



**SOCIETY FOR MINING,
METALLURGY AND EXPLORATION, INC.**

**TUCSON SECTION
Bylaws**

As drafted: 2002

**Article I
Organization**

Paragraph 1, *Name*. The name of this section shall be Tucson Section, Society for Mining, Metallurgy, and Exploration, Incorporated; and its abbreviated title, Tucson Section, SME.

Paragraph 2, *Affiliation*. In addition to paragraph 1, above, this Section shall be an unincorporated affiliated member society of the American Institute of Mining, Metallurgical, and Petroleum Engineers, Incorporated.

**Article II
Purpose**

Paragraph 1, *Purpose*. This Section is formed and shall be operated exclusively for educational, charitable, and scientific purposes for the free discussion of subjects related to geology, exploration, mining, minerals/metals processing and related equipment/systems development within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954 and Section 134.52 (but not of Section 134.53) of Chapter 1 May 13, 1974 Postal Service Manual. In case of conflict, the requirements of said Section 501(c)(3) shall be paramount.

Paragraph 2, *Objective*. This Section shall promote the arts and sciences connected with the economic production of the useful minerals and metals and the welfare of those employed in these industries by all lawful means, and hold meetings for social intercourse and reading and discussion of professional papers.

**Article III
Jurisdiction**

Any person who is a Member or Associate Member in good standing of the SME and whose residence or business address is one of the following Postal Service Zip Codes will be an Active Member of this Section upon payment of dues as provided for in Article V, Paragraph 2A of these Bylaws.

85230	85600	85701-26
31	01	30-38
38	08	40-49
40	11	50-51
41	14	77
44-46	18	
70	19	
	21-29	
	31	
	33	
	34	
	36	
	37	
	39-41	
	44-46	
	53	

Additional zip codes initiated subsequent to January 1, 1984, that fall within the geographic boundaries so described above shall be automatically added to this list.

**Article IV
Membership**

Paragraph 1, *Classification*. This Section shall have two classes of membership: Active and Affiliate. A Section member who is also a member in good standing with the SME is designated as an Active Member. Only Active Members may hold office, and serve as committee chairman and Section representatives.

Paragraph 2, *Affiliate Member*. Any person who subscribes to the objective of this Section but who is not eligible to be an Active Member shall be an Affiliate Member upon payment of dues as provided for in Article V, Paragraph 2A of these Bylaws.

Paragraph 3, *Termination*.

A. *Resignation*. Any member may resign from this Section at any time by providing a written notice of this effect to the Membership Chairman; acceptance shall be automatic.

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B. *Expulsion.* Section members who also are members of the Society and who are suspended or expelled by the Society shall be expelled automatically from this Section. Section members who are not also members of the SME and who, in the opinion of the Executive Committee of this Section, have been convicted of a crime of moral turpitude, or are guilty of professional misconduct, or (in the case of citizens of the United States) have been disloyal to the Government of the United States may be expelled provided that procedures substantially the same as those contained in the SME's Rules are followed, and provided further that two-thirds of the Active Members of this Section, voting by a secret ballot mailed to all Active Members, concur.

Article V Dues and Finances

Paragraph 1, *General.* This Section shall be self-supporting; it may not borrow money except from the Society. Money may be loaned only to Student Members of the Society who are attending school full time within the Zip Code area listed in Article III of these Bylaws. All loans must be approved by a majority of the Section's Active Members present and voting at any Regular or Special Meeting. The Fiscal year for this Section shall be from December 1st to November 30th inclusive.

Paragraph 2, *Income.*

A. *Dues.* Active and Affiliate Members must pay annual dues in an amount established by the Section; the amount charged each member shall be the same. Dues shall be collected by the Treasurer. Members who resign or who are expelled shall receive no refunds. Members not paying dues by the first Regular Section Meeting after June 1st shall be expelled automatically from this Section.

B. *Regular Fees.* Dinner Meeting fees shall be collected at the door prior to the start of the meeting [or by online payment prior.](#)

C. *Assessments.* This Section may not levy initiation fees or special assessments on the membership.

D. *Receipts.* All funds received by this Section shall be deposited promptly and kept in the Section's name with one or more financial institutions whose depositors' accounts are insured by the United States Government.

