

SHELL OIL COMPANY

41-70 MAIN STREET
FLUSHING 55, L. I.
NEW YORK

*1st sent
Houston
Joe Caste
7-24-64
A*

Date July 21, 1964

Re: Approved Section By-Laws

Mr. D. B. Sanberg
Executive Secretary
American Society of Lubrication Engineers
838 Busse Highway
Park Ridge, Illinois 60068

Dear Don:

Attached you will find two finalized copies of Houston Section by-Laws, each sheet of which is stamped to indicate approval, and date, by the Rules Committee. We also attach an extra copy of this transmittal letter for you to forward to this section with their approved By-Laws copy.

The Rules Committee's permanent file now includes our official copy of these By-Laws which is similarly stamped and signed. This will eliminate any future questions as to which By-Laws are the approved version, for any given Section.

One copy of the attached is to be retained in your permanent file and the other should be returned to the Section. We have attached to each copy the recently revised attachment sheets (Section Reporting forms, plus the Constitutional extract sheet), to complete each set of By-Laws.

Thank you for your assistance in finalizing these By-Laws.

Sincerely,

R. M. Cokinda

R. M. Cokinda
Chairman, ASLE
Rules Committee

Attachment

cc: S.R. Calish, President
M.M. Gurgo, Society Sec't'y
Rules Committee File

BY-LAWS
of the
HOUSTON SECTION
OF THE
AMERICAN SOCIETY OF LUBRICATION ENGINEERS

PREFACE

The purpose of these By-Laws is to set up the rules by which the Houston Section of the A.S.L.E. shall be governed. The By-Laws, Amendments, thereto and official action of the Section shall not conflict with any provisions governing Sections in the Constitution, By-Laws & Operating Rules of the American Society of Lubrication Engineers.

(See attached Constitutional Text)

ARTICLE I: NAME AND OBJECT

Section 1

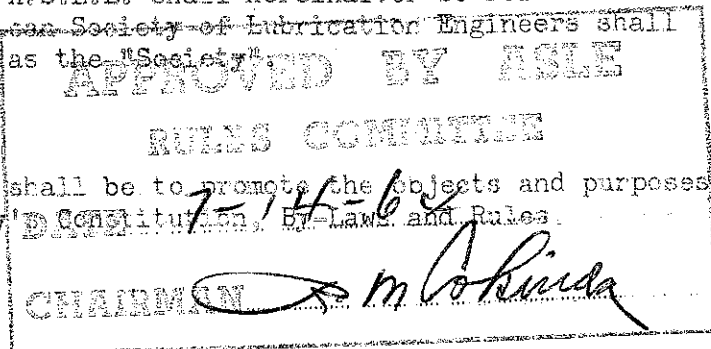
This organization shall be known as the Houston Section of the American Society of Lubrication Engineers.

Section 2

The Houston Section of the A.S.L.E. shall hereinafter be referred to as the "Section". The American Society of Lubrication Engineers shall hereinafter be referred to as the "Society".

Section 3

The object of this Section shall be to promote the objects and purposes as set forth in the Society's Constitution, By-Laws and Rules.



ARTICLE II: TERRITORY

Section 1

The Section shall embrace the territory as designated by the Society By-Laws, as follows: In Texas the counties of Matagorda, Brazoria, Wharton, Fort Bend, Galveston, Harris, Chambers, Colorado, Austin, Waller, Grimes, Montgomery, Walker, Madison, San Jacinto Liberty, Washington, Burlson, Brazos, Houston, Trinity, Polk, and Hardin.

ARTICLE III CLASSIFICATION OF MEMBERSHIP

Section 1

Membership in this Section shall be by approval of the Society and classification of membership shall be as designated in the Constitution of the Society and shall consist of members, associate members, student members, honorary members, industrial members, life members, section sustaining members and such other classes of members as may from time to time, be adopted by the Society.

