

ORGANIZATIONAL MANUAL FOR SECTIONS, DIVISIONS, AND INTERNATIONAL SECTIONS

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Foreword

The social, economic, and professional interdependence of nations of the world will continue to grow, evolve and become more important in future years. We, the professionals of the welding industry, must provide our members in the United States and overseas with a viable system to operate as a unit within their environments.

For those of you who will be directly involved in establishing a Section, Division, or International Section of the American Welding Society in your area, you will find this activity to be enjoyable, educational and challenging. A Section, Division or International Section can be very beneficial to the growing metal fabrication industry in your area and it will assist your manufacturers in expanding their activities.

Once initiated, the organization of an AWS Section, Division or International Section is not an easy endeavor. The process may require several months of organizing, recruiting and meetings for those directly involved in forming the desired AWS unit. The actual activation process may require over three months of activity and those involved need to be prepared to devote a great deal of time and energy to achieve the desired goal. Once the AWS Board of Directors authorizes the formation of the Section, Division or International Section, the Section Officers and Committee Chairs have an obligation to see that the unit operates smoothly and that it effectively meets the needs of the welding industry and welding professionals of the area and its members.

Since 1919, AWS Sections, Divisions and International Sections have been established in nearly every industrial center in this country and many overseas. All units have faced the generic problems of birth, sustenance and growth, but today they are operational and successfully serve their memberships. This Manual provides a guideline of procedures and suggestions that will aid you in getting started.

We thank you for your initiative and desire to establish a unit of AWS in your area and we extend our good wishes and our assurance that the staff at AWS Headquarters stands ready to assist you in every possible way.

TEN STEPS FOR ORGANIZING A SECTION

1. Determine interest in the local area in supporting an AWS Section.
2. Organize an Activation Committee.
3. Obtain District Director approval to organize the Section.
4. Hold an initial meeting to establish the extent of local support and to obtain volunteers to work toward receiving a charter.
5. Appoint Committee Chairs for Membership, Program, Bylaws, and Nominating Committees.
6. Hold regularly scheduled monthly meetings.
7. Prepare Section Bylaws, determine Section boundaries in conjunction with District Director, existing neighboring Sections and obtain local member approval.
8. Upon enrolling 25 members, request Section identification name and number from National.
9. Upon having 50 members, petition the Board of Directors for a Charter.
10. Schedule Charter meeting after receiving approval from the Board of Directors.

PART 1

SECTION

AWS CONSTITUTION

The Constitution and Bylaws of the American Welding Society under Article III defines the manner in which AWS Sections are to be organized.

Article III

Section 1. Section Organization.

- (a) **Sections.** The basic organizational unit of the Society shall be the Section, which shall consist of a group of members located in the same geographical area.
- (b) **Section Formation.** The formation of each Section shall be approved by the Board of Directors. The Board of Directors shall establish a minimum number of members that shall be required for each Section, which shall be the same for every Section. The Board of Directors may establish other operating and reporting rules for Sections.
- (c) **Section Membership.** Each member shall be assigned to the Section's geographical area of which includes the member's mailing address, unless otherwise requested in writing by such member.
- (d) **Section Bylaws.** The members assigned to each Section shall adopt, by mail ballot or the affirmative vote of the majority of such members present at a meeting called for such purpose, Section Bylaws for the operation of the Section, which shall not conflict with any provisions of these Bylaws, or any operating or reporting rules adopted by the Board of Directors. Only members assigned to a Section may be officers thereof.
- (e) **Dissolution.** The Board of Directors may dissolve a Section at any time. A Section may also be dissolved by action of the members assigned to it as provided in its Section Bylaws. When a Section is dissolved, all funds, records and property in the custody of the Section shall be delivered to the national office of the Society.

CAN YOUR AREA SUPPORT A SECTION

The persons interested in forming an AWS Section need to be thoroughly familiar with the scope and objectives of the Society and they need to determine if their area has enough potential members to support the Section. In doing your research, it is suggested that you consult with nearby AWS Section Officers of your plan and have them assist you in getting started.

