

United Tribes Technical College

Welding Club

The affairs of the Student Chapter are managed by an Executive Committee consisting of the Advisor and the Chapter Chairman, Vice Chairman, Secretary/Treasurer. Generally, this Committee's duties are: a) Manage the affairs of Student Chapter, except as otherwise provided by laws, or by the Chapter bylaws.

b) Approve proposed activities and appointments to Student Chapter committees.

c) Determine who shall be authorized to sign, on behalf of the Student Chapter, notes, receipts, acceptances, endorsements, checks, releases, contracts and other documents, and make such authorization.

d) Perform such other acts as may be necessary to carry out the purposes of the UTTC Welding Club . In case of a vacancy occurring in the Student Chapter Executive Committee, the Committee should appoint a successor to hold office for the unexpired portion of the vacating member. All members of the Executive Committee are entitled to vote. However, sound parliamentary procedure dictates that the Chairman should exercise his/her vote only when necessary to break a tie. No business can be conducted officially by the Executive Committee unless a quorum is present. The "quorum" refers to the number present, not the number voting. Unless the bylaws provide otherwise, the quorum is majority of the Committee's members. The Executive Committee is essentially the Student Chapter's "Board of Directors." The Chapter Chairman is the Chairman of the Executive Committee. In the absence of the Chairman, his/her duties fall upon the other officers in the following orders; Vice Chairman, Secretary, and Treasurer. New members on the Executive Committee may not be thoroughly familiar with many phases of operation. Accordingly, at the first meeting it is well to review the scope and objectives of the Society and the Student Chapter, as well as all recent projects. This may be done best by the Advisor, who is the one permanent member of the Executive Committee and lends to its continuity. The Minutes of the Executive Committee meeting are recorded by the Secretary. Each member of the Committee should receive a copy of the Minutes, approved by the 11 Chairman, as soon after the meetings as possible and at least ten days prior to the next meetings. ADVISOR The Advisor shall be at least 18 years old and a member of the UTTC WELDING CLUB. It is his/her job to lend advice, guidance and encouragement to the Student Chapter in all its activities. The Advisor can be of great assistance in utilizing his/her contacts with the local Section, various companies in industry and the UTTC staff to gain support and assistance for the Student Chapter activities. He/she is an Ex Officio member of all Committees within the Student Chapter.

CHAIRMAN The Chairman is chief executive of the Student Chapter. Generally, the Chairman's duties are:

a) Supervise and promote the affairs of the Student Chapter with the help of the Executive Committee. b) Preside at meetings of the Student Chapter, of the Executive Committee and be an Ex Officio member (with voting rights) of all committees.

- c) Call meetings of the Executive Committee as needed.
- d) Maintain the records and correspondence of his/her office and turn over all records to his successor. e) Appoint chairmen of various committees, subject to the approval of the Executive Committee.
- f) Require periodic progress reports of all Committee Chairmen.
- g) Appoint a Nominating Committee at least a month before the annual meetings, consisting of three members, who will report their nominees at the annual meetings. Other nominations may be made from the floor at this time. Voting by all members present should then be conducted by written ballot and the results reported before the end of the annual meeting.
- h) Appoint a Nominating Committee of at least three members to audit the Chapter's books and accounts and submit the results of their audit to the Executive Committee prior to the end of the academic year.

12 VICE CHAIRMAN The Vice Chairman is the second chief executive of the Student Chapter. In the absence or disability of the Chairman, all duties of the "chair" fall upon him/her. Generally, the Vice Chairman's duties are:

- a) Assume all duties of the Chairman in his/her absence or disability.
- b) Serve as first assistance to the Chairman.
- c) At the Chairman's direction, accept the responsibility for specific Student Chapter activities.
- d) Serve as Ex Officio member (with voting rights) of all committees. SECRETARY The Secretary is the official correspondent for the Student Chapter. In his/her absence these duties fall upon the other officers in the following order: Chairman, Treasurer, and Vice Chairman.

Generally, the Secretary's duties are:

- a) Maintain the correspondence and records of his/her office and turn over all records and correspondence to his/her successor.
- b) Serve as Secretary for all Executive Committee meetings and prepare minutes of each.
- c) Prepare agenda, under direction of the Chairman, for all meetings.
- d) Make sure members are notified of forthcoming meetings at least a week prior to the meeting.
- e) Give copies of minutes of all meetings to Executive Committee members (following approval by the Chapter Chairman) as soon after the meeting as possible and prior to the next meeting.
- f) Send copies of Executive Committee meeting minutes to the District Director.
- g) Become familiar with both the Student Chapter and National Bylaws, as well as all rulings that might affect Student Chapter management, such as those of the school or community.

- h) Bring to the attention of the Chairman all correspondence, bulletins, notifications and matters affecting the Student Chapter's activities, especially those which should be discussed at meetings of the Executive Committee.
- i) Turn over all income, bills, receipts, etc. to the Student Chapter Treasurer.
- j) Prepare and send to both instructor and uttc staff reports of Student Chapter meetings on the forms provided by the uttc school, accompanied by a news report on events or meetings .
- k) Prepare and send to both the instructor and the UTTC SCHOOL an Annual Report accompanied by the Treasurer's Report on forms provided by UTTC.
- l) Send all applications and payments for dues covering memberships received at Student Chapter meetings to UTTC or instructor for processing.
- m) Maintain member and guest meeting attendance records. Make records available to the Membership Chairman for follow through on membership promotion.
- n) Post meeting notices on school bulleting boards. Maintain a list of individuals in addition to the regular members who might be interested in the Student Chapter. This list may be used for circulation of meeting notices, such as prospective members, new students, local organizations,
- o) Arrange for and supervise the duplicating and distribution of all Student Chapter meeting notices.
- p) Maintain a current roster listing addresses and telephone numbers of all members of the Executive Committee and others designated by the Executive Committee.
- q) Notify school of changes in mailing addresses of members. **TREASURER** The Treasurer is the official custodian of the Student Chapter's funds. He/she receives the Chapter's money and disburses it only upon orders made by the Executive Chairman with the knowledge of the Secretary and Executive Committee. In the absence of the Chairman and Treasurer, the duties are administered by the Vice Chairman.

Generally, the Treasurer's duties are:

- a) Be responsible for receipts and disbursements of Student Chapter funds.
- b) Maintain Student Chapter financial records and turn over all records and correspondence to his/her successor at end of his/her term.
- c) Attend meetings of the Executive Committee and provide periodic reports as requested.
- d) Arrange for safekeeping of the Student Chapter's funds in a checking or special funds account as approved by the Executive Committee.
- e) Arrange a satisfactory method, approved by the Executive Committee, for the Chapter's checking account with approved officer signatures for withdrawal, etc. The banking account should be carried in the name of "The _____ Student Chapter of the UTTC WELDING CLUB," to avoid any possible conflicts with National funds.

- f) Deposit all receipts in the bank account as soon as received.
- g) Reconcile the monthly bank statements.
- h) Obtain invoices or receipts for disbursements.
- i) Prepare a financial report certified by an auditing Committee and submit it to the Executive Committee at the end of each academic year.
- j) Prepare the annual financial report on forms provided by National. This should be given to the Chapter Secretary for inclusion in the Chapter's Annual Report, which is sent to the District Director and National. The Annual Report is due on July 1.
- k) Retain cancelled checks for a minimum of three years and maximum of eight years before disposing of them. Other financial records shall be maintained for current year plus a minimum of three years. The statute of limitations varies according to states. Check regulations applicable in your state.