

# PSCT

# 2004 - 2005 YEARBOOK



PITTSBURGH SOCIETY FOR COATINGS TECHNOLOGY  
MEMBER OF FEDERATION OF SOCIETIES FOR COATINGS TECHNOLOGY



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# **2004-2005 PSCT YEARBOOK**

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## **Pittsburgh Society for Coatings Technology Code of Ethics**

Honor, justice and courtesy constitute the cornerstone of the professional ethics which shall guide the members of the Pittsburgh Society for Coatings Technology. Members shall unremittingly make these elements of conduct basic to the discharge of their duties in the paint industry to the end that:

- 1) Members shall recognize their responsibilities to the public by serving it with integrity, fidelity and courtesy; by providing the most useful and serviceable products; and by encouraging the dissemination only of true, fair and unexaggerated statements of facts.
- 2) Members shall recognize their responsibilities to their employers in giving fair and just opinions to those whom they may serve and to those who may serve them; by striving to improve the quality of the products over which they may have control and the efficiency of their manufacture; by discouraging the manufacture of unprofitable items; by maintaining an inquiring attitude toward new techniques and developments; and by encouraging the introduction of improved methods and materials. They shall not seek or accept new employment based primarily on the specialized proprietary knowledge of their present employers.
- 3) Members shall actively support and take part in the work of the local Society and the Federation, exchanging non-competitive information and seeking fundamental information which will increase the basic knowledge of the paint industry and will improve its products, equipment and manufacturing methods.

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# **Pittsburgh Society for Coating Technology**

## **ARTICLE I**

### **Name**

The name of this society shall be “The Pittsburgh Society for Coatings Technology”, hereinafter referred to as the “Society”.

## **ARTICLE II**

### **Objectives**

The Society shall operate solely and exclusively as a non-profit organization with the following objectives:

- A. To promote the welfare of technical coatings people by uniting them in a society for discussion and exchange of information on new and current technology, standards, raw materials and equipment fundamental to the research, development, manufacture and use of coatings, inks, and related products.
- B. To promote and take an active part in the interchange and research of ideas and the application of the sciences in the coatings field.
- C. To promote the improvement of products, the elimination of wasteful methods of manufacture, and foster manufacturing procedures and practices that minimize pollution of the environment as a service to the industry and the public as a whole.
- D. To promote educational activities and the interchange of ideas among its members and the general public.
- E. To arrange for the collection and dissemination of information pertinent to the industries served by the Society members and for the presentation, discussion and publication of papers and other contributions.
- F. To promote a spirit of cooperation in solving problems of the coatings industry.
- G. To cooperate with the Federation of Societies for Coatings Technology, The National Paint and Coatings Association, and other organizations, public and private, to accomplish these objectives.

## **ARTICLE III**

### **Limitation on Activities**

No part of the net earnings of the Society shall inure to the benefit of, or be distributed to, its members, Directors, Officers, or other private persons, except that the Society shall be authorized and empowered to pay reasonable compensation for services rendered, and to make payments and distributions in furtherance of the purposes set forth in Article II hereof. No substantial part of the activities of the Society shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Society shall not participate in, or intervene in, including the publishing or distribution of statements, any political campaign on behalf of any candidate for public office. Notwithstanding any provision of these Articles, the Society shall conform to the provisions of and activities permitted under 501(c)(6) of the Internal Revenue Code of 1954, or any corresponding provisions of any United States Internal Revenue Law and to the laws of the State of Pennsylvania as they apply to organizations exempt from income tax.

## **ARTICLE IV**

### **Membership**

All conditions, qualifications, requirements, privileges, and regulations as to membership in the Society shall be fixed and governed by the By-Laws of the Society.

## **ARTICLE V**

### **Management**

The activities and affairs of the Society shall be managed as provided in the By-Laws of the Society.

