

STUDENT CHAPTER MANUAL

Organization and Operation



Revised 2-16

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FOREWARD

Most of us never realize how much welding and joining means in our lives. Most everything we use or depend upon requires this technology. It's needed whenever two pieces of material are fused or bonded together. So whether it's a soft drink machine, an automobile, a space vehicle, or an off shore-drilling platform, welding and joining help put it together.

Students are entering a field, which can offer prestige, security and continuous employment with steady advancement. It can offer travel and a job in practically any industry: buildings, bridges, automotive, shipbuilding, utilities, aerospace, process plants, railroads, electronics, and appliances. This does not even take into account the thousands of manufacturers who use welding at some stage of their operations.

The formation of and participation in a Student Chapter can provide valuable experience for career and personal development for AWS Student Members. Good luck on your endeavor, and welcome to the American Welding Society. You will find your association with us to be satisfying and rewarding.

WHAT IS AWS

The American Welding Society was formed in 1919 to advance the science, technology and application of welding. There are over 49,000 members and 170 Sections and Divisions throughout the United States and the world. The Society is recognized as the leading technical organization in the United States devoted to the advancement and interests of welding, joining, and cutting processes.

Among its Members will be found the world's leaders in education, government, and industry dealing with the science of welding. Welding, civil, mechanical, electrical and chemical engineers, along with physicists and metallurgists make up its technical committees. Presidents and vice presidents in charge of engineering, production and quality control are in its management group. Deans, directors and doctors of science are prominent in many of its research, technical and educational activities.

AWS includes welders, inspectors, and technicians of all levels as well as thousands of students who promise to be its lifeblood of tomorrow.

As a member of the American Welding Society, the accumulated knowledge of over 80 years in welding is yours.

AWS provides a means for continuing education in welding. It conducts education seminars and conferences, and offers home study courses. It certifies welding inspectors, educators, and welders, and publishes the Welding Journal magazine, along with numerous technical books and standards. The American Welding Society holds a welding show annually, where technical and educational papers are presented in

conjunction with a vast display of the latest developments in welding, joining and cutting equipment.

In this swiftly moving age of technology progress, the American Welding Society fulfills an important function and an ever-growing opportunity for the individual.

WHY STUDENT MEMBERSHIP IN AWS

- ❖ As a student member you receive the Welding Journal. This monthly publication is recognized as the world's leading engineering and scientific magazine devoted to welding. Its various issues contain an encyclopedia of welding information. It contains technical and educational papers presented before society meetings, practical "how-to" articles, descriptions of new products, and news items of the industry and the society.
- ❖ As a student member you receive the membership discount on AWS produced publications. The list includes educational and technical publications as well as welding codes, standards, specifications and the Welding Handbook.
- ❖ As a student member you are provided the opportunity to associate with leaders and experts in all branches of welding and joining at your local Section meetings.
- ❖ The American Welding Society can show you the opportunities available in the welding industry. These opportunities will multiply through your membership in the American Welding Society and your participation in its activities.

HOW TO ORGANIZE A STUDENT CHAPTER

The first step in organizing a Student Chapter is to determine the interest in forming a Chapter. If there appears to be enough interest to pursue the matter further, an advisor must be chosen. An advisor must be a Member of the American Welding Society and over the age of 21. The advisor does not have to be a member of the faculty at the institution.

Selection of the advisor is important. The advisor will help the chapter select officers, schedule meetings, obtain material and information from AWS, submit student applications to AWS and give guidance in running their first meetings.

If there is enough interest to form a Student Chapter, an activation committee should be selected to serve as temporary officers to oversee the necessary steps in the formation of the chapter. The activation committee should consist of a chairman, vice chairman, secretary, treasurer, the advisor and two members-at-large.

One of the first activities of the activation committee should be to recruit members. It requires at least 15 members to form a Student Chapter. Each of the

committee members should act as a membership chairman in signing up new members, helping them fill out membership applications and receiving the dues.

