

**BYLAWS OF LONE STAR COLLEGE-NORTH HARRIS DISTRICT 18 SECTION  
OF THE AMERICAN WELDING SOCIETY, INC.**

**ARTICLE I - NAME**

Section 1. The name of this organization shall be the LSC-North Harris District 18 Section of the American Welding Society, Inc., hereinafter called the Section.

**ARTICLE II - OBJECTIVES**

Section 1. The objectives of this Section shall conform to those of the American Welding Society, Inc., hereinafter called the Society. The objectives of the Society shall be:

- (a) To encourage in the broadest and most liberal sense the advancement of welding;
- (b) To encourage and to conduct research, both basic and applied in all sciences as they relate to welding;
- (c) To improve the education and usefulness of personnel engaged in and associated with welding activities;
- (d) To engage in and assist others in the development of sound practices for the application of welding and related processes;
- (e) To disseminate welding knowledge through its publications, meetings, discussions, consultations, exhibits and by any other available means;

thereby fostering public welfare and education, aiding in development of our country's industries and adding to the material prosperity and wellbeing of our people.

**ARTICLE III - ORGANIZATION**

Section 1. The organization of this Section shall be subject to the approval of the Society's Board of Directors.

Section 2. No fewer than fifteen (15) members or eligible paid applicants for membership in the Society, in either the sustaining or member grades may apply for authorization for the organization of a new Section.

Section 3. To maintain an active status, the Section shall:

- 1. Hold at least three (3) meetings during the Section's membership year for purpose of presentation of appropriate papers and interchange of ideas and information. Where practical, this Section shall promote inspection trips, educational lectures, and courses.
- 2. Submit annual reports to the Secretary of the Society in accordance with the Society Rules. Should the Section become inactive, the National Secretary shall report the fact to the national Board of Directors, which may disband the Section in accordance with the Rules of the Society.

**ARTICLE IV - MEMBERSHIP**

Section 1. All members of the American Welding Society, namely, Sustaining Members, Members, Transitional Members, Student Members, Retired Members, Honorary Members, and Life Members residing within the bounds of this Section except those who have joined another Section in accordance with the National Bylaws of the American Welding Society and all others who have chosen to join this Section, shall be members of this Section.

Section 2. All Student Members of this Section who are in good standing shall have the right to vote and hold office.

**ARTICLE V - MEETINGS**

Section 1. Regular meetings of this Section shall be held at such time and place as determined by the Executive Committee.

Section 2. The annual meeting of this Section shall be held in the Month of October of each year for the election of the Executive Committee for the coming year, and for the transaction of such other business as may require action by this Section's membership.

Section 3. The membership and fiscal year of this Section shall commence on June 1 and end on May 31.

#### **ARTICLE VI - MANAGEMENT**

- Section 1. The Officers of this Section, also known as the Executive Committee, shall consist of a Chairman, a First and Second Vice Chairman, a Secretary, and a Treasurer, all of whom shall be elected for a term of one year by the Section at the Charter Meeting and each annual meeting thereafter. It is suggested the Chairman and the First and Second Vice Chairman shall not be eligible for election to the same office for more than two terms in succession.
- Section 2. The management of this Section shall be vested in an Executive Committee consisting of the Officers of the Section, the immediate Past Chairman, and three Members-at-Large.
- Section 3. The Executive Committee shall have power to fill vacancies in its membership, such member to hold office for the unexpired term of the vacating member.
- Section 4. The Executive Committee may hold meetings, subject to the call of the Chairman, as frequently as the interests of this Section require.
- Section 5. At all meetings of the Executive Committee, a majority shall constitute a quorum. Any member of the Executive Committee not present for three consecutive meetings may be asked by the Chairman to vacate the position held.
- Section 6. Family members/relatives of the Section Treasurer may not serve as Chairman or other Officer.
- Section 7. Each Section must have at least two, preferably three, signatories for each financial transaction.
- Section 8. All obligations of the Section will be paid through the Lone Star College established purchasing procedures.
- Expenditures shall be approved by the Treasurer and at least one other Officer designated by the Executive Committee to have this authority.
  - Disbursements over \$1,000 require email notification and approval from all Officers.
  - No checks should be written to an officer without proper approval. As such, any payment made by personal credit card for Section-related activities must be approved by all officers prior to reimbursement.
- Section 9. The Chairman of the Executive Committee may request an audit of the Section's books at any time. The outgoing Chairman and incoming Chairman shall audit the books at the end of the fiscal year and sign the same before making out the annual report, and at any time there is a change of Treasurer.