## **ARTICLE VI**

### **Dissolution**

In the event of partial or entire liquidation or dissolution of the Society, whether voluntary, involuntary, or by operation of law, the Board of Directors of the Society shall, after paying or making provision for payment of all liabilities of the Society, distribute the assets of the Society to one or more organizations exempt from Federal income tax under section 501(c)(6) or section 501(c)(3) of the Internal Revenue Code of 1954, or the corresponding provisions of any future United States Internal Revenue Law.

## **ARTICLE VII**

### **Incorporation**

All of the assets of the Society may be transferred to a nonprofit corporation in compliance with Article VI of the Constitution of the Society by a vote of two-thirds of the members at any regular or special meeting of the Society; provided, however, that said corporation shall simultaneously assume all of the liabilities of the Society; and at least ten days notice of such a proposal shall have been given before the meeting by direct mailing (postal service or electronic mail) to all members of the Society.

## **ARTICLE VIII**

### **AMENDMENTS**

This Constitution may be altered, amended or repealed by a two-thirds affirmative vote of the eligible voting members present at each of two successive regular or special meetings of the Society provided, however, that at least seven days notice of such a proposal shall have been given before the second such meeting by direct mailing (postal service or electronic mail) to all of the members of the Society. The procedure for originating, processing, and considering amendments to this Constitution shall be identical in every respect as prescribed in the By-Laws for amendment to the By-Laws.



# **BY-LAWS**

## **ARTICLE I**

### **Relationship to the Federation**

#### **A. Definition**

The Pittsburgh Society for Coatings Technology, as a Member Society of the Federation of Societies for Coatings Technology, hereinafter referred to as the Federation, is a group of individuals formally organized to pursue objectives consistent with those of the Federation, and which has been admitted to the status of a Constituent Society of the Federation in accordance with the By-Laws and Standing Rules of the Federation.

#### **B. Management of Internal Affairs**

1. The Society shall have entire control of its own internal affairs. In its dealings with the Federation, the Society will conform to the Constitution, By-Laws and Standing Rules of the Federation.
2. The Society shall operate in accordance with the laws of the jurisdictions within its territorial boundaries and the laws of the Commonwealth of Pennsylvania affecting corporations or non-profit organizations. Any action taken by the Federation shall not be operative if it shall cause the Society to be in violation of these laws.

#### **C. Mutual Interest**

The Society will consult with the Federation Board of Directors and appropriate Federation Committees before final action upon matters involving the interests and policies of the Industry as a whole within the Society's jurisdictional boundaries.

#### **D. Procedural Matters**

The matter of Society boundaries is subject to the provision of the Standing Rules of the Society which will also be in conformance with the Standing Rules of the Federation. Election to membership in the Federation is also subject to the provisions of the Standing Rules of the Federation.

## **ARTICLE II**

### **Membership**

#### **A. Classes of Membership**

Members have the option of membership within the Federation and the Society on a combined basis or membership within the Society by itself.

1. Full: Any individual who is employed in the protective or decorative coatings, printing ink, or allied industries, or by those firms that manufacture or sell raw materials, supplies, services or equipment required by those industries.
2. Educator/Student: Any individual who is a college or high school educator (Educator Member), or is a full-time student registered in any educational institution of recognized standing in a course of study in chemistry, engineering, physics or other related sciences leading to a degree (Student Member).
3. Retired: Any individual who (a) was a Full or Educator Member who severed his or her connection with the individual's employer by reason of retirement due to age, disability or other reasons deemed satisfactory by the Society; and (b) is no longer considered a permanent employee in the protective or decorative coatings, printing ink or allied industries, or by the firms that manufacture or sell raw materials, supplies, services, or equipment required by those industries.

4. Society Honorary Membership: Any person who has rendered signal service to the Constituent Society shall be eligible for Society Honorary Membership.

**B. Termination of Membership**

Except as otherwise provided by these By-Laws or the Standing Rules of the Society, membership in the Society shall terminate automatically for any individual who ceases to be eligible for his class of membership, or whose dues have not been paid in accordance with these By-Laws.