To determine the possibility of establishing an AWS Section in your area it is essential that your group personally contact individuals from all industries and activities related to welding as well as:

- University Engineering Departments
- Architects
- City Planning Agencies
- Government Agencies
- Fabricating Industries
- Power Plants
- Merchandising Industries

AWS REQUIREMENTS

The Board of Directors Rules of the American Welding Society under Section II establishes the following:

2.5 New Sections and Student Chapters. No new Section may be formed unless at least 50 members or paid applicants for membership (excluding Student Members) apply for authorization to organize a new Section. The name of the Section shall be “The _____ Section of the American Welding Society, Inc.” No new Student Chapter may be formed unless at least 15 Student Members or paid applicants for Student Membership apply for authorization to form a new Student Chapter. The name of the Chapter shall be “The _____ Student Chapter of the American Welding Society, Inc.” [Re: Bylaws Article III, Section 1(b) and Section 3(a)]

Although 50 members or paid applicants are required, it is not necessary to have enrolled the required number of members at this point. You need to be certain that the response to your research indicates a high probability of attaining this figure and therefore warrants continuing in your endeavor. If the preliminary research indicates that there is sufficient interest in the area to support an AWS Section, then you are ready to form your Activation Committee.

ACTIVATION COMMITTEE

The Activation Committee should consist of those persons who can and will devote the time required for this effort. The individuals selected should be those who, because of their leadership characteristics and interest in the project, will most likely be officers or committee Chairs of the Section.

This group will assemble to review the proposed pattern of activity, the objectives and the obligations of the Section. If after deliberation, they are agreed that the project should continue, the group will formally establish itself as the Activation Committee and elect its Chairman. The Chairman will immediately assume responsibility and organize the Committee's program. Names and address of all members on the Activation Committee should be sent to Section Services at Headquarters.

1. Notify the AWS District Director, whose name is given in the letter accompanying this Manual, of your intention to organize an AWS Section.
2. Secure District Director approval for proceeding with the activation. A list of the names, titles or occupations, companies and addresses of the Activation Committee members should be sent to the AWS Headquarters upon receipt of the District Director's approval.
3. Request the second packet of material, from Section Services.
4. Organize and plan an Activation Meeting, to be held shortly after Packet #2 has been received. Try to secure facilities that may be provided without additional charge.
5. Invite the District Director to this meeting.
6. Invite the Chairman and other Officers of a nearby Section.
7. Through letter, telephone and personal contact, secure the assured attendance of as many representatives from industry as possible (at least 25) for the Activation Meeting.

ACTIVATION MEETING

The main purpose of this meeting is to secure the enthusiasm and cooperation of all in attendance. Everyone should be asked to fill out a card with name, title or occupation, company and address. These cards should be collected before the close of the meeting.

The Activation Chairman should discuss the Activation Committee's activities up to this point, and then introduce the District Director or guest Section Officer for his talk about the goals and functions of AWS.

At the conclusion of this talk, a hand-raising vote should be taken to ascertain the desire of the entire group to continue with the organization. It should be emphasized that 50 members must be enrolled before the Section can be authorized.

Those who vote to proceed should be asked to fill out application forms immediately, should be appointed members-at-large of the Activation Membership Committee and provided with additional application forms so that they may enroll their interested friends and associates. All applications for membership should be sent directly to National Headquarters. A list of the new Section's members with reference numbers should be sent to Section Services for membership status review.

At this time, the Activation Committee Chair will introduce the Activation Officers. Those present should be informed that the appointees are not permanent officers; the nomination and election of Section Officers will take place at the Charter Meeting, with all new members voting.

The Activation Officers should include a Chairman, First Vice Chairman, Second Vice Chairman, Secretary, and Treasurer. In addition, the Chairman should appoint:

- 1) An Activation Program Committee consisting of the Activation First Vice Chairman and two members, to secure speakers and guests for future meetings. While trying to obtain 50 members, routine monthly technical meetings should be held to maintain interest.
- 2) An Activation Membership Committee consisting of the Activation Second Vice Chairman and two members. They are to organize the membership promotion by the members-at-large previously appointed and secure members by their own efforts as well. The Membership Chairman will keep a tally of interested members to track toward the 50-member goal.
- 3) An Organization Bylaws Committee consisting of a Chairman and two members. They are to prepare a draft of proposed Section bylaws similar to those suggested by the National Society but specific to the local Section's requirements. This draft must be sent to Section Services for approval prior to petitioning for a Charter.

- 4) An Organizational Nominating Committee consisting of a Chairman and two members. They are to nominate a slate of officers and present their nominations at the Charter meeting.

The Activation Chairman will then announce that meetings of the Activation Officers and Committee Chairmen will be called as needed during the year. The Chairman will express the appreciation of the Activation Committee and the Society to all in attendance and invite everyone to the next meeting, if date is established. Headquarters will advise when sufficient membership has been received to allow this activity to proceed.