Section 2

Each member of the Section shall be entitled to one vote on each matter submitted to a national vote of the members, except associate and student members. Student members have no voting rights; associate members have voting rights in local section matters. Student members have no chair privileges (excepting Student Chapters). Associate members have chair privileges in local sections.

Section 3

Restrictions upon membership in this Section shall be the same as those imposed upon membership in the Society which are set forth in the Constitution, By-Laws & Operating Rules of the Society covering suspension and expulsion, resignation, reinstatement and transfer of membership (Article III, Constitution.).

ARTICLE IV OFFICERS

Section 1

The officers of this Section shall consist of a Chairman, First Vice-Chairman, Second Vice-Chairman, Secretary, and Treasurer.

Section 2

Officers shall be elected for terms of one (1) year and no officer shall be eligible for election for more than two (2) consecutive terms, to the same office.

Section 3

Officers shall serve as members of the Section Executive Committee.

Section 4

Any officer may be removed by a majority vote of the Executive Committee whenever, in its judgment, the best interests of the Society and the Section would be served thereby.

APPROVED BY ASLE
RULES COMMITTEE
DATE 7-14-64
CHAIRMAN M. C. ...

Section 5

In case a vacancy occurs in the office of Chairman during the Section year, the Vice-Chairman shall become Chairman. In case a vacancy occurs in the offices of First Vice-Chairman, Second Vice-Chairman, Secretary, or Treasurer, a new officer shall be elected by a majority vote of the Executive Committee to serve the balance of the term.

ARTICLE V: DUTIES OF OFFICERS

Section 1

Chairman: The Chairman shall be the principal executive officer and the official representative of the Section. He shall preside at all regular and special meetings of the Section and at all meetings of the Executive Committee.

He shall represent the Section at Regional Meetings called by the Regional Vice-President. He shall also represent the Section at the Annual Business Meeting held on the first day of the Annual Meeting of the Society. (See VIII - 3)

With the exception of the Nominating Committee, he shall appoint all standing and special committee chairmen and shall be a member ex-officio of all committees appointed by him.

At the Section Annual Business Meeting, he shall submit to the members an annual report reviewing the activities of the Section during the Section year and recommending future activities, together with a report prepared by the Treasurer showing receipts and disbursements for the year and a financial statement of assets, liabilities and net worth at the close of the Section year.

He shall submit copies of these reports to the Executive Secretary of the Society not later than June 15th of each year, in accordance with printed forms supplied by the National Office (see attached).

Section 2

First Vice-Chairman: The First Vice-Chairman shall fulfill the duties of the Chairman when the latter, for any reason, is unable to act in his official capacity, and shall be Chairman of the Committee on Membership and Transfer.

Section 3

Second Vice-Chairman: The Second Vice-Chairman shall preside in the absence of both the Chairman and First Vice-Chairman, and shall be the Chairman of the Committee on Programs and Meetings.

APPROVED BY ASLE
RULES COMMITTEE
DATE
CHAIRMAN

Section 4

Secretary: The Secretary shall be the custodian of the permanent records of the Section; shall keep the minutes of all meetings of the Section and the Executive Committee in one or more books provided for that purpose; maintain a correct list of the Section members; and, in writing, notify the members of the Section meetings.

He shall submit copies of the minutes of all Section and Executive Committee meetings to the Regional Vice President and area representative of the territory in which this section is located.

He shall be a member ex-officio of all committees appointed by the Chairman.

Section 5

Treasurer: The Treasurer shall have charge of all funds of the Section and shall disburse such funds only as determined by the Executive Committee. He shall keep the accounts in books belonging to the Section which, at all times, shall be open to inspection and subject to auditing by the Executive Committee. He shall be Chairman of the Committee on Finance

The Treasurer may, at the discretion of the Executive Committee, be bonded at Section expense for the faithful discharge of his duties in such sum and with such surety as the Executive Committee may determine.

He shall submit to the Treasurer of the Society financial reports of Section funds on December 15 and June 15 of each year (see attached form).

