



**BYLAWS
OF
THE UNIVERSITY OF ARIZONA STUDENT CHAPTER
OF THE SOCIETY FOR MINING, METALLURGY & EXPLORATION (SME)**

as amended and restated Friday, March 31st, 2023 (the “Effective Date”)

ARTICLE I

NAME

Section 1. This chapter shall be known as the University of Arizona Student Chapter of the Society for Mining, Metallurgy, & Exploration (UArizona SME Student Chapter).

ARTICLE II

MISSION STATEMENT

Section 1. This chapter's mission shall be to promote among its members continued professional growth in the mining industry and to encourage responsibility in the areas of ethical, social, economic, environmental, and safety considerations.

ARTICLE III

CONFORMITY WITH SME & AIME

Section 1. The governance of this chapter shall at all times conform to the Articles of Incorporation and Bylaws of SME, a member society of the American Institute of Mining, Metallurgical and Petroleum Engineers (AIME), Inc.

Section 2. The governance of this chapter shall at all times conform with the University of Arizona policies and local, state, and federal laws. This organization is subject to the Arizona Board of Regents Code of Conduct. SME is willing to work in a democratic manner within the framework of University policies and procedures. The University reserves the right to examine the record of the parent organization or of affiliates on other campuses.

ARTICLE IV

MEMBERSHIP

Section 1. Any full-time or part-time student not in academic probation and in good academic standing (+2.0 GPA) at the University of Arizona or in the Mining & Geological Engineering Department shall be eligible for membership. As well as any full-time or part-time student not in academic probation and in good academic standing (+2.0 GPA) at Pima Community College is eligible for associate membership.

Section 2. Membership shall continue if the student remains enrolled (part-time or full-time) at the University of Arizona or is in good academic standing (+2.0 GPA), not in

academic probation and pays semester/annual chapter membership dues. Associate membership shall continue if the student remains enrolled (part-time or full-time) at Pima Community College or is in good academic standing (+2.0 GPA), not in academic probation and pays semester/annual chapter membership dues.

ARTICLE V *MEMBERSHIP DUES*

Section 1. Annual UArizona SME Student chapter membership dues shall be payable at the beginning of each academic year or semester. Annual SME National chapter dues are separate from those of the UArizona SME Student chapter. The incoming Executive Committee will decide upon the amount of the membership dues before the first General Body Meeting of the academic year. Dues typically consist of \$5-\$20.

Section 2. A student member in dues outstanding for one semester will lose membership and will not be allowed to participate in closed activities or programs in the UArizona SME Student Chapter until dues are paid. These activities and programs will be outlined by officers at the beginning of their term.

Section 3. The Executive Committee shall have the right to levy special membership charges by a three-fourths vote at an Executive Committee Meeting.

ARTICLE VI *ELECTIONS*

Section 1. Elections of all officers (President, Executive Vice President, Secretary, Treasurer, Director of Fundraising, Outreach, Director of Competitions, Director of Professional Development, and Marketing) will occur prior to the SME Operator's BBQ to permit orderly transfer of records and responsibilities and to encourage effective planning. The new elected officers will be inducted at the SME Operator's BBQ. The week following the BBQ, the transition of governance will be put into effect.

Section 2. Election procedures will include a week-long application period. Candidates must complete the formal application process before the deadline set by the Executive Committee. Candidates must submit a current one-page resume and complete the application form provided.

Section 3. A Special Election Meeting (SEM) will be held immediately after the application period to introduce the candidates to the general body and initiate voting. Voting will be held online for one weekend from the end of the SEM through the following Monday. Voting will conclude at the end of the day on that Monday.

Section 4. An elected candidate who wishes to decline the elected position must inform the presiding Executive Committee in one week's time of their decision. The nominee

who was runner-up to the nominee who declined their elected position will assume the elected position.

Section 5. Election results will be verified by the faculty sponsor and/or chosen department representative to ensure fairness, credibility and to deter any election fraud.

Section 6. Campaigning or “electoral parties” are permitted during the election process. If bribery or kickbacks are used to win votes, the candidate will be disqualified from participating in the election and possibly removed from the chapter.

