

**NORTH AMERICAN DEEP DRAWING RESEARCH GROUP**

**BY-LAWS**

(As Amended, September 1996)

**ARTICLE I - ORGANIZATION**

**Section 1** - This organization shall be known as the North American Deep Drawing Research Group (NADDRG) of the International Deep Drawing Research Group (IDDRG). It will be referred to in these by-laws as the NADDRG.

**ARTICLE II - SCOPE**

**Section 1** - The purpose of the NADDRG shall be to foster and encourage research in forming of sheet material and to collect and disseminate information of research activities and recommended test procedures in this field throughout the world in association with the IDDRG.

**Section 2** - In order to promote research, the NADDRG may from time to time prepare recommended methods or practices for conducting tests used for the evaluation of sheet material formability. Other activities of the NADDRG shall include but not be limited to the preparation of bibliographies, lists of definitions, seminars and technical sessions or such cooperative research programs as may be adopted by the membership as consistent with the goals outlined in the first section of this article. (The foregoing shall not be construed to mean the NADDRG will write specifications for test procedures.)

**ARTICLE III - MEMBERSHIP**

**Section 1** - The membership of the NADDRG shall be made up of persons who are active in sheet material forming research including those primarily interested in MATERIALS, TOOL & DIE DESIGN, LUBRICATION, TESTING, FABRICATION, or related interests.

**Section 2** - Individuals applying for membership in the NADDRG shall furnish the officers of the NADDRG information concerning their qualifications for carrying out such assignments as may be given to them, including any facilities at their disposal which might be of advantage in expediting the work of the NADDRG and its subcommittees. For one year after acceptance of the application for membership, the applicant will be classed as a provisional member.

During this period, the provisional member will be required to participate by making a technical presentation, or by being an active member participant of a task force or subcommittee. The provisional member shall attend at least one of the regularly scheduled meetings during the year the applicant is classed as a provisional member. Provisional members may not vote or hold office.

**Section 3** - Members may be added to the NADDRG at any time by the Executive Committee.

**Section 4** - If and when the membership of the NADDRG reaches sixty (60) active members, the Executive Committee may impose membership quotas and membership reduction on companies holding multiple or divisional memberships subject to the approval by 2/3 of the active members.

**Section 5** - Associate members may be appointed to the NADDRG for two years by the Executive Committee. At the end of any appointment, the associate member may reapply.

Associate members are those who, as a result of a change within their organization, retired from their organization, or have changed organizations and may not be directly involved in research but as a result of their activities in the NADDRG can have valuable input to the activities of the NADDRG. Associate members are not voting members of the NADDRG, nor can they hold office in the NADDRG.

(An officer of the NADDRG who would fall in the above while in office may continue in office if the duties of the office can be fulfilled by the officer. Such a person would not be classed as an associate member while still in office.)

**Section 6** - Resignations from the NADDRG must be presented in writing and shall be acted upon by the Executive Committee. The Executive Committee may terminate the membership of an individual for nonparticipation, subject to review by the general membership of the NADDRG.

**Section 7** - Members of the NADDRG are expected to participate actively in the work of the organization by making technical presentations, by serving on the Executive Committee, or by being an active member participant of a task force or subcommittee. If a member fails to participate actively during a two-year period, the member shall be requested by the Executive Committee to show proper cause or be dropped from the membership of the NADDRG. The Executive Committee, at its discretion, may waive these requirements for an individual member. Such action shall be reported to the members of the NADDRG at the next scheduled meeting. A person removed from the membership under this section has the right to appeal to the main body by the regular meeting and shall be reinstated upon 2/3 vote of those members present.

**Section 8** - Any change of employment of a member shall require re-determination of the member's eligibility to remain as a member of the NADDRG. The provisions of ARTICLE III shall be used in determining continuing eligibility.

