ADDITIVE AND ADVANCED MANUFACTURING

BYLAWS

1.0 Name

The name of this group shall be the Division on Additive and Advanced Manufacturing.

2.0 Purposes and Goals

The purpose of the Technical Division on Additive and Advanced Manufacturing, hereafter referred to as the Technical Division, shall be to provide maximum technical benefits to its members by:

(a) Providing a forum or exchange of information on additive manufacturing, advanced manufacturing, and the mechanics of the resultant materials and structures.
(b) Promoting additive and advanced manufacturing technology through timely exchange and dissemination of information.
(c) Planning and coordinating, in cooperation with others, the additive and advanced manufacturing activities of the Society.
(d) Providing improved technical interaction between scientists, engineers, manufacturers, and users of additive and advanced manufacturing and of the resultant materials and structures.
(e) Promoting and/or organizing special sessions, symposia, short courses, workshops, manuals or monographs.
(f) Interacting, assisting, and cooperating with other committees, societies, associations, or organizations on the topic of additive and advanced manufacturing.

3.0 Membership

3.1 Two types of committee membership are recognized:
   (a) Voting - SEM member interested and/or active in additive and advanced manufacturing technology.
   (b) Non-Voting - Non-SEM member.

3.2 Membership may be subject to termination because of conduct unbecoming the Technical Division or because of sustained lack of participation.

4.0 Meeting

4.1 Regular meetings of the working group shall be held at 12 months intervals, which coincide with the annual spring conference. It shall be the duty of the Secretary to notify (with agenda) all members of forthcoming meetings at least one (1) month prior to a meeting.

4.2 The agenda for regular meetings will be formulated by the TD Executive Board in conjunction with the current Committee Chair.
5.0 Organization and Governance

Organizational responsibilities shall be vested in the Executive Board of the Technical Division. This Board shall consist of the Officers, Past Chair and others as appointed by the Technical Division Chair. It shall be the Executive Board’s responsibility to schedule, coordinate, plan and organize activities, and to establish policies and procedures for submission to the Committee for consideration.

6.0 Officers and their Duties

6.1 Chair - The Chair of the Technical Division shall also be Chair of the TD Executive Board and shall preside over the meetings of each body. The Chair shall be a member of the Nominating Committee, an ex-officio member of all Subcommittees and represent the Technical Division to - and interface with - the national SEM. The Chair shall be a member of the SEM Technical Activities Council.

6.2 Vice-Chair - The Vice-Chair shall discharge the duties of the Chair in the absence of the Chair or disability and undertake such other duties as may be requested of the Vice Chair by the Chair and will belong to the TD Executive Board.

6.3 Secretary - The Secretary shall be responsible for preparing and mailing meeting notices, absentee ballots and other correspondence of general interest to the Division. He will also take minutes during the Technical Division meetings and will prepare and distribute copies of such minutes to each of the Technical Division members. The Secretary will belong to the TD Executive Board.

6.4 Past-Chair - The Past Chair will act primarily as an advisor to the incumbent Chair and shall be a member of the TD Executive Board. He shall also act as Chair of the Nominating Committee, conduct the election, count the votes and make the results known to the Technical Division.

6.5 All officers shall be members of SEM.

7.0 Election of Officers

The terms of office for each official shall be two years. At the end of each term, the vice-chair will assume the role of chair, the secretary shall become the vice-chair and a secretary shall be elected by the voting members of the technical division.

The election of the officers shall normally be held during the spring annual meeting every two years. The Chair and previous Past Chair shall constitute a Nominating Committee for the elective offices of the TD Executive Board. Nominations for elective offices can also be made by letter or from the floor by any voting members or designated alternate.

(a) Voting will be by secret ballot if there are multiple nominees and by acclamation when only one nominee exists for a given office.
(b) The nominee for Secretary receiving a simple majority of the votes cast shall be elected.
(c) In the event of a tie, the chair and vice-chair will decide the final candidate.
(d) The newly elected officers shall take office at the meeting immediately following their election.
(e) Should a vacancy develop on the TD Executive Board, the Chair shall appoint another member of the Division to fill the vacancy subject to the approval of the remaining TD Executive Board members.
(f) In the event the Chair’s seat becomes vacant, the Vice-Chair will succeed the Chair and appoint a new Vice-Chair, again subject to the approval of the remaining Board members.
8.0 Subdivisions

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

9.0 Records

Current records such as copies of meeting notices, lists of meeting attendees, minutes, correspondence, membership list, publications, etc., shall be maintained by the Secretary. Such information should also be sent to National SEM Headquarters for filing.

10.0 Finances

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

11.0 Amendments

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

11.1 Amendments can be proposed by any voting member. Proposed amendments shall be submitted in writing to the TD Executive Board no later than eight (8) weeks before a Committee meeting.

11.2 Proposed amendments shall be distributed by the Secretary to Committee members for comment, after which the proposals will be considered in open discussion during the next regular Technical Division meeting.

11.3 Following discussion, the amendment shall be voted upon. A two-thirds majority of all votes cast by members present and eligible to vote shall be required for adoption of the proposed amendment.

12.0 Procedures

All instances not covered by these Bylaws shall be governed by Roberts’ Rules of Order.