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ARTICLE I

Name and Objective

- 1.1 This organization shall be known as The North American Die Casting Association Chapter 12 of the North American Die Casting Association, Incorporated.
- 1.2 The objective of the Chapter shall be those of the North American Die Casting Association, Incorporated; namely, to advance, through research and education, the arts and sciences relating to the manufacture and utilization of die casting.
- 1.3 The principal activity of the Chapter shall be the presentation of technical discussions relating to die casting and the allied arts, at regularly scheduled meetings.
- 1.4 The Chapter Fiscal Year shall be January 1 through December 31.

ARTICLE II

Territory

- 2.1 The approved territory of this Chapter shall be assigned by the National Board of Directors of the Association, namely the state of Wisconsin.

ARTICLE III

Membership and Dues

- 3.1 Applicants for membership in the Association residing in the approved territory of this Chapter shall be eligible for membership therein, with privileges as prescribed by the Bylaws of the Association.
- 3.2 Annual dues for membership shall be as provided in the Bylaws of the Association.
- 3.3 All fees and membership dues shall be paid to the order of The North American Die Casting Association, Incorporated, and shall be remitted to the National Office of the Association.

ARTICLE IV

Finance

- 4.1 The Board of Directors of the Chapter may, and shall, make provisions for raising the additional funds. The Board shall also sanction receipt of contributions or bequests, and shall have entire control of all funds thus raised or received.
- 4.2 The Board of Directors of the Chapter shall have authority to raise and disburse funds for special purposes. It shall be understood contributions to any special fund shall be voluntary and that failure to contribute shall not deprive any member of the Association of Chapter privileges.

ARTICLE V

Officers and Directors

- 5.1 The Officers of the Chapter shall consist of: Chairman, Vice Chairman, Secretary and Treasurer, each elected from and by the membership of the Chapter for a term of one year.
- 5.2 The elected Directors of the Chapter shall consist of: three Trustees elected for one three year term with one elected each year, and one or more delegates(s)-two year term, as directed by the National Bylaw VI, Section 2. They shall be elected by the membership of the chapter.
- 5.3 The Board of Directors of the Chapter shall consist of the elected Officers and Directors and the immediate past Chairman.
- 5.4 The immediate past Chairman shall serve as a member of the Board of Directors for one year.
- 5.5 Other members may be elected to the Chapter Board of Directors by authorization of the position(s) by the Chapter Board of Directors.

ARTICLE VI

Vacancies

- 6.1 In the event a vacancy occurs in the office of Chairman during the year, the Vice Chairman shall assume the office and duties of the Chairman.

- 6.2 In the event a vacancy occurs in any other office except that of the Chairman, the Board of Directors shall elect a successor to serve until the next regular Chapter election, or until a special election is held by the membership.