#### **ARTICLE VII - DUTIES OF OFFICERS**

- Section 1. **CHAIRMAN** – The Chairman shall preside at all meetings of the Section and of its Executive Committee. He/she shall act as chief executive officer of this Section subject at all times to approval of the Executive Committee.
- Section 2. **FIRST VICE CHAIRMAN** – The First Vice Chairman shall perform the duties of the Chairman in the event the Chairman is absent or unable to act. He/she may be designated to serve as Program Chairman of this Section.
- Section 3. **SECOND VICE CHAIRMAN** – The Second Vice Chairman shall perform the duties of the Chairman in the event both the Chairman and First Vice Chairman are absent or unable to act. He/she may be designated to serve as Membership Chairman of this Section.
- Section 4. **SECRETARY** – The Secretary shall keep minutes of all meetings of the Executive Committee. The Secretary shall keep an accurate record of all members of this Section and shall periodically check the roster with the

records of the Society. This member shall be custodian of all papers and non-financial records of the Section and shall perform the usual duties of a recording and corresponding Secretary. The Secretary, or such person as designated, shall submit a report in writing of each meeting of the Section to the National Secretary of the Society (Section Meeting Report Form), with a copy to the District Director. The Secretary shall make an annual report to the National Secretary of the Society, with copy to the District Director. If absent these duties fall upon the other officers in the following order: Chairman, Treasurer, First Vice Chairman, and Second Vice Chairman. The Secretary shall bring to the attention of the Chairman all correspondence, bulletins, notifications, and matters affecting the Section's activities as well as those which the Chairman should bring before the Executive Committee, under the direction of the Chairman. He/she shall arrange for and supervise the mailing of all Section meeting notices to all on the mailing lists of members, prospective members, approved organizations, District Directors, National Headquarters, and other Section Secretaries as decided.

Section 5. TREASURER – The Treasurer shall be the financial officer of the Section. He/she shall keep complete and accurate accounts of receipts and disbursements in books belonging to this Section, and shall deposit all funds of the Section in the name and to the credit of this Section, in an LSC account. The Treasurer shall provide an updated financial report at Section and Executive Committee meetings, and provide the Section Chairman periodic reports, as requested. The Treasurer shall prepare a budget based on anticipated income and fixed expenses for submission to the Executive Committee at the first Executive Committee meeting of the Section's fiscal year. The Treasurer shall disburse the funds of this Section as may be ordered by this Section's Executive Committee, requiring receipt of proper vouchers for such disbursements. A requirement may be made by this Section's Executive Committee to file a proper bond, conditioned upon the performing duties of this Section entrusted to him/her. He/she shall prepare an annual report of receipts and expenditures prior to the end of the fiscal year and forward a copy of the report to the Secretary of the Society with copy to the District Director. The Treasurer prepares for each meeting of the Executive Committee a report on the financial status of the Section. Canceled checks shall be kept as per LSC club account policy before disposing of them. The main obligation of the Treasurer is to serve as custodian of all Section funds. To fulfill this obligation, the Treasurer must insist upon being made aware of every Section activity and be informed as to the possibility of its need for funds, the amount of such, and the frequency. At no time should approval be given to the financing of projects if the Section's welfare is not indicated. When overruled by the Chairman and Executive Committee, a valid objection must be made to the action taken, it is the duty of the Treasurer, for the record, to insist upon registration of this negative vote in the minutes of the Executive Committee meeting. When it appears that the Section's operations are consuming funds beyond those provided in the budget, it is the Treasurer's obligation to bring this matter to the immediate attention of the Chairman, Secretary, and Executive Committee with recommendation that either certain operations be curtailed or additional ways and means be developed for proper financing.

#### **ARTICLE VIII – FINANCIAL POLICY GUIDELINES**

Section 1. Developing and adopting a written financial policy is a valuable and important practice for all AWS Sections, no matter how small or large. Financial policies clarify the roles, authority, and responsibilities for essential financial management activities and decisions. In the absence of an adopted policy, Section Officers and Committee Chairs may be likely to operate under a set of assumptions that may or may not be accurate and productive.

Section 2. Financial Policy Guidelines:

- The Treasurer is responsible for keeping complete and accurate accounts of receipts and disbursements.
- The Treasurer should prepare a budget based on anticipated income and fixed expenses to be provided to the Section's District Director. A sample budget can be provided from AWS National.
- The Section Treasurer shall provide an accurate and current status of the Section's finances at each Executive Committee meeting, as well as at each general Section meeting. Should the Treasurer not be able to attend, the Chairman shall present the financial report.
- The Executive Committee shall use budget printouts provided by the club accounts manager on an as-needed basis, as to reduce the risk of misappropriation.

- The annual report for the District Director Travel Fund established by Section funds should be reviewed at the District Conference.
- Sections with family members/relatives of the Section Treasurer who serve as Chairman will be subject to audit.
- All obligations of the Section will be paid as follows.
  - o Should it not be possible to acquire a second signature, Chair should be notified of disbursement and a confirmation via email should be attained and saved for record keeping.
  - o Disbursements over \$1,000 require email notification and approval from all officers.
  - o No checks should be written to an officer without proper approval.
  - o As such, any payment made by personal credit card for Section-related activities must be approved by all officers prior to reimbursement. Once expenses are approved, expenses should be reimbursed in a reasonable amount of time.
- Cash receipts and disbursements require that supporting documentation be saved for recordkeeping (i.e., a receipt must be provided to those who pay in cash to attend an event, and a copy of such receipt must be kept by the Section.
- At no time should approval be given to the financing of a project if the Section's welfare is in jeopardy or not disclosed.
- Lone Star College business and purchasing policies and procedures must be followed completely in all Section activities.