**ARTICLE III**  
**Organization**

**A. General Policies and Administration**

The establishment and execution of general policies and the administration of the Society shall be vested in the Board of Directors and the President.

**B. Board of Directors**

1. The Board of Directors shall consist of:
  - a. The officers: President, President-Elect, Secretary and Treasurer.
  - b. A Director-at-large.
  - c. The most recent eligible Past-President who is available to serve.
  - d. The Society Representative to the Federation.
2. The duties of the Board shall be to:
  - a. Act with the President in establishing and executing the policies and administering the affairs of the Society.
  - b. Fill vacancies occurring in elective offices and in the Board of Directors, except that of the President or the Society Representative, which shall be filled by election by a majority of the Full Members after a recommendation by the Nominating Committee.
  - c. Select and appoint any employee, fix the compensation for that employee and prescribe his duties.
  - d. Authorize the expenditure of all funds in keeping with the provisions of these By-Laws, either by specific direction to the President and Treasurer, or by limited allocation of funds to be expended at the discretion of Committees duly appointed by the President.
  - e. Specify the duties and functions of all Committees except as otherwise provided for in this By-Laws.
  - f. Hold a minimum of two meetings each year at times and places to be designated by the President.
  - g. Handle petitions for proposed changes in Society boundaries.
  - h. Adopt and amend Standing Rules for the Society, subject to and consistent with the Constitution and these By-Laws.
  - i. All Officers and members of the Board of Directors of the Society must maintain combined membership in the Federation and Society during their term of Office.

**3. Quorum**

A quorum shall consist of at least half of the Board of Directors.

**C. Officers**

The officers of the Society shall consist of a President, President-Elect, Secretary and Treasurer. At least half of the Officers shall be Full Members of the Society at the time of their election.

1. It shall be the duty of the President to:

- a. Serve as Chief Executive of the Society.
  - b. Act as Chairman of the Board of Directors.
  - c. Preside at the Annual Meeting and all regular and special meetings of the Society.
  - d. Appoint committee chairmen and members and serve ex officio as a member of all committees
  - e. Call special meetings as needed with ten days notice,
  - f. Maintain good communications between the Society and the Federation.
  - g. Establish such special committees as may be needed.
2. The President-Elect shall automatically succeed the President and shall act instead of the President whenever necessary, or whenever the presidency is declared vacated by the Board of Directors. He shall serve as Chairman of the Program Committee. The President-Elect shall also serve as editor and publisher of the Society Newsletter.
3. It shall be the duty of the Secretary to:
  - a. Prepare minutes and reports of each meeting and promptly furnish copies to the Board of Directors and, for publication, to the editors of the JCT Coatings Tech and other appropriate journals and/or trade publications.
  - b. Certify to the election of all new members and see to the forwarding of all certified membership applications to the Federation Office. :
- c. Perform such other duties incident to his office which may be directed by the President or the Board of Directors.
4. It shall be the duty of the Treasurer to:
  - a. Be responsible for the keeping of the accounts for the Society. The Treasurer may be bonded at the Society's expense for an amount to be determined by the Board of Directors.
  - b. To receive all revenues, maintain an accounting of all funds, and make all disbursements, subject to all articles of these By-Laws.
  - c. Furnish the Executive Vice-President of the Federation, by the required date of each year, a complete list of the members of the Society who are to have Federation membership during the calendar year.
  - d. No contracts shall be entered into, nor disbursements made without the approval of the Treasurer and the President acting under authorization by the Board of Directors.
  - e. Provide for the location, notification and other arrangements for the regular monthly dinner meetings.

## ARTICLE IV

### Society Representative to the Federation

- A. Election and Term
  1. The Full Members shall elect a Society Representative to the Federation every three years who shall be a Full Member of this Society, and serve as its Society Representative for a three-year term, beginning at the close of the Annual Meeting of the Federation of the year in which he is elected.
  2. The Society Representative shall serve no more than two consecutive terms.
  3. The Society Representative must maintain combined membership within the Federation and Society.

