

**MODEL BYLAWS OF THE
(SECTION NAME) SECTION
of the
SOCIETY OF TRIBOLOGISTS AND LUBRICATION ENGINEERS**

INTRODUCTION

While these Model Bylaws need not be followed explicitly, they should be used as a guideline to insure that the provisions made in your Section Bylaws do not conflict with any provisions set forth in the Constitution, Bylaws, and Board Policy of the Society of Tribologists and Lubrication Engineers. If extensive changes are contemplated it is advisable to discuss this with the Governance Committee before the Section Bylaws are completed. The provisions of these bylaws are divided into two classes designated as:

(Required) The wording of such a provision need not be followed in total detail, but it is required that the intent be clearly stated. This also applies to the mechanisms which may be specified for the purpose maintaining this intent.

(Modifiable) *These provisions which are recommended for any set of bylaws but which are open to modification based on the needs and circumstances of the Section adopting bylaws.*

For further assistance in the formulation of a set of bylaws the Constitution and Bylaws of the Society should be used as references.

PREFACE

The purpose of these Bylaws is to provide the rules by which the _____ Section of the Society of Tribologists and Lubrication Engineers shall be governed. The Bylaws, amendments thereto, and official actions of the _____ Section shall not conflict with any provisions of the Constitution and Bylaws or Board Policy of the Society of Tribologists and Lubrication Engineers.

Article 1: Name and Purpose *(Required)*

Section 1

This organization shall be known as the _____ Section of the Society of Tribologists and Lubrication Engineers.

Section 2

The _____ Section of the Society of Tribologists and Lubrication Engineers shall hereinafter be referred to as the Section. The Society of Tribologists and Lubrication Engineers shall hereinafter be referred to as the Society.

Section 3

The purpose of this Society shall be to promote the purposes of the Society as set forth in the Society's Constitution and Bylaws and Board Policy.

Article II: Territory *(Required)*

This Section shall include (List the territory designated in the Society Bylaws and attached herewith).

Article III: Membership
(Required)

Section 1

Membership in this Section shall be assigned by the Society and classification of membership shall be as designated by the Society. Members may choose a section or choose to change sections by notifying headquarters and the society will so assign.

Section 2

All members except student members shall have voting and chair privileges in the Section.

Section 3

Restrictions upon membership in this Section shall be the same as those imposed upon membership in the Society.

Section 4

All actions relative to membership may be appealed in accordance with Article XIII: Appeals.

Article IV: Officers
(Required)

Section 1

The officers shall consist of a Chairman, Vice-Chairman, Secretary, and Treasurer. The officers of Secretary and Treasurer may be combined in one person. All officers must be members in good standing in the Society.

Section 2

Officers shall serve for terms of one year and shall not serve more than two consecutive terms in the same office.

Section 3

Officers shall serve as members of the Executive Committee.

Section 4

An officer may be removed for good cause by a majority vote of the Executive Committee subject to appeal in accordance with Article XIII: Appeals.

Section 5

In case a vacancy occurs in the office of Chairman, the Vice-Chairman shall become Chairman.

In case a vacancy occurs in the office of Vice-Chairman, Secretary, or Treasurer, a new officer shall be elected by the Executive Committee to serve the balance of the term.

Section 6

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

Article V: Duties of Officers *(Required)*

Section 1

The Chairman Shall:

1. be principal executive officer and the official representative of the Section,
2. preside at all meetings of the Section and of the Executive Committee,
3. represent the Section at the Society Annual Business Meeting and at Regional Meetings or appoint a representative to do so,
4. appoint, with the exception of the Nominations Committee, all standing and special committee chairmen,
5. be an ex officio member of all committees appointed by them,
6. respond to requests for reports from the Board Liaison, and

7. present an annual report to the members at the Section meeting prior to the Society Annual Meeting, reviewing the activities of the Section during the past year and recommending future activities. He shall submit a copy of this report to the Society through the Board Liaison, by a date to be established by the Society.

