

PENNSYLVANIA ANTHRACITE SECTION
BYLAWS

Article I

Name

Sec. 1. The name of the organization shall be the Pennsylvania Anthracite Section of the Society for Mining, Metallurgy, and Exploration, Inc. (SME), a member society of the American Institute of Mining, Metallurgical, and Petroleum Engineers (AIME).

Article II

Membership

Sec. 1. All members of SME residing or doing business within the following Counties of the Commonwealth of Pennsylvania shall be members of this Section. This includes members of member societies of AIME residing or doing business within the same geographical area where there is no Section representation by that society.

Carbon (less Palmerton Area)	Lackawanna	Montour	Sullivan
Columbia	Luzerne	Northumberland	Wyoming
Dauphin	Lycoming	Schuylkill	

Sec. 2. Honorary membership recognizes outstanding service to the Section or community. A candidate for Honorary Membership can be proposed at a regular meeting by any three members of the Section. The Chairman shall charge the Membership Committee to investigate the qualifications of the candidate and present a report at the next regular meeting: election by majority vote of eligible members.

Sec. 3. Local members can be nominated by a Member or Associate Member of SME who is a Section Member at any time. Upon approval of the qualifications of the candidate for local membership by the Membership Committee, and elected by a majority vote at the next regular meeting. Local members shall be encouraged to join SME.

Article III

Officers and Committee

Sec. 1. The business matters of the Section shall be under the control of the Chairman, who with two Vice Chairmen, a Secretary-Treasurer and nine other duly elected members, shall constitute an Executive Committee.

Sec. 2. Committee Chairmen shall be appointed by the Section Chairman for a term of one (1) year and shall be members of the Executive Committee.

Sec. 3. The Executive Committee shall have the power to appoint sub-committees for the investigation of any subject; such committee to report at any meeting of the Section.

Sec. 4. Responsibilities of Section Officers and Committee Chairmen shall be:

- Chairman
Nominated by Nominating Committee
Elected by majority vote of eligible members
Term: One year
 1. Calls all meetings as required to transact business of Section
 2. Presides at Section meetings
 3. Chairman of the Executive Committee
 4. Appoints all Section committees
 5. Responsible for coordinating activities of Section committees
 6. Responsible for effective performance of Section committees
 7. Responsible to ensure Section representation at the Regional Meeting of Section Representatives. May himself be Section Representative
 8. Advises SME Headquarters of all appointments and actions taken
 9. Responsible for seeing that appropriate courtesies are offered to visiting speakers, official guests and their families, if present
- First Vice Chairman
Nominated by Nominating Committee
Elected by majority vote of eligible members
Term: One year
 1. Member of Executive Committee
 2. May serve as chairman of a committee
 3. In the temporary absence of the Section Chairman, he shall preside at Section or Executive Committee meetings
- Second Vice Chairman
Nominated by Nominating Committee
Elected by majority vote of eligible members
Term: One year
 1. Member of Executive Committee
 2. May serve as chairman of a committee
 3. In the temporary absence of the Section Chairman and First Vice Chairman, he shall preside at Section or Executive Committee meetings
- Secretary-Treasurer
Nominated by Nominating Committee
Elected by majority vote of eligible members
Suggested term: More than one year
 1. Member of Executive Committee
 2. Custodian of all records and files of the Section
 3. Custodian of Section membership rosters
 4. Prepares and circulates meeting announcements and other information of interest to Section membership
 5. Records Section and Executive Committee meeting minutes
 6. Answers correspondence unless otherwise directed
 7. Custodian of Section funds
 8. Keeps complete and accurate records of Section finances
 9. Receives and disburses Section money with the approval of the Executive Committee
 10. Submits records for an annual audit by a committee to be named by the Chairman
 11. Provides SME Headquarters with all necessary required information

- Director
Nominated by Nominating Committee
Elected by majority vote of eligible members
Term: Three years
 1. Member of Executive Committee
 2. May serve as chairman of a committee
 3. Responsible for aiding in the Section operations through the planning activities of the Executive Committee
- Section Representative
Immediate past Section Chairman, or selected by the Section Chairman
Term: One year
 1. Duties outlined in SME Manual of Operations
- Nominating Committee Chairman
Retiring Chairman
Term: One year
 1. With his committee, composes a slate of candidates for the elected offices of the Section
 - a. Candidates should be so selected as to provide continuity in personnel by avoiding a complete change of officers and Executive at one time
- Other Committee Chairmen (such as GEM Committee Chairman, Membership Committee Chairman, Publicity Chairman, Student Relations Committee Chairman, Auditing Committee Chairman)
Appointed by Chairman
Term: One year
 1. Duties outlined in SME Manual of Operations

Sec. 5. Honorary and Local members shall be permitted to serve as director, on committees, and as Committee Chairman, but shall not be eligible for election to the offices of Chairman, Vice Chairman, Secretary-Treasurer, or Section Representative.

