



SME Local Section Operations Manual

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MANUAL OF OPERATIONS
FOR
SME LOCAL SECTIONS

PUBLISHED BY

Society for Mining, Metallurgy, and Exploration, Inc.

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SME MISSION STATEMENT AND GOALS

***The Society for Mining, Metallurgy, and Exploration
will be the premier society for the
professionals of the worldwide mining and
minerals community.***

SME will aggressively provide value to our members and improve the image of our industry by:

- ◆ Supporting every industry professional and student via the technical and professional development products and services we offer;
- ◆ Strengthening the networks among global industry professionals;
- ◆ Enabling the exchange of information and ideas for the advancement of the industry;
- ◆ Engaging in proactive cooperation among all that have an interest in the industry; and
- ◆ Promoting health, safety, environmental and community responsibility in our industry.

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Welcome and Introduction

Welcome Welcome, and congratulations on making the commitment to take a leadership role in your SME Local Section. By becoming active in your Local Section, you are taking an important step to further enhance the professional development of your Section membership, local service to the public, and the mining profession in general.

This manual has been created for you, the Local Section Officer, as a tool in the operation of your Section and is intended to give you guidance, information, and ideas to assist you in the successful administration of your Section. This manual provides general information on the services that SME offers and suggestions on how to organize your Section, and it supplies policies and procedures that have worked well for other Sections. You are encouraged to study it, use it, and then adapt it to meet your specific needs.

Since a major function of most Sections is to provide members with high-quality, technologically-advanced educational programming, a substantial amount of material is included to assist you in planning and promoting your Section meetings. You are also encouraged to contact other Section Officers to exchange information and ideas on programming and other current issues. You will receive a separate Officer Directory that includes names, addresses, and telephone numbers of key Section Officers, and updated information is always available on the SME website.

A considerable amount of additional material--including scholarship and award information, the organization of SME, key contacts, and brief histories of AIME and SME--is included in this manual for reference. Since this manual is updated annually, we request your feedback to assist us in keeping it a current, useful reference for Section operation.

The SME Local Section	A Local Section is a legally constituted unit of the Society for Mining, Metallurgy, and Exploration, Inc., encompassing a specific geographical area. Sections help enhance the professional development of their members and provide local service to the public.
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SME recognizes that the diversity of Local Section membership creates diverse needs, and that you, the Local Section Officer, are in the best position to determine your Section's needs and direction. The staff of SME is ready to assist you in any way possible to help you support your Local Section. You are encouraged to call with any questions, concerns, or suggestions.

SME Contact Person	Please feel free to contact SME at any time with questions or concerns. Your Local Section Coordinator is Angie Grace. Angie may be reached via e-mail to grace@smenet.org or by calling 303-948-4208.
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SME Services Available to Local Sections

Overview	The following pages highlight the services SME has available to Local Sections. They describe our membership and label program, officer directory, The Henry Krumb Lecture Series, Bylaw Changes, SME Local Section Grant Program, and opportunities for Section publicity.
Membership List and Mailing Labels	The Section Membership Lists and the Section Mailing Labels of all SME Sections are available to section officers. Please contact Membership Services at 303-948-4200 or e-mail membership@smenet.org to obtain membership lists and/or mailing labels.
Section Officer Directory	The Local Section Officers and key Committee Chairs of all SME Sections are now available on the SME website: www.smenet.org . All SME Members, when logged on to the SME website, have access to section officers' and key committee chairs' name, address, phone, fax and e-mail. This listing is updated regularly and is a useful tool for inter-section correspondence.
The Henry Krumb Lecture Series	<p>The Krumb Lecture Series was established in 1966 so that Local Sections could hear prominent minerals professionals speak on subjects in which they have recognized expertise. The lecture series is especially important to the more isolated Sections, as it affords an opportunity to be kept abreast of technical progress. Lecturers will be asked to fund their own travel expenses. If lecturer is unable to finance his/her travel expenses, the Local Section requesting lecturer will be asked to cover reasonable expenses for meals, lodging, travel, etc. upon receipt of an itemized statement of expenses incurred.</p> <p>SME announces the Krumb Lecturers and their lecture titles in July. Once the Krumb Lecturers are announced, Sections may request a Lecturer by completing the request form online at www.smenet.org/HenryKrumb. SME Headquarters will coordinate assignments with each Lecturer.</p>
Bylaw Changes	The SME Member Services Department offers support and assistance to Local Sections with bylaw drafting and changes. If a problem arises within the Section which necessitates a change in the existing bylaws, the Section Chair should feel free to contact the Headquarters office for assistance. Bylaws that have not been updated within the past few years should be examined to insure compliance with legal/insurance requirements. Section bylaws should refer to SME, not AIME, to be in compliance. Please contact SME Member Services for assistance with this process.

Local Section Grant Program	<p>In 2009, SME debuted a new Local Section Grant Program, providing financial support to Local Sections and, by extension, to the industry. The Local Section Grant Program is intended to assist sections with accomplishing specific goals or starting specific programs, such as production of outreach material, professional development products and services, or educational programs. Grant applications are due annually by July 1. Application forms may be found online here: http://www.smenet.org/sections/.</p>
Section Publicity	<p><i>Mining Engineering</i> magazine carries an “SME News” department. Sections often hold meetings and regional conferences or other activities that are of interest to the general readership. The membership department, while not able to guarantee the publication of all submissions, welcomes Section news. To increase the likelihood of publication, the following suggestions are offered:</p> <ul style="list-style-type: none"> ▪ The submission deadline is six (6) weeks prior to the issue; e.g., October 15 for the December issue. ▪ Submissions should be typed, double-spaced, and sent to grace@smenet.org and renner@smenet.org. ▪ Photographs should be sharp, black and white or color prints including full detail - who’s who from left to right, each person’s employer affiliation, Section position, his/her importance in the picture (speaker, award winner, etc.). Digital photos must be 300 dpi or better quality. ▪ Keep program reviews short and succinct. A few sentences usually cover the speaker’s key points. ▪ Expect your piece to be edited. The space available in the issue, plus the amount of Section news received, may make shortening individual items necessary to cover as much Section news as possible. ▪ If you have planned a Conference or Symposium and hope to attract attendees from other areas, advance publicity is important. For example, if your Conference is on November 14, notice in the November issue of <i>Mining Engineering</i> is too late; publicity in July, August, or September is preferable. ▪ Usually, regular monthly Section meetings are not listed in <i>Mining Engineering’s</i> “Coming Events;” however, special conferences are.
Local Section Heroes	<p>At the core of each local section is a group of dedicated volunteers who recruit members, organize section activities, work with local SME student chapters, raise money, provide educational outreach, and more. To recognize our member volunteers for their hard work at the local section level, SME has created the "Local Section Hero" program. Local Section Heroes are profiled in <i>Mining Engineering</i> magazine. This column highlights an individual or a group of individuals who carry out unique and exemplary activity at the local section level. If you know someone who is providing exemplary service to your local section, please take a few moments to nominate that individual as a Local Section Hero! Local Section Hero Nomination Form</p>