Prior to receiving a Charter, the Activation Secretary will send the following documentation to the AWS Section Services Department for presentation to the Board of Directors:

- 1) Petition letter (see sample letter in appendix)
- 2) Three (3) copies of the proposed Section Bylaws
- 3) Any completed applications with dues payment to bring the total to at least 50 members.
- 4) Proposed Section Boundaries

Section Boundaries – Section boundaries must be defined and sent to AWS Headquarters before the final approval of the Section can be made. The Section Executive Committee should consult with all adjoining Sections, and assisted by the District Director, they will establish the boundaries for the new Section.

In doing this, please remember that boundaries are established on the basis of county lines. The Section boundaries should follow existing county lines. Once the boundaries have been defined and approved by the adjoining Sections and the District Director, then they are submitted to AWS Headquarters to be presented and approved by the Board of Directors through Districts Council.

PLANNING THE CHARTER MEETING

After Charter approval has been received, the following action is required:

Membership – The Membership Chairman will give the Secretary a record of all members to date. This list will become the initial roster and mailing list of the new Section.

Scheduling the Charter Meeting – The Program Chairman will schedule a speaker and other guests for the Charter Meeting and make tentative arrangements for the meeting and dinner facilities.

A program announcement including information about the National Officer, local celebrities and other guests will be prepared for mailing to all Section members, potential members, news media and all in the area who would be interested in the meeting. This announcement should be sent about ten days to two weeks in advance of the meeting (if sent first class). If the meeting is to be preceded by a subscription dinner, it should be made clear in the announcement that those who cannot attend the dinner are welcome to come to the meeting afterward. To assure attendance, the Committee may wish to contact prospective attendees by telephone the day before the meeting.

Invitations to attend the Charter meeting should be extended to the local AWS District Director, nearby Section Officers, National Headquarters Staff and a National Officer who if able to attend, will officially present the Charter to the new Section. It is also a good idea to invite two or three local dignitaries to attend the Charter Meeting, asking each to make a few remarks. This adds prestige to the meeting, is a drawing card for larger attendance and should result in some local publicity.

Finances – The Activation Chairman will advise the Section after final approval from the National Office, that the Section will receive an initial Anniversary Payment of \$100 to be presented at the Charter meeting.

Annually, a portion of the collected dues are rebated to the Section during the month of September. The rebate schedule is as follows:

- Sustaining Member \$30.00
- Member \$9.00

In addition, each year, the Section will receive an Anniversary Payment, which is calculated at \$2 for each Section member, not to exceed \$100. Also included in the Anniversary Rebate will be a payment of \$50 for the Section's first attendee to their District Conference and \$25 for the second and third attendee, not to exceed \$100. In order for the Section to qualify for the Anniversary Payment, it must do the following:

- 1) Submit the Annual Report, Part I and Part II, by the July 1 deadline.
- 2) Maintain an active membership of at least 25 members enrolled in any of the grades of membership.
- 3) Hold at least three technical meetings during the preceding fiscal year.

Nominations – The Nominating Committee Chairman may take any inquiries he feels necessary to his Committee’s activity, but he will make no disclosures regarding the Committee’s deliberations. The slate of nominations is to be prepared for presentation at the Charter Meeting.

Future Programs – The Program Chairman should ask the audience for suggestions for the future monthly programs. A general discussion of the needs and interests of the members will be very helpful to both the Officers and the members in determining the nature and objective of the Section’s Program of activities.

Closing – The Chairman will announce that the Charter Meeting of the Section will be held in about 30 days. All present will receive more specific information in the program announcement. The Chairman should make clear that any new members who join by that date will be Charter Members of the Section. The Membership Chairman will be present with applications to be forwarded to National for processing.

CHARTER MEETING

The Charter Meeting is to be held as soon as possible after Board approval. The Program Chairman should be certain before the meeting that any special equipment required, such as projector or microphone, is on hand. It is recommended that a technical program not be planned for this first official meeting of the Section. With the election of officers, presentation of the Charter, introductions and addresses, a technical talk would make the meeting too long. The Program Chairman, or a designated representative, should meet the National Officer upon his/her arrival in the city and arrange transportation and accommodations. It is customary that the National Officer be the dinner guest of the Section, but should pay hotel expenses and transportation costs personally.