A set of Student Chapter bylaws must be developed. A suggested set is included in the appendix of this manual, and can be used as a guide. The suggested bylaws may be modified as long as they do not conflict with national AWS bylaws.

When the membership goal has been reached, and the bylaws have been developed, a formation meeting of the Student Chapter should be held. At this meeting the officers should be elected and the bylaws approved. When this has been done a letter should be sent to AWS, National requesting official authorization to operate as a Student Chapter. Included with this request should be:

1. A letter of support from your school's administration
2. A copy of the bylaws
3. A list of the elected officers
4. The name and address of the advisor, plus the list of at least 15 members (the officers, but not the advisor, may be included in this total).

STUDENT CHAPTER ORGANIZATION

Taken from article III Section 3 of the national AWS bylaws:

(A) Organization of a Student Chapter and names:

A Student Chapter, in affiliation with the AMERICAN WELDING SOCIETY, composed of students of engineering, technical, vocational or high schools of recognized standing, may be organized upon favorable vote of the Board of Directors. Authority for the organization of a Student Chapter at any institution shall automatically lapse if not used within one year from the date granted. The name of such an affiliated group shall automatically lapse if not used within one year from the date granted. The name of such an affiliated group shall be "The _____ Student Chapter of the American Welding Society."

(B) Qualification for Student Chapter:

To apply for organization, the proposed Student Chapter shall have:

1. An organization of students in a college, university, technical, vocational or high school of recognized standing.
2. The endorsement of the application by the head of one of the engineering departments of the college or school, or the superintendent (or equivalent) of the technical, vocational or high school.
3. A minimum membership of fifteen student members or eligible paid applicants for student membership in the AMERICAN WELDING SOCIETY.
4. An advisor to the Student Chapter, whose duties shall be to consult with, and advise the Student Chapter on matters relating to general conduct of the Chapter. The advisor must be at least 21 years old and must be a Member of the AMERICAN WELDING SOCIETY.

(C) Student Chapter Memberships:

All Students attending a school where there is a Student Chapter may become members. Requirements for Student Members shall be accordance with Article I, Section I (b), (5) of the bylaws.

(D) Student Chapter Bylaws:

The Bylaws of a Student Chapter shall not conflict with any provisions of the Constitution of Bylaws of AMERICAN WELDING SOCIETY.

(E) Requirements of a Student Chapter:

To maintain an active status, a Student Chapter shall:

1. Hold at least three meetings during the academic year.
2. Prepare and send to the District Director and the AWS National office the annual reports in accordance with the rules of AWS.

(F) Disbanded and Reinstate Student Chapters:

A Student Chapter, which becomes inactive, may become disbanded by the Board of Directors, in accordance with the rules of the SOCIETY. Disbanded Student Chapters may be reinstated by the Board of Directors in accordance with the rules of the Society.

STUDENT CHAPTER EXECUTIVE COMMITTEE

The affairs of the Student Chapter are managed by an Executive Committee consisting of the Advisor and the Chapter Chairman, Vice Chairman, Secretary, and Treasurer. Generally, this Committee's duties are:

- a) Manage the affairs of Student Chapter, except as otherwise provided by laws, or by the Chapter bylaws.
- b) Approve proposed activities and appointments to Student Chapter committees.
- c) Determine who shall be authorized to sign, on behalf of the Student Chapter, notes, receipts, acceptances, endorsements, checks, releases, contracts and other documents, and make such authorization.
- d) Perform such other acts as may be necessary to carry out the purposes of the Student Chapter and the American Welding Society.

In case of a vacancy occurring in the Student Chapter Executive Committee, the Committee should appoint a successor to hold office for the unexpired portion of the vacating member.

All members of the Executive Committee are entitled to vote. However, sound parliamentary procedure dictates that the Chairman should exercise his/her vote only when necessary to break a tie.

No business can be conducted officially by the Executive Committee unless a quorum is present. The "quorum" refers to the number present, not the number voting. Unless the bylaws provide otherwise, the quorum is majority of the Committee's members.