Paragraph 3, *Budget.* At the first Regular or Special Meeting after [Fiscal Year-End](#), the Section shall adopt a budget (drafted previously by the Executive Committee) for that Fiscal year by majority vote of the Active Members present and voting; it must be so amended before any of its major components are exceeded by 10 percent or more.

Paragraph 4, *Expenditures.*

A. *Purchases.* Section Officers only may purchase goods and services for the Section provided that each of these purchases is related to the conduct of their offices pursuant to Article VIII of these Bylaws and provided further that these purchases do not exceed the then-current budget. Expenditures between 100 and 110 percent of the budget must be approved by the Executive Committee, and reported to the membership

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at the next Regular or Special Meeting. No expenditures of any type shall be made which are not permitted by Section 501(c)(3) of the Internal Revenue Service Code of 1954 and by Section 134:52 of Chapter 1 of the May 13, 1974 Postal Service Manual.

B. *Payments.* The expenses of the Section shall be paid from the money appropriated by the Executive Committee. All payments shall be made by check issued by the Treasurer or by Paypal if approved by Executive Committee prior. A petty cash fund, which will contain \$150 shall be used for the purpose of dinner meeting change only. No payments can be made out of the petty cash fund for any exception. One board member, other than the treasurer, will verify the petty cash fund and initial log prior to every dinner meeting. The log will be kept in the cash box at all times.

Paragraph 5, *Records and Audit.* The financial records maintained by the Treasurer shall be available for inspection by any member at every scheduled dinner meeting. Each December, the Chairman shall appoint an auditing committee consisting of three members. At the direction of the Chairman, the auditing committee shall review the Section's bank accounts and the financial records maintained by the Treasurer during the previous year. The auditing committee shall attest to the accuracy of the accounts and records no later than four months after the fiscal year end. If the auditing committee identifies any substantial errors, irregularities, or discrepancies in the accounts or financial records that cannot be resolved, the Executive Committee shall vote on engaging the services of a Certified Public Accountant, selected by the Executive Committee, to review the accounts and financial records of the Section to resolve errors, irregularities, or discrepancies.

Paragraph 6, *Dissolution.* Upon the dissolution of this Section, the Executive Committee shall (after paying or making provision for the payment of all of the Section's liabilities) dispose of all of the Section's assets by turning over and paying them to the Society for Mining, Metallurgy, and Exploration, Inc. Should said Society not then be exempt from federal income taxes under the provisions of Section 501(c)(3) of the Internal Revenue Code of 1954 or should said Society be out of existence, unable, or unwilling to accept this Section's assets, then the Executive Committee shall dispose of all the Section's assets (after payment of liabilities) exclusively for the Purpose of the Section to such organization or organizations as shall at that time be exempt from federal income taxes under the provision of Section 501(c)(3) of the Internal Revenue Code of 1954. This Paragraph 6 may not be amended during the existence of the Tucson Section, SME.

Article VI Officers

Paragraph 1, *Officers.* The officers of this Section shall be a Chairman, a Past Chairman, one (or more) Vice Chairman, a Secretary, a Treasurer (or Secretary and Treasurer) who shall be elected annually. This Chairman shall not succeed himself/herself.

Paragraph 2, *Executive Committee.* The Executive Committee shall be composed of the forenamed officers and three or more other members of the Section.

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Paragraph 3, *Officer Status*. All officers must be Members of SME at the time of their election, in good standing with the SME.

Paragraph 4, *Vacancy*. A vacancy in any office, occurring between annual elections, shall be filled by the Executive Committee.

Article VII Election of Officers

Paragraph 1, *Nominating Committee*. The Chairman, with the approval of the Executive Committee shall appoint, not later than August of each year, a Nominating Committee, composed of a minimum of 3 members of the Tucson Section to present a slate of at least one candidate for each office at the September meeting of the Section. Additional nominations may be made from the floor.

