**THE POTOMAC CHAPTER OF THE**

**SOCIETY OF EXPLOSIVE ENGINEERS, INC.**

**CONSTITUTION AND BYLAWS**

**Revised January 15, 2018**

**Article I: Name and Definition**

Section 1: The name of this organization is THE POTOMAC CHAPTER OF THE SOCIETY OF EXPLOSIVE ENGINEEERS, INC. (Chapter).

Section 2: Explosives engineering is defined as the area of engineering practice where judgment and experience are utilized in the safe application of scientific principles and techniques as it pertains to construction, vibration control, drilling and blasting or the use and handling of explosives in general.

Section 1: Revised 1-15-18

Section 2: Revised 11-11-13 and 1-15-18

**Article II: Objectives**

Section 1: To advance the science, art and safety of explosives engineering.

Section 2: To provide forums and media through which experiences with the principles and techniques of explosive engineering may be reported, discussed and published in the furtherance of the general benefit.

Section 3: To serve the states included in our Chapter as a body of specialists composed of all segments of the explosive industry readily available to give services in the matters which affect the manufacture, transportation, storage and use of explosives and related equipment.

Section 4: To promote standardization of terminology in explosive engineering and, so far as it is practical, develop a standard of care for the local practice.

Section 5: To cooperate with other local chapters of national organizations and local, County, State and Federal government agencies having common or related objectives in furthering the knowledge of safe transportation, storage and use of explosives.

Section 6: To promote membership and participation in the International Society of Explosives Engineers (ISEE) and the Society of Explosives Engineers Education Foundation.

Section 4: Revised 1-15-18

Section 5: Revised 1-15-18

Section 6: Revised 11-22-13

**Article III: Membership**

Section 1: The Chapter membership shall consist of Individual Members, Corporate Members, Student Members, Regulatory Members and Life Members.

Section 2: All applications for membership shall be completed on the Chapter Website which can be found at potomacisee.org. All membership payments shall be completed annually by March 1st and shall include the applicants ISEE Membership number if applicable. A membership renewal reminder e-mail will be sent to all current members in January of each year.

Section 3: An Individual Member shall be any person who is presently engaged in or has been engaged in explosives engineering. Any member in good standing may have the privilege of holding an elective office and voting for Officers.

Section 4: Corporate members are those employed by a Corporation that is a member of the Chapter. A Corporate Membership includes up to 12 members. Any Corporate member in good standing may have the privilege of holding an elective office and voting for Officers.

Section 5: A Student Member shall be a student regularly enrolled in a college or university. A Student Member shall not be subject to dues, has no voting privileges and cannot hold an elective office.

Section 6: A Regulatory Member shall be a person who is employed by a regulating body of the explosive industry. A Regulatory Member shall not be subject to dues, has no voting privileges and cannot hold an elective office.

Section 7: Life Members may be granted by the Board. Life Members shall not be subject to dues and shall enjoy all the privileges of active members including voting and holding an elective office.

Section 8: Expulsion from the ISEE results in automatic expulsion from this Chapter.

Section 1: Revised 3-5-91 and 1-15-18

Sections 2 thru 8: Revised 1-15-18

The original 12 Sections were revised and condensed to 8 on 1-15-18

**Article IV: Officers and Board of Directors**

Section 1: The Officers of the Chapter shall be a President, Vice-President, Secretary, and Treasurer. These Officers, the Ex-Officio and the Board of Directors (BOD) Chairman shall constitute the "Executive Committee."

Section 2: The term of office shall be one year for the President, Vice-President and Ex-Officio. The term of office may be multiple years for Secretary, Treasurer and BOD Chairman. The term of office shall be six years for BOD Members.

Section 3: The governing body of the Chapter shall be the BOD, which shall be responsible for Chapter government management.

Section 4: The BOD shall consist of the Executive Committee and nine (9) elected Directors.

Section 5: Board and Executive Committee Members may serve more than one term.

Section 6: All Officers shall take office at the end of the annual business meeting following their election. The BOD election shall be at the second quarterly Chapter meeting by closed ballot.

Section 7: If the office of President becomes vacant, the Vice-President shall become President to fill out the term.

Section 8: Vacancies occurring in the offices of Vice-President, Secretary or Treasurer, or among the Directors, shall be filled by vote of the BOD to fill the unexpired portion of the term.

Section 9: Nomination of Officers and Directors shall be made by the Membership & Nominating Committee.

Section 10: In the event that a vote results in a tie an additional vote will be taken to make the decision between those tied.

Section 1: Revised 3-5-91, 11-22-13 and 1-15-18

Section 2: Revised 1-15-18

Section 3: Revised 5-24-05 and 1-15-18

Section 4: Revised 6-14-88 and 1-15-18

Section 5: Revised 5-19-03 and 1-15-18

Section 6 thru 10: Revised 1-15-18

The original 12 Sections were revised and condensed to 10 on 1-15-18

**Article V: Duties of Officers**

Section 1: The President is the Chief Executive Officer of this Chapter. The President shall preside at all business meetings of this Chapter and shall be responsible for administrating the affairs of this Chapter according to the policies and regulations established by the BOD.

Section 2: The Vice-President shall act for the President whenever the President is unable to perform his/her duties. The Vice President shall perform such duties as may be required by the President or by the BOD.