Everyone attending the meeting should again be asked to fill out cards with name, title or occupation, company and address. If the meeting is preceded by a dinner, the Activation Chairman will introduce all guests after the meal. The local dignitaries present will make their remarks at this point. Following these addresses, the Chairman will call the Charter Meeting to order.

Election of Section Officers – The Nominating Committee Chairman will announce the slate of candidates. After each nominee, the Activation Chairman will call for additional nominations from the floor. If there are no additional nominees, the candidates from the Committee’s slate will be declared elected by acclamation. If

there are additional nominees, a simple plurality of paid members only, by hand-raising or standing vote, will decide the winner.

Elections begin with the Chairman and proceed through First Vice Chairman, Second Vice Chairman, Secretary, Treasurer and then members-at-large of the Executive Committee by term of office. The entire slate for Executive Committee members-at-large should be read as a group and, if there are no nominations from the floor, will be elected as a group. If, however, there are additional nominees, the election should be conducted as follows:

- 1) Announce the number of seats to be filled for three-year term of office as determined by the Section Bylaws.
- 2) Instruct all voting members to vote as many times as there are seats to be filled; for example, if there are two positions for the three-year term of office, each Section member will vote two times.
- 3) The candidates with the greatest number of votes will be declared elected; that is, if two seats are to be filled, the two top candidates will be elected.
- 4) Repeat above procedures 1) through 3) for the two-year and then the one-year terms of office.

Following the elections, the newly elected Chairman will take the floor and introduce all new Officers to the membership. It will be the Secretary's job to send a list of these Officers to National Headquarters.

Section Program Committee – The Section Chairman will now appoint Chairmen for Section program, education, membership and publicity committees. The Chairman may wish to summarize the duties of the various committees, as described in “The AWS Manual of Operations for AWS Sections” for the information of the members.

The Chairman may ask for volunteers and/or nominations from the floor. The appointments should be announced immediately. The Chairman should also announce that other committees, such as arrangements, technical, special activities, manufacturers, attendance, admissions, hospitality, entertainment, auditing, qualification and certification, and reserve funds will be formed as needed.

Regular Meeting Date – A hand-raising or standing vote should be taken to select the regular monthly meeting day of the Section (2nd Monday, 3rd Thursday, etc.) so that the Program Chairman can give specific dates to the speakers contacted. National Headquarters should be advised of the meeting day selected.

Presentation of Charter – The Section Chairman will now introduce the National Officer representing the AWS President. The guest will give a brief welcoming address to the members and refer to the AWS objectives, organization, history, etc.

At the end of his talk, he will present the Charter to the Section Chairman and the Anniversary Payment to the Treasurer.

Closing – After expressing the appreciation of the Section to the National Officer, District Director and other guests, the Chairman will formally adjourn the meeting. An announcement should be made that those who wish to, may remain to speak informally with the National Officer, who will answer questions and give helpful suggestions for future meetings and other Section activities.

PART II
DIVISIONS

The Board of Director Rules of the American Welding Society under Section II indicates the following:

2.8, Division of a Section. A Section, upon approval by the Board of Directors, may organize a Division of the Section, based on geographical location or subject matter. Such Division shall be administered by the Section, including operating funds deemed appropriate by the Section based on the Division of membership.

FORMING A DIVISION

Any active AWS Section has the right to organize and operate a Division within its authorized boundaries. The Division should be assigned boundary lines, and all the members in the area credited to the Division unless they wish otherwise. The formation of a Division shall be approved by the Board of Directors and copies of the Bylaws as well as a letter of petition to Charter must be sent to Section Services.

A Division may be organized on the basis of 25 enrolled members, but it is advisable that it have 35 or more. Industry cannot afford to finance that travel and time for speakers to appear before small groups. Therefore, to obtain satisfactory speakers, it is advisable that the program for most Division meetings be scheduled much the same as the Section's. For example, Tuesday, March 16, for the Section and Wednesday, March 17, for the Division.*

The management plan for a Division may be identical to that for a Section. It is advisable, however, that an Officer of the Section (either First or Second Vice Chairman) hold the office of Vice-Chairman-at-Large of the Division, and be the person designated by the Section to be liaison between Division and Section, and responsible for looking after the needs of the Division.

Otherwise, the organization of a Division is conducted in the same fashion as for a Section. The proposed Bylaws for AWS Sections may be adapted for use by a Division.

* This arrangement can also be advantageous between two Sections.