Section 7. To be eligible for election, the candidate must be an active student member, or must have applied for such membership.

Section 8. Elections shall be by majority vote of current student members who have paid dues and who voted during the election period.

Section 9. At the time of the election, there shall be a faculty sponsor, identified from the faculty who shall act as a source of inspiration and counsel to the newly elected officers.

Section 10. The maximum number of terms that an Officer may hold in one position is two academic years.

Section 11. The newly-elected president and the faculty sponsor shall secure a counselor from the local SME section, usually the SME Tucson Section Chair.

Section 12. All candidates are eligible to run for multiple positions. The positions will be elected in the following order: President, Executive Vice President, Treasurer, Secretary, Director of Fundraising, Director of Competitions, Director of Professional Development, Outreach, and Marketing. Each candidate is encouraged to deliver a short speech prior to each vote. If a candidate is running for multiple positions and is elected for a position, they are then out of the running for all subsequent elections for that term. If a candidate is running unopposed, a vote will still occur to elect the candidate into that position. If there are too few nominees running for officer positions, the election period will be extended for one week and the first nominee who shows interest in the position will be voted on in the subsequent general body meeting.

Section 13. The positions of President and Executive Vice President are only eligible for at least third-year students (incoming juniors and seniors; class-standing by credits is not applicable). All other student members are eligible for any vacant positions. Each officer so elected shall personally thereupon accept their election and pledge to assume the duties of the office.



ARTICLE VII *OFFICERS*

Section 1. The executive officers shall consist of a President, Executive Vice President, Treasurer and Secretary. The officers will consist of Outreach, Director of Fundraising, Director of Professional Development, Director of Competitions and Marketing.

ARTICLE VIII *DUTIES OF THE FACULTY SPONSOR*

Section 1. The faculty sponsor is responsible for providing professional guidance, practical advice, and assistance. It is important that the sponsor be accessible to the students. Membership development, program organization, and other chapter projects will be enhanced by the sponsor's involvement.

Section 2. The faculty sponsor generally has more direct contact with the students than any other professional engineer. Thus, the sponsor can be the most influential teacher and engineer during this period of education and growth. The faculty sponsor's enthusiasm and commitment directly affects the chapter's program.

Section 3. The faculty sponsor will have the final say and veto power for the results of all officer elections. If the faculty sponsor deems the election of an officer damaging to the success of the chapter, the faculty sponsor may veto their election. In this case, the election process will be repeated without the vetoed candidate.

Section 4. The faculty sponsor shall have access to account funds in the event of an internal or external audit of the chapter or any of its subsequent bank accounts. This shall include the SME Student Chapter's two accounts, as well as the account with regards to competitions. This will give the University of Arizona the ability to access the accounting of all three designated SME Student Chapter bank accounts.

ARTICLE IX *DUTIES OF THE LOCAL SECTION COUNSELOR*

Section 1. The UArizona SME Student Chapter must be sponsored by an SME local section, typically the SME Tucson Section.

Section 2. The section counselor, in cooperation with the faculty sponsor, is responsible for promoting contact between professionals and students as well as providing guidance and assistance to the chapter. This counselor's familiarity with companies and engineers in the area can be invaluable in program planning. The section counselor should promote at least one joint meeting of the local section and the UArizona SME Student Chapter once a semester.

ARTICLE X
DUTIES OF THE OFFICERS

Section 1. The President — The President shall preside at all general body and executive committee meetings, render the prescribed chapter requirement of an annual report to SME headquarters, coordinate student participation in and travel to conferences, and assume all executive duties not otherwise delegated by these bylaws. One of the chief duties of the President is to act as Chairman of the Chapter's Executive Committee. The President shall call meetings of the chapter executive committee whenever necessary. It shall be the duty of the newly-elected President at the close of the academic year to leave the Treasurer's Report and funds for safekeeping with the Faculty Sponsor. The President shall prepare an annual report (see SME Student Chapter Operations Manual) that must be delivered to the SME National Education Coordinator by June 1st. The outgoing President transfers a copy of this Student Chapter Operations Manual and other records required for the term of office to the incoming President.