He shall submit to the Section Chairman for presentation at the Section Annual Business Meeting an operating statement for the Section year showing receipts and disbursements and a financial statement showing assets, liabilities and net worth at the close of the Section year.

Section 6

All Officers: In addition to such duties as may be provided for elsewhere in the By-Laws, all officers shall perform the duties incident to the offices which they hold and such other duties as may be prescribed, from time to time, by an act or resolution of the Executive Committee.

ARTICLE VI: EXECUTIVE COMMITTEE

Section 1

The executive Committee of this Section shall consist of not less than six (6) or more than eight (8) members. It shall consist of the officers of the section and the last three retiring chairmen.

APPROVED BY ASLE
RULES COMMITTEE
DATE 7-15-66
CHAIRMAN *M. Coriida*

Section 2

In case a vacancy occurs on the Executive Committee, other than the office of Chairman and those mentioned in Article IV, Section 5, a member shall be elected by a majority vote of the Executive Committee to serve the balance of the term.

Section 3

Any elected member of this committee may be removed, as in the case of officers (Article IV, Section 4), by an act of the Executive Committee, for incompetence, for refusal to act, or for absence from three consecutive meetings of the Executive Committee.

ARTICLE VII: DUTIES OF THE EXECUTIVE COMMITTEE

Section 1

The affairs of the Section shall be governed by the Executive Committee with the Chairman of the Section acting as its Chairman and the Secretary of the Section acting as its Secretary.

Section 2

The committee shall hold at least one meeting every three months.

Section 3

A majority of the Executive Committee members shall constitute a quorum for the transaction of business at any meeting; provided that, if less than a majority of the members are present at said meeting, a majority of the members present may adjourn the meeting without further notice.

Section 4

The act of a majority of the Executive Committee members present at a meeting at which there is a quorum shall be the act of the Executive Committee.

ARTICLE VIII: NOMINATION AND ELECTION OF OFFICERS

Section 1

A Nominating Committee consisting of five (5) members, none of whom are members of the Executive Committee, shall be elected by the members present at the February Section meeting. No member, however, shall serve for two (2) consecutive years on the Nominating Committee. The first person nominated and subsequently elected to serve on the Nominating Committee shall act as the chairman of the Nominating Committee. The Nominating Committee shall announce to the members at the March section meeting their list of consenting nominees for offices of Chairman, First Vice-Chairman, Second Vice-Chairman, Secretary, and Treasurer to serve for one (1) year.

APPROVED BY
RULES COMMITTEE

Section 2

All voting shall be by letter ballot and shall take place prior to the Annual Business Meeting of the Society. The Secretary, at least thirty (30) days before the Section meeting preceding the Annual Business Meeting of the Society, shall mail to all Section members in good standing a ballot listing the names of the consenting nominees for Section office for the ensuing year, and providing space for write-ins for each office. The membership of the nominating committee should appear on the ballot. A stamped envelope marked "Ballot" and carrying the address of the Secretary shall be included with each ballot to the Section members. The ballots must be sealed in the ballot envelope and returned to the Secretary before the Section meeting preceding the Annual Business Meeting of the Society in order to be counted.

DATE 7-14-64

Section 3

On the day of the Section Meeting preceding the Annual Business Meeting of the Society the Chairman shall appoint three tellers (members in good standing who are not nominees for office) to canvass the ballots. The election shall be by a majority of the votes cast.

Section 4

The results of the election of officers shall be announced at the Section Meeting preceding the Annual Business Meeting of the Society. The newly elected officers shall assume their duties at the close of the annual business meeting and serve until their successors are chosen and qualified. The newly elected chairman (in-coming) shall be expected to attend the Annual Business Meeting of the Society with the out-going Chairman (See V - Section 1).

ARTICLE IX: SECTION MEETINGS

Section 1

The Section shall hold one regular meeting each month, when practical, except during the months of June, July, and August. The regular meeting in May shall be the Annual Business Meeting.

