

LOCAL SECTION HANDBOOK



Society of Tribologists
and Lubrication Engineers

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This section handbook was designed to be a guide for sections, not a set of rules and requirements in most cases. If you have any questions, please contact the headquarters.

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STLE LOCAL SECTION HANDBOOK

CHAPTER ONE: OFFICERS AND COMMITTEE CHAIRPERSONS GENERAL INFORMATION

The most **successful sections are those operating as a team** made up of colleagues in the lubrication/tribology field working toward a common goal. Ideally, the officers of a section should be a diverse mix of researchers, educators, consumers and suppliers from a variety of employers who represent both technical and marketing interests. Strong section leadership, strong educational content and appealing activities are important factors in developing and maintaining good section health. All those participating in section leadership or on committees should be current members of STLE.

This Handbook is designed to suggest approaches to section governance and operations. In some situations, section bylaws may supersede this Handbook.

EMPLOYER SUPPORT

Anyone being approached for or considering an active part in a local section should be willing to commit to complete the progression through all the chairs.

JOB DESCRIPTIONS

All officers and Committee Chairpersons must be paid up STLE members. A brief description of the following officers' responsibilities is listed separately.

SUGGESTED OFFICERS:

Section Chairperson
Section Vice Chairperson
Treasurer
Secretary/Website Coordinator
Immediate Past Chairperson

COMMITTEE CHAIRPERSONS:

Program
Membership
Social Activities
Special Projects (Education)

SMALLER SECTIONS or NEW SECTIONS:

Smaller or new sections may function with fewer officers if needed. The suggested minimum would be a chairperson, a vice chairperson and a secretary/treasurer. Each of these officers will have more responsibilities than if there are more officers.

PLEASE NOTE:

Section Chairpersons and Vice Chairpersons are **not** to be referred to as "President" and "Vice President". These titles are to be used in reference to the STLE President and Vice President **only** and not at Section level.

SECTION CHAIRPERSON

RESPONSIBILITIES

The section Chairperson is the coordinator of all section activities, and therefore, accepts many responsibilities such as:

1. Must be a Society member in good standing who has paid membership dues throughout the term of office.
2. Calls and presides at all section and executive meetings.
3. Distributes and follows up on all committee assignments.
4. Is strongly encouraged to attend the Annual Meeting and participate in the Section officers' activities there.
5. Responsible for appointing committee chairpersons and committee members who must be STLE members in good standing.
6. Maintains good communication with Society Headquarters and verifies that current information is posted on the Section portion of the website.
7. Ensures the nomination and election of new officers on a timely basis.
8. Coordinates with Membership Chairperson in checking section lists received from Society Headquarters and following up on delinquent members.
9. Ultimately responsible for the success of the section.

VICE CHAIRPERSON

RESPONSIBILITIES

1. Must be a Society member in good standing.
2. Assists and acts for the chairperson in all decisions and functions as required by the section.
3. Aids other officers and committee chairpersons on special projects and occasions.

(e.g. assists the program chairperson if needed).

4. Maintains awareness of all section activities, including information on the section website.
5. Attends Section Officers Training Session at Annual Meeting before and while chairperson, if possible. This is particularly valuable for the vice chairperson before the term as chairperson begins.
6. Coordinates with Membership Chairperson in checking section lists received from Society Headquarters and following up on delinquent members.

TREASURER

RESPONSIBILITIES

1. Must be a Society member in good standing.
2. Handles all finances for the section.
3. Attends all section meetings where funds are collected or disbursed.
4. Handles all funds of special seminars and courses.
5. Prepares the monthly treasurer's report.
6. Prepares and submits the annual financial report to the designated board members and Society Headquarters.
7. Has full co-signing authority in conjunction with other designated officers.
8. In the absence of a designated membership officer, is responsible for assuring that all chairpersons and committee members are paid STLE members, as the rebate check goes to the Treasurer.

SECRETARY/WEBSITE COORDINATOR

RESPONSIBILITIES

1. Must be a Society member in good standing.
2. Forwards all section correspondence to the Executive Director and other appropriate staff at Society Headquarters.
3. Makes sure relevant information, (including current officers, all events, program information for as much of the full year as possible, and other relevant information)

is posted on the section portion of the STLE Headquarters website. This can be done by the Secretary or delegated, but the Secretary is responsible for its accuracy and timeliness.