ARTICLE VII

Duties of Officers and Directors

- 7.10 CHAIRMAN
- 7.11 The Chairman shall preside at all Board of Directors meetings at the regular and special meetings of the Chapter, and shall be the executive officer of the Chapter.
- 7.12 The Chairman shall be an ex-official member of all Standing and Special Committees, except the Chapter Officer Nomination Committee.
- 7.13 The Chairman shall submit a report on the activity, the accomplishments, the financial standing of the Chapter, as provided by the Treasurer, and recommendations for future programs, at the Annual Business Meeting.
- 7.14 The Chairman shall appoint committees as laid down in Article X.
- 7.15 The Chairman shall see that an Agenda is prepared for each Board meeting. He may direct the Secretary or some other qualified member to this duty. The Agenda should be included in the Chapter Board of Directors meeting notice.
- 7.20 VICE CHAIRMAN
- 7.21 The Vice Chairman shall fulfill the duties of the Chairman, if for any reason the Chairman is unable to act in his elected capacity.
- 7.22 The Vice Chairman shall be the Technical Program Chairman and shall be responsible for contacting and making arrangements for the speakers at the monthly business meetings and procuring projectors or such other aids as may be needed.
- 7.30 SECRETARY
- 7.31 The Secretary shall be the custodian of the permanent records of the Chapter and shall keep a correct Journal of its proceedings. He shall prepare the minutes of all Board, regular and special meetings of the Chapter.
- 7.32 The Secretary shall maintain a correct list of Chapter members, and shall be responsible for notifying the Chapter members of all chapter meetings, in writing. He shall notify the Board of Directors of a regular or special meeting at least seven (7) days prior to the meeting.
- 7.33 The Secretary shall be responsible for making dinner reservations and arrangements for the monthly business meeting and seeing that pocket name cards, reservation lists and registration sheets are at hand.
- 7.34 During the month of April, The Directory Chairman shall contact each company that has an advertisement in the Chapter meeting notice or Chapter Roster, and shall solicit new advertisements in preparation for the following year's newsletter.
- 7.35 At the end of officer-year, after election of new officers, it shall be the duty of the Secretary to order new stationery, envelopes, reservation cards, etc.
- 7.40 TREASURER
- 7.41 The Treasurer shall have charge of all funds of the Chapter and shall disburse such funds only as determined by the Board of Directors, or as voted by the membership.
- 7.42 The Treasurer shall keep the accounts in books belonging to the Chapter, which at all times shall be available for inspection by the membership.
- 7.43 The Treasurer shall deposit all Chapter funds in the name of the chapter, in a place approved by the Board of Directors. He shall supply the Chairman of the Chapter with a report of receipts and disbursements which requested, and at the end of the year for presentation at the Annual Business Meeting. (A copy of this report shall be forwarded to the National Office

of the Association.)

7.50 DELEGATES

7.51 The Chapter Delegates shall be elected from the Chapter members to meet with the Delegates from the other Chapters in a NADCA established REGION for the express purpose of electing from that Regional Delegate Group a representative to sit on the NADCA Board of Governors. They shall also elect an alternate to fill in for that elected Governor if that Governor is unable to represent the Region for any reason. The Delegates shall be elected annually.

7.52 The duties of the Regionally elected Governor shall be to attend all NADCA Board of Governors meetings to represent the wishes of the members and Chapters within their region. They shall keep the members and Chapters informed of all actions undertaken by NADCA and its Board of Governors.

7.53 In the event a Delegate cannot perform his duties, or cannot attend a Regional Meeting, he shall notify his Chapter Chairman who may either appoint a director pro tempore, or fulfill the function himself. In the event the vacancy becomes permanent, the Chapter shall elect a replacement as provided in Article VI.

7.60 TRUSTEES

7.61 The Trustees shall be three (3) in number, and should be familiar with financial statements. They are the watchdogs of the Chapter's finances and are responsible for an audit of the Treasurer's books at the end of the fiscal year.

7.62 It shall be mandatory for the Trustees to report to the Board of Directors regarding the status of the Treasurer's books.

7.6 For continuity, the terms of the three trustees shall overlap rather than be concurrent.

ARTICLE VIII

Board of Directors

8.1 The control of the Chapter shall be vested in the Board of Directors, who shall approve all expenditures and manage the affairs of the Chapter.

8.2 The financial books of the Chapter shall be audited at the close of each year by the Trustees, in the manner prescribed by the Board of Directors.

8.3 At the conclusion of any elected officer's term of the office, he shall transfer to his successor all funds, records, papers and other Chapter property in his possession.

ARTICLE IX

Meetings

9.1 The Board of Directors shall meet at the request of the Chairmen, or any three members of the Board. A majority of the Board shall constitute a quorum. At least four meetings of the Board of Directors shall be held during the fiscal year.

9.2 Regular meetings of the Chapter shall be planned for each month from September to June, at a time and place designated by the Board of Directors and approved by the membership. Members shall receive at least seven (7) days notice prior to any regular or special meetings of the Association.

9.3 The Annual Business Meeting of the Chapter shall be held during the last regular Technical

Program meeting of the fiscal year.