### Section 3. Audits

The Section Chairman may request an audit of the Section's books at any time. The outgoing and incoming Chairman should audit the books at the end of the fiscal year and sign the same prior to completing the Annual Report, as well as at any time there is a change of Treasurer.

## **ARTICLE IX - ELECTIONS**

Section 1. The Section Chairman shall appoint a Nominating Committee to consist of at least three members, one of whom he/she shall designate as Chairman, preferably the immediate Past Chairman. If available among those actively participating in Section activities, Past Chairmen should be appointed as Nominating Committee members. The Committee shall meet at least 90 days prior to this Section's annual meetings.

Section 2. The Nominating Committee shall report to the Section Secretary within 20 days, the names of the nominees that they have selected for the various elective offices next falling vacant, together with (if necessary) the written consent of the nominees included in the report.

Section 3. The nominees proposed by the Nominating Committee shall be designated as "Regular Nominees."

Section 4. Nominations for officers and members of the Executive Committee may also be made by petition by not less than ten members in good standing of the Section, the names of such nominees to be added to the slate as "Nominees by Petition."

Section 5. The names of the "Regular Nominees" and of the "Nominees by Petition," if there are any, shall be presented at a regularly called meeting and the Chairman shall declare the closing date for further nominations.

Section 6. Members cast their votes in person at the annual meeting. The candidates receiving the largest number of votes for the respective offices shall be declared elected and shall assume office on adjournment of the annual meeting.

Section 7. In case of a tie in the vote for any office, the Chairman shall cast the deciding vote, except in such case where he is involved in a tie vote, the most recent Past Chairman shall cast the deciding vote.

Section 8. Provided there are no nominations by petition, and provided that the slate of “Regular Nominees” proposed by the Nominating Committee is mailed to all Members of the Section at least 45 days in advance of the annual meeting of the Section, election may be made by approval of a motion for the Secretary to cast a unanimous ballot for the election of those nominated.

Section 9. If a vacancy occurs for any office, the first item of business of the next Section meeting shall be to fill the vacancy.

Section 10. If a vacancy is foreseen or the Executive Committee has been notified of an upcoming vacancy by a fellow member, elections shall be held before the vacancy occurs.

Section 11. If an officer is not fulfilling the duties of his/her office, the Executive Committee shall meet with said officer and work to find a solution.

- The Executive Committee shall be in contact with the officer to offer assistance, solutions, ideas, and support.
- In the event that there is no remediation to the officer’s status, said officer shall be encouraged to resign.
- If an officer is encouraged to resign but opts to not resign, the Executive Committee may meet to discuss bringing said officer before a vote of the Section to determine whether or not he/she may remain in office.

#### **ARTICLE X - ADVISORS**

Section 1. Advisor(s) shall have no voting privilege.

Section 2. Advisor(s) shall help with identifying, clarifying, and making suggestions on what is needed within the Executive Committee and the Section.

Section 3. Advisor(s) shall be utilized to help facilitate all meetings when deemed necessary by the Executive Committee or the Section.

Section 4. The Advisor(s) shall be in contact with the Executive Committee on a frequent basis.

#### **ARTICLE XI - PROVISIONS FOR GOVERNING DOCUMENT**

Section 1. The Section is organized, and shall be operated exclusively for, educational and charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, or corresponding section of any future tax code (the “Code”).

Section 2. No part of the net earnings of the Section shall inure to the benefit of any officer or director of the Section, or any private individual (except that reasonable compensation may be paid for services rendered to or for the Section affecting one or more of its purpose(s)); and no director, officer or any private individual shall be entitled to share in the distribution of any of the Section/club assets on dissolution of the Section.

Section 3. No substantial part of the activities of the Section shall be carrying on of propaganda, or otherwise attempting to influence legislation, and the Section shall not participate in, or intervene in (including the publication or distribution or statements) any political campaign on behalf of any candidate for public office.

Section 4. The Section shall not conduct or carry on any activities not permitted to be conducted or carried on by an organization exempt from taxation under Section 501(c)(3) of the Code, or by an organization, contributions to which are deductible under 170(c)(2) of the Code.

Section 5. Upon dissolution of the Section, after paying or providing for payment of any debts and other liabilities, all remaining assets of the Section shall be absorbed following LSC policies and procedures.

#### **ARTICLE XII - MISCELLANEOUS**

Section 1. The Executive Committee is empowered to appoint committees for special purposes.

- Section 2. The Chairman shall be ex officio, a member of all committees.
- Section 3. Proposal for amendments to those Bylaws may be submitted in writing at any regular meeting of this Section and, if approved by a majority of the eligible voting members present at the meeting, shall be submitted to the full membership of the Section. 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 of the American Welding Society, Inc.
- Section 4. These Bylaws shall go into effect immediately upon their adoption by a vote of this Section and administrative approval by the Office of Student Life. Such adoption requires at least a two-thirds vote of the Executive Committee, and the Bylaws must be in agreement with the National Bylaws as adopted by the National Board of Directors and the policies of Lone Star College.