Section Structure & Administration

Overview	Within the framework of Society Bylaws, Sections are organized in several different ways. Each SME Local Section is semi-autonomous and has a character of its own. For this reason, some of the following material is not applicable to every Section; it is offered, however, as a general guide.
Section Finances	<p>Most Sections are financially sound. Income to defray administrative costs is usually obtained by:</p> <ul style="list-style-type: none">▪ Section Dues - Most Sections collect local dues which range from \$20.00 to \$50.00 per member.▪ Interest and Dividends - From substantial balances, usually created by the following:<ol style="list-style-type: none">1. Meetings and Special Events; and2. Educational Courses and Symposia. <p>Sections are exempt from Federal Income Tax under section 501(c)(3) of the Internal Revenue Code. When establishing checking, savings/investment accounts, Sections are to use the SME Federal Tax ID number. As in all business, sound administrative and management practices are the key to Section financial stability. A sample Income and Expense Form is included for your use in Appendix B.</p> <p>Local Sections operate in accordance with the fiscal year of the Society for Mining, Metallurgy & Exploration, Inc. –currently October 1-September 30. Local Section financial statement must be submitted to SME Member Services no later than November 15 annually.</p>
Officer Elections and Terms of Service	SME Local Sections hold officer elections in the spring (April, May, or June) depending on the particular section’s meeting schedule. Terms may be for one or two years at the discretion of each Local Section, but all terms begin on August 1 and end on July 31. (Starting in 2013)
Section Officers & Committee Chairs	The following pages outline the suggested responsibilities of Section Officers and Committee Chairs. Each Section does not have the same list of officers, nor do officers bearing the same title always function in an identical manner. Please note that SME Membership is required for an individual to serve as SME Local Section Officer or on Local Section Executive Committee. This includes Chair, Vice Chair, Secretary, Treasurer, and the Board of Directors (refer to page 12 - <i>General Liability Insurance</i> - for information on non-SME members serving as an officer).

Chair	<p>Nominated by Nominating Committee; elected by majority vote of eligible members; serves one (1) Year Term. Responsibilities include:</p> <ol style="list-style-type: none"> 1. Calls all meetings as required to transact business of Section. 2. Presides at Section meetings. 3. Chair of the Executive Committee. 4. Appoints all Section committees. 5. Responsible for effective performance of Section committees. 6. Responsible for ensuring that the Section is represented at meetings of the Section Representatives of SME. 7. Advises SME Headquarters of all appointments and actions taken. 8. Responsible for seeing that appropriate courtesies are offered to visiting speakers, official guests, and their families, if present. 9. May serve as Section Representative or appoint another section member to serve in this capacity. <i>(See page 11 for more info on Section Representative responsibilities.)</i>
Vice-Chair	<p>Nominated by Nominating Committee; elected by majority vote of eligible members; serves one (1) year term. Responsibilities include:</p> <ol style="list-style-type: none"> 1. Member of Executive Committee. 2. Might serve either as Chair of the Program Committee or the Membership Committee. 3. Performs duties of the Section Chair in his/her absence.
Secretary	<p>Nominated by Nominating Committee; elected by majority vote of eligible members; serves suggested term of more than one (1) year. Responsibilities include:</p> <ol style="list-style-type: none"> 1. Member of Executive Committee. 2. Custodian of all records and files of the Section. 3. Custodian of Section membership roster and mailing list. All Subsection Secretaries must be advised of changes in address, new members, and members to be removed from their rosters, since this information is not provided to Subsections by SME Headquarters - only by Sections. 4. Prepares and circulates meeting announcements, ballots, and other information of interest to the Section membership. <ul style="list-style-type: none"> ▪ The timing of the circulation of meeting announcements is important. E-Mailings / mailings between ten days and two weeks prior to a regular Section meeting have been found to be optimum. Meeting attendance can be decreased by mailing so far in advance that it is forgotten, or so late that conflicting engagements have been made. ▪ Meeting announcements should be informative but at the same time attractive. Format and wording should be developed which promises a pleasant, sociable, and informative meeting. 5. Records complete minutes of each Section and Executive Committee

	<p>meeting.</p> <ol style="list-style-type: none"> Responsible for Section correspondence and informing appropriate Section officers and members of its content. Responsible for answering Section correspondence unless otherwise directed.
Treasurer	<p>Nominated by the Nominating Committee; elected by majority vote of eligible members; serves suggested term of more than one (1) year; role may be combined with that of Secretary. Responsibilities include:</p> <ol style="list-style-type: none"> Custodian of Section funds. Keeps complete and accurate records of Section finances. Receives and disburses Section money with the approval of the Executive Committee. Submits records for an annual audit by a Committee to be named by the Chair. Reports on the state of the treasury at any time required by the Executive Committee. Provides SME Headquarters with information necessary for the completion of the SME annual tax return (see Appendix 2).
Mineral Education Coalition (MEC) Committee Chair	<p>Nominated by the Local MEC Committee Members, but appointed by Chair; serves one (1) year term. Responsibilities include:</p> <ol style="list-style-type: none"> Coordinates and directs activities of the Section MEC Committee: <ul style="list-style-type: none"> MEC should be a standing committee of the Section; The Board or Executive Committee of the Section may determine the number of committee members. A three-year term is recommended for members; and If possible, MEC Committee members should be acquainted with influential members of local and state government; community leaders; and representatives of press, radio, and television. All segments of the mineral industry should be represented on the MEC Committee. Is familiar with the contents of the SME Local Section MEC Manual. Organizes an efficient reporting system to advise the SME Regional Vice President and SME Headquarters of all of its activities. Your SME staff contact is Rachel Grimes @ grimes@smenet.org. Develops local educational programming, which will translate technology to the general public, media, and government.
Membership Committee Chair	<p>Appointed by Chair; serves one (1) year term. Responsibilities include:</p> <ol style="list-style-type: none"> Advises Chair on appointment of Membership Committee members. Where the Section is widely dispersed geographically and/or diversified technically, selection of Committee members should be as representative of as many areas and interests as possible.

	<ol style="list-style-type: none"> 2. Along with the Committee, actively encourages eligible and desirable individuals to become members of SME. <ul style="list-style-type: none"> ▪ This may be done most effectively by informing potential members of the many benefits of membership through personal contact, literature, and application forms. A supply of membership applications should be available at each meeting, preferably along with a sign to identify a supervised membership table. ▪ When the Section sponsors Conferences, the Committee should staff a prominently positioned membership desk during meeting hours. 3. Cooperates fully with Society and Division Membership Committees. One aspect of this cooperation is supplying these committees with lists of nonmember registrants at Conferences sponsored by the Section. 4. Reports on Committee activities and accomplishments as requested by the Section Chair.
Nominating Committee Chair	<p>Usually immediate Past Chair; serves one (1) year term. Nominating Committee is customarily composed of two or more Past Chairs or appointed by the Section Chair. Responsibilities include:</p> <ol style="list-style-type: none"> 1. With the committee, proposes a slate of candidates for the elected offices of the Section. 2. Directs Section Secretary to prepare and distribute ballots prior to election, unless candidates are to be voted upon by voice or show of hands. Candidates should be selected to provide continuity in personnel by avoiding a complete change of officers and executive Committee at one time.
Program Committee Chair	<p>Appointed by Chair; serves one (1) year term. Responsibilities include:</p> <ol style="list-style-type: none"> 1. Advises Chair in appointment of Program Committee members. Where the Section is widely dispersed geographically and/or diversified technically, selection of Committee members should be representative of all areas and interests as possible. 2. With the committee, selects and arranges for the programs presented at meetings of the Section. The following should be considered when planning programs: <ul style="list-style-type: none"> ▪ The number of programs devoted to one technical area may appropriately be in direct proportion to the percentage of Section members concerned with the subject; ▪ The SME Board of Directors and Staff are eager to maintain personal contact with Sections and Subsections. Most of them volunteer, on an annual basis, to visit and/or address selected Sections and Student Chapters; and ▪ When a Section's members are divided by discipline or interest, a joint business meeting could be appropriately followed by two or more simultaneous technical sessions whose subjects would satisfy

their divergent interests.

3. Reports on Committee activities and accomplishments as requested by the Section Chair.

For more information on local programming, please see the “Section Meeting Guidelines” chapter beginning on page 14.