ARTICLE X

Committees

- 10.01 Appointments of all Committee Chairmen shall be made by the Chapter Chairman, and shall be subject to the approval of the Board of Directors.
- 10.02 The size of the various committees shall be determined by the Board of Directors, each year, or from time to time during the year.
- 10.0 Re-appointment of committee members shall be determined by the Board of Directors, each year, or from time to time during the year.
- 10.04 Standing Committees may be appointed for a term not in excess of three (3) years, except for their Chairman.
- 10.0 Special Committees should be appointed and serve for a term of one (1) consecutive year.
- 10.06 Chairman of all Committees shall be appointed and serve for a term of one (1) consecutive year.
- 10.07 Each Committee shall meet as frequently as necessary and not less than one each year.
- 10.08 All Committees shall report to the Board of Directors through the Chapter Chairman.
- 10.09 All Committees shall issue minutes of their meetings and Committee Chairman shall submit an annual report to the Chapter Chairman.
- 10.10 Standing Committees can consist of, but are not limited to the following: (1) Technical Program, (2) Education, (3) Social Events, (4) Chapter Events (5) Publicity, (6) Dinner Ticket Sales, (7) Membership & Fellowship, (8) Finance, (9) Classification & Awards, (10) Standards, (11) Long-Range Planning.
- 10.11 Special Committees which are appointed as required can consist of, but are not limited to the following: (1) Advisory, (2) Audit, (3) Budget, (4) Bylaws & Rules, (5) Congress & Expositions, (6) Historical, (7) Nominating, (8) Seminar, (9) Tellers.
- 10.12 Description of Standing Committee Duties:
1. The Technical Program Committee shall be responsible for developing the chapter technical programs for the year. The Chapter Vice Chairman shall chair this committee. Subjects will be planned, speakers contacted and engaged, meeting place (and meals, if desired) contracted for, speakers aids provided and the meeting shall be properly conducted.
 2. The Education Committee shall endeavor to increase the number and competence of persons studying and teaching the science, technology and engineering of the die casting and its closely related techniques. It should investigate, propose and implement local programs, and coordinate with the National Education Committee.
 3. The Social Events Committees shall be responsible for planning and executing the special entertainment functions of the chapter, such as golf outings, picnics, Christmas party, Dinner Dance, etc. It shall propose, and work within, a budget approved by the Board.
 4. The Chapter Meeting Notice Committee shall be responsible for publishing and mailing the meeting notices for each regular and special chapter meeting. The information is to be procured from the Technical Program or Social Events committees and directed to the publisher and mailer in time to have the meeting notices arrive one week before the scheduled meeting. Assistance is to be given to the Secretary in putting the advertising in the publication.
 5. The Publicity Committee shall see that announcements of monthly business meetings and social functions appear in the local newspapers, courtesy radio announcements (if possible) and the trade magazines. The Publicity Committee Chairman will also work in cooperation

with the Chapter Meeting Notice Committee, on items for the monthly newsletter. He will also report each monthly meeting, and newsworthy items concerning people and companies of the industry in the Chapter area, to the National Office of NADCA for inclusions in DIE CASTING ENGINEER.

6. The Dinner Ticket Sales Committee shall be responsible for selling dinner tickets at the door, checking the reservation list for discounted price, and checking NADCA membership cards of individuals if doubt of membership exists. Work with Chapter Treasurer (handle money) and Secretary (reservations).

7. The Membership and Fellowship Committee shall be responsible for getting new members, urging renewals, and setting and meeting Chapter's Membership "Target." The Chairman usually approves all members applications, maintains close contact with Chapter Secretary and National Membership Committee. The major goal is to maintain and increase the technical capabilities and quantity of the chapter membership. In addition it shall plan and pursue all methods of improving the fellowship of the chapter, particularly among the newer members.

8. The Finance Committee shall supervise the financial affairs of the chapter, under the direction of, and with the approval of, the Board. It shall review the annual budget and recommend it to the Board for action. It shall approve the Treasurer's annual report before it is submitted to the Board, supervise the accounting procedures of the Chapter. The Treasurer shall be Chairman of this committee.

