

BY-LAWS
ARKANSAS ACADEMY OF MECHANICAL ENGINEERING
UNIVERSITY OF ARKANSAS - FAYETTEVILLE
(Amended 03-27-04)

I. MEMBERSHIP QUALIFICATIONS FOR THE ARKANSAS ACADEMY OF MECHANICAL ENGINEERING

- A. Active members shall be limited to living individuals, duly elected and subject to the conditions that:
1. Each active member shall hold a degree in Mechanical Engineering or an engineering degree from the University of Arkansas – Fayetteville or from an Accreditation Board for Engineering and Technology (ABET) accredited engineering school, granted at least twenty (20) years prior to the election, and said degree and professional activities shall attest to competence in Mechanical Engineering. A full time member of the faculty of the Department of Mechanical Engineering at the University of Arkansas – Fayetteville, who holds a degree in some other engineering discipline but meets all other requirements of this section is also eligible for nomination as an Active Member.
 2. Each Candidate Member shall have received at least three-fourths affirmative vote of the total votes cast for election to membership.
 3. The number of Active Members shall not exceed one hundred fifty (150), and not more than ten (10) Active Members may be elected each year.
 4. The number of Active Members from Mechanical Engineering Departments at universities other than the University of Arkansas - Fayetteville may not exceed twenty (20), and not more than one (1) from a mechanical Engineering Department other than the University of Arkansas may be elected each year.
 5. An Elected Member shall be present for induction as an Active Member at the first Induction Ceremony held after his election. An Elected Member who cannot be present at this Induction Ceremony shall have his invitation to membership withdrawn, and shall then have the same status for election as any other possible candidate.
- B. Honorary Members shall be limited to living or deceased individuals duly elected and subject to the following conditions:
1. An Honorary Member may be nominated by any member of AAME. The nomination must be sent to the Secretary, for the Board of Directors, and be accompanied by a biographical sketch.
 2. Each Honorary Member shall have the unanimous approval of the Directors and a three-fourths affirmative vote of the membership present at the Annual Meeting.
 3. At no time shall the number of living Honorary Members exceed ten percent of the Active Members.
 4. At no time shall the number of living Honorary Members from a Mechanical Engineering Department other than the University of Arkansas - Fayetteville, exceed twenty percent (20%) of the elected living Honorary Members.
 5. An Honorary Member's induction shall be scheduled (with a thirty (30) day notification of election) at the next Induction Ceremony following his/her election. Honorary Members may be inducted in absentia.
- C. Distinguished Past Members. Active Members will automatically be reclassified as Distinguished Past Members upon their death.

II. MEMBERSHIP NOMINATIONS IN THE ARKANSAS ACADEMY OF MECHANICAL ENGINEERING:

- A. The Membership Committee will accept nominations from Active Members until September 1st of each year. Such nominations shall be of individuals qualified under I.A.1. The Active Member making the nomination shall provide information which substantiates the nominations. The nominating member is encouraged to solicit information from the nominee's employer or the nominee, if necessary, to support the nomination.
- B. The Membership Committee shall review the nominations, determine the proposed nominee's eligibility, and submit the Committee's proposed nominees to the Board of Directors for action at the Fall Board Meeting.
- C. The Board of Directors shall review and certify the nominations at its Fall Board Meeting and submit the list of nominees to the Secretary.

III. MEMBERSHIP BALLOTING FOR THE ARKANSAS ACADEMY OF MECHANICAL ENGINEERING:

- A. The Secretary shall prepare a letter ballot carrying the names of all those certified as nominees by the Board and shall deliver it to the members before November 10th of each year. With the ballot shall be a blank envelope into which the marked ballot shall be inserted and a return envelope addressed to Secretary, Arkansas Academy of Mechanical Engineering. By signature across the flap of the return envelope the voting member shall certify that the ballot is eligible for canvassing.
- B. The Secretary shall appoint with the approval of the President two (2) Active Members who shall canvass all ballots so certified and which are received by December 1st of each year. By December 5th of each year, the President shall declare as elected and eligible for invitation to membership those who have qualified under I.A.2.
- C. By December 15th of each year the Secretary will advise the nominees of their invitation to join the Academy.

IV. ORGANIZATION OF AND FOR THE ARKANSAS ACADEMY OF MECHANICAL ENGINEERING:

- A. Meetings of the Membership:
 1. There shall be an Annual Meeting of the membership held at such time and at such place as shall be determined by the Board of Directors.
 2. During March or April each year there shall be an Induction Ceremony for the purpose of inducting newly elected members. It will usually be held in conjunction with the Annual Meeting, at a time and place determined by the Board of Directors.
 3. There may be such other meetings as shall be determined by the Board of Directors, or a petition signed by one-third of the Active Membership shall require the Board of Directors to call such meetings.
 4. All meetings shall be announced by mail thirty (30) days prior to the date of the meeting.
 5. All meetings shall be conducted in accordance with Robert's Rules of Order.
- B. Quorum at Membership Meetings:
 1. A quorum shall consist of thirty (30) percent or twenty (20) of the Active Members, whichever is less.
 2. Every act of or decision made by a majority of those present when a quorum exists shall be an act of the membership.
- C. Directors:
 1. The Board of Directors shall consist of six (6) Directors with two (2) elected by and from the members at each Annual Meeting of the Academy. In addition, the immediate Past-President shall serve as a Director. Also the Secretary and Treasurer will serve as ex-officio members of the Board.
 2. At the first Annual Meeting of the Academy the members shall elect six (6) Directors; two (2) to serve one (1) year, two (2) to serve for two (2) years, and two (2) to serve for three (3) years. Those directors to serve the various terms will be determined by lot. Successors will be elected for three (3) year terms.

