



**BY-LAWS ARKANSAS ACADEMY OF MECHANICAL ENGINEERING  
UNIVERSITY OF ARKANSAS – FAYETTEVILLE  
(Amended 04-09-2022)**

**I. MEMBERSHIP QUALIFICATIONS FOR THE ARKANSAS  
ACADEMY OF MECHANICAL ENGINEERING**

**A. Active members shall be limited to living individuals, duly elected and subject to the conditions:**

- 1. Each active member shall hold a degree in Mechanical Engineering or an engineering degree from the University of Arkansas – Fayetteville or from an Accreditation Board for Engineering and Technology (ABET) accredited engineering school, granted at least Fifteen (15) years prior to the election, and said degree and professional activities shall attest to competence in Mechanical Engineering. A full-time member of the faculty of the Department of Mechanical Engineering at the University of Arkansas – Fayetteville, who holds a degree in some other engineering discipline but meets all other requirements of this section is also eligible for nomination as an Active Member.**
- 2. Each Candidate Member shall have received at least three-fourths affirmative vote of the total votes cast for election to membership.**
- 3. The number of Active Members shall not exceed two hundred (200), and not more than ten (10) Active Members may be elected each year.**
- 4. The number of Active Members from Mechanical Engineering Departments at universities other than the University of Arkansas - Fayetteville may not exceed twenty (20), and not more than one (1) from a Mechanical Engineering Department other than the University of Arkansas may be elected each year.**

**5. An Elected Member shall be present for induction as an Active Member at the next scheduled Induction Ceremony. If an Elected Member cannot be present at this Induction Ceremony, they shall notify the Nomination Chairperson in writing to request a one-year extension of their election. If the elected members cannot be present at either of the first two inductions they shall have their invitation to membership withdrawn, and shall then have the same status for election as any other possible candidate.**

**6. Any Active member may request in writing to be moved to Inactive member status**

## **B. ASSOCIATE MEMBERSHIP QUALIFICATIONS FOR THE ARKANSAS ACADEMY OF MECHANICAL ENGINEERING**

**1. Associate Members shall be limited to living individuals, duly elected and subject conditions:**

**2. Each Associate member shall hold a degree in Mechanical Engineering from the University of Arkansas – Fayetteville, and granted at least Ten (10) years prior to the election, and said degree and professional activities shall attest to competence in Mechanical Engineering.**

**3. Each Associate Candidate Member shall have received at least three-fourths affirmative vote of the total votes cast for election to membership. The number of Active Associate Members shall not exceed twenty (20).**

**4. An Elected Associate Member shall be present for induction as an Active Associate Member at the first induction ceremony held after his/her election. Any Active Associate Member may request in writing to be moved to Inactive Associate Member Status.**

**5. Once an Associate Member reaches fifteen (15) years post-graduation, they will be moved to Inactive Associate Member status and are eligible for nomination as a full Member.**

**6. Associate Member Status does not guarantee Member Status once the Associate Member reaches fifteen (15) years post-graduation.**

**a) An Associate Member may not hold office in the Academy, vote on new membership nominations, or vote on any subject at the annual business meeting.**

**b) An Associate Member will have opportunities to build working relationships with other Mechanical Engineers and demonstrate support of AAME through volunteer opportunities.**

**C. For special and extraordinary reasons, an Honorary Membership may be awarded subject to the following conditions:**

**1. An Honorary Member may be nominated by any member of AAME. The nomination must be sent to the Secretary, for the Board of Directors, and be accompanied by a biographical sketch.**

**2. Each Honorary Member shall have the unanimous approval of the Directors.**

**3. Honorary Members shall be elected at the Annual Meeting with three-fourths affirmative vote of the membership present.**

**4. It is recognized that there may be certain circumstances where an Honorary Membership may need to be granted before an Annual Meeting can be held. At such time the Board of Directors may elect an Honorary Member out of cycle with a unanimous vote of approval of the Directors followed by general membership three-fourths confirmation at the next Annual Meeting.**