**Publicity
Committee
Chair**

Appointed by Chair; serves one (1) year term. Responsibilities include:

1. Advises Chair in appointment of Publicity Committee members.
 2. Is responsible for publicizing Section activities through appropriate outlets, such as:
 - Society publications
 - Other trade journals and internal newsletters
 - Newspapers
 - Electronic media
 - In order to increase the probability of the publication of submitted copy, it should be informative, clear, and brief. Newspaper and magazine deadlines should be observed. Close cooperation with members of the local press and familiarity with their publication needs and policies is encouraged.
 - One or more members of the Committee should be adequate photographers. When photos are used to supplement press releases, they should be clear, glossy, black and white prints, and fully captioned on the reverse side. The better the quality and composition of the print, the better the chances are that it will be published. Digital photos should be 300 dpi or greater.
 - Radio and television time is often offered by stations as a public service to organizations such as SME. Spot announcements of meetings offer valuable publicity. Interviews of local or visiting dignitaries conducted by the station staff may be arranged by the Publicity Chair.
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**Student
Relations
Committee
Chair**

Appointed by Chair; serves one (1) year term. Responsibilities include:

1. Advises Chair in appointment of Student Relations Committee Members.
 2. Maintains liaison with Student Chapters sponsored by the Section.
 - Faculty Sponsor (who may appropriately be a member of the Student Relations Committee).
 - Where one or more Student Chapters function within the Section, contact is maintained with the Student Members. Other students of mineral engineering should be encouraged to attend Section meetings, and Section members should be encouraged to attend Student Chapter meetings. Student participation in Section affairs may be facilitated by making the Chapter President or Chair an ex-officio (nonvoting) member of the Section Executive Committee. Student attendance at dinner meetings will be stimulated by whole
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or partial defraying of cost. The Student Relations Committee may suggest to the Program Committee that one or more programs per year be put on by the Student Chapter.

3. Is responsible for urging Student Chapter participation in the Outstanding Student Chapter Contest by advising them of entry requirements and requirements of their Annual Report.
4. Creates interest in the mineral industry among high school students. This may be accomplished by active participation in local vocational guidance endeavors such as "Career Days," offering services or prizes at Science Fairs, and providing occasional programs at high school Science Club meetings. Organized field mine or plant trips for student groups of all ages are beneficial.

**Section Officer
Updates**

In order for SME to maintain current lists of active sections and section officers, it is crucial that each Section Chair updates the slate of Section Officers when changes occur. This should be done as quickly as possible following your Section's Annual Meeting or completion of nomination processes. Send your officer updates to grace@smenet.org or complete the online update form:
<http://www.smenet.org/sections/localsectionofficerform.cfm>

Section Representative Responsibilities

Overview	Each section should designate one or more members as Section Representatives. The designated Section Representatives may or may not be Officers and/or Chairs within your section. The Section Representative role provides for direct Section participation in the management and operation of SME.
Objectives	<p>The Section Representatives shall play a major role in SME activities, based on their position as the most direct representative of the individual members. Section Representatives shall have the following objectives:</p> <ol style="list-style-type: none">1. To provide the Sections and SME a means of communication to: maintain “grass-roots” contact; exchange suggestions; promote unity; increase member participation and sense of belonging; and encourage high professional standards.2. To provide a medium of communication and cooperation among Sections whereby they may exchange ideas and information to: improve SME operations; develop activities such as career guidance and continuing education; acquire new members and recover delinquent members; enhance service to members; gain community support; and improve cooperation with SME.
Local Section Leader Meetings	<p>The Section Representative should participate in the Local Section Leader Meeting held annually at the SME Annual Meeting. This representative should be knowledgeable about Section activities and objectives.</p> <p>The SME Member Services Department shall prepare an agenda for this meeting and shall incorporate input from Sections, from individual members, and from Officers and Directors of SME.</p>
Providing Guidance to SME Board	The Board of Directors shall meet at least once each year. The Member Services Department with input from Section Officers, shall prepare an agenda for these meetings and shall incorporate input from Section Officers and Directors of SME. The Section Representatives shall provide guidance to SME Board of Directors either by formal motion or by sense of discussion. The Board Directors shall use their judgment to vote appropriately on matters, giving due consideration to Section Representative input.

Risk Management/Insurance

Overview	The following is a risk management summary provided by the Society and its Insurance Brokers, Brown & Brown, in response to questions from the Local Sections. This section summarizes the types of insurance coverage provided and not provided by SME for the benefit of its Sections and Chapters (US and Canada ONLY). If you have any questions, please call Michael Hedges at (303) 948-4219 or 1-800-763-3132.
Workers Compensation Insurance	SME does not provide Workers Compensation Insurance to Section Employees. Unless your Section or Chapter is able to provide Workers Compensation on its own, you should not hire any part-time or full-time employees. This does not include independent contractors who are hired for part-time work on an “as needed” basis; however, independent contractors should supply certificates verifying adequate workers compensation, general liability, and auto liability. SME must be given prior notice of your intention to hire any temporary or permanent employee.
Property Insurance	Sections and Chapters are responsible for insuring their own property, including furniture and equipment. If you have property that your Section owns or leases (or for which you are otherwise responsible), you can contact SME to inquire about insuring that property - if it is in excess of \$500 in value.
General Liability Insurance	General liability insures your liability for bodily injury or property damage. The SME general liability policy insures SME, all its Sections and Chapters, as well as all SME Members while acting on behalf of SME. Please note, there are a number of Sections that have TMS, AIST and SPE Members assist them with meetings and other functions, as well as people listed as a member of their Section that are not members of SME. These individuals are not covered under the SME General Liability Insurance Policy. There are several exclusions in this policy (please refer to the exclusion within the policy itself).
Auto and Vehicle Insurance	<p>SME’s auto liability insurance policy does not cover SME Sections and Chapters. Members and/or officers must depend on their own personal auto insurance when using their personal vehicle, even while on SME business. We strongly suggest you check with your personal auto insurance agent to be sure your policy provides adequate coverage while on SME business.</p> <p>If you rent or lease a vehicle specifically for a Section or Chapter function, SME insurance does not provide liability or property damage coverage. Sections and their members must depend on their own personal auto insurance. We strongly suggest you check with your personal auto insurance agent to be sure your policy provides adequate coverage while on SME business, and whether or not it is advisable to purchase the insurance offered</p>

	by the rental firm.
Embezzlement and Dishonesty Insurance	Currently, SME has no insurance for embezzlement or theft by officers or members of Sections and Chapters.
Directors, Trustees, Officers and Committee Members	These individuals are insured with respect to “wrongful acts” (errors or neglectful acts or omissions in the discharge of SME, or SME Section or Chapter duties) in the event they should become legally liable. There are several exclusions in this policy (please refer to the exclusion within the policy itself).
General Information	<p>Avoid problems by:</p> <ul style="list-style-type: none"> ▪ Dealing only with reputable companies and contractors that carry insurance and have proper safety procedures, licenses, etc. ▪ Never pilot or charter any aircraft on SME business even if privately owned. ▪ It is the responsibility of each member, Section, or Chapter to comply with the laws and regulations of each city, state, and school district, as well as the federal government. ▪ Always remember that the safety of your members is your primary responsibility. ▪ Note that most coverage is limited to activity in the U.S. and Canada. <p>Please don’t hesitate to call SME for more information (303-948-4200 or 1-800-763-3132).</p>

Section Meeting Guidelines

Overview Because SME's primary mission is to be the premier society for mineral industry professionals, it is important that Section meetings be scheduled and planned to meet the needs of the working professional. Experience at four large Local Sections over the past ten years has shown that if we succeed in attracting the working professionals, the other groups (students, retirees, etc.) attend the meetings as well, and the organization thrives. If working professionals do not attend, the organizations lose purpose and vitality, hang on for a time, or simply fall away for lack of interest. The following Guidelines are designed primarily to attract working professionals to your Local Section's meetings.