#### **ARTICLE IV - OFFICERS AND THEIR ELECTION**

**Section 1** - The administrative policy of the NADDRG shall be determined and controlled by an Executive Committee which shall consist of the elected officers of the NADDRG, the immediate past president of the NADDRG, four general members, and the program chairman (who shall be an ex officio, nonvoting member). At the first election following the ratification of these by-laws, two of the general members shall be elected for a two-year term and two of the general members for a one-year term. Thereafter two members shall be elected for a two-year term at an annual election. The term of office shall begin with the close of the spring meeting. A quorum for the conduct of the Executive Committee business shall consist of four members of the Executive Committee.

**Section 2** - The officers of the NADDRG shall be a president, a vice-president, a secretary, and a treasurer who shall hold the same offices in the Executive Committee.

**Section 3** - The president, or in his absence the vice-president, shall preside at all meetings of the NADDRG including meetings of the Executive Committee and shall be an ex officio member of all subcommittees. The president shall appoint, with the concurrence of the Executive Committee, chair of subcommittees, monitors to the three IDDRG working groups, a nominating committee prior to the fall meeting each year, and a program chair.

**Section 4** -The vice-president shall preside in the absence of the president. The vice-president is in charge of educational activities, such as seminars on topical subjects when appropriate and courses such as those sponsored by ASM International. The vice president obtains speakers for seminars and courses, and oversees the course content.

**Section 5** - The secretary shall attend all regular meetings of the NADDRG including Executive Committee meetings and shall keep minutes, thereof. The secretary shall issue notices for all meetings of the NADDRG. At the direction of the secretary, meeting notices may be sent out by the program chair. The secretary shall conduct the correspondence for the NADDRG, inform subcommittee members of their appointments and duties, keep a complete list of members of the NADDRG and subcommittees with their addresses. The secretary shall perform such other duties as may be delegated by the president. All correspondence with the IDDRG relative to NADDRG affairs shall be conducted by the secretary.

**Section 6** - The treasurer shall receive, hold, and disburse all funds of the NADDRG. The treasurer shall deposit the funds of the NADDRG in such bank or banks as designated by the Executive Committee. The treasurer shall make an annual report at the spring business meeting of the NADDRG. This report shall include a detailed account of the funds received and the sources thereof, a detailed account of the funds expended, and such other matters as the Executive Committee may require. The treasurer shall forward a copy of this report to the secretary and president. The treasurer will report current financial transactions at each meeting of the NADDRG. In addition, the treasurer shall have such other powers and duties as the Executive Committee may prescribe.

**Section 7** - The term of office shall be two years, and officers shall be eligible for not more than three consecutive terms in any one office. Officers shall be elected by letter ballot, due notice of the election having been given. The terms of office shall begin with the close of the spring meeting in the even numbered years.

**Section 8** - Any vacancies in the elective offices shall be filled by appointment by the Executive Committee. Such appointee shall serve until the next regular biennial election of officers.

**Section 9** - The program chair will be responsible for planning and arranging the technical program for regularly scheduled meetings of the NADDRG and is an ex officio, nonvoting member of the Executive Committee. The program chair shall work with such members as may be designated by the president in planning the location and physical arrangements for meetings.

The term of office for the program chair shall be for one year. There shall be no limitation on the number of terms an individual may be asked to serve as program chair.

**Section 10** - A nominating committee composed of five members selected from the membership of the NADDRG will be appointed prior to the fall meeting each year. The chair of the nominating committee should be selected from the Executive Committee. Members of the nominating committee are eligible for nomination for office or other positions as well as any member in good standing of the NADDRG. The nominating committee will present a slate of up to two nominees per vacancy on the Executive Committee every year at the fall meeting. In addition, in the odd-numbered years they will present a slate of up to two nominees per office for the offices of president, vice-president, secretary, and treasurer. With the consent of the nominee, additional nominations may be made from the floor for any of the offices for which a slate is being presented. All nominees must give their consent before their names are placed on the letter ballot. The list of nominees will be presented to voting members by dated letter ballot within 60 days after the close of the fall meeting at which the nominations were made. Election to the offices of president, vice president, secretary, and treasurer will be by a majority of the votes cast. In the case of the two Executive Committee general members, the two nominees receiving the most votes will be elected.