**5. At no time shall the number of living Honorary Members exceed ten**

**6. At no time shall the number of living Honorary Members from a Mechanical Engineering Department other than the University of Arkansas - Fayetteville, exceed twenty percent (20%) of the elected living Honorary Members.**

**7. An Honorary Member's induction shall be scheduled (with a thirty (30) day notification of election) at the next Induction Ceremony following his/her election.**

**8. Honorary Members may be inducted in absentia.**

**D. Distinguished Past Members.**

**1. Active Members will automatically be reclassified as Distinguished Past Members upon their death.**

**E. Inactive Member:**

1. An Inactive member may not hold any office in the Academy, may not vote on new membership nominations, or vote on any subject at the annual business meeting.
2. An Inactive member may be moved to Active member status by requesting in writing and paying the current year's dues.

## **II. MEMBERSHIP NOMINATIONS IN THE ARKANSAS ACADEMY OF MECHANICAL ENGINEERING:**

A. The Membership Committee will accept nominations from Active Members until September 1 of each year. Such nominations shall be of individuals qualified under I.A.1. The Active Member making the nomination shall provide information, which substantiates the nominations. The nominating member is encouraged to solicit information from the nominee's employer or the nominee, if necessary, to support the nomination.

B. The Membership Committee shall review the nominations, determine the proposed nominee's eligibility, and submit the Committee's proposed nominees to the Board of Directors for action at the Fall Board Meeting.

C. The Board of Directors shall review and certify the nominations at its Fall Board meeting and submit the list of nominees to the Secretary.

## **III. MEMBERSHIP BALLOTING FOR THE ARKANSAS ACADEMY OF MECHANICAL ENGINEERING:**

A. The Secretary shall prepare or cause to be prepared a ballot carrying the names of all those certified as nominees by the Board and shall deliver the ballot to the members before November 10<sup>th</sup> of each year. The Ballot shall be prepared and delivered to the members via regular mail delivery, e-mail, facsimile or any other means designed to deliver the ballot to the member's street, postal, or electronic address provided to the Academy. If delivered by hand deliver, the US Postal Service or a private delivery service, with the ballot shall be a blank envelope into which the marked ballot shall be inserted and a return envelope addressed to Secretary, Arkansas Academy of Mechanical Engineering. Members who do not have an electronic address or the capability of receiving a facsimile or who request a paper ballot shall be mailed a paper ballot and the return envelopes.

**B. The Secretary may canvass or appoint a person to canvass all ballots and certify the results of the vote to the President on or before December 4. By December 5, the President shall declare as elected and eligible for invitation to membership those candidates who have qualified under I.A.2.**

**C. By December 15 of each year, the Secretary will advise the nominees of their invitation to join the Academy.**

#### **IV. ORGANIZATION OF AND FOR THE ARKANSAS ACADEMY OF MECHANICAL ENGINEERING:**

##### **A. Meetings of the Membership:**

**1. There shall be an Annual Meeting of the membership held at such time and at such place as shall be determined by the Board of Directors.**

**2. During March or April, each year there shall be an Induction Ceremony for the purpose of inducting newly elected members. It will usually be held in conjunction with the Annual Meeting, at a time and place determined by the Board of Directors.**

**3. There may be such other meetings as shall be determined by the Board of Directors, or a petition signed by one-third of the Active Membership shall require the Board of Directors to call such meetings.**

**4. All meetings of the membership and the Board of Directors of the Association shall be announced by posting notice of the time, date, and location of the meeting on the official website site of the Academy at least thirty (30) days prior to the date of the meeting. In addition to the posting on the website, the Secretary shall or shall cause notice of the time, date, and location of all meeting of the membership or Board of Directors of the Academy to be delivered electronically to all members. If there are members who do not have the capability to receive electronic notices or who request notification via regular mail or facsimile, the Secretary shall or shall cause notice only of the Annual Membership Meeting to be delivered via regular mail or facsimile.**