Attracting the Professionals of YOUR Section Local Section meetings should be designed to attract the working professionals of ***your*** section membership. If the Section is in a Metropolitan City, the working professionals of the investment and banking community will want a luncheon with a good speaker. If your Section is an active mining area of the southwestern U.S., then a dinner meeting will probably be your choice. International Sections will have meeting venues that conform to the host country culture, but their meetings also should be designed to attract the working professionals.

Types of Meetings

Evening Dinner Meeting	Usually held at a club, hotel, restaurant, or in a public or campus building. Dinner is followed by a presentation. This is the most common type of meeting by Local Sections. Some Local Sections, especially if they have a free meeting place available, provide a buffet dinner with beverages and sandwiches, which can be cost effective.
Evening Auditorium Meeting	This type is not likely to provide the same opportunity for professional exchange as the dinner gatherings. The expense to the individual member is less, and for that reason some Local Sections favor it. Small groups may gather on their own for dinner before such a meeting. Light refreshments may be served after the program.
Dinner-Dance Meeting	Presentations may be absent or of secondary importance. Many Sections find one such party a year desirable. Often an Institute or Society official is invited to be present. Picnics, golf excursions, and similar social events often prove attractive.
Evening Meeting for Students	May be a dinner or informal meeting with the program designed to inspire students. This could include students reading prize-winning papers and formal presentation of awards. Students might plan and conduct the meeting themselves.
Luncheon Meetings	In some Sections regular monthly luncheon meetings have proven successful. Such meetings lend themselves to almost any kind of speaking program, provided it is not lengthy.
Round-Table Conference or Study Groups	May be held at lunch or dinner and are designed for relatively small groups. Those interested in a specific subject may discuss it informally in successive weekly or monthly meetings.
Joint Meeting with Other Groups	Occasional meetings of this type have proven advantageous. A meal may or may not be served. The subject may be a technical topic in which Local Sections of two or more societies are interested, or it may be a broader topic of general interest.
Field Trips	A visit or inspection of a mining district, oil field, metallurgical or industrial plant, or a large engineering or reclamation project can provide a viable meeting. The plant visited may provide a meal for visitors if asked. A visit to an interesting operation may also be made in the late afternoon followed by dinner at a nearby restaurant.

All-Day Meetings	An all-day meeting can be useful if members come from distant parts of the Section. Generally, the all-day program is followed by a dinner and after-dinner session with an outstanding speaker.
Multiple-Day Excursions	Members (and spouses/guests) of some Western Sections have made extensive tours visiting mining districts a few hundred miles apart and holding meetings at each. Adjoining Sections may hold a joint gathering at an appropriate place, such as a National Park.
Meetings of Limited Professional Interest	Some Local Sections have organized very successful meetings for members of only one Division or even to a specific group within a Division. For example, geologists, open-pit miners, or millmen may get together for one or more meetings a year.
Divisional Meetings	A Section or Sub-section may organize a meeting oriented to a particular division of SME. The MPD Sub-section of the Colorado Section holds a very successful 2-day meeting in April each year.

Suggested Meeting Topics

Overview	Just as there are many different types of meetings, your meetings should also cover a diverse range of subjects. A few topics are listed below; overall, just be sure your topic is one of interest to your audience!
Project/Property Development Review	These are very popular, especially when several disciplines are covered such as geology, mine plan, process plant, permitting, and financing.
Technical Subjects	Operation, equipment, research. These can be: <ul style="list-style-type: none">▪ Highly specialized for small groups with similar interests;▪ General survey or review for larger groups;▪ Symposia – Several speakers on related subjects; and▪ Seminar – Introductory paper and a good discussion leader.
Economic Subjects	For example, the market outlook for specific metals or minerals, new discoveries, labor problems, legislation.
Non-Technical Industrial Subjects	Examples include: <ul style="list-style-type: none">▪ Companies engaged in the mineral industry;▪ Companies using products of the mineral industry; or▪ Companies supplying equipment and supplies to the mineral industry.
Account of Travels	A Section member or officer who travels frequently may deliver a presentation/slideshow describing industry-related sites recently visited.
Non-Technical Professional Subjects	You may wish to invite speakers from outside of the industry, including: <ul style="list-style-type: none">▪ Bankers, brokers, or economists;▪ Lawyers or public officials;▪ Educators, civic officials, journalists, or editors.
Other	Other suggestions include: <ul style="list-style-type: none">▪ MEC Education▪ Report on SME Annual Meeting from an Official Representative▪ Technical Subjects Outside the Minerals Field

Meeting Procedures and Suggestions

Overview	While there are different groups and situations, there are several common guidelines that can be followed to help ensure the success of your Section's meetings.
Time & Location	<p>Choose one time and location for the monthly meeting and do not change it unless it becomes unsuitable. This way, people know how to get there, where to park, and so forth. If they lose the monthly newsletter or if it doesn't arrive on time, it doesn't matter. They still know when and where the meeting will be.</p> <p>Some experimentation may be necessary to find the best meeting time and place, and there are a few Local Sections that have found success by moving the meeting among several venues. But generally, one time and place will result in higher attendance figures.</p>
Agenda & Schedule	<p>Adopt an agenda and schedule that best suit the working professionals. If they come, the other groups will adapt and support. If the working professionals don't come, the organization will wither.</p> <p>What do the working professionals need? They need a meal at the end of a long workday, and they need a bit of entertainment, new knowledge, or enrichment. Unless they are officers in your Section, they do not want to be involved in selection of the new slide projector being purchased. If they are subjected to these practices routinely, they will stop attending, and it doesn't matter how good the meal is, how good the speaker is, or anything else. If we abuse their time, they will not attend in substantial numbers.</p>
Section Business	<p>Conduct Section business at an Executive Committee meeting just before or just after the members' meeting. Section business such as committee reports, fund raising plans, minutes and treasurers' reports have no place at the lunch meeting or dinner meeting. They are properly handled at the regular meeting of the Executive Committee. Any members who wish to attend the Executive Committee meeting are welcome to do so, and by scheduling it just before or after the regular meeting, it will be easy for interested non-executive members to attend. The only matters of Local Section business that should be brought to the regular meeting are Bylaw changes and annual elections, if required by the Local Section Bylaws.</p>

