

ATMAE Division Administration Policies

(Approved by the Executive Board March 15, 2010)



Section 1 – Recognition; Mission & Purpose; ATMAE Bylaws and Policies Supersede

1.1 Recognition: Divisions are recognized by the ATMAE Executive Board pursuant to the ATMAE Bylaws, Article III.

1.2 Mission & Purpose. Divisions shall carry out the mission of the Association of Management, Technology, and Applied Engineering as they apply to members and others working in or with an interest in the division's substantive focus area. Divisions are encouraged to develop a short mission statement articulating the purpose and objectives of the division.

1.3 ATMAE Bylaws & Policies Supercede Division Policies . The provisions of these policies, and of policies and procedures enacted by divisions, shall not conflict with the ATMAE Constitution and Bylaws, and in the event of a conflict, the ATMAE Constitution and Bylaws shall govern. Policies and procedures enacted by divisions shall not conflict with these ATMAE Division Administration Policies, or other policies in effect or enacted by the ATMAE Executive Board.

Section 2 – Membership

2.1 Division Membership. Membership in divisions is open to any member of ATMAE who desires to be a member. There is no additional fee for division membership. Divisions shall not limit membership to selected individuals. To join a division, an ATMAE member must communicate which division they wish to be a member of to the ATMAE office. For the purposes of divisional elections, division membership will be determined by the ATMAE office prior to the opening of the election period or prior to a meeting at which an election is held, pursuant to section 3.7.

Section 3 – Leadership & Elections

3.1 Elected Division President and Vice-President; Other Leaders. A division's membership shall elect a division President and Vice-President from among its membership. The President and Vice-President are charged with the responsibility for the activities of the division. A division may choose to establish other leadership positions to be filled by election or appointment. A division may choose to recognize the immediate Past President as a division leader.

3.2 Terms of Office. The President and Vice President shall serve a two-year term of office. The term of office begins at the Annual ATMAE Membership Meeting on the final day of the conference in the year they are elected; the term of office ends at the end of the two-year term at the Annual ATMAE Membership Meeting on the final day of the conference, at the time at which the newly elected leaders are sworn into office.

3.3 Limitation on Successive Terms: The President and Vice-President shall not be elected to more than two terms consecutively as President or Vice-President, respectively.

3.4 Limitation on Other Leadership Roles in ATMAE: Neither a division President nor a Vice-President shall be elected, appointed, or serve simultaneously as a President or Vice President of another division, Chair of an independent ATMAE Board (e.g., Accreditation, Certification, Foundation or Journal of Industrial Technology), or as a voting member of the ATMAE Executive Board. (This section does not apply to members of the ATMAE Executive Board whose terms on the Executive Board end in October 2010.)

3.5 Succession & Leadership Nomination; Failure to Select Candidates and Executive Board Recommendation to Discontinue Division or Appoint Leadership; Allowance for Extension and Conference Membership Meeting Election.

3.5.1 It is the responsibility of the President and Vice President of the division to develop leadership within the division's membership and to assure succession of leadership after their terms of office end. The President may appoint a Nominating Committee of members of the division, with either the Vice President or President as chair, to recruit and select candidates for the next election cycle. *(This section amended May 2010.)*

3.5.2 A President or Vice President who wants to serve a second two-year term in that office, or who wants to run for the other office (Vice-President or President, respectively) shall be included as a candidate for that office. *(This section amended May 2010.)*

3.5.3 The division leadership or Nominating Committee shall select at least two and no more than three members as candidates for each office. The slate of candidates shall be turned over to the Executive Director of the Association at least 60 days prior to the annual conference of the Association.

3.5.4 If a division's leadership fails to report candidates for election as required, the leaders must report this to the Executive Board Chair and Executive Director.

3.5.4.1 Upon such a report, the Executive Board Chair and Executive Director shall make a recommendation to the Executive Board concerning continuation of the existence of the division, and recommend division members for appointment to the leadership positions if the recommendation is that the division continue to exist.

3.5.4.2 In the alternative, the Executive Board Chair and Executive Director may authorize the division leaders continue to seek candidates and inform the membership of the same, and authorize the division to hold an election at the division membership meeting at the annual conference.

3.6 Election & Determination of Results; Eligibility to Vote; Notification of Results; Assumption of Office.

3.6.1 If a division has reported candidates for elected office, the Executive Director shall conduct a division election; the election may be conducted by electronic means, including electronic notice of the pending election period to eligible division members. Candidates receiving the most votes in a division election, including an election at a division meeting pursuant to section 3.6.4.2, shall be considered the winners in the election process.

3.6.2 All ATMAE members who are members of the division prior to the opening of the election period are eligible to vote in the election; for purposes of this section, the Executive Director shall determine if an individual was a member of the division prior to the election and may account for a reasonable period of time for processing a membership in making the determination.