Section 2. The Executive Vice President — The Executive Vice President shall preside during the absence or at the request of the President and shall automatically succeed to the presidency in case of vacancy. This officer acts as the assistant to the President in carrying out organizational duties. This officer shall, during the absence or incapacity of the President, act on behalf of the President on all chapter business, and preside at executive committee meetings. The officer shall fulfill any other assignments given by the President. This Officer shall be in direct communication with the other chapter officers and assist with any tasks related to each individual role. This officer will coordinate and manage the annual SME Operator's BBQ and communicate the event to MGE faculty, the general body and industry professionals.

Section 3. The Treasurer — The Treasurer shall handle and account for all funds, disbursing funds only upon approval of the President or the Executive Committee. At the end of each academic year, they shall submit a report with cash balance to the executive committee for audit and approval. The Treasurer shall submit a brief Treasurer's Report during each general body meeting. The Treasurer receives all money and pays all debts of the chapter authorized by the executive committee. The Treasurer keeps an exact account of receipts and expenditures, and deposits all money received in the name of the chapter in a depository designated by the executive committee. The Treasurer may collect any special charges that may be levied by the executive committee. Some duties of the Treasurer may be combined with those of the Secretary and the Director of Fundraising, not including the handling of funds and access to the chapter bank account.

Section 4. The Secretary — The Secretary shall keep minutes and a record of all General Body and Executive Committee meetings. The outgoing Secretary shall fulfill the chapter requirement of reporting the election of new officers to SME National Education Committee and shall act as librarian. The Secretary is the Keeper of the Google Drive, and shall ensure it is kept up to date in terms of content and student/faculty access. The Secretary must have a complete and up-to-date student member list verifying paid/unpaid dues and student contact information. Unless the responsibility is otherwise delegated, the Secretary shall maintain

a record of all student members and record the number of student members in attendance at each meeting. The Secretary should carry on all communications necessary for the activities of the chapter and be the custodian of all records of the chapter including copies of all reports submitted to SME National Education Committee. These communications include, but are not limited to: sending a weekly newsletter with the SME MailChimp, adding/removing dues paying members to the SME D2L page, uploading general body meeting slides to the D2L page, and uploading relevant information to the D2L page.

Section 5. Director of Competitions —The Director of Competitions will manage and coordinate the various SME related competition teams and contests such as the SME/NSSGA Mine Design, Intercollegiate Mining Games, Mine Rescue etc. Tasks and goals specific to this position include organizing team travel, accommodations, boarding, training schedules, contracts, etc. This officer shall be in direct contact and in collaboration with the Director of Fundraising to actively look for competition team sponsors or donors. This officer must also recruit, market and promote SME related competitions and contests to current student members in order to have effective and successful teams.

Section 6. Director of Fundraising — The Director of Fundraising will be tasked with leading the chapter in securing additional funds either from corporate sponsorships or donations from the mining industry, professionals or other companies. This officer is encouraged to secure funds through non-traditional sources such as bake sales, merchandise, percentage nights, grants from industry, etc. This officer will also be tasked with organizing, managing and securing a spot for the Annual Diggers and Duffers Golf Tournament. This officer must be in direct communication with the treasurer to ensure that funds are allocated correctly throughout the chapter and making sure annual fundraising goals are met. Some ideal goals for the Director of Fundraising to accomplish would be funding student members to travel to the SME Annual Conference & Expo at a minimal cost, funding SME/NSSGA Mine Design Team travel and lodging, etc.

Section 7. Director of Professional Development — The Director of Professional Development shall assist student members in career development through programmed activities during the academic year. These programmed activities could include: resume reviews, mock interviews, cover letter and letter of intent reviews, Professional Speaker visits, etc. They shall also coordinate speakers at the General Body Meetings. This officer will be tasked with searching for internship, full-time job, and scholarship opportunities throughout the semester and communicating these opportunities to the chapter. This officer shall actively assist any student member with professional development help as well as helping them secure an internship. Ideally this officer should be a graduate student since graduate students often have industry experience and a network of connections with industry professionals, other graduate students and faculty. This officer position is open for undergraduates as well during the election period.