In the event of a tie by a letter ballot, a second secret ballot will be held among members present at the next business meeting. If there is an even number of ballots cast by the general membership (excluding the president) then prior to scrutiny, the president's ballot will be included in the final count.

**Section 11** - The working group monitors appointed by the president will cover the areas corresponding to the subgroups of the IDDRG (presently Testing, Materials, and Processes). All matters in their particular field should be reported to these monitors so they can prepare policy statements on an annual basis four months prior to the IDDRG working group meeting for transmittal to the IDDRG by the secretary upon approval of the NADDRG. These monitors shall be cognizant of the work of any subcommittee operating in their field and report to the Executive Committee upon request. In addition, they shall bring such other matters pertaining to their field to the attention of the Executive Committee prior to each regular meeting of the NADDRG for consideration and appropriate action.

## **ARTICLE V - MEETINGS**

**Section 1** - Regular meetings of the NADDRG shall be held twice a year, The fall meeting shall be the annual meeting. Special meetings of the NADDRG or subcommittees may be held at the call of the president or at the written request to the president of at least five members of the NADDRG. Attendance at meetings shall not be limited to members; however, no nonmember shall attend more than two meetings within a three-year period as a guest or observer without having applied for membership in the NADDRG. This rule may be waived by the Executive Committee in special cases.

**Section 2** - The date and place of all meetings of the NADDRG shall be determined by the Executive Committee, and written notices of all meetings shall be mailed to the members of the NADDRG at least four weeks in advance of the meeting.

**Section 3** - A quorum for the transaction of business shall consist of 40 percent of the members in good standing.

**Section 4** - Meetings of the Executive Committee shall be held on the call of the president or on written request to the president by at least three members of the Executive Committee.

**Section 5** - The president and secretary of the NADDRG shall be notified in advance of all meetings of subcommittees, and both shall receive copies of the minutes of these meetings.

**Section 6** - Robert's Rules of Order (revised) shall govern the NADDRG in all matters to which they are applicable and which are not inconsistent with the regulations of the NADDRG or IDDRG.

## **ARTICLE VI - SUBCOMMITTEES**

**Section 1** - The Executive Committee shall determine the scope of and establish all subcommittees. Subcommittees shall work only upon such matters as are assigned to them or are authorized by the Executive Committee.

**Section 2** - The chair of each subcommittee shall be appointed from the membership of the NADDRG by the president of the NADDRG with the approval of the Executive Committee. Members of a subcommittee may be added at any time on appointment by the president of the NADDRG with concurrence of the subcommittee chair and Executive Committee. An individual's ability to contribute to the work of the subcommittee shall be a necessary qualification for appointment to the subcommittee.

**Section 3** - The president of the NADDRG may appoint such other officers of a subcommittee as may be considered necessary for the efficient conduct of the work of the subcommittee.

**Section 4** - If a member of a subcommittee fails to attend scheduled meetings of the subcommittee or fails to participate actively in the work of the subcommittee, such inactivity shall be reported to the Executive Committee so that a replacement can be appointed to the subcommittee if necessary.

**Section 5** - The chair of each subcommittee shall submit to the NADDRG at each regular meeting a report, preferably in writing, covering the progress of the work assigned to that subcommittee. If a verbal report is presented at the meeting, a written report shall be filed with the secretary of the NADDRG within a month following the meeting.

**Section 6** - If a subcommittee fails to present a report at two consecutive meetings of the NADDRG, the subcommittee shall be required to show cause to the Executive Committee why it should not be reconstituted or discharged.

**Section 7** - Upon completion of an assignment, the subcommittee shall be discharged by the Executive Committee. A subcommittee so discharged may be reconstituted if later developments make such a course desirable.

**Section 8** - The officers of any discontinued subcommittee shall transmit to the secretary of the NADDRG all records of permanent interest relating to the work of that committee.