Section 2

The meetings shall be held at a time and place arranged by the Committee on Programs and Meetings.

Section 3

Special meetings: Special meetings may be called at any time by the Executive Committee, or upon written request of one-eighth of the listed membership to the Secretary. The Secretary shall notify the members by mail at least five (5) days in advance of the date fixed for the special meeting. Official business may be enacted as long as there is a quorum of 2/3 of voting members. In event the action involves the removal from office which in effect is a denial of a privilege to a member, the matter may be referred to the Board (Constitution - Article III, Sections 5, 7).

ARTICLE X: COMMITTEES

Section 1

The standing committees for the Section shall include a committee on Programs and Meetings; a committee on Membership and Transfer; a committee on Finance; and such other committees as may be deemed necessary by the Chairman of the Executive Committee.

APPROVED BY ASLE
RULES COMMITTEE
7-14-64
CHAIRMAN *M. Coburn*

Section 2

The chairman of a committee other than a standing committee shall be appointed by the Chairman of the Section.

The committee members shall be appointed by the committee chairman.

The number of members on each committee may be designated by the Section Chairman, at his discretion.

The Section Chairman and the Secretary shall be ex-officio members of all committees with the exception of the Nominating Committee.

The committees shall function for the time required to fulfill their purpose as determined by the Executive Committee, or until newly elected officers assume their duties.

ARTICLE XI: FINANCE

Section 1

The Section year shall be defined as the 12 month period following the close of the Section Annual Business Meeting, and ending with the close of the next Section Annual Business Meeting the following year.

Section 2

The Secretary or treasurer shall sign all checks.

Section 3

The Treasurer shall determine the bank in which funds are to be kept with the approval of the Executive Committee.

Section 4

The Section Chairman shall approve all expenditures.

Section 5

Payments to the Section from the treasury of the Society shall be made and controlled in accordance with the standard procedure of the Society.

Section 6

In addition to financial support from the Society, the Section, when it is deemed necessary, may make provisions for raising additional funds. It may also receive contributions or requests and shall have entire control of all funds raised and received.

It shall be understood, however, that contributions to any special funds shall be voluntary and that any failure to contribute shall not deprive any member of the Section of Section privileges.

<p>APPROVED BY ASLE</p> <p>.....</p> <p>DATE</p> <p>CHAIRMAN</p>
--

ARTICLE XII: AMENDMENTS TO THE BY-LAWS

Section 1

These by-laws may be amended by a two-thirds vote of the members present at a regular or special meeting or by a two-thirds vote of the total number of letter ballots cast by mail, provided notice of vote on such amendment or amendments shall have been given to the members. The Secretary shall submit, in writing, the full text of any amendment to the membership at least thirty (30) days before the membership shall be called upon to vote on such amendments.

Section 2

Any amendment adopted by membership action in accordance with the provisions of Article XII, Section 1, is not final and does not take effect until after it has been officially approved by the Society Rules Committee.

Section 3

The Secretary of the Section shall Submit to the Secretary of the Society a full text of the amendment or amendments adopted in accordance with Article XII, Section 1, with a request for official approval or rejection.

ARTICLE XIII: RULES OF ORDER

Section 1

The rules contained in Robert's Rules of Order (Revised) shall govern the Section in all cases to which they are applicable and in which they are not inconsistent with these By-Laws or with any rules adopted by an act or resolution of the Executive Committee.

ARTICLE XIV: ATTACHMENTS

1. Constitutional Text (Sections)
2. Section Activity Report Form
3. Section Treasurer's Report Form.

APPROVED BY ASLE	
RULES COMMITTEE	
DATE	7-14-64
CHAIRMAN	<i>R. M. Coriida</i>

CONSTITUTION
OF THE
AMERICAN SOCIETY OF
LUBRICATION ENGINEERS

ARTICLE VI
LOCAL SECTIONS OF THE SOCIETY

Section 1. Establishment - Local sections of the Society shall be established. These must be composed of members of the Society in good standing. A petition to establish a local section must be signed by at least twenty members residing in the territory of the proposed section and submitted to the Executive Secretary of the Society. The petition must designate the proposed headquarters city and the names of the contemplated officers with a report of their qualifications.