Section 8. Outreach — The Outreach officer will be responsible for organizing, managing and operating the recruitment, social, and outreach aspect of the Chapter. The officer may also collaborate with the MGE Department and School for Mining and Mineral Resources to coordinate outreach and recruitment to have an effective, multi-prong approach. Some ideal

goals for this officer to follow and accomplish are to recruit graduating Pima Community College students, incoming UArizona freshmen and senior high school students. They shall also lead chapter efforts in both the fall and spring club fairs through ASUA and table on the mall if time permits. The officer will also keep the chapter updated with new outreach and recruitment events regularly via the SME D2L page and SME newsletter. Outreach officer will be responsible for coordinating at least one social event per semester to foster camaraderie in the chapter. These events could include a Thanksgiving Potluck, Halloween event, SME parties, and a departmental April Fools' prank.

Section 9. Marketing — The Marketing officer shall coordinate and manage all marketing related tasks and objectives for the chapter. Marketing related tasks include: managing and updating the chapter website, merchandise orders and managing the chapter social media channels (LinkedIn, Facebook, Instagram, TikTok, etc.). This officer will be the dedicated photographer for all SME related events including: social events, outreach, mining on the mall, general body meetings, Mining Day at The Capitol, etc. This officer will be the website manager, who will be tasked with making any major changes or updates and communicating them to the executive committee. This officer will oversee all media relations with the University of Arizona, College of Engineering or any other organization that is interested in marketing, interviewing and/or writing a story about the chapter.

ARTICLE XI

IMPEACHMENT OF OFFICERS & STUDENT MEMBERS

Section 1. All elected officers and student members may be subjected to impeachment and removal by two-thirds vote of total dues paying chapter membership and approval from the faculty sponsor.

Section 2. Grounds for impeachment are negligence and any form of misconduct which is damaging to the chapter.

Section 3. Prior to impeachment there must be one week's notice of intent publicized to the chapter and the faculty sponsor.

Section 4. When a vacancy is present with the removed officer, the chapter shall elect a replacement for the unfilled position within three weeks by disclosing the roles of the position to the chapter and holding a standard election and voting process for potential candidates. The newly-elected replacement officer shall only serve the term of the previous officer.

ARTICLE XII

COMMITTEES

Section 1. The officers of the chapter, including the faculty sponsor, shall constitute the executive committee charged with the responsibility of a successful year's program.

Section 2. The president, as chairman of the executive committee, shall appoint, with the approval and recommendation of the executive committee, the personnel of the standing committees. A standing committee can include a Competitions and Fundraising committee, but are subject to the needs of the current officers.

Section 3. Each designated standing committee shall include an officer and a co chair, chosen by the officer. There is no member limit in the standing committees.

Section 4. The President and Executive Vice President shall be Advisors of the standing committees. The standing committees shall report directly to the Executive Committee, which shall have the power to change the personnel of the standing committees and to appoint special committees as deemed necessary.

ARTICLE XIII *ACCOUNTS*

Section 1. The chapter will have three bank accounts that consist of two business checking accounts and one savings account. One checking account will be used specifically for the University of Arizona SME Student Chapter and the other will be used for the competition teams: the University of Arizona's SME/NSSGA Student Mine Design Competition Team(s), SME Metallic Design Competition Team(s), and The University of Arizona's Intercollegiate Mining Competition Team(s).

Section 2. The University of Arizona SME Student Chapter shall hold a business checking account and a savings account. The purpose of the business checking account will be to handle day-to-day operations of the chapter. The savings account will be to provide security to the chapter. The treasurer shall handle and account for all funds, disbursing these funds only upon approval of the President, Vice President, and Treasurer. For further responsibilities of the treasurer, see Article X, Section 3. All potential auditing shall be overseen by the faculty sponsor. For further responsibilities of the faculty sponsor see Article VIII.

Section 3. The University of Arizona's competition teams shall have access to an account specifically for funds raised and spent in regard to the University's involvement with the competitions. The SME Student Chapter treasurer shall handle and account for all funds, disbursing these funds only upon approval of the SME/NSSGA Student Mine Design Competition Team and its delegated captain. All potential auditing shall be overseen by the faculty sponsor. For further responsibilities of the faculty sponsor see Article VIII.