B. Duties

The duties of the Society Representative shall be:

1. To represent the Pittsburgh Society at all meetings of the Federation Board of Directors and perform those duties prescribed for Board Members in Article III - Organization, Paragraph B, of the Federation By-Laws.
2. To provide a written report to the Board of Directors of the Society describing the meetings of the Federation Board of Directors within one month after the meeting.
3. To serve on the Board of Directors of the Society.

**ARTICLE V**

**Election of Board of Directors and Officers**

A. Nominations

Nominations for election to the Board of Directors shall be as follows:

1. The Nominating Committee shall prepare a slate for all elective offices and announce such slate at the meeting prior to the Annual Meeting of the Society. The Nominating Committee shall also mail, at least ten days before the election, a list of candidates for office.
2. Nominations for any elective office may also be made from the floor by any member both at the meeting before and at the Annual Meeting.
3. Members nominated for an elective office must agree to serve, if elected, before the nomination is made.

B. Elections

1. The Full, Retired, Society Honorary and Federation Honorary members shall elect the President-Elect, Secretary, Treasurer, and Director-at-Large. The previously elected President-Elect will automatically assume the Office of President.
2. Election shall require a majority vote of the Full, Retired, and Society Honorary Members present at the Annual Meeting and the vote shall be by secret ballot in the event that more than one nominee is proposed for any single office.
3. Under special conditions, voting by mail (postal service or electronic mail) may be held. Under these special conditions, the Secretary will issue ballots, voting instructions and deadlines for voting by mail.

C. Terms

1. All elected members of the Board of Directors with the exception of the Society Representative to the Federation Board shall be elected for one-year terms.
2. The President-Elect shall be elected one full year in advance of the year in which he is to hold office as President, shall become President automatically after one term as President-Elect, and shall serve one additional year as the Past President of the Board of Directors unless he shall become ineligible to serve on the Board.
3. The President-Elect, Secretary and Treasurer shall be representatives of different firms at the time of their first election to office.
4. The terms of all Officers and Directors, except the Society Representative to the Federation, shall commence with the beginning of the Society's fiscal year.
5. Formal installation of the Officers and Board of Directors will be the first order of business at the September Meeting.

D. Resignation

Any Director, member of a committee, or any Officer, may resign at any time by giving written notice to the Society. The resignation shall be effective upon receipt by the Society Secretary or at such subsequent time as may be specified in the notice.

**E. Removal**

Any Director or Officer may be removed from office by a vote of 5 members out of the seven (entire) members of the Society Board of Directors whenever in the Board's judgment the best interests of the Society will be served.

**ARTICLE VI  
COMMITTEES**

**A. Nominating and Advisory Committee**

The President shall appoint a Nominating and Advisory Committee.

**B. Standing Committees: Other Committees**

The President shall appoint the following Standing Committees: By-Laws, Educational, Technical, Membership and Program. He shall also appoint any other Committees which may be required to conduct the business of the Society.

**ARTICLE VII  
Meetings**

**A. Annual Meeting**

The Annual Meeting shall be the last meeting before the summer recess, the exact time and place to be determined by the Board of Directors. The program of the Annual Meeting shall include the election of Officers and may include the presentation of technical papers, special presentations, awarding of scholarships and any business which may be presented for the consideration of, or the action by, the Society.

**B. Regular Meetings**

The members of the Society shall meet during the months of September to May, the exact time and place to be determined by the Board of Directors. The program of the regular meetings shall include the presentation of technical papers or other events arranged by the Program Committee and approved by the Board of Directors.

**C. Special Meetings**

Special meetings may be called by the President, by two Directors, or by ten members, at a time and place determined by the Board of Directors. A notice stating the purpose of the meeting shall have been mailed (postal service or electronic mail) to all members at least seven days prior to the date of the special meeting.