4. Attends all section meetings, records and keeps the minutes and promptly sends them to the Society Headquarters. Sends action items to the appropriate officer or committee for follow up.
5. Reproduces, and has for distribution at the meeting, all reference materials related to agenda items including the minutes book.
6. Sends copies of meeting minutes and appropriate reports to Society Headquarters.
7. Has available the Society Constitution and Bylaws and the Section Bylaws in order to assist the chairperson in dealing with points of order.
8. Counts and records all section votes.
9. Keeps attendance at all section meetings unless this duty is otherwise assigned.
10. Coordinates with Membership Chairperson in checking section lists received from Society Headquarters and following up on delinquent members.

IMMEDIATE PAST CHAIRPERSON

RESPONSIBILITIES

1. Must be a Society member in good standing.
2. Advises the chairperson and the executive committee; attends and participates in the various functions of the section.
3. Chairs the nominating committee for the next slate of officers.
4. Assures that all officer candidates are Society members in good standing.

PROGRAM CHAIRPERSON

RESPONSIBILITIES

1. Must be a Society member in good standing.
2. Selects the speakers for the year's programs.
3. Assists the guest speakers, providing transportation, audio and visual aids.

4. Arranges for any gifts or souvenirs to be presented to the speaker.
5. Determines the section program information before the start of the coming year to allow people to plan in advance. May also cover the first or second months of the following year to allow early publicity of the next year's agenda. Sharing the whole year's calendar in advance is ideal, with details added later.
6. Coordinates with the chairperson, secretary/website coordinator and membership all announcements and special arrangements regarding speakers, conferences, or guests.
7. Promptly sends copy of programs and events to Society Headquarters for possible inclusion in print and electronic media.
8. Posts program on the section portion of STLE website or sends information to the designated person for posting online.
9. Prepares all notices or announcements to the year's programs and makes sure the chairperson and secretary/webmaster also have copies in a timely manner.

MEMBERSHIP CHAIRPERSON

RESPONSIBILITIES

1. Must be a Society member in good standing.
2. Chairs any committees of STLE members working on membership activities.
3. Handles all matters relating to membership, originating in either the section or Society Headquarters.
4. Attends all section meetings in order to properly greet new members and to invite guests to join the Society.
5. Keeps a record of attendance at meetings by nonmembers and guests, and follows up with them to encourage membership. Shares names of interested potential members with Society Headquarters.
6. May request current rosters from Headquarters to update section lists.
7. Informs the Headquarters of any changes in contact information immediately. Encourages all members to keep their contact information current with Society Headquarters. May provide access to update information on-site at meetings.
8. Contacts delinquent members on section lists and from Society Headquarters.

9. Solicits new members at all section events.

SOCIAL ACTIVITIES CHAIRPERSON

RESPONSIBILITIES

1. Must be a Society member in good standing.
2. Arranges for the meeting locations and the menus.
3. Organizes all social events. Chairs any committees of STLE members working on social activities.
4. Sends promotional information on social activities for print and electronic media to Society Headquarters and Section secretary/webmaster.

SPECIAL PROJECTS (EDUCATION) CHAIRPERSON

RESPONSIBILITIES

1. Must be a Society member in good standing.
2. Organizes lubrication seminars and courses. Chairs any committees of STLE members working on the education course or other special projects.
3. Arranges publicity for courses, working closely with the secretary/webmaster.
4. Sends promotional information to Society Headquarters for possible inclusion in print and electronic media.
5. Establishes liaison with the local educational institutions, and monitors the section's scholarship program.

COMMITTEES

In general, there are two types of committees - standing and ad hoc. All committee members must be Society members in good standing. A standing committee is permanent. It is established to carry on continuing work such as finance, program and membership. A special committee is appointed for a particular purpose. It is usually dissolved when the purpose has been accomplished. The chairpersons are all committee members appointed by the section chairperson or committee chairperson.

GUIDELINES FOR COMMITTEE APPOINTMENTS

1. Appoint committees only for specific well-defined purposes.
2. Appoint only current **STLE members** to the committee.
3. Keep committees small and workable.
4. Designate chairpersons for all committees.
5. Set deadlines for action and committee reports.
6. All committee reports and recommendations should receive prompt and adequate consideration.
7. Never permit an issue referred to a committee to be forgotten, nor a committee, once appointed, to fail to act as directed. If a committee is unable to achieve its objective or is apathetic, discharge it and appoint another.

OFFICER REPLACEMENT

It is wise to plan for continuity. If for any reason an individual is unable to remain active in the Society, choose a qualified replacement who has shown past capabilities or potential to handle the position.