PART III

INTERNATIONAL SECTIONS

ACTIONS TAKEN BY THE BOARD OF DIRECTORS

The Board of Directors, during their meeting of October 27-28, 1987 rescinded a previous motion that “no Section is to be set up at this time outside the United States.”

During the October 26-27, 1988, meeting, the AWS Board of Directors approved a “Guideline for International Affiliates” and again, during the April 6-7, 1989, meeting of the Board of Directors, the name International Affiliate was dropped and the name “International Section” was approved.

GUIDELINES FOR INTERNATIONAL SECTIONS

(revised 10-29-06)

- A group of 40 current members located in the same geographical area may be designated as an AWS International Section.
- Each member in the geographical area shall be assigned to the International Section.
- Formation of each International Section to be approved by the Board of Directors upon application from the Section, which will include boundary designations.
- A set of rules by which the Section operates (Operating Rules) shall be written by the Section Executive Committee. The Operating Rules shall be forwarded to AWS National.
- International Sections may solicit contributions for expenses of the International section. Solicitation of contributions for this purpose shall be confined to the approved geographical area so as not to interfere with International activities of the Society. Any broader solicitation of contributions must be approved by the Board of Directors of the Society.
- Upon approval of the Board of Directors, \$250 U.S. will be awarded to the International Section to assist in activities. Rebate on membership to the International Section will be as currently designated to domestic Sections by the Board Rules.
- No International Section may engage in any political activity, including lobbying. This does not prohibit individuals from exercising their right to support candidates of their choice or take other political action providing there is no connection with the AWS.
- In an effort to promote American Welding Society codes and standards, a complete AWS Library will be sent to the Chairman of the International Section to be placed in a location accessible to all members.

- International Sections shall be managed by an Executive Committee consisting of a Chair, Vice Chair, Treasurer, Secretary, and other individuals appointed by the Chair. International Sections are encouraged to promote a succession of officers. A succession of officers assures continued activity of the section. Only members assigned to the International Section may be Officers.
- An International Section Report shall be submitted to AWS National prior an annual date specified in the Section Operating Rules. The Report shall include 1) Officers for the coming year, 2) review of past year's meeting(s) and activities, and 3) financial statement.
- Each International Section is required to hold one meeting annually. Each International Section is encouraged to hold several meetings annually. The number and style of meetings are to be determined by the officers and members of the International Section.
- Section meetings disseminate welding knowledge, encourage the advancement of welding and promote and encourage international cooperation and exchange of information.
- Notify AWS National if there are any Societies, Institutions or government agencies that would have any jurisdiction in the decision to charter the Section.

SUGGESTED OPERATING RULES FOR AWS INTERNATIONAL SECTIONS

A set of rules by which the Section operates (Operating Rules) shall be written and adopted by the Section Executive Committee. The Operating Rules must be forwarded to AWS National. Sample Operating Rules are provided below to act as a guide. These Rules may be tailored to accommodate the International Section.

OPERATING RULES OF THE _____ INTERNATIONAL SECTION OF THE AMERICAN WELDING SOCIETY, INC.

- NAME:** The name of this organization shall be the _____
International Section of the American Welding Society, Inc.,
hereinafter called the Section.
- OBJECTS:** Section meetings shall disseminate welding knowledge, encourage the advancement of welding and promote and encourage international cooperation and exchange of ideas.
- ORGANIZATION:** The organization of this Section shall be subject to the approval of the Society's Board of Directors.
1. Not fewer than forty (40) 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.
 2. Each member in the geographical area shall be assigned to the International Section.
 3. To maintain an active status, the Section shall abide by the following requirements:
 - Hold at least one meeting annually. Each International Section is encouraged to hold several meetings annually. The number and style of meetings are to be determined by the officers and members of the International Section.
 - Maintain a total paid membership of at least twenty-five Individual Members
 - An International Section Report shall be submitted to AWS National prior to the annual report date specified in the Section's Operating Rules. The Report shall include 1) Officers for the coming year, 2) review of past year's meeting(s) and activities, and 3) financial statement.

**The annual report date for the _____
International Section shall be the first day of _____.**
(month)

***Note:** The preferred report date is July 1.*

- 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.
- Should the Section be disbanded, the Section Treasurer shall return to the society all of its remaining funds with suitable accounting for receipt and disbursement of funds. A disbanded Section may be reinstated by the National Board of Directors in accordance with the Rules of the Society.

