



**“THE MATERIALS AND PROCESSES  
SOCIETY”**  
*Society for the Advancement of Material and  
Process Engineering*

## **BYLAWS of SAMPE UK and Ireland Chapter, (Issue E)**

### **TABLE OF CONTENTS**

<b>ARTICLE I:</b>	<b>ORGANIZATION.....</b>	<b>2</b>
<b>SECTION 1:</b>	<b>IDENTITY.....</b>	<b>2</b>
<b>SECTION 2:</b>	<b>PURPOSE.....</b>	<b>2</b>
<b>SECTION 3:</b>	<b>CHARTERING OF CHAPTER.....</b>	<b>2</b>
<b>SECTION 4:</b>	<b>GOVERNING BODY.....</b>	<b>3</b>
<b>ARTICLE II:</b>	<b>MEMBERSHIP.....</b>	<b>3</b>
<b>SECTION 1:</b>	<b>POWERS AND DUTIES.....</b>	<b>3</b>
<b>SECTION 2:</b>	<b>COMPOSITION.....</b>	<b>3</b>
<b>SECTION 3:</b>	<b>DUTIES OF OFFICERS.....</b>	<b>4</b>
<b>SECTION 4:</b>	<b>ELECTION OF OFFICERS.....</b>	<b>6</b>
<b>SECTION 5:</b>	<b>QUORUM AND VOTING.....</b>	<b>6</b>
<b>ARTICLE IV:</b>	<b>SPECIAL COMMITTEES.....</b>	<b>6</b>
<b>ARTICLE V:</b>	<b>ADMINISTRATIVE MATTERS.....</b>	<b>6</b>
<b>SECTION 1:</b>	<b>CHAPTER ADMINISTRATION.....</b>	<b>6</b>
<b>SECTION 2:</b>	<b>MEETINGS.....</b>	<b>7</b>
<b>SECTION 3:</b>	<b>JOINT VENTURES WITH OTHER BODIES.....</b>	<b>7</b>
<b>SECTION 4:</b>	<b>DISTRIBUTION OF BYLAWS.....</b>	<b>8</b>
<b>ARTICLE VI:</b>	<b>FINANCES.....</b>	<b>8</b>
<b>SECTION 1:</b>	<b>GENERAL POLICY.....</b>	<b>8</b>
<b>SECTION 2:</b>	<b>MEMBERSHIP DUES.....</b>	<b>8</b>
<b>SECTION 3:</b>	<b>FISCAL YEAR.....</b>	<b>8</b>
<b>SECTION 4:</b>	<b>STATEMENT OF ACCOUNT.....</b>	<b>8</b>
<b>SECTION 5:</b>	<b>BANK ACCOUNTS.....</b>	<b>8</b>
<b>SECTION 6:</b>	<b>LIABILITY.....</b>	<b>8</b>
<b>SECTION 7:</b>	<b>COMPENSATION.....</b>	<b>9</b>
<b>ARTICLE VII:</b>	<b>SYMPOSIA, EXHIBITIONS AND TECHNICAL CONFERENCES.....</b>	<b>9</b>
<b>ARTICLE VIII:</b>	<b>AMENDMENTS.....</b>	<b>9</b>
<b>SECTION 1:</b>	<b>PROCEDURE.....</b>	<b>9</b>
<b>SECTION 2:</b>	<b>EFFECTIVITY.....</b>	<b>9</b>



## **Article I: ORGANIZATION**

### **Section 1: IDENTITY**

An entity has been formed for members of the SAMPE Global Organization residing or working in the United Kingdom and the Republic of Ireland. This entity shall be known as SAMPE UK and Ireland Chapter ('the Chapter') and shall be a chapter within SAMPE Global and also an affiliate chapter of SAMPE Europe (SAMPE Europe forms a society of SAMPE Members in accordance with Swiss law as laid down in "ZGB Schweizerisches Zivilgesetzbuch".)

