



Society of Concrete Petrographers

By-Laws

Article I: Purpose

Section 1

The Society of Concrete Petrographers is established to provide an organization for those whose primary profession is performing hands-on evaluations of concrete and concrete-making materials employing petrographic techniques outlined in ASTM C856 “Standard Practice for Petrographic Examination of Hardened Concrete”.

Goals of the Society are to provide a meeting and speaking forum for concrete petrographers for the purpose of: (1) exchanging information about methods and techniques of examinations, (2) improving methods and techniques for evaluating concrete and allied materials, (3) becoming better acquainted with interpretative aspects of the data and observations generated during petrographic examinations, (4) writing effective reports, (5) understanding and recognizing the limitations of their individual training and experience, (6) advancing the profession of petrography within the concrete and concrete-making materials industries, and (7) providing input to allied associations that have requirements regarding the professional requirements for concrete petrographers.

Section 2

The Society shall foster a Code of Ethics for concrete petrographers. The Code of Ethics shall include that: (1) concrete petrographers shall not engage in work in which they are not competent, unless under the guidance and direction of a concrete petrographer experienced and competent in that particular work. (2) concrete petrographers must meet the qualification requirements defined in the Qualifications Section of ASTM C856, “Standard Practice for Petrographic Examination of Hardened Concrete.” (3) advice, opinions, and judgments shall be objective, consistent, and based on competency and experience in the matters involved, and not in disagreement with technical and scientific principles.

Article II: Members

Section 1

The society shall consist of Voting Members, Associate Members, and Honorary Members. Written application for Voting and Associate Memberships must be submitted to the Secretary, reviewed by the Membership Committee, and approved by the Board of Direction.

Section 2

Voting Members shall be concrete petrographers actively performing hands-on evaluations of concrete and concrete-making materials. Voting Members may hold office or be members of the Nominations Committee. Associate Members are those individuals who are interested in concrete petrography but are not required to actively practice concrete petrography. Honorary Members shall be appointed by Membership Committee and approved by the Board of Direction.

An Honorary Member is someone who has been, active in the area of concrete petrography as exemplified by activities in related professional organizations and in publications, or other circumstances. Longevity shall not be the basis for designation as an Honorary Member. Associate

Members and Honorary Members may not vote or hold office, but may be appointed to certain committees or task groups.

Section 3

Applications for Membership shall be transmitted in writing to the Membership Committee on forms provided by the Society. An application shall be signed by the applicant. The signed application is a pledge to abide by the Code of Ethics and By-Laws of the Society. Resignation, suspension, or termination from membership shall be transmitted in writing. Members whose dues are in arrears for one fiscal year will be automatically suspended.

Article III: Officers

Section 1

The Officers of the Society shall be President, Vice President, Secretary, and Treasurer. The Board of Direction shall consist of the current Officers of the Society and the immediate Past President.

Section 2

The terms of office are 2 years beginning January 1 through December 31 of the year following the date of their election. The Officers shall be elected by the Voting Members by majority vote. The President and Vice President having served a full term shall be ineligible for re-election to the same office for a period of four years.

Section 3: Duties

The President shall perform the usual duties of the office. The President shall preside at Society meetings, at the meetings of the Board of Direction, and shall be an ex-officio member of all committees during the term of his or her office.

The Vice President shall discharge the duties of President in his/her absence. The Vice President shall organize and select the meetings and programs of the Society. The Vice President will also serve as Chairman of the Program Committee during the term of his or her office.

The Secretary shall record the minutes of each Society meeting and report the minutes in writing to the members. The Secretary will be a member of the Membership Committee during the term or his or her office.

The Treasurer shall be responsible for all financial transactions of the Society. The Treasurer shall prepare a financial statement at each Board of Direction meeting, which shall be held at least annually at the direction of the President of the Society.

Article IV: Committees

Section 1: Nominations Committee

The Nominations Committee shall consist of four members (at least three Voting Members) and the immediate Past President of the Society. The immediate Past President shall serve as chairman of the committee. The committee is responsible for selecting candidates for President, Vice President, Secretary, Treasurer, and six candidates for the Nominations Committee. The Nominations Committee shall report to the Secretary the list of candidates for Officers and the candidates for membership on the Nominations Committee. Members of the Nominations Committee shall not be nominated for any other office while they are members of the Nominations Committee. The four Candidates receiving the most votes for membership on the Nominations Committee shall be

declared elected members of the Committee. These four members and the immediate Past President shall comprise the Nominations Committee and serve for a period of two years.

Section 2: By-Laws Committee

Four members (at least three Voting Members) shall serve on the committee to draft and amend the By-Laws. Proposed By-Laws shall be balloted by the Voting Members. The By-Laws must be approved by simple majority (greater than 50% of Voting Members). Reasons for negative votes must be presented in writing to the Secretary of the Society.

Section 3: Program Committee

Three Voting Members and the Vice President shall serve on the committee. The committee will organize workshops, seminars, and provide speakers for the Society meetings.

Section 4: Membership Committee

The Membership Committee shall consist of two Voting Members and the Secretary. The objectives of this committee are: (1) to develop and maintain application procedures and forms, (2) review applications for membership to the Society, and (3) recommend to the Board of Direction individuals who qualify as Voting Members, Associate Members, and Honorary Members. The committee shall provide certificates of membership to all of the members.

Section 5: Code of Ethics Committee

The Code of Ethics Committee shall consist of three members who will be responsible for submitting drafts and amendments for the Code of Ethics. The Code of Ethics shall be balloted by Voting Members of the Society and must be passed by 75 % of the voting members.

Article V: Meetings

Section 1

The annual meeting of the Society shall normally be held in conjunction with the ASTM C09 June Meeting. Special meetings may be held at any time by the President or a majority of the Board. The Secretary will notify the members of the date, time, and place of each meeting.

Section 2

A Society meeting in which a minimum of twelve Voting Members are in attendance shall constitute a quorum. Three members of the Board shall constitute a quorum for all Board meetings.

Article VI: Finances

Section 1

The fiscal year of the Society begins July 1 of the current year and ends June 30 of the following year.

Section 2

Dues shall be payable on the 1st day of January of each year. The dues shall be determined by the Board based upon expenses of the Society.

Section 3

Members of the Board or Committees may be reimbursed for administrative expenses using funds of the Society.

Article VII: Amendments to the By-Laws

Section 1

Amendments to the By-Laws may be made by By-Laws Committee at any time. Approval of the Amended By-Laws must be in accordance with Article IV Section 2, except as noted below in Section 2 of this Article.

Section 2

Proposed amendments to these By-Laws from the By-Law Committee, if presented in writing to the Secretary and forwarded to the Board of Direction 60 days before the scheduled meeting shall be mailed to the membership at least 15 days prior to the annual meeting. These amendments shall be presented at the annual meeting and may be discussed and amended. A two-thirds majority of the votes cast by letter ballot shall be necessary for their adoption.