

## **Bylaws**

### **SEM Transducer Technical Division**

#### **1.0 Name and Object**

1.1 The name of this group shall be the Transducer Technical Division.

1.2 The purpose of this Transducer Technical Division shall be:

- (a) to promote and encourage the exchange of nonproprietary information pertaining to theory, design and application of transducers;
- (b) to hold conferences, meetings, and workshops on transducer related subjects;
- (c) cause to be presented at such meetings papers or articles by members and invited guests;
- (d) to do such other acts, consistent with the general purpose and aim of the Society for Experimental Mechanics, which may further the Society's aims upon a local, national and international basis.

#### **2.0 Membership**

2.1 Membership is open only to SEM members interested in transducer related subjects.

2.2 Only one type of division membership is recognized. All members will have equal voting privileges in carrying out the business of this division.

2.3 Application for membership must be transmitted in writing on membership application form.

2.4 Membership shall be terminated by death, or resignation signed by the member and sent to the Division Secretary, or due to absence from the Division meetings for more than a two-year period without notifying the Division Secretary of a good cause.

#### **3.0 Officers and TD Executive Board**

3.1 The organizational responsibilities shall be vested in the TD Executive Board of the Division. The Board shall consist of the officers, Past Chair, and other members as appointed by the Division Chair. It shall be the TD Executive Board's responsibility to schedule, coordinate, plan and organize activities, and to establish policies and procedures for submission to the Division for consideration.

3.2 The officers of the Division shall include an elected Chair, Vice-Chair, and Secretary.

3.3 **Chair** - The Chair of the Division shall also be Chair of the TD Executive Board and shall preside over the meetings of each body. He shall be a member of the Nominating Committee, an ex officio member of all subdivisions and represent the Division to - and interface with - the National SEM. The Chair shall be a member of the SEM Technical Activities Council. He will be one of the advisors of the TDC for the next term.

3.4 **Vice-Chair** - The Vice-Chair shall perform the duties of the Chair in the absence of the Chair and be Chair of the Program Committee. He should also undertake other duties as may be requested by the Chair. He will also succeed the Chair of the committee for the next term.

3.5 **Secretary** - The Secretary shall be responsible for keeping membership records, preparing and mailing meeting notices, absentee ballots and other correspondence of general interest to the Division. He will

also take minutes during the Division meetings and prepare and distribute copies of such minutes to each of the Division members. He will also take minutes during TD Executive Board meetings and prepare and distribute copies of such minutes to each of the TD Executive Board members.

3.6 All members of the Executive Board shall be members of SEM.

#### **4.0 Election and Term of Officers**

4.1 The Chair and Past Chair shall constitute a Nominating Committee for the elective officers of the TD Executive Board. Nominations for the elective officers can also be made from the floor or by letter and can only be made by voting members.

4.2 Voting will be by secret ballot. The nominee for each office receiving a simple majority of votes cast shall be elected. Ties shall be resolved by a run-off election. Twenty percent of the members of the Division shall constitute a quorum for a business meeting or the election of officers.

4.3 The term of the offices of Chair, Vice Chair, and Secretary shall be two years. The election of officers shall normally be held at every second Spring SEM National Meeting, with elected officials taking office at the following meeting.

4.4 Should a vacancy occur on the TD Executive 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 subject to approval of the remaining Board members.

#### **5.0 Subdivisions**

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

#### **6.0 Meetings**

6.1 Regular meetings of the working group shall be in conjunction with SEM National Meetings. It shall be the duty of the Secretary to notify (with agenda) all members of forthcoming meetings at least one month prior to a meeting.

6.2 The agenda definition for regular meetings will be generated by the Vice Chair (Chair or the Program Committee) and be approved by the TD Executive Board.

#### **7.0 Finances**

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

#### **8.0 Amendments**

These Bylaws may be amended at any time using the following procedures:

- (a) Amendments can be proposed by any member. Proposed amendments shall be submitted in writing to the TD Executive Board no later than eight weeks before a committee meeting.
- (b) Proposed amendments shall be distributed by the Secretary to the Division members for comment, after which the proposal 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 majority of all votes cast by members present shall be required for adoption of a proposed amendment.

## **9.0 General**

9.1 This Division shall be governed by these Bylaws and by such Bylaws as it may adopt, provided that the Bylaws are consistent with the Constitution and Bylaws of the Society for Experimental Mechanics.

9.2 A copy of the Bylaws shall be filed in the office of the Society for Experimental Mechanics.