The legal domicile of SAMPE UK and Ireland Chapter shall be in the United Kingdom or Ireland. The official representative and address shall be determined by the SAMPE UK and Ireland Chapter Committee ('the Committee').

### **Section 2: PURPOSE**

The purpose of the SAMPE UK and Ireland Chapter is to promote SAMPE within the United Kingdom and Ireland in accordance these Bylaws.

SAMPE UK and Ireland Chapter has been formed to become an association of persons of like interests in the field of material and process engineering.

The key aims of this association is to:

- (a) promote the exchange of scientific, engineering and technical knowledge between members.
- (b) improve the extent of that knowledge.
- (c) promote the significance of material and process engineering for the enhancement of quality of goods produced and life in general to the benefit of all.
- (d) to assist students of scientific, engineering and technical universities and colleges and young engineers early in their professional careers by organizing specific events. Students.
- (e) SAMPE UK and Ireland Chapter is a non-profit making association and any funds generated are to be used for the purposes of pursuing the objectives as above.

### **Section 3: CHARTERING OF CHAPTER**

The SAMPE UK and Ireland Chapter shall be a chartered chapter of SAMPE Global and an affiliate chapter of SAMPE Europe in accordance with the procedures for application, approval and grant of chapter status laid down in the SAMPE Europe Bylaws.

Ratification of SAMPE UK and Ireland Chapter Bylaws by SAMPE Europe automatically demonstrates compliance with the Bylaws of SAMPE Europe. A copy of the Chapter's Bylaws must be lodged with the SAMPE Europe Board.



In order to continue to qualify for as a chapter, the Chapter must comprise a minimum of twenty full members of SAMPE.

**Section 4: GOVERNING BODY**

The governing body of the Chapter shall be the Annual General Meeting (AGM) of the Chapter. All members shall be invited to attend the AGM. The AGM shall appoint Chapter officers and a Committee to deal with business of the Chapter on the membership's behalf.

**Article II: MEMBERSHIP**

---

- A) All members of SAMPE Global resident in the United Kingdom or Ireland or whose place of work is in the United Kingdom or Ireland shall automatically become members of the SAMPE UK and Ireland Chapter. Furthermore, any SAMPE member, not resident in the UK or Ireland, can be become a member of the Chapter, particularly if they have an interest in SAMPE activities within the UK and/or Ireland.
- B) Membership of the Chapter shall be in accordance with the classifications, and qualification requirements, laid down by SAMPE Europe. In general, members of the Chapter are either professional members or student members. All members will have the right to attend all SAMPE meetings at this Chapter, SAMPE Europe and SAMPE Global and any SAMPE Chapter.
- C) Professional members will have the right to vote at any formal SAMPE meeting such as the Chapter's AGM and stand for any office within SAMPE Europe. Student members are not eligible for these rights.
- D) It is expected that members behave in a professional manner during their SAMPE activities. Any unprofessional behavior should be referred to the Chapter Chair for review and investigation as soon as possible

**Article III: SAMPE UK and Ireland Chapter Committee**

**Section 1: POWERS AND DUTIES**

The Annual General Meeting of the Membership shall be the governing body of the Chapter. The membership shall elect or appoint officers and members to serve on the Committee.

The Committee shall guide, control and manage the affairs and the funds of SAMPE in the UK and Ireland. The Chapter Committee shall have such other powers and duties conferred upon it as are either implied by, or expressed by, these Bylaws.

**Section 2: COMPOSITION**

The Chapter Committee shall comprise up to twenty members elected by the membership. The officers of the Chapter, shall be:

- (i) Chair and Chapter Representative on the SAMPE Europe Board
- (ii) Vice-Chair



- (iii) Past-Chair (if appropriate)
- (iv) Secretary
- (v) Membership Secretary
- (vi) Treasurer

**A) Chair and Vice Chair**

The Chair and Vice-Chair shall be elected by the members of the Chapter in accordance with these Bylaws. The Chair shall automatically become the Representative of the Chapter on the SAMPE Europe Board.