Section 2

The Vice-Chairman shall fulfill the duties of the Chairman when the latter, for any reason, is unable to act in their official capacity. In addition, they will have the following duties: (list any other duties the Section wishes to assign to the Vice-Chairman).

Section 3

The Secretary shall:

1. be the custodian of the permanent records of the Section,
2. keep the minutes of all meetings of the Section and the Executive Committee in one or more books provided for that purpose and submit copies of these minutes to the Board Liaison and the Society Executive Director,
3. maintain a correct list of the Section members,
4. notify the members, in writing, of all meetings of the Section, and
5. be an ex officio member of all committees appointed by the Chairman.

Section 4

The Treasurer shall:

1. have charge of all funds of the Section and disburse such funds as determined by the Executive Committee
2. keep accounts in books belonging to the Section which at all times shall be open to inspection and subject to auditing by the Executive Committee
3. submit to the Society any financial reports requested by the Society and
4. submit to the membership at the Section Annual Business Meeting an operating statement for the Section year on the form provided by the Society.

Section 5

In addition to the duties specified in these Bylaws, all officers shall perform other duties that may be prescribed from time to time by the Section Executive Committee or by the Society.

Article VI: Executive Committee

(Required)

Section 1

The Executive Committee shall consist of not less than three or more than ___ members comprising the officers, the last retired Chairman, and enough elected members to make the specified total.

Section 2

Executive Committee members, with the exception of officers who are automatically members during their terms of office and the last retiring Chairman who shall serve as a member for one year only immediately following their term as Chairman, shall be elected for terms of ___ years.

Section 3

If a vacancy involving an elected member occurs on the Executive Committee a new member shall be elected by the Executive Committee to serve the balance of the term.

Section 4

An elected member of the Executive Committee may be removed for good cause, including absence from three consecutive Executive Committee meetings, by an act of the Executive Committee. Such action is appealable under Article XIII: Appeals.

Article VII: Duties of the Executive Committee

(Required)

Section 1

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

All members of the Executive Committee must be society members in good standing.

Section 2

The Executive Committee shall hold at least one meeting every three months.

Section 3

As early as possible in the Section year, the Executive Committee shall appoint a Nominations Committee in accordance with the provisions of Article VIII, Section 1.

Section 4

A simple majority shall constitute a quorum for the transaction of business at any Executive Committee meeting.

Section 5

An act of a simple majority of the Executive Committee members present at a meeting at which there is a quorum shall constitute an act of the Executive Committee.

Article VIII: Nominations and Elections *(Required)*

Section 1

The Executive Committee shall appoint a Nominations Committee (see Article VII, Section 3) consisting of no fewer than three members, at least one of whom is not a member of the Executive Committee. The Executive Committee shall designate the chairman. At the March meeting, or by letter, this committee shall present to the members suitable nominations for the offices of Chairman, Vice Chairman, Secretary, Treasurer, and Executive Committee members.

Section 2

The election of officers and members of the Executive Committee shall be completed by March 31 and results included in the April/May Report to the Board Liaison and Headquarters.

Section 3

Voting shall be by secret ballot at a regular Section meeting or by letter ballot. Ballot counting shall be in charge of three tellers appointed from the membership by the Chairman.

The Secretary shall furnish a list of qualified voters to the tellers.

Section 4

The results of the election shall be determined by a simple majority of the active Section members voting.

Section 5

An act of simple majority of the Executive Committee members present at a meeting at which there is a quorum shall constitute an act of the Executive Committee.

Section 6

The newly elected officers are encouraged to attend the Section Officers Training Program at the Society Annual Meeting.

Article IX: Meetings
(Modifiable)

Section 1

The Section will hold at least ____ regular meetings per year. (The Society recommends that sections hold at least eight meetings per year). The regular meeting in _____ (insert a month) shall be the final meeting of the Section year. All meetings shall be conducted in accordance with the statement of “Society Policies, Procedures, and Guidelines Concerning STLE Decision Making Due Process”.