MANAGEMENT: International Sections shall be managed by an Executive Committee consisting of a Chair, Vice Chair, Treasurer, Secretary, and other individuals appointed by the Chair. International Sections are encouraged to promote a succession officers. A succession of officers assures continued activity of the section.

DUTIES OF OFFICERS: CHAIRMAN – The Chairman shall preside at all meetings of the Section. He/she shall act as chief executive officer of this Section. It is the responsibility of the Chairman to ensure that the Section’s Annual Report is submitted to AWS National prior to the date specified by the Section.

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.

SECRETARY – 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. Arrange for and supervise the distribution of Section meeting notices to all members, prospective members, approved organizations, and National Headquarters, as decided.

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 such depository as may be designated by this Section’s Officers. 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 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, First Vice Chairman and Secretary with recommendation that either certain operations be curtailed or additional ways and means be developed for proper financing.

**COMMITTEE
CHAIRMEN:**

Each Section may appoint/elect additional Officers and/or Committee Chairmen to fill various other positions as needed. Duties and responsibilities of Section Officers may be found in the Operations Manual for Sections, Divisions and International Sections.

MISCELLANEOUS:

These Operating Rules shall go into effect immediately upon their adoption by a vote of this Section, as long as the Bylaws are in agreement with the National Bylaws as adopted by the National Board of Directors.

AWS National must be notified if there are any Societies, Institutions or government agencies that would have any jurisdiction in the decision to charger this Section.

PART IV

APPENDIX

LISTS OF MATERIALS

PACKET #1

(Packet #1 is sent to the initial inquirer)

- 1) Letter, including name of District Director
- 2) Organizational Manual for Sections, Divisions, and International Sections
- 3) Application Forms
- 4) Membership Brochures
- 5) Sustaining Company Member Application
- 6) Publication Catalogs
- 7) Sample copy of the *Welding Journal*
- 8) Names of neighboring Sections and names and addresses of Officers.

PACKET #2

(Packet #2 is sent to the Activation Committee Chairman upon approval of the District Director, and after names, titles or occupations, companies and addresses of the Activation Committee members have been received at National Headquarters.)

- 1) Cover letter
- 2) Authorization letter to Activation Chairman
- 3) 150 Membership brochures and application forms
- 4) Educational Institutional Member applications
- 5) Supporting Company Member applications
- 6) Sustaining Company Member applications
- 7) 25 Publication Catalogs
- 8) Getting Grassroots Publicity manual
- 9) How to Plan a Successful Section Meeting manual

Packet #3

(Packet #3 is given to the Section Officers when the Section petitions for a Charter.)

- 1) Cover letter
- 2) Pad of Section Meeting Report Forms
- 3) AWS Manual of Operations for Sections and Divisions
- 4) AWS logo to assist Section is designing its own Section logo for use in publicity materials and letterhead
- 5) Graphics Identity Standard Manual

SUGGESTED BYLAWS FOR AWS SECTIONS

BYLAWS OF _____ SECTION OF THE AMERICAN WELDING SOCIETY, INC.

ARTICLE I

NAME

Section 1. The name of this organization shall be the _____ Section of the American Welding Society, Inc., hereinafter called the Section.

ARTICLE II

OBJECTS

Section 1. The objects of this Section shall conform to those of the American Welding Society, Inc., hereinafter called the Society. The objects 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 well-being 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. Not fewer than fifty (50) 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. Requirements of an Active Section. 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. Have a total paid membership of twenty-five Members.
 3. 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.

- Section 4. Should the Section be disbanded, the Section Treasurer shall return to the Society all of its remaining funds with suitable accounting for receipt and disbursement of funds. A disbanded Section may be reinstated by the National Board of Directors 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 Members other than Student Members of this Section who are in good standing shall have the right to vote and hold office.
- Section 3. Eligibility for membership shall be in accordance with Article 1 Section 1 of the Bylaws of the Society.

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 (April or May^{*}) of each year for the election of Section Officers and 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 to coincide with the Society's fiscal year.

ARTICLE VI

MANAGEMENT

- Section 1. The Officers of this Section 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. The Chairman, 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 or six) Members-at-Large^{**}.
- Section 3. At the Charter Meeting of this Section, one-third of the Members-at-Large of the Executive Committee shall be elected to serve for one year, one-third for three years. At each annual meeting thereafter, one-third shall be elected to serve for three years.
- Section 4. 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 5. The Executive Committee may hold meetings, subject to the call of the Chairman, as frequently as the interests of this Section require.

* Select one month for annual meeting.

