

Bylaws of the Associate Membership Committee of the National Conference on Weights and Measures

ARTICLE I: Name and Relationship to the National Conference on Weights and Measures

The name of this Committee is the Associate Membership Committee (Committee), an unincorporated committee representing the associate membership of the National Conference on Weights and Measures (NCWM) organized and existing pursuant to the Constitution and Bylaws of the NCWM. The associate membership of the NCWM comprises representatives of manufacturers, industry, business, consumers, and other persons who are interested in the objectives and activities of the NCWM.

ARTICLE II: Members of Committee

The Committee shall consist of not less than 5 nor more than 10 associate members of the NCWM nominated and elected by the associate members in attendance at the Annual Meeting of the associate membership and appointed by the NCWM Chairman. The Committee shall strive to be representative of the cross-section of interests within the associate membership. The Associate Membership Committee Chairman shall provide the list of elected members to the NCWM Chairman for appointment.

ARTICLE III: Objectives and Responsibilities

The following are, without limitation, the objectives and responsibilities of the Committee:

- (a) to explain, advocate and coordinate associate membership positions, recommendations, concerns and needs as they relate to issues of interest before NCWM;
- (b) to serve as a mechanism for dissemination of general and administrative information of interest to the associate membership, including advising associate members with respect to the programs for meetings of the NCWM and its Committees;
- (c) to encourage the associate membership to participate in and otherwise assist in weights and measures conferences, meetings, seminars, training programs;
- (d) to recommend one or more associate members as representatives to the standing committees of the NCWM and, when deemed appropriate, such other committees of the NCWM consistent with any policies, procedures and/or guidelines adopted by the NCWM or the Committee regarding such representatives;
- (e) to convene during the Annual and Interim Meetings of the NCWM, and at such other time as may be called by the Committee Chairman or a majority of the members of the Committee;
- (f) to approve and present to the Board of Directors of the NCWM, the Associate Membership Committee's Annual Report for inclusion in the annual report of the NCWM;
- (g) to adopt those procedures and policies the Committee deems appropriate to further the objectives and responsibilities set forth herein;
- (h) to create special committees as it deems necessary to promote the objectives and carry on the work of the Committee and the associate membership, and to appoint the members of those special committees.
- (i) to promote weights and measures principles and techniques amongst the associate members of the NCWM and the general public in conjunction with the efforts of the NCWM
- (j) to support activities and events which improve and promote the NCWM.

ARTICLE IV: Meetings

Section 1. Annual Meeting: The Annual Meeting of the associate membership and Associate Membership Committee shall be conducted as one joint meeting to be held during the Annual Meeting of the NCWM and shall be open to all members of the NCWM. Only associate members have voting rights on issues before the associate membership. The time and place of the Annual Meeting shall be published in the NCWM Annual Meeting Program and shall be coordinated with the Board of Directors of the NCWM so as to avoid, as much as is possible, program and logistical conflicts with associate members.

The agenda for this Meeting shall include the election of officers, reports from the Committee Chairman and Secretary/Treasurer, and other items pertinent to the activities of the associate membership in the NCWM.

Section 2. Interim Meeting: The Interim Meeting of the associate membership and Associate Membership Committee shall be conducted as one joint meeting to be held during the Interim Meeting of the NCWM and shall be open to all members of the NCWM. Only associate members have voting rights on issues before the associate membership. The time and place of the Interim Meeting shall be published in the NCWM Interim Meeting Program and shall be coordinated with the Board of Directors of the NCWM so as to avoid, as much as possible, program and logistical conflicts with associate members.

The agenda for this meeting shall include any items pertinent to the activities of the associate membership in the NCWM.

Section 3. Special Meetings: Special meetings of the Committee may be called at any other time deemed necessary by the Committee Chairman or by a majority of the Committee. Such special meetings may be held by means of conference telephone or electronic media. Written or oral notice of the date, time and place of all special meetings of the Committee shall be given to each member personally, by electronic media, other appropriate means or mailed to his/her usual place of business at least five (5) days prior to the date of the meeting. Voting session by email will commence after the (5) day notification period and stay open for (3) days. Each member of the Committee shall be entitled to one vote on each matter submitted to the Committee for action during special meetings.