## **ARTICLE VII - REPORTS AND BALLOTS**

**Section 1** - Any written report of the NADDRG, either to the IDDRG or to be published as the work of the NADDRG, shall, before it is presented or published, have been referred to a letter ballot of the NADDRG and shall have received approval of two thirds of those voting.

**Section 2** - In submitting matters to a letter ballot of the NADDRG the secretary shall state a date for completion of the ballot.

**Section 3** - Negative votes to be valid must be accompanied by a statement giving reasons for so voting, in order that the objections may be reviewed by the NADDRG.

## **ARTICLE VIII - LIAISON WITH THE IDDRG**

**Section 1** - The constitution of the IDDRG shall be accepted as governing the activities of the NADDRG in relation to the IDDRG.

## **ARTICLE IX - FINANCIAL**

**Section 1** - A registration fee for those attending all regular meetings of the NADDRG may be established by the Executive Committee and approved by a majority of the members present at the annual meeting to provide funds to conduct the normal business of the NADDRG.

**Section 2** - Disbursement of these funds shall be in accordance with an operating budget prepared by the treasurer annually and approved by the Executive Committee and a majority of the members present at the annual meeting.

**Section 3** - Consultants and speakers invited by the Executive Committee or the program chair may have meeting fees waived. In circumstances for which invited consultants or guest speakers will not have their travel expenses covered by their employer, the program chair may request that expenses be reimbursed. The president and treasurer, acting on behalf of the Executive Committee, may authorize the waiver of the meeting fee and/or the reimbursement of other expenses.

**Section 4** - Both the president and the treasurer shall be authorized to sign checks drawn on the NADDRG account to disperse such funds as are authorized by the Executive Committee, but the signature of only one shall be required. Expenditures for meetings required prior to a meeting date, such as room or restaurant deposits, are pre-authorized but limited to no more than a total of \$500.

**Section 5** - An audit committee consisting of the vice-president and immediate past president shall examine all financial records annually.

## **ARTICLE X - AFFILIATION**

**Section 1** (affiliation) - For administration purposes, the NADDRG is affiliated with ASM International according to and under the conditions of the current agreement between the NADDRG and ASM International.

**Section 2** - The affiliation agreement consists of:

- a. The NADDRG retains its identity as an independent organization operating within the ASM International structure with its own by-laws and rules of government.
- b. The NADDRG members elect the officers of the Group.
- c. The NADDRG will disseminate information within its field of interest through programs, meetings, conferences, and other means of communications as set forth in these by-laws.
- d. ASM International will provide programming opportunities for NADDRG at such events as the Materials Engineering Congress and special sessions.
- e. ASM International will publicize the activities of NADDRG through such publications as ASM News and other appropriate means.
- f. ASM International will act in a coordinating and administrative capacity as requested by NADDRG officers.
- g. ASM International will assign an ASM International staff associate to serve as liaison. The ASM International staff associate will attend NADDRG meetings as necessary to act effectively in the associate's liaison duties.
- h. ASM International will seek assistance from NADDRG in carrying out its purpose of "advancing scientific, engineering, and technical knowledge, particularly with respect to the manufacture, treatment, selection, and use of metals and other engineering materials . . ."
- i. NADDRG will function as an independent organization, neither an agent, legal representative, joint venturer nor partner of ASM International. NADDRG will in no way contract, make agreement, warranty or representation in behalf of ASM International or create any obligation expressed or implied in behalf of ASM International.

- j. The NADDRG treasurer will file an annual financial statement with ASM International.

## **ARTICLE XI - AMENDMENTS**

**Section 1** - Amendments to these by-laws may be proposed by any member at a regular meeting of the NADDRG and shall be sent out for letter ballot by the full membership when favorably voted on by a simple majority of the members in attendance.

**Section 2** - Amendments to these by-laws shall be adopted by letter ballot on an affirmative vote of two thirds of the voting membership of the NADDRG.