** Specify a sufficient number to satisfy the requirements of this Section.

- Section 6. 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 7. All obligations of this Section shall be paid by check, drawn to the account of this Section. These checks must be signed by the Treasurer and/or one of several other persons designated by the Executive Committee to have this authority.
- Section 8. 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 VIII

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. 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. 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 such depository as may be designated by this Section's Executive Committee. 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. Prepare 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. Retain canceled checks for a minimum of _____ years and a maximum of _____ years before disposing of them. (The statute of limitations varies according to state. Check regulations applicable in your state.) 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. While 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

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.

ARTICLE IX

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 or the American Welding Society, Inc.
- Section 4. These Bylaws shall go into effect immediately upon their adoption by a vote of this Section, such adoption requiring at least a two-thirds vote of the Executive Committee, as long as the Bylaws are in agreement with the National Bylaws as adopted by the National Board of Directors.

SAMPLE PETITION LETTER

Original of this petition is to be sent to National Headquarters prior to the Organizational meeting.

(Date)

AWS National Board of Directors
American Welding Society
c/o Section Services
550 N.W. LeJeune Road
Miami, FL 33135

Gentlemen:

All necessary steps for the establishment of a Section of the American Welding Society having been taken in accordance with the procedure prescribed by the Board of Directors, we hereby respectfully request formal authority to operate as the _____ Section of the American Welding Society.

Three (3) copies of our proposed Section Bylaws are attached. These Bylaws, subject to approval by the Society's National Constitution and Bylaws Committee, have been approved by the present Section membership.

The total number of paid members at this date is as follows:

List by "A" Sustaining	_____
"B" Member	_____
Total	_____

Sincerely,

Section Secretary

SAMPLE LETTER OF INTRODUCTION TO LOCAL SECTION

Date

To all – Industries, Welding Product Manufacturers and Suppliers, Civic Organizations and Members of the American Welding Society in the _____ area.

Gentlemen:

This letter will certify that _____ has been officially authorized to organize a Section of the American Welding Society in your area.

Our Society was organized in 1919 and its activities are devoted to the advancement of the science and technology of welding. It is the world's largest technical and educational organization of its kind. The activities of a Section of our Society in your area will directly assist your objectives.

Any assistance you may give Mr./ Ms. _____ is his/her organizational activity will be deeply appreciated. It will reflect back to you in educational gain to your personnel, which will be to your benefit.

Sincerely,

Rhenda Mayo
Director Member Services

LIST FOR SECTION CHARTER

1) Section Name: _____

2) Location: _____

3) Charter Officers (company, address, telephone number, and email address)

CHAIRMAN

Name _____

Reference # _____

Phone _____

Email _____

SECRETARY

Name _____

Reference # _____

Phone _____

Email _____

FIRST VICE CHAIRMAN

Name _____

Reference # _____

Phone _____

Email _____

TREASURER

Name _____

Reference # _____

Phone _____

Email _____

SECOND VICE CHAIRMAN

Name _____

Reference # _____

Phone _____

Email _____

CHARTER MEMBERS

Individual's Name	Address
1. _____	_____
Reference # _____	_____
Phone _____	_____
Email _____	_____
2. _____	_____
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Reference # _____

Phone _____

Email _____

INSTALLATION PLAN 1
INSTALLATION OF NEW OFFICERS

I would ask that the Outgoing Officers please come forward at this time.

(Allow them to assemble in front of the group.)

It takes a lot of personal time and effort to perform the various duties and tasks associated with conducting the affairs of a local AWS Section, and the Officers and Staff of the American Welding Society appreciate your giving of this time and effort; otherwise, there would not be a _____ Section of AWS. I especially want to recognize the Outgoing Chairman, _____, who has led this Section during the past year. I now declare you to be relieved of the duties of your several offices for the 20____ - 20____ year, and on behalf of the American Welding Society, and especially the _____ Section, I want to thank you for the work and leadership you gave during the past year in conducting the affairs of this Section.

(Shake hands with each.)

I would now ask that the newly elected and appointed officers please come forward at this time.

(Allow time for them to assemble in front of group.)

Each of you has been duly elected or appointed to a position of leadership and trust in the _____ Section of the American Welding Society. The local membership will be looking to you to lead the Section forward during the coming year, and the National Officers and Staff of AWS will be looking for your support and cooperation as well.

Do you accept the position to which you have been elected or appointed? If so, then answer "I accept my position".