**B) Committee**

The Committee shall comprise the Chair and Vice-Chair and up to eighteen other committee members (total twenty). The Committee members shall be elected by the eligible members of the Chapter at the AGM (or by postal ballot).

Committee members (including Chair and Vice-Chair) will hold office for a period of two years; re-election is permitted.

The committee may also co-opt SAMPE members to join the committee at any time, subject to the committee not exceeding the size stipulated above. Any co-opted committee members will serve until the next biannual committee election at the AGM.

The Committee shall elect a Secretary, Membership Secretary and Treasurer and these positions will be confirmed annually.

Other responsibilities (e.g. Conference Committee Chair, Press Officer, PR Officer etc.) may be assigned to members of the Committee or to members, who would become co-opted members of the Committee, at the discretion of the Committee.

It is incumbent upon any committee member resigning from the committee, handovers their SAMPE activities in an orderly manner. The handover plan should be agreed, in advance, with the appropriate Officer.

**Section 3: DUTIES OF OFFICERS**

A) **The Chair:** The Chair shall be the principal officer of the chapter. He/she shall chair all meetings of the Chapter and of the Committee. He/she shall have the duty of furthering the objectives of the Society and he/she shall promote the interest of the organization and he/she shall perform such other duties as may be specified or implied in these Bylaws or as may be assigned to him by the committee and chapter membership. As Chair he/she will also represent SAMPE UK and Ireland Chapter on the SAMPE Europe Board.

B) **The Vice-Chair:** The Vice-Chair shall be the second officer of the chapter. He/she shall perform such other duties as may be specified or implied in these Bylaws or the Chair, Committee or membership may assign as to him. He/she shall, in the event of the Chair's absence or inability to serve, have the powers of and perform the duties of the Chair.



C) **The Past-Chair:** The post of Past-Chair in office (if appropriate) is the immediate Past-Chair of the chapter serving as a committee member of the chapter by invitation. The role may also be assigned by the Committee to a distinguished member of the Chapter who has served SAMPE at the European or Global level

D) **The Secretary:** The Secretary shall assist the Chair and the Committee in conducting the business of the chapter. He/she shall cause advance notification of all meetings of the organization to be sent to the membership and to other interested persons and he/she shall notify the members of the Committee of all meetings and he/she shall maintain a permanent record of the proceedings of all such meetings. He/she shall have custody of SAMPE UK and Ireland Chapter Bylaws and other Society Bylaws, books other than those that are required to be kept by the Treasurer, and such other items and things as may be required by the Committee.

He/she shall conduct and report upon all matters of correspondence pertaining to the affairs of the Chapter and he/she shall maintain all records thereof. He/she shall prepare and submit such reports as may be required by the Chair or the Committee and he/she shall perform such other duties as may be specified or implied in these Bylaws or as may be assigned to him by the Chair or by the Committee.

E) **The Treasurer:** The Treasurer shall undertake the maintenance of financial records of the Chapter and he/she shall be responsible for the safekeeping of the Chapter funds. He/she shall report the financial status of the Chapter to the Committee on a regular basis and produce an annual report or as required by the Committee.

Subject to the approval of the Committee, he/she shall use Chapter funds to pay all bills and other claims against the chapter and he/she shall collect all moneys payable to the Chapter. He/she shall assist the Chair and the Committee in conducting the business of the Chapter organization and he/she shall perform such other duties as may be specified or implied in these Bylaws and other SAMPE Bylaws or as may be assigned to him by the Chair or by the Committee.

F) **Membership Secretary** The Membership Secretary shall undertake all activities associated with maintaining the Chapter' membership records and communications with the current and prospective members. This role is conducted in conjunction with SAMPE Europe's membership administration activities.

He/she shall prepare and submit such reports as may be required by the Chair or the Committee and he/she shall perform such other duties as may be specified or implied in these Bylaws or as may be assigned to him by the Chair or by the Committee.