ELECTION TIMETABLE

JANUARY	A nominating committee is formed and approved by the Executive Committee.
FEBRUARY	A proposed list of officers is prepared to submit to the membership.
MARCH	The voting is conducted and ballots are counted. Update the section website to show the contact information for the new section officers.
APRIL	20 Send the certified slate of new officers with complete addresses, phone and fax numbers and email addresses to Society Headquarters before April 20th, in advance of the Annual Meeting. It is very important that Society Headquarters has the list of new officers.

You must be sure that officers are members in good standing.

Rebates will be withheld from sections submitting nonmember(s) as officers.

SECTION REPORTS

- I. **Section Treasurer's Report**
Must be completed at the end of each fiscal year (June 30th) and forwarded to appropriate people, including the designated Board member and to the Executive Director at Society Headquarters. A standard report format is supplied by Headquarters.
- II. **Web Information**
Section program information for the coming year should be on the Society Headquarters website and sent to Society Headquarters as far in advance as possible.
- III. **Director's Report**
Twice a year the designated STLE Director reports on each of his or her sections. These reports are prepared in cooperation with the section officers. In the fall, the report includes the section's status, goals, and plans. In the spring, the report documents the section's achievements and is the basis for selection of the **Outstanding Section Awards**. This report should also include the list of newly elected officers, who must all be Society members in good standing. A standard report format is supplied by Headquarters.

MISCELLANEOUS SUGGESTIONS

VISITS BY NATIONAL LEADERS

A designated STLE Director may visit the section at least once each year. Yearly visits by a member of the STLE Executive Committee may be scheduled in conjunction with one of the monthly meetings of the local section.

ANNUAL MEETING ATTENDANCE

As an officer of a local section, you are strongly encouraged to attend the Annual STLE Meeting. It should be made clear with your employer that your attendance and participation are an integral part of your assignment before accepting a function on the local section slate.

The National Officers hold a Section Officer Training Session during the Annual Meeting. This is an excellent time to learn first-hand how to plan and conduct section activities. There is ample time to exchange ideas and benefit from the experience of the sections.

Your attendance at the Annual Meeting offers the opportunity to make some very valuable contacts and is often the backbone of many successful section programs.

STLE LOCAL SECTION HANDBOOK **CHAPTER TWO: SECTION AWARDS**

There are two types of section awards. The first category covers awards that sections give out to individual recipients. This is allowed, but is left up to the section. The second category covers awards that recognize outstanding sections and are given by the Society. That is discussed here.

The STLE Board of Directors has set up awards to recognize sections that do an outstanding job of providing service to their local membership. It is hoped that these will spur other sections in their efforts to improve the type and quality of service they provide.

A. Outstanding Section Award

This award is made annually and is in two classes - small section and large section. The STLE local sections whose performance during the twelve months prior to the STLE Annual Meeting warrant special recognition will receive the award. The recipients will be determined by the assigned STLE Board member and approved by the Executive Committee based on data/recommendations provided by the designated Board members. Recognition shall be given at the Annual Meeting and on the STLE website.

OUTSTANDING SECTION AWARD CRITERIA

The following items are listed to show the importance of the various activities in the selection of the OUTSTANDING SECTION:

	<u>Value</u>
1. Planning, setting and meeting goals	20
2. Cooperation with Board and Society Headquarters	15
3. Membership Activity	15
4. Education Program	20
5. Participation in other STLE National & Regional Activities	10
6. Participation in local community activities	5
7. Vitality of the section as represented by the activities, attendance and other factors.	15

SETTING AND MEETING GOALS

To be considered as an Outstanding Section Candidate, a section must have a set of clearly defined goals early in the meeting year and must have made significant effort and progress toward meeting them by the April deadline.

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Chapter Two

The normal section operating goals and any special challenge goals are a good start. Others may be added. Long-range goals for the section's growth and expansion of activities may be considered when there is also a long-range plan for attaining them and visible progress in executing the plan during the year.

Ambitious goals almost met by maximum effort will receive more weight than conservative goals effortlessly exceeded.

APPLICATION FOR STLE OUTSTANDING SECTION AWARD

SECTION _____

This completed form should be returned to STLE headquarters **by fax** (847-825-1456) or email to info@stle.org **by April 15** with a copy to the designated board member. Awards will be presented at the STLE Annual Meeting.