Paragraph 2, *Election*. The officers of this Section shall be elected at the October meeting and the election shall be conducted by vote of the Members and Affiliate Members present. To be elected, each candidate must receive a simple majority of the votes of the eligible members present at the meeting.

(The Membership Services Department of the Society for Mining, Metallurgy, and Exploration should be notified of the new slate each year as soon as elections have been held. The Section shall designate a Representative to participate in Regional Section activities. This Representative should be knowledgeable of Section activities and objectives.)

Article VIII Duties of Officers

The Section's officers shall cooperate with the SME and with its affiliate, AIME, in their requests for assistance, and shall perform the following duties as well as others prescribed by these Bylaws and by the Parliamentary Authority adopted by this Section:

A. *Chairman*.

- (1) Supervise all activities of the Section.
- (2) Serve as the Section's official representative (which duty may be delegated pursuant to subparagraph (5) of this Paragraph 2A) and spokesman in its contacts with other organizations for the purpose of advancing the objectives of this Section.
- (3) When present, preside at all Regular and Special Section Meetings and at all meetings of the Executive Committee.
- (4) With the consent of the Executive Committee, appoint chairman and members of all Standing Committees (as enumerated in Article IX, Paragraph 2 of these Bylaws) except the Executive Committee, and serve as an ex officio member of these committees.
- (5) With the consent of the Executive Committee, appoint all Section Representatives to other organizations as enumerated in Article IX, Paragraph 3 of these Bylaws.

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(6) With the consent of the Section's members, establish and abolish special or ad hoc committees, and appoint their chairmen and members.

B. *Vice Chairman.*

- (1) Assist the Chairman in the performance of his or her duties as requested by him or her.
- (2) Perform the Chairman's duties in his or her absence.
- (3) Serve as the Section's parliamentarian.

C. *Vice Chairman - Membership.*

- (1) Receive all applications for membership in this Section.
- (2) Maintain all membership records in a form acceptable to the Executive Committee. (Although persons shall be advised of their membership status upon request, the membership list itself shall not be divulged without the express approval of the Executive Committee.)
- (3) Actively encourage qualified persons to become members of the Society.

D. *Secretary.*

- (1) Arrange for a meeting place for all Regular and Special Meetings, and for food and beverage service as warranted.
- (2) Notify the membership in advance of each Regular, Special and Social Meeting, of the planned business (if any) for each Special Meeting, and of all proposed amendments to these Bylaws.
- (3) Prepare and maintain the minutes of all Section meetings and of all Executive Committee meetings, and make these minutes available to the Section's members and to the SME.
- (4) Provide copies of these Bylaws and of any Standing Rules to the membership.
- (5) Serve as a repository for all committee reports and all other records of the Section except financial and membership, and make these reports and other records available to the Section's members and to the SME.
- (6) Attend to general Section correspondence.
- (7) Compile a current history of Section activities and accomplishments.

E. *Treasurer.*

- (1) With the consent of the Executive Committee, establish one checking and one savings account.
- (2) Receive all funds paid to the Section.
- (3) Pay all of the Section's valid bills per Article V, paragraph 4 of these Bylaws.
- (4) Maintain appropriate, accurate, and current financial records per Article V, paragraph 5 of these Bylaws, and attend to the annual audit.
- (5) Prepare the following reports and such others as the Executive Committee or the membership may request, and make these reports available to the members.
 - First draft of the annual budget and of any amendments pursuant to Article V, paragraph 3 of these Bylaws.
 - Monthly budget-status reports.

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F. *Past Chairman.*

- (1) Assist the Chairman in the performance of his or her duties as requested by him or her.

Article IX Committees

Paragraph 1, *Responsibilities.* Chairmen and members of all committees (except the Executive Committee) and all Section Representatives shall report to the Section Chairman, and shall serve at his or her pleasure. Meetings of all committees except the Committee on Members Conduct shall be open to any member of this Section. Committee Chairmen and Section Representatives shall cooperate with the Society in their request for assistance.

Paragraph 2, *Standing Committees.* This Section shall have permanent committees which shall have the following responsibilities as well as others prescribed by these Bylaws or that may be assigned by the Section Chairman.