The Executive Committee is essentially the Student Chapter's "Board of Directors." The Chapter Chairman is the Chairman of the Executive Committee. In the absence of the Chairman, his/her duties fall upon the other officers in the following orders; Vice Chairman, Secretary, and Treasurer.

New members on the Executive Committee may not be thoroughly familiar with many phases of operation. Accordingly, at the first meeting it is well to review the scope and objectives of the Society and the Student Chapter, as well as all recent projects. This may be done best by the Advisor, who is the one permanent member of the Executive Committee and lends to its continuity.

The Minutes of the Executive Committee meeting are recorded by the Secretary. Each member of the Committee should receive a copy of the Minutes, approved by the

Chairman, as soon after the meetings as possible and at least ten days prior to the next meetings.

ADVISOR

The Advisor shall be at least 21 years old and a member of the AMERICAN WELDING SOCIETY. It is his/her job to lend advice, guidance and encouragement to the Student Chapter in all its activities.

The Advisor can be of great assistance in utilizing his/her contacts with the local Section, various companies in industry and the AWS national office to gain support and assistance for the Student Chapter activities.

He/she is an Ex Officio member of all Committees within the Student Chapter.

CHAIRMAN

The Chairman is chief executive of the Student Chapter. Generally, the Chairman's duties are:

- a) Supervise and promote the affairs of the Student Chapter with the help of the Executive Committee.
- b) Preside at meetings of the Student Chapter, of the Executive Committee and be an Ex Officio member (with voting rights) of all committees.
- c) Call meetings of the Executive Committee as needed.
- d) Maintain the records and correspondence of his/her office and turn over all records to his successor.
- e) Appoint chairmen of various committees, subject to the approval of the Executive Committee.
- f) Require periodic progress reports of all Committee Chairmen.
- g) Appoint a Nominating Committee at least a month before the annual meetings, consisting of three members, who will report their nominees at the annual meetings. Other nominations may be made from the floor at this time. Voting by all members present should then be conducted by written ballot and the results reported before the end of the annual meeting.
- h) Appoint a Nominating Committee of at least three members to audit the Chapter's books and accounts and submit the results of their audit to the Executive Committee prior to the end of the academic year.

VICE CHAIRMAN

The Vice Chairman is the second chief executive of the Student Chapter. In the absence or disability of the Chairman, all duties of the “chair” fall upon him/her. Generally, the Vice Chairman’s duties are:

- a) Assume all duties of the Chairman in his/her absence or disability.
- b) Serve as first assistance to the Chairman.
- c) At the Chairman’s direction, accept the responsibility for specific Student Chapter activities.
- d) Serve as Ex Officio member (with voting rights) of all committees.

SECRETARY

The Secretary is the official correspondent for the Student Chapter. In his/her absence these duties fall upon the other officers in the following order: Chairman, Treasurer, and Vice Chairman. Generally, the Secretary’s duties are:

- a) Maintain the correspondence and records of his/her office and turn over all records and correspondence to his/her successor.
- b) Serve as Secretary for all Executive Committee meetings and prepare minutes of each.
- c) Prepare agenda, under direction of the Chairman, for all meetings.
- d) Make sure members are notified of forthcoming meetings at least a week prior to the meeting.
- e) Give copies of minutes of all meetings to Executive Committee members (following approval by the Chapter Chairman) as soon after the meeting as possible and prior to the next meeting.
- f) Send copies of Executive Committee meeting minutes to the District Director.
- g) Become familiar with both the Student Chapter and National Bylaws, as well as all rulings that might affect Student Chapter management, such as those of the school or community.
- h) Bring to the attention of the Chairman all correspondence, bulletins, notifications and matters affecting the Student Chapter’s activities, especially those which should be discussed at meetings of the Executive Committee.