Section 4. Quorum and Rules of Order: A quorum necessary for any meeting shall consist of a majority of the members of the Committee. The rules contained in Robert's Rules of Order shall govern the Committee in all cases to which they are applicable, and provided that they are not inconsistent with the Constitution or Bylaws or the Special Rules of the NCWM.

ARTICLE V: Term

Section 1. Term: The term of the individual members of the Committee shall be for a period of five (5) years and shall run from the adjournment of the Annual Meeting of the Committee at which a member is elected through the fifth Annual Meeting thereafter. Individual members completing their term are eligible for re-nomination and reappointment subject to concurrence of the associate membership at the duly scheduled meeting.

Section 2: Vacancies: In the event a Committee member is unable, for any reason, to fulfill his/her appointed term, a successor to serve the remainder of that term shall be nominated by the Associate Membership Committee for appointment by the NCWM Chairman at the next regularly scheduled meeting.

ARTICLE VI: Officers

The associate members shall, at their Annual Meeting, elect a Committee Chairman, Vice Chairman, and Secretary/Treasurer from their membership each to serve for a term of 1 year, which term shall run from the adjournment of the Annual Meeting at which the officers are elected through the succeeding Annual Meeting of the NCWM.

ARTICLE VII: Duties of Officers

Section 1. Chairman:

The Chairman shall:

- (a) preside at all meetings of the Committee;
- (b) coordinate participation by the associate membership in NCWM program activities;
- (c) plan activities and events sponsored by the Committee cooperatively with the NCWM Board of Directors and NCWM Chairman;
- (d) request and obtain concurrence by the Associate Membership Committee relative to NCWM plans for involvement of the associate membership;
- (e) report informally to the associate members on the plans and activities of the committee;
- (f) perform such other duties as may be prescribed in these Bylaws or assigned by the Committee;
- (g) submit annually to the NCWM Board of Directors a report concerning the program of the Committee, which report is intended to be included in the final report of the Board of Directors to the NCWM
- (h) formally authorize or concur with all checks written on behalf of the Committee; and
- (i) appoint, as necessary, associate members to assist in the planning and coordination of functions to assure the highest level of support to the NCWM.

Section 2. Vice Chairman:

The Vice Chairman shall:

- (a) assist the Committee Chairman in the planning and implementation of Committee programs;
- (b) act and serve on behalf of the Committee Chairman in the event that the Chairman is unable to carry out the duties of that office;
- (c) audit annually the Committee Treasurer's report;
- (d) perform other duties as are assigned by the Committee Chairman.

Section 3. Secretary/Treasurer:

The Secretary/Treasurer shall:

- (a) record all proceedings of the meetings of the Committee in a book to be kept for that purpose;
- (b) be custodian of the records of the Committee and see that the books, reports, statements, and all other documents and records of the Committee are properly kept and filed;
- (c) communicate with the NCWM Treasurer regarding monies collected and distributed on behalf of the associate membership including authorizing, when necessary, checks written on behalf of the associate membership;
- (d) submit an annual report at the time of the Annual Meeting of the Committee;

ARTICLE VIII: Committees

The Committee, by resolution adopted by a majority of the Committee members at a meeting at which a quorum is present, may designate two (2) or more associate members to constitute a Subcommittee, which Subcommittee shall have and may exercise all such authority as may be provided in the resolution adopted by the Committee.

ARTICLE IX: Amendments

The Bylaws of the Committee may be amended, added to, or repealed at any Annual Meeting of the membership provided that any proposed changes must be included in the agenda of the Committee and discussed at the Annual Meeting of the Committee at which said changes will be voted on. Amendments to the Bylaws must be approved by a minimum of $2/3$ vote of all associate members in attendance at said meeting.