



## **BY-LAWS**

### **ARTICLE I**

#### **NAME AND OBJECTIVES**

- 1.1 This organization shall be known as of North American Die Casting Association Chapter 3.
- 1.2 The purpose and objectives of the Chapter shall be as follows:
  - a. To advance the science of die casting and the utilization of die casting through education and research.
  - b. To advance the knowledge and application of the science of die casting, and to institute and participate in projects for the attainment of that result.
  - c. To support and stimulate the study and development of the theory and practice of die casting and related sciences including engineering, metallurgy, physics, chemistry, and mechanics.
  - d. To accumulate and disseminate authoritative scientific information relating to the development of die casting, including the process, design, application, testing, and finishing as may be available through research, field experience, and special study.
  - e. To provide, evaluate, and exchange information related to safety in the die casting industry, including its industrial hygiene, physical, and mechanical aspects.
  - f. Educate, train, and recruit young people into the discipline of die-casting.
- 1.3 The Chapter can manifest these objectives through the presentation of speakers on subjects of interest to the membership, social events where technical persons may be drawn together, acting as a conduit for scholarship awards, the presentation of technical seminars and other activities that may enhance the objectives of the North American Die Casting Association hereafter referred to as "the Association" or "National Association".

## **ARTICLE II**

### **Territory**

- 2.1 The approved territory of this Chapter shall encompass the geographical area as assigned by the National Board of Directors of the Association.

## **ARTICLE III**

### **MEMBERSHIP AND DUES**

- 3.1 Applicants for membership in the Association residing in the area of this Chapter shall be eligible for membership therein, with privileges as prescribed by the By-laws of the National Association.
- 3.2 Annual dues for membership shall be as provided in the By-laws of the National Association.
- 3.3 All membership dues shall be paid to the order of the North American Die Casting Association and shall be remitted to the National Office of the Association.

## **ARTICLE IV**

### **FINANCING**

- 4.1 The Board of Directors of the Chapter may make provisions for raising funds, The Board may also sanction receipt of contributions or bequests, and shall exercise entire control of all funds thus raised or received.
- 4.2 The Board of Directors of the Chapter shall have the authority to raise and disburse funds for special purposes. It shall be understood that contributions to any special fund shall be voluntary and that failure to contribute shall not deprive any member of Association or Chapter privileges.
- 4.3 The dispersal of Chapter funds may be made by the Treasurer, only with the approval of the Board of Directors.
- 4.4 Neither the officers of this Chapter, nor any member of the Board of Directors shall be liable for any action by the Chapter without their express written approval.

## **ARTICLE V**

### **CHAPTER OFFICERS AND BOARD OF DIRECTORS**

- 5.1 Officers of the Chapter shall consist of a Chairperson, Vice Chairperson, Secretary, and Treasurer and shall be members of Board of Directors for at least one year.
- 5.2 The Board of Directors of the Chapter shall consist of the Officers of the Chapter, the Chairperson of the Standing Committees and Trustees, all of which shall be members in good standing of the association.
- 5.3 In the event a vacancy occurs in the office of Chairperson during the year, the Vice Chairperson shall assume the office and duties of the Chairperson.
- 5.4 In the event a vacancy occurs in any position on the Board of Directors of the Chapter not covered in 5.3, the Board of Directors of the Chapter shall appoint a successor to serve until the next Chapter election.

## **ARTICLE VI**

### **DUTIES OF THE OFFICERS, STANDING COMMITTEE CHAIRPERSON and TRUSTEES**

- 6.1 The Chairperson shall be responsible to:
  - a. Call and to preside at all of the meetings of the Board of Directors of the Chapter, at regular and special meetings, and shall be the executive officer of the Chapter.
  - b. Appoint all Ad Hoc Committees.
  - c. Prepare a budget each year and submit it to the Board of Directors for approval in December of the current year.
  - d. Appoint a nominee from the Chapter to serve on the National Board of Governors when requested by the National chapter BOG nominating committee. Said nominee shall be submitted to the Board of Directors for approval.
- 6.2 The Vice Chairperson shall:
  - a. Fulfill the duties of the Chairperson, if for any reason the Chairperson is unable to act in his elected capacity.
  - b. Be available to assist the Chairperson when required.
- 6.3 The Secretary shall:
  - a. Be the custodian of the permanent records of the Chapter and keep a correct journal of its proceedings.
  - b. Prepare and record the minutes of all regular and special Board Meetings of the Chapter.
  - c. Submit a copy of the minutes and send them to the Chairperson within one week of meeting for approval. When approved, distribute the minutes to the board members in preparation for the next meeting.

d. Assist the Chairperson as required.