- i) Turn over all income, bills, receipts, etc. to the Student Chapter Treasurer.
- j) Prepare and send to both the District Director and the AWS National office reports of Student Chapter meetings on the forms provided by the AWS office, accompanied by a news report on events or meetings which could be used by the Welding Journal for publication.
- k) Prepare and send to both the District Director and the AWS National office an Annual Report accompanied by the Treasurer's Report on forms provided by AWS. These reports are due at National by July 1.
- l) Send all applications and payments for dues covering memberships received at Student Chapter meetings to AWS National office for processing.
- m) Maintain member and guest meeting attendance records. Make records available to the Membership Chairman for follow through on membership promotion.
- n) Post meeting notices on school bulleting boards. Maintain a list of individuals in addition to the regular members who might be interested in the Student Chapter. This list may be used for circulation of meeting notices, such as prospective members, local organizations, District Director, National and the nearest local AWS Section.
- o) Arrange for and supervise the duplicating and distribution of all Student Chapter meeting notices.
- p) Maintain a current roster listing addresses and telephone numbers of all members of the Executive Committee and others designated by the Executive Committee.
- q) Notify National of changes in mailing addresses of members.

TREASURER

The Treasurer is the official custodian of the Student Chapter's funds. He/she receives the Chapter's money and disburses it only upon orders made by the Executive Chairman with the knowledge of the Secretary and Executive Committee. In the absence of the Chairman and Treasurer, the duties are administered by the Vice Chairman. Generally, the Treasurer's duties are:

- a) Be responsible for receipts and disbursements of Student Chapter funds.
- b) Maintain Student Chapter financial records and turn over all records and correspondence to his/her successor at end of his/her term.

- c) Attend meetings of the Executive Committee and provide periodic reports as requested.
- d) Arrange for safekeeping of the Student Chapter's funds in a checking or special funds account as approved by the Executive Committee.
- e) Arrange a satisfactory method, approved by the Executive Committee, for the Chapter's checking account with approved officer signatures for withdrawal, etc. The banking account should be carried in the name of "The _____ Student Chapter of the American Welding Society," to avoid any possible conflicts with National funds.
- f) Deposit all receipts in the bank account as soon as received.
- g) Reconcile the monthly bank statements.
- h) Obtain invoices or receipts for disbursements.
- i) Prepare a financial report certified by an auditing Committee and submit it to the Executive Committee at the end of each academic year.
- j) Prepare the annual financial report on forms provided by National. This should be given to the Chapter Secretary for inclusion in the Chapter's Annual Report, which is sent to the District Director and National. The Annual Report is due on July 1.
- k) Retain cancelled checks for a minimum of three years and maximum of eight years before disposing of them. Other financial records shall be maintained for current year plus a minimum of three years. The statute of limitations varies according to states. Check regulations applicable in your state.

MEMBERSHIP CHAIRMAN

The responsibility of the Membership Chairman is to (1) enroll new members and (2) retain existing members. It is suggested that the Chairman appoint at least three members to his/her committee. Generally, the Membership Chairman's duties are:

- a) Develop a membership campaign to commence with the first fall monthly meeting of the Student Chapter. Every means possible should be used to bring nonmembers to this initial meeting. When they are there, the Membership Committee has an important job making them feel welcome and to see that they are given every opportunity to enroll as new members of the Chapter. Be certain to have application forms on hand, obtainable in any quantity from National.

- b) Work closely with the Program Committee so as to be certain invitations are mailed to special groups and individuals when programs are scheduled for presentation, which may appeal to them.
- c) Keep the Student Chapter membership interested in bringing in new members. Contests of various kinds can be conducted throughout the year.
- d) Remind the Student Chapter members of the value of bringing guests to the meetings.
- e) Keep an adequate supply of membership application forms on hand, and use them at every opportunity, especially for guests at Student Chapter meetings.

When students who are not members attend the meetings of the Student Chapter, the Committee should contact them in an effort to secure their membership enrollment. Active members are the lifeblood of the Student Chapter, and no opportunity should be missed for attracting as many as possible.

