by a two-thirds majority of the vote of the members present. The purpose, the new wording of the suspension, and the time period covered shall be noted in official records.