**D. Eligibility to Vote**

All Full, Retired, and Society Honorary Members shall be eligible to vote on any question, except election of the Society Representative, to be determined by the membership, and a free exchange of views and opinions by all members shall be encouraged at all times. The presence of 20% of voting members, which shall include at least four members of the Board of Directors, shall constitute a quorum. A majority of those voting shall be sufficient to carry any vote. Under special conditions, voting by mail (postal service or electronic mail) may be held. Under these special conditions, the Secretary will issue ballots, voting instructions and deadlines for voting by mail.

**E. Resolutions from the Floor**

Any member may propose a resolution from the floor at the Annual Meeting or any regular meeting of the Society.

## **ARTICLE VIII**

### **Dues**

#### **A. Full Members**

The Annual dues for Full Members shall be suggested by the Board of Directors. Procedures for changing the dues shall follow that for amending the By-Laws.

#### **B. Educator, Student and Retired Members**

The dues, if any, of Educator, Student and Retired Members shall be determined by the Board of Directors.

#### **C. Honorary Members**

Society Honorary Members shall not be required to pay dues.

#### **D. Payment of Dues**

Society only membership annual dues shall be payable on the first day of January and must be received by the Membership Chairman by the last day of March. Dues of current members received after September 30 are considered Late Dues and will apply to the current fiscal year. Dues received from new applicants after March 31 will apply to the following fiscal year. The Federation will collect combined Federation and Society dues. The Federation will forward the Society portion of the combined dues to the Society.

## **ARTICLE IX**

### **Fiscal Year**

The Fiscal Year of the Society shall end on June 30.

## **ARTICLE X**

### **Standing Rules**

#### **A. Definition**

Standing Rules are written statements of operating procedures and/or details of the organization of the Society.

#### **B. Adoption or Amendment**

1. The Board of Directors shall adopt or amend Standing Rules, provided that two-thirds of all members of the Board, and a two-thirds affirmative vote of the eligible voting members present at a regular or special meeting of the Society, shall vote in favor of adoption or amendment at any meeting of the Society.

## **ARTICLE XI**

### **Amendments**

#### **A. Origination**

Proposals to amend these By-Laws may be originated by:

1. Any officer of the Society
2. The Board of Directors
3. The recorded vote of any Committee acting on a proposal of any of its members or a proposal of any member referred to it.
4. The petition of ten or more members.

#### **B. Processing**

1. All proposals to amend these By-Laws shall be submitted to the By-Laws

Committee for editing, clarifying, and the combining of similar proposals from various sources. The By-Laws Committee must act on all proposals it receives, but may submit recommendations for or against adoption, with reasons for its position. The By-Laws Committee shall forward to the Secretary, within 20 days of receipt of such proposals, the enabling resolutions for the edited amendments. The Chairman of the By-Laws Committee or, in the event of his/her absence, the Secretary shall read the report of the By-Laws Committee at the regular or special meeting which next follows the date of the report and again at the regular or special meeting which next follows the first reading. The Secretary shall give notice of the proposed amendments by direct mail (postal service or electronic mail) to all members at least seven days prior to the meeting at which the second vote is to be taken.

C. Consideration by the Members

1. Resolution to alter, amend, or repeal these By-Laws may be considered at any two successive regular or special meetings of the Society. A majority of the Full Members present shall be required to make any changes in the text of the proposed amendments, provided that any such changes may not exceed or reduce the purpose or intent of the amendments as previously reported.
2. Resolutions to alter, amend or repeal these By-Laws, having been subject to consideration by the members, and having been approved by the vote of two-thirds of the Full Members present at two successive regular or special meetings of the Society, shall make effective the proposed amendment immediately, or at a time specified in the resolution.

**ARTICLE XII**  
**Parliamentary Procedure**

Except as otherwise provided in these By-Laws, any question of parliamentary order arising in the course of conduct of any meeting, and the meetings of all duly constituted committees of the Society, shall be resolved pursuant to the latest, revised edition of Robert's Rules of Order.