**5. All meetings shall be conducted in accordance with Robert's Rules of Order.**

**B. Quorum at Membership Meetings:**

- 1. A quorum shall consist of thirty (30) percent or twenty (20) of the Active Members, whichever is less.**
- 2. Every act of or decision made by a majority of those present when a quorum exists shall be an act of the membership.**

**C. Board of Directors:**

- 1. The Board of Directors shall consist the President, President Elect, Immediate Past President, and six (6) members elected by and from AAME membership, plus a Secretary and a Treasurer as ex-officio members.**
- 2. The terms for the President, President Elect and Past President shall be one year. Terms for the Board Directors are three years staggered, so two terms are up each year. Two (2) Directors shall be elected by and from the members at each Annual Meeting of the Academy.**
- 3. Board and AAME officer vacancies will be filled by Board appointment for the period beginning at vacancy, up to the next AAME annual meeting, at which time AAME members will elect two new Board members plus sufficient Board members to fill the vacant terms.**
- 4. Vacancies on the Board of Directors occurring from death or resignation shall be filled at the next Annual Meeting of the Academy. The members will elect a Director to complete the unexpired term of each vacancy.**
- 5. Officers**
  - a) The officers of the Board of Directors and of the Arkansas Academy of Mechanical Engineering shall be a President, President-Elect, Past President, Secretary, and a Treasurer. They shall be elected by the Board of Directors promptly after the election of the Board by the membership. The officers shall serve one (1) year terms.**
  - b) The officers shall have such duties as are necessary to the purposes and functions of the organization and such duties as are assigned by the Board of Directors.**

- (1) PRESIDENT - At the direction of the AAME Board, the President will manage AAME business and activities ensuring compliance with AAME Constitution and By-Laws, preside at all AAME and Board meetings and will utilize his/her services or services of other officers, Board, Committee or AAME members to perform duties defined in AAME By-laws and to contribute to accomplishment of the AAME Goals and objectives.**
- (2) PRESIDENT ELECT- In the absence of the President, presides and performs the duties of President. During the term, prepares for duties as AAME President the following year. He/she will serve as head of important committees as outlined in By-laws and manages Special Projects.**
- (3) PAST PRESIDENT- Serves as Chairman of the Nominations Committee. Assists the President and President Elect in identifying new board member nominations and advise on past business conducted by the Board**
- (4) SECRETARY- will publish and sign as required in AAME By-laws the following:**
  - (a) Minutes of AAME or Board Meetings***
  - (b) AAME documents and correspondence***
- (5) TREASURER - will manage operating funds receipt and disbursement in accord with By-laws and Board directions as well as the funds accounting and reporting, will aid in work of other AAME Officers and Committees in the gathering of operating or endowment funds and of all funds management, banking, disbursing, budgeting, etc, and will be an Ex-officio member of Finance Committee.**

- c) Officers shall serve without compensation, but shall be reimbursed for expenses incurred, if authorized and approved by the President and approved by the Board of Directors.**

**6. Committees:**

- a) The Board of Directors shall authorize and the President shall appoint such committees as are necessary to advance the purposes and business of the Academy.**
- b) There shall be a Membership Committee of five (5) members, one (1) of which shall serve as Chairman. The Committee shall take such action as is necessary to comply with Section I of these By-Laws.**

- c) **There shall be a Nominations Committee of three (3) members, which shall present a slate of candidates for election as Directors at the Annual Meeting of the Academy. Additional nominations may be made by any member present. There shall be no vote by proxy, and a simple majority of those present shall elect.**
- d) **There shall be a Committee on Conduct of three (3) members, who will study and recommend to the Board of Directors concerning any question of conduct on the part of any or all members.**
- e) **There shall be a Committee on Finance of three (3) members, one of whom shall be the Treasurer, who will review the financial status of the Academy and recommend a budget to the Board of Directors and the membership. It will plan and manage the obtaining and disbursement of AAME operating funds and will aid others in obtaining and disbursing special funds such as scholarships, endowments and special gifts.**
- f) **Other committees may be appointed that the Board or President deem appropriate to conduct activities or business of AAME.**