3.6.3 The Executive Director shall notify the division leadership and the Executive Board Chair of the results at least 15 days prior to the annual conference. The division leadership shall inform all candidates of the results of the division election.

3.6.3.1 If a division is authorized to hold an election at the conference pursuant to section 3.6.4.2, the results of the election shall be reported immediately to the Executive Board Chair and the Executive Director.

3.6.4 Newly elected or appointed division leaders shall take office at the beginning of the Annual ATMAE Membership Meeting on the final day of the conference in the year they are elected.

3.7 Removal from Office for Cause: A written request for removal of a division President or Vice-President from office, signed by at least 15 members of the division and stating the reasons for removal, may be presented to the Executive Board Chair and Executive Director for Executive Board action. A President or Vice-President of a Division may be removed from office for just cause by a vote of three

quarters of the elected and serving Executive Board. Just cause shall be defined as consistent failure to fulfill the duties of office and/or action or inaction inconsistent with the best interests of the association or the division. In the event that a President or Vice President is removed from office under this subsection, the vacancy shall be filled pursuant to section 3.9

3.8 Succession and Appointment after a Resignation or Removal from Office. If any division leader is unable to complete or is removed from a term in office, the vacancy will be filled by appointment by the ranking officer of the Division (President, Vice President), or if there is no ranking officer, by the Chair of the Executive Board. If the office of President becomes vacant, the Vice President may elect to appoint a member to serve the remainder of the term, or to serve the remainder of the term of President, and make an appointment to serve the remainder of the term of the Vice-President. If more than one year remains in the term of office, the Executive Board Chair and Executive Director may elect to schedule an election to fill the remainder of the term of office of the vacant position.

3.9 Committees. The President may establish and discontinue committees as needed. The authority and existence of all committees ends at the end of the term of the President under which the committee was established. A Chair of a committee shall provide leadership for the committee in carrying out its charge and report to the President of the division.

Section 4 -- Meetings; Communication to Members and Executive Board:

4.1 Annual Membership Meeting. A division must hold at least one division membership meeting at the annual conference, to be scheduled by ATMAE staff to allow for maximum attendance and participation by members.

4.2 Leadership Meetings. Division leadership shall meet as needed throughout the year and at the conference. The meetings may take place by electronic means. If a division leadership wants to have a scheduled meeting at the conference, they must inform the ATMAE staff and the staff shall include the meeting in the conference program.

4.3 Communications:

4.3.1 Communication with Executive Board: Division leadership and members may communicate as a group or individually to members of the Executive Board. Official communication on divisional business must be made in writing by the President to the Executive Board Chair and Executive Director.

4.3.2 Communication to Members: It is the responsibility of the President to regularly communicate to the membership using appropriate media, such as the ATMAE newsletter, web-site postings, listserves, email, and other means. The division leadership should seek assistance from the ATMAE office in effectively communicating to its members.

Section 5 – Leadership Duties

5.1 Leadership Duties. The President and Vice-President of a division are charged with carrying out the activities of the division and all duties for which they are responsible under these policies, and specifically, as follows.

5.1.1 Leadership Succession: Carrying out the process of nomination and election of leaders for the division pursuant to section 3.6 and 3.7.

5.1.2 Meetings & Communication: Holding meetings and communication with division members and the Executive Board pursuant to section 3.10.

5.1.3 Conference Content Planning: Planning and organizing content of interest to the division's members for the annual ATMAE conference, including assisting in the Call for Proposals,

solicitation of proposals and papers from members, organizing the review process for proposals and papers, planning for conference leadership and membership meetings, and planning and organizing of special sessions such as workshops, panel discussion, forums, tours, and social events. The division leadership shall work with ATMAE staff on planning conference content to assure that the content is of value and interest to division members and that all logistical and scheduling tasks are completed.

5.1.4 Requests for Administrative and Budgetary Support: Communicating any requests for administrative, staff, and budgetary support to the Executive Board Chair and Executive Director.

5.1.4.1 Budget Support: Requests for budgetary support for division activities in an upcoming July-June fiscal year must be made in advance of the annual budget development process each spring. Budget requests should be made in writing to the Executive Board Chair and Executive Director and must articulate the project, amount of budget support, and the specific intended use of the funds. Funds approved and budgeted must be spent for the approved purpose and do not carry over into the next fiscal year if not spent.

5.2 Specific Responsibilities of the President: The President shall: preside at all meetings of the division leadership and division members; ensure that requests for budgetary support are communicated as required; ensure that the nomination and election process occurs; ensure that all conference planning activities occur; and implement decisions made by the members at the Annual Division Membership Meeting or by other means, and decisions made by the Executive Board that affect the division, its members, and its activities.

5.3 Specific Responsibilities of the Vice President: The Vice President shall discharge the duties of the President in his/her absence, and carry out any responsibilities as delegated by the President.