**Section 4: ELECTION OF OFFICERS**

All officers of the Chapter shall be SAMPE professional members. The election of officers and committee shall be in accordance with the procedures and practices specified in these Bylaws.

If an Officer resigns between AGMs, then the Committee will elect a replacement who will hold the office until the next AGM when the person will then offer themselves for re-election.

**Section 5: QUORUM and VOTING**

**A) AGM**

Voting at an AGM shall be determined by simple majority. A quorum of the Annual General Meeting is ten percent (10%) of the eligible members at the time the meeting was called. In case of a tied vote, the Chair's vote will decide. Voting and the right to vote are limited to professional members only. Student members are not eligible to vote.

**B) Committee**

A majority of members of the Chapter Committee shall constitute a quorum. In the case of a tied vote the meeting Chair shall have the casting vote.

**Article IV: SPECIAL COMMITTEES**

---

Subject to approval of the Chapter Committee the Chair shall appoint any such special sub-committee as he/she or the Chapter Committee shall deem advisable.

There are several important sub-committees which are listed below:

- Seminar Organizing Committee for every Seminar
- Sub-committee for Young Engineers and Students- designated YES
- Subcommittee to deal with issues of grievance and unprofessional behavior within the Chapter. This convenes as required on the instruction of the Chair.
- Other sub-committees may be established at the discretion of the Committee as required
- The Chair of such sub-committees should normally be a Committee member, but subject to approval by the Chapter Committee, other members may be co-opted externally to suit specific technical and organizational needs arising.

**Article V: ADMINISTRATIVE MATTERS**

---

**Section 1: CHAPTER ADMINISTRATION**

The administration of the Chapter will be generally in accordance with the following guidelines:



1. The Chapter Chair and Committee will conduct the affairs of the Chapter to address the Purposes of the Chapter given in Article 1 to the general benefit of Chapter members and indeed all SAMPE members.
2. Ownership of assets is vested in SAMPE Europe.
3. The chapter will endeavour to organize at least two local events per year. These shall be notified to the SAMPE Europe Board from time to time. Such events are open to all SAMPE members.

The Chapter abides by the GDPR requirements governing the privacy of data of both members and of other organisations the Chapter deals with such as exhibitors/ sponsors at our annual seminar. The Chapter's website contains a statement detailing how the Chapter deals with GDPR.

## **Section 2: MEETINGS**

### **A) General Meetings**

The Annual General Meeting (AGM) is the governing body of the Chapter. All members shall be invited to attend. The AGM shall normally be held at a convenient time during the first or second quarter of each calendar year. An Extraordinary General Meeting (EGM) may be demanded by at least one-fifth of the members or by the Committee. The notification of and invitation to a General Meeting shall be in writing and must be issued to the membership at least fourteen days prior to the meeting date. The notification must contain the agenda for discussion. The meeting may only decide on matters contained in the agenda.

The AGM has the following specific tasks:

- Biannual election of the Chapter Committee
- Approval of the Annual Accounts
- Approval of the Annual Report

### **B) Committee Meetings**

Committee meetings shall be called from time to time, approximately three to six times per year, at the discretion of the Chair and the Committee. A meeting agenda shall be issued at least 2 weeks before the meeting and minutes recorded by the Secretary.

### **C) Sub-committee Meetings**

Sub-committee meetings shall be held as required. Minutes will be recorded if appropriate.

## **Section 3: JOINT VENTURES WITH OTHER BODIES**

Any joint meetings with other bodies within the UK and Ireland are subject to approval in advance by the Chapter Committee. Any joint meetings/events with other International bodies must be approved in advance minimum three months ahead by the SAMPE Europe Board.



**Section 4: DISTRIBUTION OF BYLAWS**

The Chapter Committee shall ensure that one copy of these Bylaws and one copy of each Amendment duly adopted, is available on the Chapter's website and notification will be emailed to each Chapter member.

---

**Article VI: FINANCES**

---

**Section 1: GENERAL POLICY**

The general financial policy of the Chapter shall comply with the requirements and conditions as set out in the appropriate article and sections of the SAMPE Europe Bylaws. The financial assets of the UK and Ireland Chapter shall be held in trust from SAMPE Europe.