PUBLICITY CHAIRMAN

The responsibility of the Publicity Chairman, in essence, is to “spread the word,” to sell the Chapter’s objectives to those who are in a position to assist and support in some way, and to obtain that assistance. This can be accomplished by:

- a) Making up posters advertising the activities and projects of the Student Chapter and placing these in prime locations.
- b) Circulating copies of meeting notices and other news releases in areas not reached by the Secretary.
- c) Arrange for photographs to be taken of events during the Student Chapter’s year and send copies to the school newspaper, the Yearbook staff, the local Section and Welding Journal, along with appropriate write-ups.
- d) By letter, telephone and personal contact, get local companies interested in the Student Chapter. These are valuable sources of assistance in activities such as; sponsoring plant tours through their organizations, donating material and equipment such as scrap metal or welding equipment, sending knowledgeable speakers to the Student Chapter meetings, contributing door prizes for special events, etc. This, in many ways, is one of the most valuable functions of the Publicity Committee.

PROGRAM CHAIRMAN

It is the responsibility of the Program Chairman, in conjunction with his/her committee members and the Advisor, to arrange the program for the year.

It is recommended that he/she work closely with the Program Chairman of the nearest AWS Section for the possibility of their scheduled speakers visiting the school either prior to or following the Section engagement.

The Program Chairman should arrange details for each Student Chapter meeting such as obtaining the required audio-visual equipment, transportation, etc. His/her function is to arrange for and to do everything possible to see that each meeting and special function goes smoothly.

Excellent sources for speakers include the programs from Annual Meetings, authors of articles appearing in the Welding Journal and write-ups of talks given by speakers before AWS Sections, in the "Section News" portion of the and write-ups of talks given by speakers before AWS Sections, in the "Section News" portion of the Welding Journal.

OFFICIAL OPERATING ACTIVITIES

AWS Policy of Provision of Equipment By Student Chapters

It is the view of the American Welding Society that, in general, the education and training of students in the practical application of welding is best accomplished in a supervised setting in a proper facility, such as a school or other institution. Therefore, AWS Student Chapters shall not loan or provide welding equipment to their members for personal or home use. This policy does not preclude a Student Chapter from donating or facilitating the donation of equipment to schools or similar institutions.

Annual Report

The Rules of the Society require that each Student Chapter prepare and submit an Annual Report to National with a copy to the District Director no later than June 1. The Student Chapter is not entitled to receive its Anniversary Payment of \$25 unless this report is received by National at the time specified.

The Annual Report should include: (1) a summary statement of the meetings held during the academic year, giving the date of each, the attendance, the principle speaker and subject matter, as well as other pertinent information; (2) a financial statement showing the amounts received and expended and the sources and purpose of these transactions in detail; (3) names of the officers, the members, and the Advisor, and the date of the report.

Bylaws

The Bylaws of the Student Chapter shall not be in conflict with the Constitution and Bylaws of the Society, nor with the Rules of the AWS Board of Directors.

AWS has available a set of approved Student Chapter Bylaws to use as a guideline for new Chapters and for existing Chapters who may wish to consider changes to reflect their growth over the years. Any changes to these Bylaws require approval by National. A copy of the approved Student Chapter Bylaws appears in the Appendix to this Manual.

Membership Billing Procedures

New members are accepted on a monthly basis. Applications received at National on or before the 15th of the month become effective on the first day of the following month. This time schedule also applies to address changes, reclassifications, etc.

There is no initiation fee for a Student Member who desires to reclassify his/her membership to a higher grade.

Student Chapter Library

Upon written request from the AWS District Director, a set of eight publications will be shipped to the Advisor for inclusion in the school's library. These publications were derived based on feedback from welding educators and would be an asset to the Chapter.

Student Chapter Banner

A handsome AWS Student Chapter banner, displaying the name of your Chapter, may be ordered for a minimal fee.