9. The Classification and Awards Committee shall pass on the qualifications of the chapter applications for the membership classification of fellow members, forwarding their recommendation to the national Classification Committee for action. They are responsible for nominating outstanding individuals to the Chapter board of Directors for their approval of the award of the Chapter Citation certificate. They are responsible for recommending nominees to the National Board Awards Committees for National recognition as Honorary or Distinguished member.

10. The Standards Committee shall supervise all chapter activities in the area of standardization of equipment and materials used by the diecasters, and coordinate their activities with the national Standards Committee.

11. The Long-Range Planning Committee shall make study of long-range objectives, make recommendations and submit plans to the Board for future activities of the Chapter.

10.13 Descriptions of Special Committee Duties:

1. The Advisory Committee shall assist and advise the Chapter in fostering the technical objective of NADCA and in matter pertaining to organizational operations and fiscal procedure.

2. The Audit Committee shall consist of the Chapter Trustees who shall review the treasurer's books as required and make recommendations of methods of bookkeeping, the investment of chapter funds and report on the final audit at the end of the year.

3. The Budget Committee may be formed to produce a budget for a special event, such as a Seminar. It should be formed to produce a chapter a budget for the following fiscal year which should not exceed 90 percent of the anticipated income of the Chapter for the following year. This budget should be approved by the Board of Directors, as a guide for the following year.

4. The Bylaws and Rules Committee should be formed every three to five years, or as often as necessary, to review the Chapter Bylaws to determine if Chapter circumstances have changed so that the existing Bylaws are outmoded, and to then make recommendations for change.

5. The Congress and Exposition Committee must be formed two years in advance of the

hosting of a National Die Casting Congress and Exposition by the Chapter. It may be formed by a non-host Chapter to assist and collaborate with other chapters, in implementing the next show.

6. The Historical Committee should be formed initially to write the history of the Chapter. Thereafter, it should meet periodically to update this information. Upon completion of each state, the information should be published in the Chapter Meeting Notice, the DIE CASTING ENGINEER, and/or some other suitable publication, for preservation purpose.

7. The Nominating Committee is covered in Article XI.

8. The Seminar Committee shall be formed when an investigation of desirability of the chapter holding a Seminar is desired. It shall be implemented which an affirmative decision is made. The Seminar Committee then shall be augmented and empowered for the Chapter to present the Seminar.

9. The Tellers Committee shall be formed whenever an official Chapter vote is required. The committee shall be responsible for the safe guarding and accurate tallying of paper ballots on such occasions as the annual, or a special election of chapter officers, or a vote on the revision of the Chapter Bylaws. The committee may be formed to assist in counting the vote at a meeting where a show of hands if required.

ARTICLE XI

Nominations and Elections

- 11.1 A Nominating Committee of not less than three, nor more than five chapter members, with Chapter Board of Directors experience, shall be appointed by the Chairman and approved by the Board, at least 90 days prior to the Annual Business Meeting. The names of these committeemen shall immediately be made known to the membership.
- 11.2 The Nominating Committee shall meet and decide upon the names of one candidate for each elective office described in Article V. Candidates shall be contacted to determine if they will serve, if elected. The Nominating Committee will present these names to the membership at the Annual Business Meeting.
- 11.3 Additional nominations will be called for from the membership. Candidates will then be elected by a hand vote.
- 11.4 Newly-elected Officers and Directors shall assume the duties of their offices immediately following adjournment of the annual Business meeting and shall serve until their successors are elected.

ARTICLE XII

Amendments

- 12.1 These Bylaws may only be amended by a majority vote of the members present at a regular or by a letter ballot having at least a 20 percent return. provided a 30 day notice of vote on such amendment shall have been given to the membership prior to this meeting, and the full text of the proposed amendment has been included in the notice thereof.

ARTICLE XIII

Rules

- 13.1 These Bylaws, amendments thereto and official actions of the chapter shall be in agreement with all provisions of the Constitution and Bylaws of the North American Die Casting Association, Inc. until approved or accepted in writing, by the Association's National Board of Directors.