



*ASME NIT ROURKELA CHAPTER*



## **PREAMBLE**

We the members of ASME at the National Institute of Technology Rourkela, having solemnly resolved to ensure smooth functioning of the activities of the society and to promote the spirit of corporate governance, on the 1st day of April 2015 AD, do here by adopt, enact and give to ourselves this set of Bylaws.

# **THE BYLAWS OF THE AMERICAN SOCIETY OF MECHANICAL ENGINEERS**

## **ARTICLE I — NAME**

The name of this Society is “ASME NIT Rourkela Chapter”.

## **ARTICLE II — MISSION**

To contribute efficiently and substantially to the field of engineering by providing a solid foundation and promoting research and innovation among students, moulding them to be well-qualified engineers.

## **ARTICLE III — MEMBERSHIP**

Section 1- Eligibility: A student of NIT Rourkela who qualifies the induction procedure undertaken by the Executive Board members will be considered as a member of the society.

Section 2- Resignation: All resignations from the society shall be made in writing to the General Secretary.

Section 3- Termination of membership: If the member shows lack of punctuality, discipline and dedication towards the society, then the Executive Board members, with the consent of the President, have the right to terminate his/her membership. The decision of termination of one’s membership should be taken by at least six members of the Executive Board.

Section 4- Limitation to membership: A maximum of 25 members can avail the membership of the society from a particular batch. The President shall manage the limitation by deciding the number of vacancies in the society and the number of new inductees.

Section 5- Assent to Bylaws. By application, every member and forthcoming member assents to these bylaws.

## **ARTICLE IV — MEETINGS OF MEMBERS**

Section 1- Weekly Meeting: The weekly meetings of the Society shall be held at a place and time specified by the Executive Board members, a day before the meeting.

Section 2- Special Meetings: Special meetings may be called by the President of the Society, or on written request of one-fifth of the members of the Society. No business shall be discussed at a special meeting except that for which the meeting is called.

Section 3- Quorum: A quorum shall be required for the transaction of business at both weekly and special meetings. Twenty five (25) members shall constitute a quorum which includes the presence of at least six (6) members from the Board. If there be no quorum, the meeting shall adjourn until a quorum can be present.

Section 4- Notice of Meetings: The General Secretary or other authorized representative shall give notice of all meetings by mail to each member conveying the date, place and time, and in case of a special meeting, the agenda of the meeting.

Section 5- Agenda of Meetings: The President shall decide the agenda as per the upcoming projects and activities. In the absence of the President, the Vice President or the General Secretary will preside

over the meeting. Every meeting must be held in the presence of at least one of the above mentioned members.

## **ARTICLE V — NOMINATION OF THE EXECUTIVE BOARD MEMBERS**

Section 1: Nomination: The immediate members of the Executive Board shall decide the upcoming members of the Executive Board and their respective positions in the committee.

## **ARTICLE VI — MEMBERS OF EXECUTIVE BOARD**

Section 1- Responsibilities: All the activities of the Society shall be governed by its Executive Board.

Section 2- Eligibility: Each Executive Board member shall be a member of the Society.

Section 3- Composition of the Board: The Members of Executive Board shall be composed of the President, Vice President, Chief Coordinator, General Secretary, Treasurer, Member at Large, Programs in Charge, Communication in Charge, Product Development Head and Design Head.

Section 4- Duties of the Executive Board Members:

4.1 President: The President shall preside over all meetings of the members and also of the Executive Board and shall exercise supervision and control over the implementation of the general policies of the Society, as per the recommendations of the Executive Board of Members.

4.2 Vice President: In the absence of the President, it shall be the duty of the Vice President to act, to exercise all the powers, and undertake all the duties of the President. The duty of the Vice President is also to maintain close contact with the Member at Large and supervise his/her roles and any other duties stated by the President.

4.3 Chief Coordinator: The duty of the Chief Coordinator is to coordinate all the activities undertaken within the society and also to carry out other duties stated by the President.

4.4 General Secretary: The duty of the General Secretary is to maintain society relations with the Director, the Dean, Alumni and other technical clubs. He/she shall organise meetings and supervise the activities of all the members of the society and address those to the President.

4.5 Treasurer: It shall be the duty of the Treasurer to oversee all financial matters of the Society and carry out any other duties specified by the President.

4.6 Member at large: The duty of the Member at Large is to maintain a record of all the activities and coordinate with the Treasurer to document all financial transactions of the society and ensure proper functioning of the Executive Board.

4.7 Programs in Charge: The duty of the Programs in Charge is to organise fests, workshops and classes. He/ she shall be accountable to the Chief Coordinator.