**STANDING RULES**

**ARTICLE SR I**  
**Boundaries**

The following is the description of the territorial boundaries of the Society currently in effect: Starting at Altoona, PA, directly south to the Maryland border; thence westerly along the Pennsylvania-Maryland border, continuing directly west to the Ohio River, up the Ohio River to the Pennsylvania-Ohio line; thence northerly along this line to a point directly west of Bessemer, PA; thence easterly to New Castle and southeasterly to Altoona, PA.

**ARTICLE SR II**  
**Membership**

A. Residence Requirements:

Full, Educator and Student Membership is a privilege which may be offered to an individual who is eligible according to the provisions of Article II, Section A, of the By-Laws, and in addition resides or is employed, or performs services within the territorial boundaries of the Society.

1. When residence or employment is not within the boundaries of the Society, the applicant shall be eligible if it is possible for him to attend Society meetings.



2. When residence or employment is on the boundary line between this and another Member Society of the Federation or is in over-lapping territory, application may be made to this Society.
3. When residence is in the territory of another Constituent Society, but employment or services performed are in the territory of this Society, application may be made to this Society.

**B. Standard Form:**

A standard application for membership form is available from the Federation. All Membership applications must be made using the standard form.

**C. Method of Attaining Membership**

1. An applicant for Full, or Educator and Student class of membership must be approved by the Society. The application shall be forwarded to the Membership Chair of the Society, for processing.
2. An applicant for Retired Membership shall be processed in the same manner as an application for Full Membership.
3. An application for the transfer of a Full Member from one firm to another shall be processed in the same manner as an application for Full Membership.
4. In conjunction with an application for membership in the Federation, the Federation can accept an application for a new Full, Educator and Student, or Retired member in any Constituent Society. If the proposed member resides or is employed, or performs services within the territorial boundaries of a Constituent Society, the application will be forwarded to that Constituent Society's Membership Committee for processing. The Federation will collect the appropriate Constituent Society's dues at the time of application. The Constituent Society's portion of that amount for the proposed member will be forwarded when the Federation receives the certified application back from the Society. If the application is not certified by the Constituent Society, the collected Society dues will be returned to the proposed member.

**D. Federation Honorary Membership:**

Nominations for Federation Honorary Membership by the Society shall be submitted to the Society Membership Committee and if approved, shall be referred to the Society Board of Directors. If approved by the Society Board, notice of the proposed vote shall be mailed (postal service or electronic mail) to Full Members at least seven days prior to the regular meeting at which the voting is to take place. Approval shall require a three-fourths favorable vote of all Full Members voting by secret ballot. Voting may take place in-person or by mail. The Secretary shall complete the procedure specified in the Standing Rules of the Federation, thus subjecting the nomination to consideration by the Federation Board.

Suggestion of name for consideration for Federation Honorary Membership may originate from the Board of Directors of any Constituent Society. A letter shall be submitted to the Federation Executive Committee containing the complete record of the individual relating to contributions to the Federation and the Industry. The Executive Committee at its next scheduled meeting shall determine by a majority vote whether the individual is qualified to be nominated for this high honor. If rejected, this individual's name cannot be resubmitted for three years from the date first submitted. If approved, the Executive Committee shall refer the nomination to the Board of Directors, the Secretary of each Constituent Society, and the Executive Vice President. Not less than 120 days after the notification of the Board and Society Secretaries, the Federation Board, at a regular meeting, shall vote to approve or reject the nomination and shall direct the Federation Executive Vice President to notify the Constituent Society of its decision. A three-fourths favorable vote of Board Members present and voting by secret ballot shall be required for approval.

E. Society Honorary Membership:

Nominations for Society Honorary Membership shall be submitted to the Membership Committee. A letter shall be submitted to the Society Board of Directors containing the complete record of the individual relating to contributions to the Society and the Industry. If approved by the Membership Committee, the nomination shall be referred to the Society Board of Directors. If approved by the Society Board of Directors, notice of the proposed vote shall be mailed (postal service or electronic mail) to all members at least seven days prior to the Regular Meeting at which the vote is to take place. A three-fourths favorable vote of Society Members voting by secret ballot shall be required for approval. Voting may take place in-person or by mail.