IDEAS FOR STUDENT CHAPTER PROGRAMS AND ACTIVITIES

Meetings

- ❖ Invite distributors of welding equipment to present a talk, films, exhibits and perhaps a demonstration.
- ❖ Have group discussions on selected articles in the Welding Journal.
- ❖ Have students prepare and present a paper at the Student Chapter meeting, followed by discussion.
- ❖ Invite someone from the local Section to each meeting of the Chapter.

Hold “regional” Student Chapter Conferences for idea sharing and problem solving with several other Student Chapters. The site for these conferences might be rotated among the participating Student Chapters so that each has the opportunity of hosting one.

Projects

Projects are one of the best methods of creating team spirit among members of a Student Chapter. Welding for nonprofit groups is great training in both practical welding experience and citizenship. These types of projects give the Student Chapter a feeling of doing something worthwhile and are also good public relations for the school and its welding program.

Some projects that have been done by AWS Student Chapters are:

- ❖ Fabricating a bomb disposal trailer for the State Police.
- ❖ Toy repair at Christmas in cooperation with the Fire Department and volunteer groups.
- ❖ Benches and tables for scout camps.
- ❖ Fabricating log holders to sell for Christmas gifts.
- ❖ Construction projects for sale to the public. This gives each student the opportunity to design and fabricate his/her own.
- ❖ Sponsor a “welding day” with models and exhibits, showing examples of both welding and results of research studies. Cooperation might be gained from a local shopping center for display of these items.

Field Trips

Many Advisors claim that plant visitations and field trips mark the high point of the year for Student Chapter members. Most companies are willing to arrange tours through their plants for educational purposes.

- ❖ Plant tours can be arranged in cooperation with another Student Chapter, related industrial club, or the local AWS Section.
- ❖ Field trips visiting a number of organizations where welding is used.
- ❖ Student Chapter members can visit high schools in their area as a recruiting team for their school and for welding as a career.
- ❖ A group trip to the AWS Annual International Welding and Fabrication Exposition.

Social Activities

- ❖ Annual dinner, party, picnic or dance
- ❖ Social outings, such as group participation in a sporting event.
- ❖ One Student Chapter holds on annual Christmas potluck party in the shop. Students, spouse or friends bring the potluck and the Chapter furnishes the meat of choice, which is barbecued in the shop. It is open to all the students in welding and related areas.

How the Local Section Can Help

- ❖ Appoint a Student Chapter contact member, or Student Affairs Chairman who would be liaison between the Section and the Student Chapter, invite the Advisor to attend Section Executive Committee meetings.
- ❖ Provide guest speakers, either from within their membership ranks or by sharing your regular monthly speaker.
- ❖ Make one meeting a year a special “Student’s Night” with a speaker who can discuss the career opportunity in welding.
- ❖ Pay one-half or a reduce rate on the meal cost for students who attend the Section meetings.
- ❖ Present awards or scholarships to students for outstanding scholastic achievements.

- ❖ Encourage participation in the AWS National scholarship programs.
- ❖ Obtain equipment donation for student use from local companies, such as welding shields, scrap metal, etc.
- ❖ Sponsor specific projects to be implemented by the students.
- ❖ Sponsor a student paper contest.

APPENDIX

- A-2 Student Chapter Organization Kit
- A-3 Suggested Bylaws for AWS Student Chapters
- A-6 Student Chapter Annual Report Forms

STUDENT CHAPTER ORGANIZATION KIT

Upon request, the Student Chapter Organization Kit will be sent for use in the planning and formation stages of the Student Chapter. This kit consist of:

- ❖ 25 membership applications
- ❖ 1 AWS Educational Institutional Member application
- ❖ 1 Student Chapter Manual for Organization and Operation
- ❖ Name and address of District Director with whose jurisdiction the prospective Student Chapter falls
- ❖ Name of the Chairman of local Section within whose boundaries the new Student Chapter exists
- ❖ AWS scholarship information
- ❖ AWS Catalogs
- ❖ Sample copies of the Welding Journal

STUDENT CHAPTER BYLAWS

BYLAWS OF THE _____
STUDENT CHAPTER OF THE AMERICAN WELDING SOCIETY, INC.