1. **Did the Section conduct an education course?** Yes No
 - a) When was the course held?
 - b) How many attended the course?
 - c) How many new members joined as a result of the course?
2. **Did the Section have a Membership person** Yes No
3. **How did the Section attempt to recruit new members?**

4. **What did the Section do to follow-up with people who dropped their membership?**

5. **How many technical meetings did the Section have? What was the maximum attendance? What was the topic?**
6. **How many social functions did the Section have?**

- a) What and when were the social function(s)?
- b) How many non- members attended?
- c) How many new members joined?
- d) How many members attended?
- e) What was the maximum attendance? What was the agenda?

7. How often did the Section Executive Committee meet?

- a) What was the (approximate) percentage of Board members in attendance?

8. How many Section officers will attend the next Annual Meeting?

9. Did the Section give any scholarships? Yes No

Please describe program:

10. Did the Section participate in any science fairs or other school, college or community activities? Yes No

Please describe:

11. Were there any additional services provided to the members of the Section? Yes No

Please describe:

12. Did the Section hold a joint meeting with any other

technical society?

Yes No

Which Society?

What was the topic?

13. What other special factors should be considered in judging your Section as outstanding?

Your Name:

Date:

Phone: Area Code ()

Email:

B. The W.K. Stair Membership Award

The W. K. Stair Membership Award was established to recognize sections bringing in the most members in the two categories of larger sections and smaller sections. It was named in honor of W. Ken Stair because of the particular effort he had put forth as Vice President-at-Large and as President in establishing such an award. The W.K. Stair Membership Award criteria are as follows:

The Section must have appointed a membership chairperson.

Membership year is from April 1 through March 31.

Net percentage of new membership is obtained from a Society Headquarters computer printout dated March 31.

Sections compete in two classes by membership size. The large Section class has membership equal to or larger than the median Section Membership. The small Section class has membership less than median Section membership. Sections with fewer than 20 members are not included in establishing the median. However, Sections with fewer than 20 members are included in the small Section class on the basis of increase over 20 members.

Winners will be the Section in each size class having the greatest percentage increase. (Percentage rounded to next closest whole number) Duplicate awards will be awarded in case of a tie.

Awards are made by the Membership Committee. Recognition shall be given at the Annual Meeting.

The W.K. Stair Membership Award criteria are as follows:

- (1) The Section must have appointed a membership chairperson or committee at the start of each new season.
- (2) Membership year is from **April 1** through **March 31**.
- (3) Net percentage of new membership is determined by Society Headquarters as of April 1.
- (4) Sections compete in two classes by size determined by establishing the median on April 1 at the outset of the membership year.
- (5) Recognition shall be given at the Annual Meeting.

SECTION LEADERSHIP HANDBOOK **CHAPTER THREE: ANNUAL PROGRAM**

Comment

The yearly program of any section is the visible part of the Society. All sections are judged, in the view of their members and potential members, on the quality of the topics presented and on the actual presentation.

Program planning should be started six months in advance of the start of the section year (September). The prior program chairperson should make some arrangements for the following year. The yearly program has a very direct bearing on the type of people in the membership and potential membership.

Planning is vital! Know your potential audience, cater to their requirements, get the backing of your industries, advertise your program, throw in a large measure of common sense and your section is on its way.

OBJECTIVES:

1. Provide information and/or educational topics on different aspects of lubrication and tribology which will be of interest to your members and potential members in your section area. Have a wide variety of topics that appeal to members and potential members in the area.
2. Work toward getting the maximum number of members and potential members to attend meetings to hear the topics being presented.

PLANNING:

1. **Assess your section area.**

What industries or educational institutions are located in your general area? What people in those industries do you want to reach? What kind of information does this potential audience want, need or would be of general interest to them? What location, time, style of meetings would be best?

2. **Contact your area Industries and area universities.**

Will companies back your efforts through sponsorship, speakers, and payment for dinner of their people who attend the section meetings? Which large user companies are in your area? Contact them about participation. Will local schools share the information about section meetings with their students?

3. **Evaluate the information.**

Evaluate all the information you have with a view to getting an indication of the type of topics best suited to the potential audience.

4. Make decisions.

Come to a decision with the executive committee or the program committee on what your section wants to accomplish with the program content.

