



## **ASM Heat Treating Society**

### **Board and Officers**

HTS shall be governed by a Board consisting of the President (two year term), Past President (two year term), Vice President (two year term), Secretary (two year term), eight (8) Board Members (three year terms; can serve a second consecutive three year term), two (2) Student Board Members (non-voting, one year term renewable for a second consecutive one-year term) and two (2) Emerging Professional Board Members (two year terms renewable for a second consecutive two-year term). The Emerging Professional Board Members will be selected in alternating years to ensure one (1) year overlap. Participation as a student board member will not disqualify a person for participation as an Emerging Professional or regular Board Member. A quorum of the Board shall consist of a majority of the current voting members i.e., 8 of the 14 voting HTS Board members.

### **Duties and Responsibilities of the Board**

1. Identify and understand the needs of the Heat Treating Society (HTS) members.
2. Establish HTS mission, strategies, and long range plans to meet these needs.
3. Identify services valuable to HTS members.
4. Establish, appoint, and empower councils, committees, teams, and task forces of members to conduct the activities of HTS.
5. Monitor the progress of HTS and take appropriate action to assure achievement of plans and strategies.
6. Create systems & procedures for conducting the business of the Board and provide for continuation of a healthy Board.
7. Assure stability and growth of HTS and its membership.
8. Draft Rules and Policies for HTS regarding matters of exception to ASM Constitution, Rules for Government, or policies.
9. Provide advice, counsel, and assistance to the President and Officers of HTS.
10. Attend all meetings of the Board. Excused absence may be granted by the President upon receipt of a written explanation in advance of the meeting. Unexcused absence from two consecutive meetings shall result in a member vacating the seat on the Board.
11. Heighten visibility among key publics for the benefits of heat treating and the ASM Heat Treating Society.

### **Responsible to:**

1. Members of the Heat Treating Society
2. ASM International Board of Trustees

### **Duties of Officers**

**President:** Chairs Board, HTS Spokesman, appoints committee chairs. Ensures that Vice President is properly prepared to assume the office of President.

**Vice President:** Leads HTS planning. Serves as Board Liaison to Technology & Programming Committee. Serves in the President's place under any circumstances when the President is unable to act including chairing Board meetings when the President is unable to attend.



**Immediate Past President and Treasurer:** Advises, chairs Finance Committee and Awards and Nominations Committee.

**Secretary:** Records meeting minutes.

### **Nominations and Elections**

By the first week in April the Awards and Nominations Committee shall nominate candidates (nominees must be members in good standing of HTS). These nominees shall be ratified by the ASM Board of Trustees, and their terms shall begin October 1.

If vacancies occur on the HTS Board for any reason, they shall be filled by appointment of the HTS Board if requested by the HTS President. The HTS A&N Committee will submit nominations for the vacancies to the HTS Board. Any Member of the Board so appointed or elected shall serve only the unexpired term of their predecessor and is eligible for election for a full term.