Meeting Attendees	<p>Gather information about meeting attendees and distribute information to them. Many Local Sections set up the table where people pay for dinner at a Membership table. Each attendee can then be documented as follows:</p> <ul style="list-style-type: none"> ▪ Name ▪ Address (if non-SME member) ▪ Phone (if non-SME member) ▪ Reservation? ____ or Walk-in? ____ ▪ SME Member? _____ ▪ Local Section Dues Paid? _____ <p>All non-SME members who are local residents should be given a membership application and encouragement to join. Local SME members who have not paid Local Section dues can be gently encouraged to pay at the table. Some Local Sections get student members (2 maximum) to staff the membership table in return for a free or reduced price meal.</p>												
Ideal Luncheon Meeting Schedule	<p>Plan your Luncheon meetings so attendees will have to be away from work no longer than 2-2½ hours, including travel time. That is a reasonable amount of time to ask for, and if we ask for more, they may not come. An ideal schedule is as follows:</p> <table data-bbox="513 1045 911 1272"> <tr><td>Reception</td><td>11:30 AM</td></tr> <tr><td>Lunch</td><td>12:00 PM</td></tr> <tr><td>Announcements</td><td>12:15 PM</td></tr> <tr><td>Speaker</td><td>12:20 PM</td></tr> <tr><td>Q&A</td><td>12:50 PM</td></tr> <tr><td>Dismissal</td><td>1:00 PM</td></tr> </table>	Reception	11:30 AM	Lunch	12:00 PM	Announcements	12:15 PM	Speaker	12:20 PM	Q&A	12:50 PM	Dismissal	1:00 PM
Reception	11:30 AM												
Lunch	12:00 PM												
Announcements	12:15 PM												
Speaker	12:20 PM												
Q&A	12:50 PM												
Dismissal	1:00 PM												
Ideal Dinner Meeting Schedule	<p>Plan your dinner meetings so members may attend the meeting and still make it home at a decent hour. Dinner meetings should last no longer than 2 hours. An ideal schedule is as follows:</p> <table data-bbox="513 1472 911 1692"> <tr><td>Reception</td><td>5:30 PM</td></tr> <tr><td>Supper</td><td>6:00 PM</td></tr> <tr><td>Announcements</td><td>6:40 PM</td></tr> <tr><td>Speaker</td><td>6:45 PM</td></tr> <tr><td>Q&A</td><td>7:15 PM</td></tr> <tr><td>Dismissal</td><td>7:30 PM</td></tr> </table>	Reception	5:30 PM	Supper	6:00 PM	Announcements	6:40 PM	Speaker	6:45 PM	Q&A	7:15 PM	Dismissal	7:30 PM
Reception	5:30 PM												
Supper	6:00 PM												
Announcements	6:40 PM												
Speaker	6:45 PM												
Q&A	7:15 PM												
Dismissal	7:30 PM												

Controlling Meeting Length

Overview	There are many common practices at Local Section meetings that can most benefit the Local Section by being shortened or eliminated. They may be traditional and they may be fun, but they are usually not worth the time they take, and they result in meetings that are too long.
Controlling the Reception Hour	A beverage before dinner is a nice way to start the meeting, and the reception hour provides a convenient way for people to socialize and choose dinner companions. But just because people are enjoying themselves is not reason to delay the meal and extend the meeting length. When dinnertime arrives, use a spoon on a glass, a bell, or another similar attention-getting sound to move people quickly to the table and keep events on schedule.
Welcoming Remarks	When adults sit down to dinner with a salad in front of them and people at the head table begin to eat, the others will eat too. It is necessary and important to “ring the dinner bell,” so that the reception hour doesn’t go beyond the allotted time. Once that is done, there is no need to address the group before they begin to eat.
Head Tables and Introductions	Large head tables reduce the size of the audience, and they eliminate opportunities to meet and socialize. We suggest that the head table, if there is one at all, be limited to four: The Chair, the speaker, and two others of the Chair’s choice, primarily to fill the table and help entertain the speaker during dinner. It is also quite workable to have no head table and reserve places for the Chair and speaker at a table near the podium. As for introductions of the head table, guests, wives or students, they are rarely worth the time they take, and may be dispensed with in most cases.
Inappropriate and Unnecessary Announcements	A routine function of the meeting Chair should be to receive and manage requests for time for announcements. It is quite appropriate to announce fund-raising events, awards, MEC activities, and meeting changes. If, however, there are too many announcement requests, some should be politely refused or put off until the next meeting. The Chair’s primary goal is to make the meeting enjoyable and efficient, not to give an audience to every cause.
Raffles	Raffles are a perfect example of time-consuming traditions that may not belong in a trade group meeting of professionals. Traditions and rituals are dear only to regular attendees. Newcomers may see rituals as silly and unnecessary and will be dissuaded from taking the time and energy to attend another meeting. Newcomers are potential regular attendees; they are giving us an opportunity to attract them to future meetings. A well run, informative program is likely to do that. A meeting full of non-essentials

	that takes an entire evening probably will not.
Controlling Speaker Time	When the speaker is invited to speak, be sure to say that you want a presentation between 20 and 30 minutes with a few minutes more for questions. The goal is to provide a bit of professional entertainment or enrichment, not a complete or exhaustive treatise on a subject. Some speakers can go on for hours, but the Local Section meeting is not the place for it. Speakers should be counseled at the time of invitation, and again – gently – the day of the speech. Assign someone to be the timekeeper, and as the speaker to be looking for the timekeeper for guidance. The timekeeper should signal the speaker when 5 minutes, 2 minutes, and 1 minute of allotted time remain.
Multiple Speakers	If you have more than one speaker, the total speaker time should still be no more than forty minutes, including introductions and questions. Be sure to give each speaker clear time limits and direction to help avoid any speaker taking too much of the time allotted.
Speaker Gift Presentations	If your section provides Speaker gifts, keep the presentation as brief as possible, and make sure the gift is readily available (next to the podium, for example) for presentation. Pictures of the presentation are not necessary. If you would like a picture of the speaker gift presentation, stage one after the dismissal.
Tips to Improve Attendance	<p>Adhering to a few simple steps will help keep your Section meetings informative and well-attended:</p> <ol style="list-style-type: none"> 1. Hold your meetings at the same time and place every month. 2. Plan and execute meetings well and <u>never</u> let meetings go more than 2½ hours for a dinner, or ninety minutes for a luncheon. 3. Get good speakers, and promote them to the membership. Promote them in the monthly newsletter and on the SME Website. Send posters to the larger employers and ask SME members to post them in prominent places a few weeks before the meeting. Call senior people at local employers and encourage them to attend and bring others. Call the speaker's employer and encourage him/her to send company people to show support for the speaker. 4. Make your monthly Local Section meetings the "icing-on-the-cake" of a normal, professional workday, not a time-wasting, schedule-busting obligation. Respect the time and priorities of your working professionals, and they will reward you with a healthy, energetic Local Section.

SME – The Organization & Programs

Overview	<p>This chapter provides information on the history and present-day structure of SME, intended for informational purposes only. More information about SME's history, structure, governance, and staff may be found online at www.smenet.org.</p>
AIME and SME: A Brief History	<p>SME's parent organization, The American Institute of Mining, Metallurgical, and Petroleum Engineers, Inc. (the Institute or AIME) was founded in 1871. The original name of the organization was the American Institute of Mining Engineers, and its main objective was "to promote the arts and sciences connected with the economic production of the useful minerals and metals, and the welfare of those employed in these industries by all lawful means; to hold meetings for the reading and discussion of professional papers and to circulate by means of publications among its members the information thus obtained."</p> <p>In 1949 AIME recognized the polarization of its activities around the disciplines of its name by the formation of three branches: Mining; Metals; and Petroleum. Each of the three then formed its own monthly magazine which replaced <i>Mining & Metallurgy</i>, the Institute's journal. AIME continued to grow and the nature of its public activities continued to increase in complexity.</p> <p>In the 1950s, it became apparent that each of the branches needed greater autonomy over its own concerns. As a result, in 1957 three constituent societies were officially formed: The Society of Mining Engineers--now the Society for Mining, Metallurgy, and Exploration (SME); The Metallurgical Society--now The Minerals, Metals, and Materials Society (TMS); and The Society of Petroleum Engineers (SPE). In 1974, the Iron and Steel Society (ISS) was formed as the fourth constituent society of AIME.</p> <p>In 1985, each of the four constituent societies separately incorporated and became member societies of AIME. Thus, AIME no longer has individual members as all individuals are members of one of the four societies (SME, TMS, AIST, SPE).</p> <p>Today, AIME is international in scope; it provides liaison and cooperation with other engineering groups for the benefit of the general public, Society Members, and unity among those engaged in the engineering professions. Through its programs and publications, AIME fosters worldwide professional activity and service.</p>