4.8 Communication in Charge: The duty of the Communication in Charge is to maintain the society's social media accounts, mail and website. He/she shall be accountable to the General Secretary and shall convey the message of Executive Board to the members of the society.

4.9 Product Development Head: The duty of the Product Development Head is to undertake new projects and supervise the technicality of all the products manufactured by the society.

4.10 Design Head: The duty of the design Head is to supervise the design and analysis of all the products developed by the society and organise design classes.

Section 5- Meetings of the Executive Board. The Executive Board of Members shall meet at least twice each month. One meeting shall be held right before a weekly meeting of the membership. The other shall be informed by the president. Seven (7) members of the Executive Board will constitute a quorum. Those members of the Executive Board participating electronically shall be considered present.

Section 6- Replacement of Executive Board Members: In case of inability to accomplish the functions of an Executive Board Member, or incapacitated from the Board, the President shall appoint a new Executive Board Member. The appointment of the Executive Board Member-designate shall be of such length as to fill the remainder of the unfulfilled Executive Board term.

#### **ARTICLE VIII — SPECIAL COMMITTEES**

Section 1- Special Committees: The Executive Board of Members shall determine the need for another committee within the society to undertake a special project/ event. The President shall appoint the leader to this committee from among the Executive Board of Members.

#### **ARTICLE IX — TECHNICAL TEAMS**

Section 1- Membership: The members of the team must be a member of ASME NIT Rourkela.

Section 2- Leadership: The Captain and Vice-Captain, appointed by the previous post holders and the President, shall lead the technical teams and can assign any task to any member of ASME NIT Rourkela Chapter.

Section 3- Accountability: The activities and the financial investments shall be reported to the Member at Large and the Treasurer of the Executive Board.

#### **ARTICLE X — ASME INDIA SRB/ZR**

Section 1- Duties: The SRB/ZR nominee from ASME NIT Rourkela Chapter, in addition to performing the tasks assigned by ASME India SRB, shall coordinate with other student sections of ASME India to make sure that NIT Rourkela is well represented in the national and international arena.

Section 2- Representation: The SRB/ZR nominee from ASME NIT Rourkela Chapter shall be considered equivalent to an Executive Body member and his/her presence is required in all the Executive Body meetings. In addition to the above responsibilities, he/she shall be at the President's disposal whenever required.

#### **ARTICLE XI — FACULTY ADVISOR**

Section 1- Duties: The faculty advisor shall counsel the Executive Board through independent judgement and inform them about the policies of the institute. He/she shall bridge the gap between the members and the Student Activity Centre.

#### **ARTICLE XII — CELEBRATION**

Section 1- Rookie Supper Party: All new inductees shall organize high tea for the entire society during their first general body meeting.

Section 2- Success Feasts: After the successful organisation of an event, the leaders of the organising committee shall give a feast to its members.

### **ARTICLE XIII — AMENDMENTS TO BYLAWS**

Section 1- Authority for amendment: The President can amend the Bylaws, subject to the approval of at least five (5) other members of the Executive Board at a special meeting.

Section 2- Procedure: The notice of the proposed change shall be mailed by the General Secretary to each member at least one (1) week prior to such a special meeting. All proposed amendments shall first receive the approval of the members of the Executive Board. The President must appoint an executive member who shall discuss the proposed amendment(s) with all the members of the society prior to the special meeting.

### **ARTICLE XIV — OATH FOR THE MEMBERS OF THE EXECUTIVE BOARD**

In the presence of honourable guests and the members here assembled, I, (Name), do solemnly promise and pledge to faithfully execute the duties of (Post) of American Society of Mechanical Engineers, NIT Rourkela Chapter, to the best of my knowledge and ability, to commit myself to the Society's Bylaws and to further the goals and objectives of this organization. I will respect the hard-won scientific gains of those engineers in whose steps I walk, and gladly share such knowledge as is mine with those who are to follow. I will not be ashamed to say "I know not," nor will I fail to call in my colleagues when the skills of another are needed for a solution to a problem. I will remember that there is art to engineering as well as science, and that curiosity and practical knowledge may outweigh the knowledge of books and assignments. So Help Me God, by giving the strength necessary to exercise my duties as I take charge of my student section.

### **AMENDMENTS TO THE BYLAWS OF ASME**

<sup>1ST</sup>: Published on April 1<sup>st</sup> 2015 by Gyanendra Tripathy<sup>1</sup>, the President of ASME NITRKL (2014-2015) in association with Kumar Parijat (Vice President), Susmitha Choudhary (General Secretary), Debesh Kanungo (Treasurer), Subodh Mishra (Member-at-Large) and Ranbir Pradhan (Communication-in-Charge).