**7. Meetings of the Board of Directors**

- a) **The Board of Directors' Annual Business Meeting shall occur during a recess of the Annual Business Meeting of the membership at which meeting the Board shall elect a President, President-Elect, Secretary, and a Treasurer.**
- b) **The Board of Directors' Fall Meeting shall occur between September 10 and October 15 of each year. There may be such other meetings of the Board of Directors as shall be determined by the President or a petition signed by one-third (1/3) of Directors elected by the Active Membership. The date, time, and location of said meeting will be in the Notice of Meeting published by the President or in the Directors' petition.**
- c) **Quorum at Board of Directors Meetings: A quorum shall consist of five (5) directors.**
  - (1) **Board Members making conference call-ins for quarterly and other such meetings, as required and shall be included when considering a meeting quorum.**

**V. LIMITATIONS AND PROCEDURES FOR THE ARKANSAS ACADEMY OF MECHANICAL ENGINEERING:**



**A. The Board of Directors may remove a member upon recommendation of the Committee on Conduct but not until such time as the Board or the Membership has heard the appeal of the member so recommended, if such hearing is requested.**

**B. The By-Laws may be amended at any Annual Meeting where such intention has been a part of the notice of the meeting, and the amendment carries the favorable recommendation of two-thirds of the Directors and a majority of the Members present at the Annual Meeting, when a quorum exists.**

**C. A motion to "suspend the rules", if passed by a two-thirds quorum vote, may be utilized to amend the Constitution or By-Laws without prior written notice should the need arise for such action at any duly convened meeting of the membership. All motions subsequent to said suspension of the rules must comply with the appropriate rules pertaining thereto and must receive a favorable vote of the stated majority required for adoption.**

**D. The members of the Arkansas Academy of Mechanical Engineering are not responsible for any indebtedness or liability incurred by or for any acts performed by any member or individual, at any regular or special meeting, outing or other social activity of the Academy.**

## **VI. FINANCIAL REQUIREMENTS**

**A. "The Arkansas Academy of Mechanical Engineering is a non-profit organization established for purposes of honoring distinguished Mechanical Engineering graduates and aiding the University of Arkansas Mechanical Engineering Department. The only Academy income, which consists of contributions received directly from members or from others at the request of members, is used for Academy meeting costs and miscellaneous expenses and for gifts or grants in support of the U of A Mechanical Engineering Department or its faculty or students. Funds from the contributions will be handled through an Academy account established in a qualified institution or foundation in accord with Academy Board Directions."**

**B. Members of the Academy will be responsible for their expenses incurred while attending meetings and other functions of the Academy.**

**C. The Board of Directors shall adopt an annual budget, which shall be reported to the membership, and said budget will provide the Department Chairman with direction and authority as to expenditure of monies from the above account.**

**D. The officers and directors will direct the Treasurer in such efforts as he shall make annually to maintain funds in the above account pursuant to Section VI.A of these By-Laws.**

## **VII. RECOGNITION AND AWARDS**

- A. A plaque or certificate of recognition and membership in the Academy will be awarded to each Active or Honorary Member at the Induction Ceremony.**
- B. A photograph of the Honorary and Active Members of the Academy, each individually identified, shall be prominently displayed in the Department of Mechanical Engineering, University of Arkansas.**
- C. A biographical sketch (limited to two-hundred words) will be maintained for each Honorary, Active, and Distinguished Past Member of the Academy at the Department of Mechanical Engineering, University of Arkansas - Fayetteville. These records will be accessible to students.**