ARTICLE I

NAME

Section 1. The name of this organization shall be _____
Student Chapter of the American Welding Society, Inc.,
hereinafter called the Chapter.

ARTICLE II

OBJECTS

Section 1. The objects of the Chapter shall conform to those of the American
Welding, Inc., hereafter called the Society.

Section 2. In furtherance of these objects the Chapter shall hold meetings for
the presentation of appropriate papers and the interchange of ideas
information. Where practical, the Chapter shall promote
inspection trips and educational lecture courses.

ARTICLE III

MEMBERSHIP

Section 1. All members of the American Welding Society attending
_____ (College, University, Technical, Vocational,
High School or In-Plant training course) as students shall be
considered members of this Chapter.

Section 2. All members of the Chapter who are in good standing shall have
the right to hold office.

ARTICLE IV

ADVISOR

Section 1. There shall be an Advisor to the Chapter whose duties shall be to
consult with and advise the Chapter on matters relating to the
conduct of the Chapter. The Advisor shall be a member of the
American Welding Society.

Section 2. The Advisor shall be an ex-officio member of the Chapter's Executive Committee.

ARTICLE V

MEETINGS

Section 1. Regular meetings of the Chapter shall be held at such time and place as may be selected by the Executive Committee.

Section 2. At least three (3) meetings shall be held during each regular academic year.

Section 3. The Annual Meeting of the Chapter shall be held in the month of April or May of each year for election of Chapter Officers and for the transaction of such other business as may require action by the Chapter membership.

ARTICLE VI

MANAGEMENT

Section 1. The Officers of the Chapter shall consist of a Chairman, a Vice-Chairman, a Secretary and a Treasurer, all of whom shall be elected for a term of one academic year by the Chapter at the organizational meeting and at Annual Meeting thereafter. The offices of Secretary and Treasurer may be combined if desired.

Section 2. The management of the Chapter shall be vested in an Executive Committee consisting of the officers of the Chapter and the Advisor.

Section 3. The Executive Committee shall have power to fill vacancies in its membership, such appointees to hold office for the expired term of the vacating members.

Section 4. The Executive Committee may hold meetings, subject to the call of the Chairman, as often as the interests of the Chapter demands.

Section 5. At all meetings of the Executive Committee a majority of members shall constitute a quorum.

Section 6. The Chairman shall appoint an Auditing Committee of at least three members to audit the books of the Chapter and submit the results of their audit to the Executive Committee prior to the end of the academic year.

Section 7. The Treasurer shall prepare an Annual Report showing the receipts and disbursements for the academic year. Such reports shall be presented to the Chapter Secretary prior to May 31, for inclusion in the Annual Report to National with a copy to the District Director.

ARTICLE VII

ELECTIONS

Section 1. Each year (at least 30 days prior to the Annual Meeting) the Chairman of the Chapter, with the approval of the Executive Committee, shall appoint a Nominating Committee consisting of three (3) members.

Section 2. The Nominating Committee shall report the names of their nominees for office at the Annual Meeting.

Section 3. Other nominations for office may be presented from the floor at the Annual Meeting.

Section 4. Voting for Officers shall be by written ballot, such balloting to be conducted at the Annual Meeting.

ARTICLE VIII

OTHER

Section 1. The Executive Committee is empowered to make appointments for special purposes.

Section 2. The Chairman shall be an ex-officio, a voting member of all committees.

Section 3. Proposals for amendment to these Bylaws may be submitted in writing at any regular meeting of the Chapter, and, if approved by a majority of the voting members present at the meeting, shall then be submitted at the next regular meeting of the Chapter for final ballot. If approved by two-thirds of the votes cast, the amendment or amendments shall become a part of the Bylaws provided they are not in conflict with the Constitution and Bylaws of the American Welding Society, Inc.

Section 4. These Bylaws shall go into effect immediately upon their adoption by a vote of the Chapter, such adoption requiring at least a two-thirds vote of the members voting.