The Growth of Local Sections	<p>The New York, Boston, and Columbia Sections were established in 1911 as the first AIME Sections. By 1946, AIME's 75th anniversary, there were 40 sections. Just 10 years later, when the three separate societies were established, the number of sections had doubled to 80. By the time the three societies were incorporated in 1985, there were more than 180 sections, 76 of which became SME sections following the incorporation. Since then, the number of sections has fluctuated. Today, SME has 57 Local Sections, including four international sections.</p>
Student Chapters	<p>The classification of Student Member was established by AIME in 1929; by 1940 there were some 4,100 Student Members. Student membership was drastically reduced during World War II, but then steadily climbed, and in 1984 the Institute had almost 10,500 Student Members, of which 3,355 were SME members. Currently, SME has over 1,000 student Members.</p> <p>Bylaws provide that each Student Chapter shall be a direct part of the Society. The SME Board of Directors may establish a chapter at any school where a group of students (studying a minerals-related curriculum) is interested in a chapter. Two or more Student Chapters covering different disciplines may be organized at a single school. A Local Section from an AIME Member Society is assigned as sponsor of each Student Chapter where feasible. A Faculty Sponsor is chosen by each Student Chapter.</p>

Divisions of SME

Overview

As AIME grew over the years, Divisions were formed in response to the increasing trend toward specialization among mineral industry engineers. This practice continued as needed once SME incorporated separately. Thus, the current SME Divisions and their year of formation are:

- Coal & Energy Division (1930)
- Environmental Division (1997)
- Industrial Minerals Division (1935)
- Mining & Exploration Division (1949)
- Mineral and Metallurgical Processing Division (1948)
- Underground Construction Association of SME [UCA of SME] (2007)
- Women's Auxiliary to AIME [WAAIME] (2008)
- International Marine Minerals Society of SME [IMMS of SME] (2011)

This section provides some general information on each of the SME Divisions. More information on each Division – including the awards and scholarships administered by each – may be found online at www.smenet.org/Divisions.

Coal & Energy Division

The Coal Division was the original AIME that was founded in 1871 by a group of coal mining engineers in Eastern Pennsylvania. The modern day Division was formed in 1930, and the name was changed to Coal & Energy Division in 2001.

The Coal & Energy Division annually presents informative programs at the SME Annual and Regional Meetings to keep members abreast of technical and scientific developments and the application of such developments in the mining of coal. Coal & Energy Division issues are discussed in *Mining Engineering* in the “Coal & Energy Division Views” column.

The Division sponsors eight awards in the coal discipline and provides multiple scholarships annually to deserving students who are preparing for careers in the coal mining industry.

Environmental Division

The SME Board of Directors approved the Environmental Division in 1997. The objective of the Environmental Division is to furnish a medium for cooperation between and among those directly engaged in all aspects of the physical environment, including health and safety issues as they relate to the mining industry.

	<p>To further the objective toward a common goal, and to promote safe and environmentally sound mining practices, this Division provides a forum for the exchange of technical information, publishes papers, arranges meetings and programs, and encourages education on any subject related to these areas of the mining industry.</p> <p>The Division sponsors two awards relating to mining and the environment and also provides up to four Environmental Division Scholarships annually.</p>
Industrial Minerals & Aggregates Division	<p>The Industrial Minerals & Aggregates Division was founded in 1935 as the Industrial Minerals Division. In 2010, the SME's Construction Materials & Aggregates Committee merged into the Industrial Minerals Division, forming the Industrial Minerals & Aggregates Division – or IM&AD.</p> <p>The IM&AD's main goal is to provide a forum for the exchange of technical information in the minerals industry. More specific goals are: 1) to further the arts and sciences involved in the economic production and use of industrial minerals; 2) to hold meetings which provide for both professional gatherings and the presentation and discussion of professional papers; 3) to facilitate publication of such professional papers; and 4) to promote the exchange of information and ideas with other divisions and societies in areas of mutual interest.</p> <p>These aims are carried out through two main activities. One is the presentation of papers at both the Annual and Regional/Topical Meetings of SME. Collectively, these papers represent the current "state of the art" in all areas of industrial minerals. Many papers are developed in conjunction with other divisions and are presented jointly since they are of mutual interest. Additionally, the Division produces bound reference volumes and is responsible for the "In the Aggregate" column in <i>Mining Engineering</i>.</p> <p>The Division actively solicits membership and participation from those whose vocation and interest lie in the broad areas of industrial minerals and aggregates. The Division also sponsors four awards as well as the Gerald V. Henderson Memorial Scholarship annually.</p>
Mineral and Metallurgical Processing Division	<p>The Mineral and Metallurgical Processing Division was founded in 1948 to provide a forum for individuals involved in processing mineral resources. As with all professional societies, technical meetings and technical paper publication are the principal mechanisms for such communication, and the Division actively supports these two activities. Sessions cover topics such as: applied separation technologies; crushing and grinding; metallurgical processing fundamentals; mineral processing fundamentals; plant design</p>

and practice; process control and computer applications; process mineralogy; and solution mining.

Communication within the Division is accomplished through technical papers and the “Fine Grind” column in *Mining Engineering*.

The Division honors outstanding individuals in mineral processing through the presentation of five awards. The Division also awards the Richard Klimpel Memorial Scholarship and the MPD Scholarship annually.

**Mining and
Exploration
Division**

The Mining and Exploration Division was founded in 1949 to furnish a medium for cooperation between those strictly engaged in metal mining, and those engaged in mineral exploration. To support this objective, the Division promotes and publishes papers, arranges meetings and programs, and encourages education on subjects related to metal mining and exploration. The Mining and Exploration Division is the largest of the SME Divisions.

The Division has five program areas: Geosciences, Innovations and Technology, Operations, Management, and Underground Ventilation. Each program area is responsible for technical sessions at the Annual Meeting of the Society and solicitation and review of technical papers for publication in their field of interest. Additionally, the Division is responsible for the “Rock in the Box” column in *Mining Engineering*.

The Division sponsors eight awards important to members of the mining profession and also provides Mining & Exploration Division Scholarships to worthy students annually.

**Underground
Construction
Association of
SME
(UCA of SME)**

In 2007, the American Underground Construction Association merged into SME to form the Underground Construction Association of SME. The purpose of the UCA of SME is the multidisciplinary exploration of all professional concerns, which affect the wise and effective use of underground space, including the development of general public awareness of the potential of this important resource.

The Goals of UCA of SME are as follows:

1. To act as an advocate and proponent for the development and use of underground facilities;
 2. To act as an advocate and proponent for all firms and individuals, collectively, who represent any and all aspects of the wise and effective use and development of underground facilities;
 3. To provide a communications link, a forum, and educational services
-

-
- for members, related organizations and the general public;
4. To be a repository of information related to the development and use of underground facilities.

The division honors outstanding members of its field through four awards, given biennially at the NAT Conference. The division also provides the UCA of SME Executive Committee Scholarship to worthy students annually.

**Women's
Auxiliary to
AIME (WAAIME)**

The Women's Auxiliary to the AIME (WAAIME) joined forces with SME in 2008. The purposes and goals of WAAIME are:

- To render service to the country and to the community through all that pertains to the interest of the profession of Mining, Metallurgical, and Petroleum Engineering.
- To promote interchange of ideas and work amongst members.
- To secure and maintain a fund for the purposes of voluntarily assisting promising young men and women to obtain a technical education in Mining, Metallurgical and Petroleum Engineering, or allied subjects.

On an annual basis, WAAIME awards over \$100,000 in scholarships to deserving students.

**International
Marine Minerals
Society of SME
[IMMS of SME]**

The International Marine Minerals Society (IMMS) merged with the Society for Mining, Metallurgy, and Exploration (SME) in May of 2011 creating SME's newest Division. The IMMS of SME offers expertise, education, and a community of professionals dedicated to the future source of minerals - the ocean. The IMMS of SME gives the mining industry access to the wealth of knowledge and expertise accumulated from years of working in the marine environment as well as opportunities offered by ocean mining in the greater mining community.