TOPICS:

Several suggestions to get ideas for topics are:

- Gather suggestions from members and guests.
- "Brainstorm" with the executive committee.
- Check out the topics covered by other sections in TLT magazine or on the website.
- Survey local industry people, other speakers, and other technical societies for suggestions.
- Get speaker lists and suggestions from Society Headquarters.
- Gather ideas and contact possible speakers at the STLE Annual Meeting.
- Invite representatives from different local member companies to speak.
- Invite non-members with relevant topics to speak (and ask them if they are interested in joining).
- Look at which previous meetings (either local or national) have been well attended and plan additional talks that add to this body of knowledge.
- Educational talks on a specific subject (rather than a talk about what the presenting company is doing) usually have a larger attendance.
- Topics that appeal to a targeted nonmember company can be very successful if these employees are notified.
- Topics on areas included on the certification exams are popular.
- Plant tours are an interesting opportunity if someone can arrange it.

You will probably have more topic ideas than time to present them. An annual poll or survey about preferred topics at a spring meeting helps rate your ideas and identify those which will be of greatest interest to your audience. Usually there are nine meeting dates available. As a suggestion, seven should be formal in nature with one of them possibly including a visit from an STLE Executive Committee member or a member of the management staff at Headquarters. The December meeting is often a holiday celebration or party. One meeting of the year could be a plant tour, golf day, picnic, or some other social event. If suitable meetings are planned, do not forget to invite spouses, family members or guests.

SPEAKERS:

Speakers are the backbone of your meetings. Obviously, you should try to obtain the best speakers available. This may mean going 'out of your area' to get one.

Sources of speakers are:

- Local section people
- Area industry
- Nonmember individuals or companies with something relevant to discuss
- Suppliers
- End users
- Distributors
- Government
- Universities
- Annual meeting program
- Other sections or societies program
- STLE Executive Committee members
- Speakers from Society Headquarters

Once you get a verbal commitment from a speaker, be sure to follow up in writing with a confirmation on the details of the request. Contact the speaker again just prior to the meeting to determine the following:

- a. What equipment will he/she need in order to make his/her presentation?
- b. Does he/she have all of the necessary information concerning the meeting site, date, time, and anything special about the particular meeting?
- c. Does he/she need assistance in making hotel reservations?
- d. Will he/she need transportation from the airport to the hotel, from the hotel to the meeting, back to the hotel, or back to the airport?

Remember, most speakers are donating their time and resources to attend your meeting. The very least you can do is to try to make his/her visit as pleasant as possible. A "thank you" note is an obvious requirement, and an optional speaker gift is a nice courtesy.

In some cases, sections provide an honorarium or payment to speakers. This depends on the budget of the section.

ALTERNATIVES

It is very important to have someone in your section or area with a "short notice" topic prepared. Sometimes, because of travel arrangements, last minute job commitments or illness, a scheduled speaker cannot make it. It doesn't happen often, but it does happen. Be prepared. Some sections schedule these "fill in" speakers to definitely present the following year.

EVALUATION - OBJECTIVES & GOALS

Evaluation should take place after every meeting and/or at the following executive

meeting. Members will usually comment throughout the year. However, it is wise to poll the members and guests occasionally, at a meeting or through an official survey to get their ideas on times, location, format, suggestions on topics, and suggestions on speakers. This will generate valuable ideas and comments.

Specific targets or goals should be set for the coming meeting or season and reviewed periodically.

MEETINGS

Regular meetings are vital to any organization. They bring the members together and cement the kind of relationship that must exist for a healthy and progressive association.

There is no "absolute" way to run a section meeting. Each section will have special problems or circumstances unique to that section. The outline presented may be used as a guide and should be modified to best suit each meeting. Attention to small details will ensure that members and guests want to come back for next month's meeting.

Meetings should be held on a monthly basis in a convenient locale and, if possible, at the same location, time, and day of the week. This establishes a pattern with the members and assures a greater participation and attendance.

NOTICES

Members and guests should be reminded of the coming meeting or event several times.

Post the section meeting announcements in the section portion of the STLE website as early as possible. As details are finalized, they should be added to the website.

In addition, send a reminder to each person in the section by email, phone and/or mail.

Meeting notices should include the following information:

1. Date, time and place of meeting (with a map and/or directions).
2. Availability and cost of parking.
3. Charges - dinner and/or bar.
4. A name, address and telephone number where reservations and cancellations can be made.
5. Name of speaker, biography, abstract of topic.
6. News items and messages from any officer, or a preview of a future event.
7. The section sponsors or the sponsor of the meeting or activity sponsors.
8. Advertisement for future sponsors.