6.4 The Treasurer shall:

- a. Have charge of all funds received from the activities of the Chapter and deposit them in the name of the Chapter in a financial institution approved by the Board of Directors.
- b. Pay all bills associated with approved activities of the Chapter.
- c. Make other disbursements as directed by vote of the Board of Directors of the Chapter (i.e., scholarships, gifts).
- d. These disbursements shall only be made or determined by the Board of Directors of the Chapter on behalf of the Chapter. Such disbursements will be made by check carrying the signature of the Treasurer or debit card. If it is necessary to disburse cash, the transaction must be verified by proper receipts.
- e. Verify the records and report to the Board of Directors of the Chapter the profit or loss of each individual activity.
- f. Keep the accounts in books belonging to the Chapter which may be examined by the Board of Directors of the Chapter at any time.
- g. Submit the financial accounts annually to a Certified Public Accountant approved by the Board of Directors of the Chapter.
- h. Submit any forms or documents to the National Association regarding the Chapters finances as required by the National Association.
- i. Be responsible for filing any required tax returns as required from time to time by the Federal, state and local governments.

6.5 The Trustees shall:

- a. Attend all board meetings of the Chapter and be available to the Chairperson for membership in Ad Hoc and Special Committees.

6.6 The Program Chairperson shall:

- a. Be responsible for contacting and making arrangements for the speakers at the regular monthly business meetings and procuring projectors or other support equipment as required by the speaker.
- b. Advise the speaker on transportation and lodging, if necessary.
- c. Make arrangements to introduce the speaker at the meeting, and after the talk, shall open the meeting to questions.
- d. Close the meeting, and announce the speaker and subject for the subsequent meetings.
- e. Send meeting notice information to the Membership Chairperson 3 weeks prior to the meeting for distribution and send to NADCA National for posting on the NADCA web site, including:

- i. Talk Title.
    - ii. Author with title and affiliation.
    - iii. Brief description of the talk for publicity purposes. Also, to make certain that the publicity notices reach the members no later than fourteen (14) days prior to the meeting.
  - f. For all Chapter meetings:
    - i. Take reservations for the regular monthly meetings.
    - ii. Call companies to promote interest in the meetings.
  - g. Call the meeting place to make reservations for the monthly meeting.
  - h. Be responsible for Photographing the meetings, preparing a summary and sending to NADCA for the Die Cast Engineer Magazine for publication.
- 6.7 The Advertising Chairperson shall be responsible for:
- a. Selling advertising space in the local Chapter publications.
  - b. With, if necessary, aid of Special Committee, for assembling, editing, and arranging printing of any special Chapter published material.
  - c. Determine the advertising costs of printing and postage and any other expenses for the different activities of the Chapter.
  - d. Supervise the directory including:
    - i. Get approval from Board of Directors of the Chapter for advertising rates for the following year.
    - ii. Draw up a list of potential advertisers.
    - iii. Send cover letter and advertising contract to potential advertisers.
    - iv. Send invoices to those advertisers who require them.
    - v. Meet with printer to explain and design accumulated advertising copy for insertion in the directory.
    - vi. Produce a final accounting spread sheet and present to the Board.
    - vii. Remain in close contact with the Treasurer as to who owes money.
  - e. Publicize all Chapter events for media and membership exposure.
  - f. Serve as the Chapter contact to the printer.
- 6.8 Membership Chairperson shall:
- a. Be responsible for all aspects of membership with the Chapter.

- b. Retain the current membership status list, which is provided by the National Association and maintain a non-member list.
- c. Recruit new members.
- d. Send applications to all potential members.
- e. Compile the membership list for the annual directory and provide it to the Advertising Chairperson.