Section 3: The Secretary shall have the following responsibilities:

1. Record, maintain and distribute BOD meeting minutes to the BOD.

2. E-mail official correspondence to the Chapter membership in a timely manner.

3. Maintain an active Membership Roster.

4. Maintain the Chapter By-Laws.

Section 4: The Treasurer shall have the following responsibilities:

1. Maintain, receive and disperse Chapter funds as required.

2. Maintain all Chapter financial records and keep them open to inspection of any BOD member.

3. Report quarterly to the BOD the financial condition of the Chapter.

4. Complete and submit the required annual fillings to the ISEE.

5. Complete and submit the required annual tax filings to the IRS.

Section 1: Revised 1-15-18

Section 2 and 3: Revised 11-22-13 and 1-15-18

Section 4: Revised 1-15-18

**Article VI: Duties of the Board of Directors**

Section 1: The BOD shall exercise all the powers of this Chapter except as otherwise required by law or by these By-Laws.

Section 2: The BOD shall have access to all records of the Secretary and Treasurer.

Section 3: The BOD may fill any vacancies on the BOD or committee that may occur during the year.

Section 4: In the absence of the BOD Chairman, the President will assume his/her duties. If both of them are absent, the Vice-President will assume their duties.

Section 5: Regular meetings of the BOD may be held at such places and at such times as the BOD may determine.

Section 6: Special meeting is defined as an actual meeting or e-mail correspondence to address issues that require immediate resolution by the BOD. Notice of the special meeting shall be given to the BOD by any member of the Executive Committee. A quorum must be established prior to a resolution being approved.

Section 7: At any meeting of the BOD, a quorum shall consist of a majority of BOD then in office. When a quorum is present at any meeting, the votes of a majority of the BOD present and voting shall decide any question brought before the meeting.

Section 8: The BOD shall meet at least once a year. It shall be the duty of the BOD to present business for the action of the Chapter.

Section 9: The BOD retains the authority to terminate BOD Members who fail to attend chapter functions on a regular basis. The terminated BOD position may be filled by a vote of the BOD for the unexpired portion of the term.

Section 2: Revised 1-15-18

Section 3, 4 and 6: Revised 11-22-13 and 1-15-18

Section 5 thru 9: Revised 1-15-18

The original 10 Sections were revised and condensed to 9 on 1-15-18

**Article VII: Meetings**

Section 1: The schedule for the next year’s BOD Meetings will be determined at the Annual BOD meeting.

Section 2: Scheduled meetings will be posted on the Chapter Website under calendar of events.

Sections 1 and 2: Revised 11-22-13 and 1-15-18

The original 3 sections were revised and condensed to 2 on 1-15-18.

**Article VIII: Dues**

Section 1: The amount of dues may be established and changed from time to time by the BOD.

Section 2: Any member with delinquent dues may be reinstated upon payment of past due amounts.

 Section 1 and 2: Revised 1-15-18

**Article IX: Amendments**

Section 1: These By-Laws may be altered, amended or repealed at any Chapter BOD meeting. A quorum is required to amend these By-Laws.

Section 2: The proposal to alter, amend or repeal any part of these By-Laws may be offered by any Member in good standing.

Section 1 and 2: Revised 1-15-18

**Article X: Committees**

Section 1: The President may appoint temporary committees.

Section 2: Committees and committee members are appointed by the BOD.

Section 3: As of the June 1, 2017 BOD Meeting, the following Committees were appointed.

 1. Governmental Affairs

 2. Library

3. Membership & Nominating

 3. Chapter Communications

 4. Seminar/Program

 5. Scholarship

Section 4: Each committee will be headed by a Director who shall be known as the “Chairman”. The committee will consist of as many Chapter members as needed to perform the duties of the committee. An exception is made for the Membership & Nominating Committee whose members may only be members of the BOD.

Section 5: The role of the Governmental Affairs Committee is to provide member’s access to Federal, State and local regulations that affect our industry. The committee may use Chapter meetings or the Chapter Website to communicate regulatory changes.

Section 6: The duty of the Library Committee is to maintain Chapter materials and make them readily available for use by the membership. The library shall be maintained at a central location, determined by the committee and shall be available to chapter members during normal business hours.

Section 7: The duty of the Membership & Nominating Committee is to promote membership in the Chapter and actively pursue members who may be considered for nomination to the BOD. At the Annual BOD Meeting, expiring terms of Board Members will be reviewed and candidates will be discussed for the BOD election to be held at the 2nd Quarterly Chapter Meeting. A written ballot prepared by the Membership & Nominating Committee will be distributed at the 2nd Quarterly Meeting to the eligible members in good standing. Those candidates receiving the greatest number of votes cast shall be elected. The new BOD members will assume their duties at the adjournment of the 2nd quarterly meeting.

Section 8: The duty of the Chapter Communications Committee is to maintain and update the Chapter Website and communicate chapter activities to the Chapter members through e-mails and postings on the Chapter Website Calendar of Events.

Section 9: The duty of the Seminar/Program Committee is to plan and conduct the Bi-Annual Blasters Educational Seminar for the purpose of the Chapter's continuing education program. The format of the seminar, location, publicity, speakers and all other aspects of the seminar will be decided by this committee. The Seminar/Program Committee also chooses the site for the quarterly meetings and makes arrangements for the guest speaker and or training to be provided. The Chapter Secretary will assist this committee providing training certificates to the quarterly meeting attendees when necessary.

Section 10: The duty of the Scholarship Committee is to award three annual Chapter scholarships. They are responsible for updating and assuring that current applications are available on the Chapter Website. They will collect all completed applications and choose recipients. They will coordinate with the Treasurer regarding all funds for the scholarships. The Scholarship Committee will provide the Treasurer with the three recipients’ full names and addresses in order for the scholarship checks to be issued in a timely manner.

Sections 1 and 2: Revised 3-5-91 and 1-15-18

Sections 3 thru 10: Added 3-5-91

Sections 4, 8, 9 and 10: Revised 11-22-13

Sections 3 thru 10: Revised 1-15-18

The original 11 Sections were revised and condensed to 10 on 1-15-18