Article IV

Election of Officers and Executive Committee

Sec. 1. At each annual meeting there shall be a Chairman, two Vice Chairmen and a Secretary-Treasurer elected for a period of one (1) year, and three members elected as Director for a period of three (3) years. These elected officers, along with three Directors elected two (2) years previous and three Directors elected one (1) year previous, shall comprise the Executive Committee.

Sec. 2. At least thirty (30) days prior to the Annual Meeting a Nominating Committee of four Executive members shall be appointed by the Section Chairman. They shall select from the membership annually the names of a Chairman, two Vice Chairmen, a Secretary-Treasurer and three Directors, and shall transmit their nominations to the Secretary-Treasurer not less than ten (10) days prior to the date of the Annual Meeting. These names shall comprise the nominees, except that additional names may be considered when sponsored by three or more members at the Annual Meeting.

Sec. 3. The method of voting shall be determined at each Annual Meeting by the membership present.

Sec. 4. Members of the Nominating Committee to be appointed by the retiring Chairman shall consist of three past Section Chairman and the Secretary-Treasurer. The retiring Section Chairman shall serve as Chairman of the Nominating Committee.

Sec. 5. Past Chairmen of the Pennsylvania Anthracite Section, without further confirmation by the Section membership, shall be ex-officio members of the Executive Committee, to serve as long as they shall retain membership in SME and shall have all privileges of a member of the Executive Committee, including the right to vote.

Sec. 6. Honorary and Local members will be eligible to vote on election of officers and other Section matters.

Article V

Vacancies in the Executive Committee

Sec. 1. Vacancies in the elected offices of the Executive Committee, with the exception of the Section Chairman, shall be filled for the balance of the term by majority vote of the Executive Committee on a candidate selected by a Nominating Committee under the direction of the Chairman.

Sec. 2. Vacancy in the office of Section Chairman shall be filled for the balance of the term by the immediate past Chairman and if necessary, progressing in order of past Chairman.

Article VI

Expenses

Sec. 1. The ordinary expenses of the Section shall be met by appropriate measures: charge for meetings and encourage corporate sponsorship of the Summer Meeting.

Sec. 2. The extraordinary expenses of the Section shall be met by appropriate measures: use of SME roates to help finance Section representation at the regional meeting of Section Representatives, and voluntary subscriptions amongst the members.

Sec. 3. Local members dues will be established by the Executive Committee.

Article VII

Meetings

Sec. 1. The time and place of all meetings shall be designated by the Executive Committee. There shall be not less than three meetings per year, at such points in the region as may be thus designated.

Sec. 2. The regular spring meeting shall be considered the Annual Meeting.

Sec. 3. At all meetings of the Section or of the Executive Committee, properly announced, those present shall constitute a quorum for the transaction of business.

Sec. 4. The Secretary-Treasurer shall announce the program of all meetings at least one (1) week in advance; notice may be by postal card.

Sec. 5. Special meetings may be called at any time by any two members of the Executive Committee or by any five members of the Section, on two weeks notice to the Secretary-Treasurer.

Article IX

Order of Procedure

1. Reading of Minutes
2. Reports of Officers and Committees
3. Unfinished Business
4. Election of Officers at Annual Meeting
5. Installation of Officers at Summer Meeting
6. Presentation of Awards at Summer Meeting
7. New Business and Communications
8. Reading of Papers and Discussion
9. Adjournment

Article X

Amendments

Sec. 1. Amendments and alterations of these Bylaws may be made by a two-thirds vote of the members voting at regular meeting, provided the text of the proposed change be sent with the notice of the meeting.

Sec. 2. Any five members of the Section may propose an alteration or amendment to these Bylaws by submitting written copy of the proposed alteration or amendment to the Secretary-Treasurer.

Article XI

Disposal of Funds on Dissolution

Sec. 1. On dissolution of this Section, all funds remaining after the payment of its debts shall be turned over to and paid to Society for Mining, Metallurgy, and Exploration, Inc., unless such corporation shall be nonexistent or shall be in dissolution; in which event, the funds shall be turned over to some other organization with tax exempt status.