**Section 2: MEMBERSHIP DUES**

Members will pay their membership dues to the SAMPE Europe Account in accordance with the membership payment structure organised by SAMPE Europe.

**Section 3: FISCAL YEAR**

The Chapter financial year shall run from the first day of October until the last day of September of the following year.

**Section 4: STATEMENT OF ACCOUNT**

The Treasurer of the Chapter shall prepare a statement of the financial account not later than three months after the end of a fiscal year. The Statement of Account shall be reported to the membership at the AGM and submitted to the SAMPE Europe Board. Upon approval by the AGM the Treasurer shall be relieved from his responsibility for the period for which the accounts were rendered.

The Chapter accounts shall be subject to scrutiny and audit by two suitably qualified persons appointed by the Chapter Chair. The audit shall be completed within twelve months of the end of the period of reporting concerned. When the audit is complete the treasurer shall notify SAMPE Europe that it has been carried out.

**Section 5: BANK ACCOUNTS**

Bank accounts established for the purposes of maintaining the financial resources of the Chapter shall be operated as two-signature accounts, the signatories of which shall be:

the Chapter Treasurer plus either the Chapter Chair, Vice-Chair, SAMPE Europe Treasurer or nominated Chapter Committee member.

**Section 6: LIABILITY**

Liability for any debts incurred by the Chapter shall be limited to the Chapter's means. Personal liability of members is excluded.





**Section 7: COMPENSATION**

The officers and members of the Chapter are all volunteers and shall not receive any remuneration whatever for any labour or services or other work performed, or rendered to, or for, or on behalf of SAMPE.

However, that officers and committee members may be reimbursed, if requested, for their necessary expenses, incurred in the performance of their respective duties, from the chapter funds as the Chapter Committee shall determine.

**Article VII: SYMPOSIA, EXHIBITIONS AND TECHNICAL CONFERENCES**

The Chapter will undertake to promote the activities of SAMPE in the UK and Ireland through a relevant and attractive programme of events. These may include Chapter and joint meetings with other organizations/societies, industry visits, specialist seminars and workshops, and technical conferences. Such events will be notified to the SAMPE Europe Board from time to time by notice to the Secretary or at a Board meeting. Every effort will be made to ensure they do not conflict with any other SAMPE events within Europe or with International SAMPE Symposia.

**Article VIII: AMENDMENTS**

**Section 1: PROCEDURE**

Changes and amendments to the Bylaws may be effected only by approval by a two-thirds majority of the Chapter members at the AGM.

Ratification: After approval at the Chapter AGM the amended Bylaws are to be sent to SAMPE Europe for ratification.

**Section 2: EFFECTIVITY**

All amendments of these Bylaws shall become effective immediately following ratification by the SAMPE Europe Board.

This issue (Issue E) of the Bylaws has been agreed by the Chapter Committee and approved at the Chapter's AGM on 20<sup>th</sup> February 2020 and is authorized by:

Tim Wybrow  
Chair  
Date:15-09-2020

Conchúr Ó Brádaigh  
Vice Chair  
Date: 16-09-2020



Approved and ratified by the SAMPE Europe Board:

Prof. Rinze Benedictus

President

Date: 16/3/21

Guy Larnac

Vice-President

Date: 29/05/21

RECORD OF REVISIONS:

ISSUE:	DATE:	AUTHORIZED BY:	
A	Jul. 1989	Geoffrey F. Meades	Chair
		Trevor Cook	Vice Chair
B	Oct. 2001	Roy McCarthy	Chair
		Bob Griffiths	Vice Chair
C	September 2009	Andrew Long	Chair
		Roy McCarthy	Vice Chair
D	February 2015	Andrew Long	Chair
		Andrew Mills	Vice Chair
E	February 2020	Tim Wybrow	Chair
		Conchúr Ó Brádaigh	Vice Chair