IMMS is guided by its Objectives, Bylaws, and Executive Board, and continues to develop its three main projects: (1) a marine mining Code, (2) an international conference called the Underwater Mining Institute, and (3) the Moore Award to recognize exemplary contributions in the development of marine mining. Now, with SME, the Society will expand its services to members and reach to government, academia and industry worldwide.

APPENDICES

Forming a New Section, Subsection, or Student Chapter

Forming a New Section

A Section is a legally constituted unit of SME, encompassing a specific geographical area. Two or more Sections of AIME member societies may exist within one geographical area to serve the differing professional interests of members in the area (e.g., SME and SPE in the same counties in California). The steps to be taken in the establishment of a new Section are as follows:

1. Determine the precise geographical area to be included in the Section. Boundaries of the Section should be established along **county** lines. The area should be defined by listing the counties to be included in the Section.
 2. Determine that there are at least 25 SME members residing in the area to be covered by the Section. Bylaws require this number for the formation of a Section.
 3. Hold an organizational meeting of all interested members in the area and establish a temporary organization with temporary officers. SME Headquarters can assist by furnishing a list of members in the area.
 4. Develop a set of bylaws under which the Section will operate; these should be approved by a majority of members available. See sample on page 52.
 5. Adopt a name for the proposed Section.
 6. Submit the proposed bylaws, the names and addresses of the temporary officers, and a petition signed by 10 members to SME Headquarters. See sample on page 51.
 7. Agreement must be secured from an existing Section for the release of territory or specific members in the territory if the proposed Section overlaps an existing Section.
 8. The SME Board of Directors will vote on affiliation and, if approved, \$100 start-up money will be sent.
-

Forming a New Subsection

Many Local Sections have found that Subsections are a desirable supplement to a Section. Subsections provide increased opportunity for members in remote areas of a Section's territory to participate in Section activities.

Officers of the Section should consider possible areas where Subsections might operate effectively. In general, Subsections are advantageous where 20 to 75 potential members are within easy driving distance of a given point (other than the usual Section meeting location). If membership in such an area exceeds 100, a separate Section instead of a Subsection is generally suggested. The Subsection may also be organized on a professional rather than geographical basis.

Subsection Formation Procedures

A Subsection usually has a simple structure, with a Chair and a Secretary, and possibly one other officer if needed. Bylaws should be drafted and submitted to the parent Section for approval, which will in turn submit them to SME Headquarters for record and approval of the SME Board of Directors.

1. An officer of a Section should study possible Subsection areas, or a member of the Section may bring it to the attention of the Section as an order of business. The number of persons in the potential Subsection area should be considered.
2. Revise the Section bylaws, if necessary, to permit Subsection formation.
3. The proposed Subsection should make formal written request to the Section for recognition by the governing Board of the Section.
4. The proposed Subsection should outline the exact geographical area along **county lines**.
5. Upon acceptance by the Section, the Subsection should elect a slate of officers.
6. A copy of the Subsection's bylaws, acceptance by the Section, and slate of officers should be sent to SME Headquarters for presentation to the SME Board of Directors.

Subsections should keep their own mailing lists. The parent Section should advise them of address changes reported by SME Headquarters. The parent Section should preferably include in its mailing list all Subsection members, thus helping to retain Subsection interest in the operations of the parent Section. The chair of a Subsection should be on the Executive Committee of the parent Section.

**Forming a New
Student Chapter**

A Student Chapter of SME may be organized at any educational institution of higher learning where there is an existing program in a technical area associated with SME, and sufficient student enrollment and interest. Sponsorship shall be provided by the Local Section in which the Student Chapter is located. Where no Local Section exists, sponsorship shall be provided by the Society. For a Student Chapter to be affiliated with SME, approval of the SME Board of Directors is required. For information regarding Student Chapter Formation, contact: Education Services, SME, 8307 Shaffer, Littleton, CO 80127-4102; Ph: (303) 973-9550 / (800) 763-3132, ext 227; Fax: (303) 948-4265.

PETITION FOR FORMATION OF _____ SECTION

of the
SOCIETY FOR MINING, METALLURGY, AND EXPLORATION, INC.

(Date)

We, the undersigned SME Members in _____

hereby petition for the establishment of the _____

Section of the Society for Mining, Metallurgy, and Exploration, Inc.

[illegible]

**BYLAWS
(SAMPLE SET)**

(Substitute wordage consistent with SME Bylaws is acceptable.)

BYLAWS

_____ Section of the Society for Mining,
Metallurgy, and Exploration, Inc. (The official abbreviation of SME may be used hereafter.)

ARTICLE I

Name

The name of the Section shall be the _____ Section of the Society for Mining,
Metallurgy, and Exploration, Inc.

ARTICLE II

Purpose

The aims and purposes of this Section shall be the promotion of mutual cooperation in
furthering the objectives of the Society by providing regular meetings for the free discussion of
subjects relating to _____.

ARTICLE III

Jurisdiction

The jurisdiction of this Section will encompass the following counties in the state of

_____: _____.

ARTICLE IV

Membership

All Members of the SME residing in the Section's jurisdiction shall be eligible for membership.

ARTICLE V

Officers

Section 1. The officers of this Section shall be a Chair, a Past Chair, Vice Chair, and a Secretary-Treasurer (or Secretary and Treasurer) who shall be elected annually. The Chair shall not succeed himself/herself.

Section 2. The Executive Committee shall be composed of the aforementioned officers and three or more other members of the Section.

Section 3. SME membership is a requisite to serve as an SME Local Section Officer or Local Section Executive Committee (this includes Chair, Vice Chair, Secretary, Treasurer and Board of Directors).

Section 4. All officers must be Members at the time of their election, in good standing in SME.

Section 5. A vacancy in any office occurring between annual elections shall be filled by the Executive Committee.

ARTICLE VI

Election of Officers and Terms of Service

Section 1. The Chair, with the approval of the Executive Committee shall appoint, not later than January of each year, a Nominating Committee, composed of a minimum of three members of the _____ Section to present a slate of at least one candidate for each office at the (April, May, or June) meeting of the Section. Additional nominations may be made from the floor.

Section 2. The officers of this Section shall be elected at the (April, May, or June) meeting and the election shall be conducted by vote of the Members present. To be elected, each candidate must receive a simple majority of the votes of the eligible members present at the meeting.

Section 3. The Secretary of the Section must notify the Member Services Department of the Society for Mining, Metallurgy, and Exploration of the new slate of officers each year no more than ten (10) days following the election.

Section 4. Terms of Service begin on August 1 and end on July 31 of the subsequent year.

ARTICLE VII

Duties of Officers

Section 1. The Chair shall preside at all meetings of the Section and of the Executive Committee. He/she shall appoint all committees and perform all other duties that pertain to the direction of the Section.

Section 2. The First Vice Chair shall be responsible for the arrangement of programs, entertainment, and incidental details, relating to the meetings. In the absence of the Chair, he/she shall serve as Chair.

Section 3. The Second Vice Chair shall be responsible for membership activities.

Section 4. The Secretary-Treasurer shall record the proceedings of the meetings of the Section and the Executive Committee, attend to all correspondence, issue all calls or announcements of meetings, receive and disburse all monies received by the Section, with the approval of the Executive Committee. The Secretary-Treasurer shall submit the records for an annual audit by a committee to be named by the Chair.

ARTICLE VIII

Dues and Finances

Section 1. The expenses of the Section shall be paid from the money appropriated by the Executive Committee.

Section 2. Accounts payable shall be paid by check issued by the Secretary-Treasurer.