A. *Executive Committee.* The executive committee shall meet at the call of the Section's Chairman or of any three other members of the Executive Committee; it shall report to the Section's membership. The Executive Committee shall provide advice to the Section's Chairman, and otherwise assist him or her in the performance of his or her duties. They shall approve all financial and other agreements entered into by the Section prior to execution.

B. *Program Committee.* Arrange for programs of interest for all Regular Meetings. Maintain and store all Section-owned projectors and related apparatus.

C. *Dinner Sponsor Committee.* Arrange for a Dinner Sponsor host or hosts for all Regular Meetings.

D. *Publicity Committee.* Arrange for suitable publicity for the Section's activities.

E. *Fundraiser Committee.* With assistance from the officers, arrange for one Social Meeting per year on a date approved by the Executive Committee.

F. *Government (GEM) Committee.* Advise (subject to Article II, Paragraph 1 of these Bylaws) the Section's members of current political events that are related to the Section's objectives.

G. *Committee on Members Conduct.* Examine into the charges or complaints against any member of this Section pursuant to the Society's Bylaws. Apparently valid charges against members of the Society shall be forwarded to the Society's Board of Trustees. Apparently valid charges against nonmembers of the Society shall be forwarded to the Section's Executive Committee. Should the Executive Committee determine that an expulsion vote, as provided for in Article IV, Paragraph 3B of these Bylaws be warranted, then the balloting shall be supervised by the Committee on Members Conduct.

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Paragraph 3, *Section Representatives*. This Section may have representatives to three other organizations. Said representatives shall not attend any closed meetings of the organizations listed in this Paragraph 3, respectively, and shall not have authority to commit this Section to a course of action.

- A. *Western Region, Society For Mining, Metallurgy, and Exploration, AIME (Section Representative)*.
- B. *Student Chapter, Society For Mining, Metallurgy, and Exploration, University of Arizona (Student Relations)*.
- C. *Tucson-San Manuel Chapter, Women's Auxiliary, AIME (WAAIME Liaison)*.

Paragraph 4, *Special Committees*. This Section shall have two ad hoc committees as provided for in Article VIII.A.6, of these Bylaws, and such others as may be necessary.

Article X Meetings

Paragraph 1, *Regular Meetings*. This Section shall hold at least seven (7) monthly meetings during each Fiscal Year at which Section business shall be transacted. These meetings shall be held the evening of the second Wednesday of the month unless otherwise ordered by the Executive Committee, and shall be open to the general public. A quorum shall be 25 Active Members.

Paragraph 2, *Special Meetings*. Special Meetings may be called by the Chairman with the consent of the Executive Committee or by any 25 Active Members upon written petition to the Executive Committee. If Section business is to be considered, it shall be limited to that which is mentioned in the notice of the meeting. Nonmembers may be excluded by the Executive Committee from Special Meetings. A quorum shall be 25 Active Members.

Paragraph 3, *Social Meetings*. Social gatherings, in addition to the Dinner Dance, may be scheduled by the Chairman with the consent of the Executive Committee. Section business shall not be transacted at Social Meetings (including Dinner Dance).

Article XI Parliamentary Authority

Paragraph 1, *General*. The rules contained in the most recent edition of Robert's Rules of Order Newly Revised shall govern this Section in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any Special Rules of Order this Section may adopt.

Paragraph 2, *Standing Rules*. From time to time this Section and its Executive Committee may adopt, amend, and rescind Standing Rules by majority vote of Active Members present and voting at any Regular or Special Meeting or, in the case of the Executive Committee, of its members.

**Article XII
Quorum**

Paragraph 1, *Regular or Special Meeting*. A quorum at any regular or special meeting of the Section shall consist of 25 Section Members.

Paragraph 2, *Executive Committee Meeting*. A quorum at a meeting of the Executive Committee shall consist of four members of the Executive Committee.

**Article XIII
Amendments to Bylaws**

Amendments to these bylaws shall be made by a two-thirds vote of all Members and Affiliate Members present at a meeting, providing that all those members of the Section in good standing, have been notified at least one week in advance of the meeting that the bylaws are to be amended.

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