F. Relocation of Full Members:

To allow a Full Member to continue in any elected office or appointed position for which Full Membership is required within the Society, or within the Federation, it shall be construed that Full Membership exists for six months after the individual has left his last employment unless, for another reason, he becomes ineligible for Full Membership. Meeting notices shall continue if covered by dues or paid subscription.

### **ARTICLE SR III**

#### **Alternate Society Representative**

A. Appointment

1. The President may appoint a Full Member as the Alternate Society Representative to serve during the term of office of the said President.
2. In case the President does not choose to appoint an Alternate Society Representative to serve during the term of office of the said President, or if this appointee ceases to be a Full Member, or for any reason is unable to serve, then the President shall either serve as, or appoint a Full Member to serve as, Alternate Society Representative during any regular or special meeting of the Federation Board.

B. Accreditation:

The Executive Vice-President of the Federation will certify that the appointee is a duly accredited Alternate Society Representative when these terms are met:

1. The appointee is a Full Member of this Society.
2. The name of the appointee is recorded in the Federation office on a form provided by the Federation and duly executed by the President of the Society, or
3. He has received written notice, by letter or telegram, of the name of the appointee from the President of the Society, prior to the meeting of the Federation Board of Directors at which the appointee is to serve.

### **ARTICLE SR IV**

#### **Committees**

A. General Provisions:

1. Wherever the By-Laws are specific to the composition, duties or any other matter pertaining to committees, then the By-Laws shall be followed, and anything in this Standing Rule shall not apply.
2. The President appoints all committees, obtaining agreement to serve from prospective appointees during his year as President-Elect.
3. The President and President-Elect, by right of their offices, are members of all committees, and copies of all correspondence should be sent to them. Copies of important correspondence should be sent to the Treasurer and Secretary.

4. No committee will commit the Society to the expenditure of funds not previously authorized for that committee by the Board of Directors.
- B. Duties of Committees: (Committees in bold indicate mandatory standing committee status. The President and/or Board of Directors may establish other discretionary committees as needed.)
1. **Membership** — Obtain members. Provide, receive and review applications. Inform the Society Treasurer of the election of new members. Inform the Federation of the election. Inform the Society of new members and changes. Keep records of Society Membership in cooperation with the Treasurer: maintain them and update them.
  2. **Nominating and Advisory** — Prepare an Officer, Board of Directors and Society Representative candidates list. Keep aware of committee activity and note progress. Help in the filling of committees and in all appointments.
  3. **Program** — Work with committee chairmen in finalization of all programs.
  4. **Technical** — Conduct technical work and research. Assist in paper presentation. Cooperate with the Federation Technical Committee.
  5. **Constitution & By-Laws** — Review, maintain and update By-Laws. Keep membership aware of By-Laws. Check on parliamentary procedures. Interpret By-Laws and maintain adherence. Review and recommend changes to Constitution and By-Laws at least every 5 years commencing in the year 2000.
  6. **Special Events** — Provide for special events such as Golf outing. Keep membership aware of other meetings.
  7. **Educational** — Provide educational awareness within group and seek opportunities for public education.
  8. **Manufacturing** — Keep group aware of plant processes and equipment. Help in plant education respecting safety and method.
  9. **Specifications** — Keep aware of product or method specification and of regulations governing our industry.
  10. **Environment** — Keep aware of environmental legislation as it relates to our industry.
  11. **Publicity** — Obtain photographs and maintain file of membership pictures. Prepare news releases and keep technical journals aware of our activity. Prepare all announcements to membership of meetings and programs. Prepare and mail monthly newsletter.
  12. **Symposium** — Work with program chairman in this area. Take care of mechanics and co-host symposium.
  13. **Scholarship** — Recommend application criteria and candidates to the Board of Directors for Hiram P. Ball Memorial and other Scholarships offered by the Society.

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