

BYLAWS OF THE WASHINGTON D.C. CHAPTER
OF THE ACOUSTICAL SOCIETY OF AMERICA

ARTICLE 1 – MEMBERSHIP

Section 1 - Eligibility

Any member of the Acoustical Society of America in good standing and any other person engaged or interested in the field of acoustics who subscribes to the aims and purposes of this Chapter as prescribed in the Charter shall be eligible to become a member.

Section 2 - Members

At least ten active members of a Regional Chapter shall be members of the Acoustical Society of America.

Section 3 - Election

Eligible persons shall become members of this chapter upon application to the Chapter Executive Committee

Section 4 - Termination of Membership

Membership in the Chapter may be terminated at any time by resignation or by majority vote of the Chapter Executive Committee.

Section 5 - Dues

Chapter membership is free to those who meet the eligibility requirements stated in Section 1 above.

ARTICLE 2 – MEETINGS

Section 1 - Technical Meetings

The number of technical meetings shall be established by the Executive Committee. A minimum of two technical meetings per year shall be held. Technical meetings shall be called by the President, based upon the recommendation of the program committee or other duly appointed committees from the membership.

Section 2 - Business Meetings

The annual business meeting and the election of officers shall take place in the **first** two months of the year prior to 28 February. The business meeting may be held concurrently with a scheduled technical meeting. Other business meetings may be called by the President with the approval of the Executive Committee. Chapter business may be brought up at any scheduled technical meeting.

ARTICLE 3 – OFFICERS AND EXECUTIVE COMMITTEE

Section 1 - Chapter Executive Committee

The Chapter Executive Committee shall consist of the officers, the Chapter Representative to the Acoustical Society of America, and three or more members-at-large including the most recently retired President. The Chapter Executive Committee shall manage the affairs of the Chapter. Any vacancy occurring in the Executive Committee may be filled for the unexpired term by a person receiving a majority vote of the remaining members of the Committee. The Committee shall be charged with the determination of the eligibility of applicants for membership and shall continually strive to increase the membership of the Chapter and encourage membership in the Acoustical Society of America.

Section 2 - Qualifications of Officers and Chapter Representative to ASA

At least half of the officers and the Chapter Representative to ASA shall be members in good standing of the Acoustical Society of America.

Section 3 - Duties of Officers

The President shall preside at the meetings of the Chapter and the Chapter Executive Committee and shall assign duties to the Executive Committee. The President shall be responsible for scheduling Chapter Executive Committee Meetings.

The Vice-President shall assume the duties of the President in his/her absence. The Vice-President shall be responsible for ensuring that chapter meetings are being scheduled and implemented.

The Secretary shall keep a record of the Chapter affairs including minutes of Chapter Business meetings and Executive Committee meetings, and shall present reports of these records as requested by the President. The Secretary shall maintain meeting attendance lists that are required in filing the yearly financial status reports. The Secretary shall maintain a supply of ASA Membership application forms. The ASA Membership application is also available online at asa.aip.org.

The Treasurer shall keep the financial records of the Chapter. The Treasurer shall receive and take custody of the Chapter funds and expend the same, as directed and approved by the Executive Committee. The Treasurer shall provide financial reports as requested by the President. The Treasurer shall file a financial status report each January covering the prior calendar year. Filing of the financial status report will enable the chapter to be eligible for receiving funds.

Section 4 - Duties of the Chapter Representative to ASA

The Chapter Representative to ASA is a member of the Committee on Regional Chapters. He/She shall attend or find an alternate to attend the Committee on Regional Chapters meetings which are concurrent and collocated with the ASA meetings of the Society. The Chapter Representative shall be the conduit for information between the Chapter and the ASA. After each election or change of Executive Committee members, the Chapter Representative shall send the Chair of the Committee on Regional Chapters and the Acoustical Society of America a list of the names and contact information for the Chapter officers and Chapter Representative. The Chapter Representative shall ensure that the Chair of the Regional Chapters Committee and the ASA Home office are notified of Chapter activity. The Chapter Representative shall handle correspondence, as directed and approved by the Executive Committee. The Chapter Representative shall maintain the Chapter membership mailing list (this list shall include the Chair of the Regional Chapter Committee and the ASA Home office), shall forward to members

announcements of forthcoming meetings and other Chapter mailings, shall publish notices in advance of meetings, and shall disseminate to the general public notices of the activities of the Chapter through appropriate media.

Section 5 - Term of Office

The term of office for the Officers, Chapter Representative to ASA and members at large shall be one year, starting March 1st.

Section 6 - Election of the Chapter Executive Committee

Each year a nominating committee shall be appointed by the President with approval of the Chapter Executive Committee, to propose a slate of officers, Representative to ASA, and Members-at-large to serve on the Executive Committee for the following year. Additional nominees may be proposed by any member of the Chapter. Upon determination for eligibility by the nominating committee, these names will be placed on the ballot. A written ballot shall be used for election if there is more than one candidate for any position.

ARTICLE 4 – COMMITTEES

Section 1 - General

The Executive Committee chaired by the current Chapter President and any additional committees as appropriate shall be constituted to assist the Chapter in fulfilling the Chapter objectives. Committee chairpersons and members of other committees shall be appointed by the Chapter Chair with the advice and consent of the Executive Committee.

Section 2 - Executive Committee

The Executive Committee shall carry out all duties assigned by the President including but not limited to the establishment of the program of technical meetings (selection of speakers, arrangements for meeting places and the necessary equipment to conduct the meetings), outreach to local schools, and membership drives.

Section 3 - Additional Committees

The President shall be empowered to appoint such permanent and ad hoc committees as are required to successfully execute the business of the Chapter.

ARTICLE 5 – AMENDMENT

These Bylaws may be altered or amended by a majority vote of the members of the Chapter voting, in person or by proxy, at a scheduled meeting, provided that:

- Notice of the proposed change, and of the meeting at which it is to be considered, have been given to all chapter members at least twenty days previously, and
- The Executive Council of the Acoustical Society of America has been notified of the proposed change at least twenty days previously.

Date this Charter voted by the Chapter Membership _____

Date this Charter approved by ASA Executive Council _____