Section 3. The Section shall operate on a fiscal year in accordance with the fiscal year set by the Society for Mining, Metallurgy and Exploration, Inc. (currently October 1 – September 30). Section financial statements must be provided to SME's Member Services Department no later than November 15 annually.

ARTICLE IX

Meetings

Section 1. The annual meeting of the Section for the election of officers shall be held in the month of _____.

Section 2. Regular meetings of the Section shall be held each month of the year except _____. The regular meeting day shall be the _____ day of each month.

Section 3. Special meetings of the Section or of the Executive Committee to consider important business, or to hear technical papers or discussions that cannot be scheduled at regular meetings, may be called by the Chair, with the approval of the Executive Committee.

ARTICLE X

Quorum

Section 1. A quorum at any regular or special meeting of the Section shall consist of ten Members.

Section 2. A quorum at a meeting of the Executive Committee shall consist of four members of the Executive Committee.

ARTICLE XI

Amendments to Bylaws

Amendments to these bylaws shall be made by a two-thirds vote of all Members present at a meeting, providing that all those members of the Section in good standing, have been notified at least one week in advance of the meeting that the bylaws are to be amended.

ARTICLE XII

Disposal of Funds Upon Dissolution

On the dissolution of this Section, all funds remaining after the payment of its debts and obligations shall be turned over and paid to the Society for Mining, Metallurgy, and Exploration, Inc., or in case of its dissolution to another organization exempted from taxes under Section 501(c)(3) of the Internal Revenue Code of 1954. This article of the bylaws is not amendable during the existence of this Section.

ARTICLE XIII

Parliamentary Authority

Roberts' Revised Rules of Order shall be the official guide of this Section in conducting business.

SECTION INCOME
Fiscal Year _____

	Grants from Headqtrs.	Local Dues Collected	Interest & Dividends Earned	Meetings & Special Events	Courses Symposiu ms	MEC Activities	Other	TOTAL
October								
November								
December								
January								
February								
March								
April								
May								
June								
July								
August								
September								
TOTAL								
CASH								
OTHER								

SECTION EXPENSES
Fiscal year _____

	Meetings (Notices, rentals,etc)	Ed courses/ Symposiums	Scholarships	Operating Expenses (supplies, etc)	GEM Activities	Other	TOTAL
October							
November							
December							
January							
February							
March							
April							
May							
June							
July							
August							
September							
TOTAL							
CASH							
OTHER							

SOCIETY FOR MINING, METALLURGY, AND EXPLORATION, INC.

SME SECTION FINANCIAL STATEMENT FOR

THE FISCAL YEAR October 1, 2011 through September 30, 2012

SECTION NAME

(Please remember to include subsection finances if any)

TOTAL RESOURCES

Reported as of September 30, 2010 (A)

INCOME

October 1, 2011 to September 30, 2012

Local dues collected

Interest and dividends earned

Meetings and special events

Educational courses, symposiums

GEM activities

Other

TOTAL INCOME (B) \$0.00

EXPENSES

October 1, 2011 to September 30, 2012

Meetings (Notices, meals, rentals)

Educational courses, symposiums

Scholarship(s)

Operating expenses (stationery, supplies, website)

GEM activities

Other

TOTAL EXPENSE (C) \$0.00

TOTAL RESOURCES - September 30, 2012 (A + B - C) (D) \$0.00

October 1, 2011-September 30, 2012 – Gain/Loss (D – A) \$0.00

Current Tax ID # 74-2338444

Form completed by:

Name: _____

SME Position: _____

Best Contact Phone: _____



PAST CHAIR PIN ORDER FORM

Don't forget to recognize the chair of your Local Section! Acknowledge the work of your outgoing chair with the presentation of a gold filled, enameled, white and blue PAST CHAIR PIN!

<u>Acct #</u>	<u>Item</u>	<u>\$ US</u>	<u>Quantity</u>	<u>Total US \$</u>
22-0301	Past Chr Pin	\$15.00	_____	\$ _____
22-0300	Lapel Pin	\$ 8.00	_____	\$ _____
	Gold Seal	\$.50 each (qty. 1-10)	_____	\$ _____
	Gold Seal	\$.25 (qty. 11 +)	_____	\$ _____

Subtotal \$ _____

Shipping Fee (10% of Subtotal) \$ _____

TOTAL \$ _____

Invoice to

Ship to

Name: _____	Name: _____
Address: _____	Address: _____
_____	_____
Phone: _____	Phone: _____
E-mail: _____	E-mail: _____
Section: _____	

We will invoice the Section. Allow 2 weeks for delivery.

Member Services Department
Society for Mining, Metallurgy, & Exploration
12999 E. Adam Aircraft Circle
Englewood, CO 80112-4167
Phone: (303) 948-4208 / (800) 763-3132, ext 208
FAX: (303) 948-4265

Fax and E-mail Regulations

Certain federal and state laws and regulations now require the prior express invitation or permission of recipients of communications by facsimile or e-mail advertising commercial availability or quality of property, goods or services of the sender. Since SME communicates with its members by those means to advertise many of its programs and activities, SME has included a provision in its annual dues form requesting its members' permission to receive those communications.

Because **SME's local sections are legal entities of SME**, it is important that they also comply with those laws and regulations when communicating with their respective members regarding their programs and activities. Therefore, please obtain written permission from your section members using the following statement:

I understand that under certain laws and regulations, the <Section Name> must have my permission in order to communicate with me via fax or e-mail. I hereby give the <Section Name> and its business associations permission to send me information and advertisements.

☐ Fax _____
(fax number)

☐ E-mail _____
(e-mail address)

If the <Section Name> does not have your permission to communicate with you via facsimile or e-mail, you may not have access to some of your electronic member benefits.

Signature _____ Print name _____

Date _____

SME Record Retention Policy

It is the policy of SME to retain records as required by law and to destroy them when appropriate. The formal records retention policy of SME is as follows:

Document	Retention Period
Accident reports/claims (settled cases)	7 Years
Accounts payable ledgers and schedules	7 Years
Accounts receivable ledgers and schedules	7 Years
Audit reports	Permanently
Bank reconciliations	3 Years
Bank statements	3 Years
Chart of Accounts	Permanently
Cancelled Checks	7 Years
Contracts, mortgages, notes and leases:	
Expired	7 Years
Still in effect	Permanently
Correspondence (General)	2 Years
Legal and important matters only	Permanently
Routine with customers and/or vendors	2 Years
Deeds, mortgages and bills of sales	Permanently
Depreciation schedules	Permanently
Duplicate deposit slips	3 Years
Employment applications	3 Years
Expense analyses/expense distribution schedule	7 Years
Financial statements Year end	Permanently
Garnishments	7 Years
General ledgers/year end trial balance	Permanently
Insurance policies (expired)	3 Years
Insurance records (policies, claims, etc.)	Permanently
Internal audit reports	3 Years +
Internal reports	3 Years
Inventories of products, materials and supplies	7 Years
Invoices (to customers, from vendors)	7 Years
Journals	Permanently
Minute books of directors, bylaws and charters	Permanently
Notes receivable ledgers and schedules	7 Years
Payroll records and summaries	7 Years
Personnel records (terminated)	7 Years
Petty cash vouchers	3 Years
Physical inventory tags	3 Years
Property records (includes depreciation schedules)	Permanently
Purchase orders/requisitions	7 Years
Retirement and pension records	Permanently

SME Record Retention Policy, cont.

Sales Records	7 Years
Subsidiary ledgers	7 Years
Tax returns and worksheets, examination reports and other documents relating to determination of income tax liability	Permanently
Time sheets/cards	7 Years
Trademark registrations and copyrights	Permanently
Training manuals	Permanently
Voucher register and schedules	7 Years
Withholding tax statements	7 Years