3. Vacancies on the Board of Directors occurring from death or resignation shall be filled at the next Annual Meeting of the Academy. The members will elect a Director to complete the unexpired term of each vacancy.
 4. Meetings of the Board of Directors:
 - a. The Board of Directors' Annual Meeting shall occur during a recess of the Annual Meeting of the membership at which meeting the Board shall elect a President, President-Elect, Secretary, and a Treasurer.
 - b. The Board of Directors' Fall Meeting shall occur between September 10th and October 15th of each year.
 - c. There may be such other meetings of the Board of Directors as shall be determined by the President or a petition signed by one-third (1/3) of Directors elected by the Active Membership. The date, time, and location of said meeting will be in the Notice of Meeting published by the President or in the Directors' petition.
 5. Quorum at Board of Directors Meetings: A quorum shall consist of five (5) directors.
- D. Officers:
1. The officers of the Board of Directors and of the Arkansas Academy of Mechanical Engineering shall be a President, President-Elect, Secretary, and a Treasurer. They shall be elected by the Board of Directors promptly after the election of the Board by the membership. The officers shall serve one (1) year terms.
 2. The officers shall have such duties as are necessary to the purposes and functions of the organization and such duties as are assigned by the Board of Directors.
 3. Officers shall serve without compensation, but shall be reimbursed for expenses incurred, if authorized and approved by the President and approved by the Board of Directors.
- E. Committees:
1. The Board of Directors shall authorize and the President shall appoint such committees as are necessary to advance the purposes and business of the Academy.
 2. There shall be a Membership Committee of five (5) members, one (1) of which shall serve as Chairman. The Committee shall take such action as is necessary to comply with Section I of these By-Laws.
 3. There shall be a Nominations Committee of three (3) members, which shall present a slate of candidates for election as Directors at the Annual Meeting of the Academy. Additional nominations may be made by any member present. There shall be no vote by proxy, and a simple majority of those present shall elect.
 4. There shall be a Committee on Conduct of three (3) members, who will study and recommend to the Board of Directors concerning any question of conduct on the part of any or all members.
 5. There shall be a Committee on Finance of three (3) members, one of whom shall be the Treasurer, who will review the financial status of the Academy and recommend a budget to the Board of Directors and the membership. It will plan and manage the obtaining and disbursement of AAME operating funds and will aid others in obtaining and disbursing special funds such as scholarships, endowments and special gifts.
 6. Other committees maybe appointed that the Board or President deem appropriate to conduct activities or business of AAME.

V. LIMITATIONS AND PROCEDURES FOR THE ARKANSAS ACADEMY OF MECHANICAL ENGINEERING:

- A. The Board of Directors may remove a member upon recommendation of the Committee on Conduct but not until such time as the Board or the Membership has heard the appeal of the member so recommended, if such hearing is requested.
- B. The By-Laws may be amended at any Annual Meeting where such intention has been a part of the notice of the meeting, and the amendment carries the favorable recommendation of

two-thirds of the Directors and a majority of the Members present at the Annual Meeting, when a quorum exists.

- C. A motion to "suspend the rules", if passed by a two-thirds quorum vote, may be utilized to amend the Constitution or By-Laws without prior written notice should the need arise for such action at any duly convened meeting of the membership. All motions subsequent to said suspension of the rules must comply with the appropriate rules pertaining thereto and must receive a favorable vote of the stated majority required for adoption.
- D. The members of the Arkansas Academy of Mechanical Engineering are not responsible for any indebtedness or liability incurred by or for any acts performed by any member or individual, at any regular or special meeting, outing or other social activity of the Academy.

VI. FINANCIAL REQUIREMENTS

- A. "The Arkansas Academy of Mechanical Engineering is a non-profit organization established for purposes of honoring distinguished Mechanical Engineering graduates and aiding the University of Arkansas Mechanical Engineering Department. The only Academy income, which consists of contributions received directly from members or from others at the request of members, is used for Academy meeting costs and miscellaneous expenses and for gifts or grants in support of the U of A Mechanical Engineering Department or its faculty or students. Funds from the contributions will be handled through an Academy account established in a qualified institution or foundation in accord with Academy Board Directions."
- B. Members of the Academy will be responsible for their expenses incurred while attending meetings and other functions of the Academy.
- C. The Board of Directors shall adopt an annual budget which shall be reported to the membership, and said budget will provide the Department Chairman with direction and authority as to expenditure of monies from the above account.
- D. The officers and directors will direct the Treasurer in such efforts as he shall make annually to maintain funds in the above account pursuant to Section VI.A of these By-Laws.

VII. RECOGNITION AND AWARDS

- A. A plaque or certificate of recognition and membership in the Academy will be awarded to each Active or Honorary Member at the Induction Ceremony.
- B. A photograph of the Honorary and Active Members of the Academy, each individually identified, shall be prominently displayed in the Department of Mechanical Engineering, University of Arkansas.
- C. A biographical sketch (limited to two-hundred words) will be maintained for each Honorary, Active, and Distinguished Past Member of the Academy at the Department of Mechanical Engineering, University of Arkansas - Fayetteville. These records will be accessible to students.