Do you intend to fulfill the duties of the position to which you have been elected or appointed to the best of your ability? If so, then answer "I do so intend".

I now declare you duly installed officers of the _____ Section for the 20____ - 20____ year. Congratulations!

(Shake hands with each.)

INSTALLATION PLAN 2 INSTALLATION OF NEW OFFICERS

At this time, I would request the officers for the 20__ - 20__ year to come forward and face the audience.

(Allow time for the group to assemble.)

You have been formally elected as the new officers of the _____ Section. This is both an honor and a challenge. It is an honor in that the members have expressed their confidence in your ability and desire to serve as officers of this Section. It is a challenge in that you will now have the responsibility for what may be the most demanding task of your career to date.

Entrusted to you now are duties and responsibilities that must be energetically and creatively performed if this Section is to live up to its traditions, maintain its high standards of performance, and further improve its favorable reputation in the local welding community and the American Welding Society. Like every Section in AWS, you will be faced with such problem as making ever dollar count, presenting interesting programs, maintaining communications, building the membership, and handling numerous administrative details. But I can also promise you personal growth as you meet and handle these challenges. You will find that the experience gained here will improve your ability to plan, organize, and control in your daily work, especially your ability to motivate and communicate with people.

And now, speaking to you as a team, having been elected to your positions of leadership, do you each agree to devote the time and energy to faithfully serve the _____ Section, to uphold its constitution and bylaws, and to aid fellow officers in achieving the Section objectives? If so, answer “We do agree.”

(Addressing Section members in audience.)

These leaders have expressed their willingness to serve you energetically and willingly as your Section officers. As AWS members, are you willing to follow these leaders to help them continue the traditions on which this Section was founded, to render loyal service to those you have elected, and to mutually work toward constant improvement and development? If so, will you indicate such willingness by standing and giving these officers a round of applause?

I now declare these leaders duly installed as officers of the _____ Section of the American Welding Society. Congratulations!

(Shake hands with each as they return to their places)

(Applause)

INSTALLATION PLAN 3
DISCHARGE OF OUTGOING OFFICERS, INSTALLATION OF NEW

At this time, I would request that your 20___ - 20___ outgoing Section officers, both elected and appointed, please come forward and face our audience.

(Allow time for the group to assemble)

I speak on behalf of the members of the _____ Section and the entire membership of the American Welding Society in expressing sincere appreciation for your efforts during this past year. You have served well and faithfully, and you have honorably discharged the responsibilities given you one year ago. I, therefore, declare you relieved of your responsibilities, and your offices vacated. Thank you and congratulations on a job well done!

(Applause)

I especially want to recognize outgoing Chairman _____. On behalf of the National Officers and Staff of the American Welding Society, I would like to extend to you our personal thanks and sincere appreciation for your contribution of outstanding service to the _____ Section. During the past year, you have provided a new dimension of professional leadership in guiding this Section, and we hope that you will continue to maintain an active interest in AWS and your section. Our best wishes to you for happiness and success in the future.

(May present Certificate and/or Pin at this time if local Section has them)

(Applause) (Shake hands with Chairman and all officers as they return to their places)

I would now request that the officers for the new 20___ - 20___ year, both elected and appointed, please come forward.

(Allow time for the group to assemble)

Do you as a team of AWS Section officers, solemnly pledge to lend your full administrative and leadership skills toward the achievement of the purposes of the _____ Section? If so, answer "We do".

Do each of you, as individuals, pledge that you will handle the responsibilities of your several elected and appointed offices in a manner so that, at years end, you can say 'Through my efforts, this is an improved Section; it has served its members better than before; and it is well equipped to help its members meet the needs of the local welding community?' If so, answer "I will".

(Addressing Section members in audience)

These Section leaders have pledged to do their part vigorously and faithfully, but they cannot and should not do it alone. This Section derives its strength from the participation of you, its members, and your contributions of energy, interest, and spirit. Therefore, I ask you, the members of the _____ Section, 'Do you agree to follow the leadership of this team and support their efforts through participation and attendance in Section activities?' If so, then answer, "We do agree".

Chairman _____, you have been placed by your peers in the top 0.4% of AWS members. A rare honor. Upon you rests the responsibility to lead this Section on to new achievements in the coming year. It is a year that will live in your memory throughout the rest of your career. I now declare you all officially installed as officers of the _____ Section. Best wishes to all!

(Shade hands with each as they return to their places.)

(Applause)