Section 2. Territory - Entire counties, or equivalents, are to be used in assigning territories to local sections. The formula used in assigning territories shall be the responsibility of the Board.

Section 3. Activities - Local sections shall elect officers who are members in good standing, appoint committees, and adopt By-Laws consistent with the Society's Constitution. Model By-Laws for local sections shall be prepared by the Rules Committee. Local section By-Laws must be approved by the Secretary of the Society and the Chairman of the Rules Committee.

Local sections shall receive yearly from the Society a portion of the annual dues paid by their members and a portion of the annual dues paid by their respective sectional sustaining members, which money shall be used to carry out Society objectives. Local sections shall issue no statements nor take official action on matters of regional or national import without approval of the Board

Section 4. Dissolution - A local section may be dissolved by the Board for failure to maintain a minimum paid-up membership of twenty for two consecutive years or for deliberate violation of the Society's Constitution or By-Laws

Section 5. Liaison - The Regional Vice-Presidents of the Society and their appointed Area Representatives shall be the authorized liaison between the local sections and the Board.

Section 6. Finances - In addition to sums of money returned to the local section by the Society as provided in this Constitution, each section is authorized to raise funds in its own way without any obligation on the part of the Society. The Society assumes no legal responsibility for actions or debts assumed by a local section nor are the local sections liable for debts assumed by the Society.

APPROVED BY ASLE
RULES COMMITTEE
DATE 7-14-64
CHAIRMAN *[Signature]*
Approved by Membership
October, 1959

To take effect
January 1 1960

with Revisions to
June 1963



American Society of Lubrication Engineers



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Date: _____

ACTIVITY REPORT FORM

Section: _____

Year Ending: _____

1. New Officers: (list name, address, phone)

Chairman: _____

Vice Chairman: _____

Secretary: _____

Treasurer: _____

2. When are officers elected? _____

3. What day of month are Section meetings scheduled? _____
(Example: 1st Monday, 2nd Tuesday, etc.)

4. Where are meetings held? (If there is a regular meeting place
please indicate name and address)

APPROVED BY ASLE	
RATES COMMITTEE	
DATE	7-14-64
CHAIRMAN	M. Coburn

5. Visits from National Officers during the year:
(date) (person)

6. Committees active during the year:
(Chairman's Name)

(Number of Active Members)

Membership _____

Program _____

Hospitality _____
(greeting)

Other (specify) _____

If box at left is checked, it is not necessary to complete this part of the form, since ASLE Headquarters has monthly reports on all meetings.

MEETING AND ATTENDANCE SUMMARY

Date of Meeting	Name of Speaker & Affiliation	Subject	Number in Attendance	
			Members	Visitors
Sept.				
Oct.				
Nov.				
Dec.				
Jan.				
Feb.				
Mar.				
Apr.				
May				

APPROVED BY ASLE
RULS COMMITTEE
DATE 7-14-64
CHAIRMAN *R. M. Crivida*



American Society of Lubrication Engineers



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SECTION TREASURER'S REPORT

SECTION _____

DATE _____

DATE _____ PREVIOUS BALANCE _____

RECEIPTS

Membership Reimbursements.....
 Dinner Tickets.....
 Contributions.....
 Lube Engineering Course.....
 Parties.....
 Miscellaneous.....
 Sub Total

DISBURSEMENTS

Printing and Stationery Service.....
 Monthly Meeting Expenses.....
 Postage and Phone.....
 Section Bond.....
 Lube Engineering Course.....
 Miscellaneous.....
 Sub Total

DATE _____ PRESENT BALANCE _____

APPROVED BY ASLE	
RULES COMMITTEE	
DATE	7-14-64
(Signature)	
CHAIRMAN	M. Coburn