Section 4. Each Mine design team will be allowed a budget for personal reimbursable expenses of the lesser of the amount fundraised divided by the number of design teams or \$1,500 (subject to increases if passed in a $\frac{2}{3}$ majority vote of SME Officers). If additional funding remains after the Design Team's personal reimbursable expenses, remaining

funds will be utilized to reimburse the SME General Body Checking Account for Travel and Lodging Expenses incurred by the design teams. If excess funding still remains, it will be held in the SME Competitions account and made available for future design teams.

Section 5. A specific member or members designated by this organization shall be responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit.

ARTICLE XIV *MEETINGS*

Section 1. General body meetings shall be held every two weeks during the regular academic year or on a postponed date set by the executive committee. A special general body meeting may be called at any time by the executive committee. General body meetings are open to all student members, alumni, faculty and others who care to attend.

Section 2. Executive Committee Meetings shall be held every week during the regular Academic Year or on a postponed date set by the President who may also call a special Executive Committee Meeting at any time.

Section 3. The Secretary shall hold minutes for every General Body and Executive Committee Meeting. If the Secretary is not able to hold minutes due to circumstances, an Officer must be selected to take the responsibility.

Section 4. It is recommended that the Faculty Sponsor be in attendance of all General Body Meetings. The Faculty Sponsor must attend at least one Executive Committee Meeting once a month during the regular Academic Year.

Section 5. An Officer from the Executive Committee must attend all UA Engineering Student Council General Body Meetings held during the Academic Year and provide an update to the Executive Committee immediately afterwards.

Section 6. During Executive Committee Meetings, two thirds of the current officers must be present to pass amendments, policies and/or movements. This is to keep quorum during officers related topics.

Section 7. During General Body Meetings, a simple majority of the current members must be present to elect candidates or approve club events. This is to ensure that quorum is met.



ARTICLE XV

ANTI-DISCRIMINATORY COMPLIANCE

Section 1. This organization shall not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information in any of its policies, procedures, and practices. This policy will include, but is not limited to recruiting, membership, organization activities, or opportunity to hold office. Pursuant to Arizona Revised Statute 15-1863, religious or political student organizations may determine that ordering the organization's internal affairs, selecting the organization's leaders and members, defining the organization's doctrines and resolving the organization's disputes are in furtherance of the organization's religious or political mission and that only persons committed to that mission should conduct such activities. Pursuant to Section 106.14 of the regulations promulgated under Title IX of the US Education Act Amendment of 1972, Social Greek Letter Organizations may limit membership based on gender.

Section 2. This organization will not conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

ARTICLE XVI

NON-PROFIT STATUS

Section 1. The UArizona SME Student Chapter is a non-profit university-based student organization. All proceeds go to the UArizona SME Student Chapter to fund chapter related events planned and announced throughout the academic year unless determined otherwise by the executive committee and faculty sponsor.

ARTICLE XVII

RESPONSIBILITIES AS STUDENT MEMBER AND CHAPTER

Section 1. The chapter accepts full responsibility for all activities that bear its name as official sponsor and will adhere to all University of Arizona policies and consequences. All publicity for an event must bear the name of the chapter.

Section 2. A specific member or members designated by this organization shall be responsible for payment in full of all debts accumulated by the organization not covered by funds of the Chapter.

Section 3. Any officer or member does not have the right to incur any debt or become involved in any business under the title or by implying the title of the chapter in any way unless given full authorization by the executive committee.



Section 4. This organization shall comply with all University and campus policies and regulations, in addition to all local, state, and federal laws.

ARTICLE XVIII
AMENDMENTS

Section 1. Amendments of chapter bylaws must be approved by three-fourths vote of members of the executive committee and by a two-thirds vote of current and paying student members present at a general body meeting. A summary and notice of the proposed amendment shall have been given in writing at the last general body meeting.

Section 2. Amendments to these bylaws must be approved by the SME National education coordinator, local SME section chair, the faculty sponsor, and the UA Engineering Student Council.