Section 2

Regular meetings shall be held at a time and place approved by the Executive Committee.

Written or printed notice stating the purpose, place, date and hour of any meeting of members shall be delivered to the last known address of each member entitled to vote at such meeting, not less than 20 or more than 60 days before the date of such meeting.

Section 3

Special meetings may be called at any time by the Executive Committee or upon written request of _____ (insert number or percentage) members submitted to the Executive Committee. At least fifteen days in advance, the Secretary shall notify the members by mail of the date and place fixed for the special meeting. Business may be conducted if _____ (insert number or percentage) voting members of the Section are present.

Article X: Committees
(Required)

Section 1

The standing committees shall include (Enter names of those considered necessary. Examples include: Programs and Meetings, Membership, Publicity, Finance, etc.).

Section 2

Standing and special committee chairmen shall be appointed by the Section Chairman. Members of the committees shall be chosen by the respective committee chairman. The number of members on each committee may be designated by the Section Chairman.

The Chairman and all of the members of such committees must be society members in good standing.

The committees shall function until the newly elected officers assume their duties. After that new Chairman may appoint new committee chairman at their discretion.

Section 3

Minutes of all committee meetings shall be kept and copies of them and all committee correspondence shall be provided to the Section Chairman and Secretary.

Article XI: Finances
(Modifiable)

Section 1

The fiscal year for the section shall be the 12 month period from July 1st to June 30th.

Section 2

The Chairman shall approve all bills.

Section 3

The Treasurer shall determine the bank in which the funds are to be kept.

Section 4

The Treasurer and one other officer designated by the Executive Committee shall sign all checks.

Section 5

The Section may make provisions for raising funds. Such fund raising (except in the case of Section-run local education courses) must receive Society approval through the Section Affairs Committee. The Section also may receive contributions or bequests. All contributions must be voluntary and failure to contribute shall not deprive any Section member of any privileges.

Local Sections sponsoring functions at Society Annual Meetings, supported by solicited donations are to present their solicitation letters, mailing lists and table for solicitation to the Executive Director for approval prior to solicitation.

Section 6

The Section shall not make any commitments obligating the Society without of approval of the Society Board of Directors.

Article XII: Amendments to the Bylaws *(Modifiable)*

Section 1

These Bylaws may be amended by a two-thirds vote of the voting members present at a regular or special meeting or by a two-thirds vote of the total number of voting member ballots cast by mail, provided notice of the vote on such amendment(s) shall have been given to members.

The Secretary of the Section shall submit to the membership in writing the full text of any amendment at least 30 days before the vote of such amendment.

Section 2

The Secretary of the Section shall submit to the Society Secretary the full text of amendment(s) adopted as above with a request for approval.

Any amendment adopted as above is not final and does not take effect until after it has been approved by the Society Governance Committee.

Article XIII: Appeals
(Required)

All actions taken by the Section are subject to appeal to the Society Board of Directors through due process procedures.

The appeal process is as follows:

1. The applicant shall have 60 days to appeal an action to the Society Board of Directors through the Society Executive Director or President.
2. The applicant has the right to present their position to the Board in person or in writing.
3. If the Board denies the appeal, the Board must notify the applicant in writing of its reasons.
4. The Board's action shall be final subject only to the right of the Board itself to grant a rehearing at its discretion.

Article XIV: Rules of Order
(Required)

The latest edition of Robert's Rules of Order Newly Revised shall govern the Section in all cases to which it is applicable and which it is not inconsistent with these Bylaws or the Society Constitution and Bylaws or with any rules adopted by an act or resolution of the Section or Society.

Article XV: Dissolution
(Required)

Upon the dissolution of a local Section, any funds remaining in the Section Treasury after payment of Section debts shall be transferred to the Society and shall be placed in the Society's Scholarship Fund. The Society assumes no legal responsibility for any debts owed by the Section in excess of the Section's treasury. The Executive Director shall keep records of such transfers. If a dissolved Section wishes to start again, the guidelines for starting a new section apply.