6.9 Education Chairperson shall:

- a. Be responsible for formulating and presenting a specific program of education.
- b. Recommend materials and avenues for continuing education of Chapter members.
- c. Provide aid in career guidance and occupational opportunities.
- d. Provide information, when requested, relative to the educational techniques of die casting to high school and college students.
- e. Arrange for special seminars and education courses.
- f. Be a member of the subcommittee for Chapter 3 scholarships.
- g. Prepare the educational advertisements

6.10 Golf Outing Chairperson shall:

- a. Be responsible for making arrangements for all aspects of the annual Golf Outing, including but not limited to;
  - i. Procure and sign contracts with chosen golf courses
  - ii. Schedule Outing with the proposed golf course or courses and manage the hole prizes
  - iii. Solicit Sponsors for the Outing
  - iv. Prepare Outing Hole Sponsor and Sign up brochure
  - v. Act as Master of Ceremonies for the golf outing
  - vi. Purchase all door prizes and distribution at event
  - vii. Organize food and refreshments for the outing
  - viii. Organize raffle prizes and the distribution at event
  - ix. Collect all funds for the outing, deposit them into the chapters checking account and send a deposit receipt to the chapter treasurer
  - x. Produce a final accounting spread sheet for the event and present to the Board
  - xi. Create rules sheet for event

- xii. Prepare Die Cast Engineer Magazine news releases and send to the National Association for publication.
    - b. Advise the Board of all plans for the outing at the regularly scheduled Board meetings.
- 6.9 Scholarship Chairperson shall:
- a. Be responsible for formulating and presenting a specific scholarship program.
  - b. Provide aid in career guidance and occupational opportunities.
  - c. Provide information, when requested, relative to the educational techniques of die casting to high school and college students.
  - d. Chair the subcommittee for Chapter 3 scholarships.
  - e. Prepare both the scholarship guidelines and application.

## **ARTICLE VII**

### **MANAGEMENT OF THE CHAPTER SHALL**

- 7.1 Be vested in the Board of Directors of the Chapter, who shall approve all expenditures and manage affairs of the Chapter.
- 7.2 The Board of Directors of the Chapter may revise these by-laws at anytime by a two-thirds vote of the entire Board.

## **ARTICLE VIII**

### **MEETINGS**

- 8.1 The Board of Directors of the Chapter shall meet at the request of the Chairperson or of any members of the Board. A majority of the Board shall constitute a quorum. At least four of the Board of Directors meetings shall be held during the fiscal year.
- 8.2 At any one Board meeting, in the absence of a quorum, the Chairperson may, at his discretion, appoint other Chapter members to the Board for that meeting to become voting members of the Board for that meeting only. The total number of such specially appointed members when added to the number of Board members present must not exceed the requirements of the quorum.
- 8.3 Regular meetings of the Chapter shall be held the third Thursday of the month between January thru March and other times as designated by the Board of Directors. The Board of Director's shall designate time and place of said meetings. Members shall receive notice at least twenty-one days prior to any regular or special scheduled meeting of the Association.
- 8.4 The Annual Business Meeting of the Chapter is the normally scheduled Board of Directors meeting in December.

## **ARTICLE IX**

### **COMMITTEES**

- 9.1 Committees and Committee Chairperson may be proposed by the Chairperson and approved by the Board of Directors of the Chapter.

## **ARTICLE X**

### **NOMINATIONS AND ELECTIONS**

- 10.1 The Chairperson and Vice Chairperson shall be elected annually for a term of one (1) year.
- 10.2 The Secretary and Treasurer shall be elected for a term of two (2) years, on alternating years.
- 10.3 The membership Chairperson will solicit nominations via an email campaign request to our members (Board and Chapter) during the first part of December of each calendar year. A ballot will be prepared with the new nominees and incumbents. The ballot will then be emailed to our members (Board and Chapter) for the final election. The election results will be announced at the January Board of Directors Meeting.
- 10.4 Newly elected Officers and Directors shall assume the duties of their offices at the next regularly scheduled Board of Directors Meeting of the Chapter which will have a specific agenda item for the purpose of handing over the Instruments of office.
- 10.5 The maximum number of board members allowed from one industry supplier will be two.
- 10.6 Trustees are elected to the Board by a majority vote of the Board.

## **ARTICLE XI**

### **CONCURRENCE**

- 11.1 These By-laws, amendments thereto and official actions of the Chapter shall be in agreement with all provisions of the Constitution and By-laws of the North American Die Casting Association.
- 11.2 No action or obligation of this Chapter shall be considered an action or obligation of the North American Die Casting Association, until approved or accepted, in writing, by the Association's National Board of Directors.