TIMING OF NOTICES

Once the yearly program has been established, it should be publicized as early as possible. For example, if the season is starting in September, the program should be completed early in August and sent to members and potential members a few weeks prior to the first meeting or event of the coming season. At this time it is wise to supply the complete yearly program, or at least the dates. Many sections also post their annual program on the section website, and send two or three monthly meeting notices by e-mail. Sections that follow up have great attendance.

Announce the meeting at the previous meeting, so those in attendance can hear about it at least a month in advance. A good rule of thumb is to send a monthly meeting notice out so it reaches people approximately 3 weeks before the meeting. This should then be followed up by one or two additional reminder e-mails before the meeting, depending on the deadline for reservations to prepare the food and meeting room arrangements. Follow up guarantees a good attendance.

Current mailing lists

To maximize the number of people who hear about the section meetings, use the section lists from STLE Headquarters as your mailing list. Request either members or members and nonmembers. Also encourage people to update their records online at the STLE website, www.stle.org to keep these lists as up to date as possible. Providing a way to update the records by connecting to the website at meetings is encouraged.

Sending the names of prospects who attended a section event to headquarters will enable one comprehensive email list to be sent to you, as well as allowing these potential members to receive information directly from headquarters.

ARRANGEMENTS

Location

The meeting place is normally selected based on location, value and quality of food and facilities. Access, parking, private meeting rooms and other physical facilities, etc. should also be considered. Some sections have access to a company meeting room or individual's club membership.

One way to select a location which is convenient to most of the members is by determining the geographic distribution of the membership and establishing an area of concentration by either work place (as most meetings are held after work) or by residence. Another way is by simply conducting a survey with all the members asking them about their favorite "spot".

Whatever location is selected, it should be the same as much as possible throughout the season.

Facilities

The designated person(s) should reserve the space for the meetings and settle on the menus for each before the close of the **preceding** section year. Depending on attendance and membership, a room of convenient size and facilities should be selected. It should be a meeting room with all the usual conference aids: screen, boards, microphone, convenient electronic connections, etc..., i.e., whatever the speaker(s) of the meeting will require to make his/her presentation. Some items which may be overlooked while making arrangements are:

1. Be sure to see the physical facilities before you sign the contract. Check items such as:
 - a. number of people to be seated at each table;
 - b. table arrangement (Will everyone be able to see the screen and the speakers podium?)
 - c. availability of registration tables and literature tables at the entrance ;
 - d. location of washrooms (both men and women);
 - e. parking facilities and charges;
 - f. operation of lights (both dimming and turning on);
 - g. location of electrical outlets and availability of extensions and internet access for speakers.
 - h. screen and projector if needed.
2. What is and what is **not** provided by the meeting room management? **Verify!** Are the extension cords, screens, blackboard, pointers, public address system, and lighted lecterns provided?
3. Make arrangements for food and beverages, charges and help. What is the menu for each meeting? What are the charges, including tax and gratuity? When must the bill be paid? Are there special charges for over or under attendance?
4. How far in advance must meeting size be called in? Arrange for various meeting sizes. Agree on the type of service to be supplied. Are chairpersons fixed or folding? Be sure a pitcher of water is provided on the lectern for the speaker.
5. Assign tasks to specific people and be sure they know what they are expected to accomplish. Arrange for alternates as all your workers are volunteers. The following duties should be assigned to specific individuals in advance:
 - a. The speaker's biography should be obtained as he/she wants it published in the meeting notice and presented during the introduction at the meeting.
 - b. The Publicity Chairperson should be given information to be included in the meeting notice. He/she should arrange for publicity photos for local publicity and the future use of the section or Headquarters.
 - c. Be sure that the number of attendants is called in to the meeting room management and caterer at the proper time.

- d. Obtain opening "bank" or cash for registration table, name tags, speaker's gift, door prizes, bar tickets, meal tickets, STLE literature, etc.
- e. Arrangements should be verified for the speaker's transportation from the airport and/or hotel to the meeting room if necessary.
- f. Set up the meeting room (banners, signs, screen, extension cords, beverages for attendees, water on podium, etc. This should be finished well before members and guests begin to arrive.
- g. The registration desk should be manned at least 15 minutes before the time shown on the meeting notices.
- h. The Section or Program Chairperson should take time on the day of the meeting to check completion of preparations and prepare his/her conduct of the meeting.

The following can be used as a check list before any meeting:

- 1. Check the anticipated number of attendees.
- 2. Advise the hotel (or meeting place) of that number and of any special arrangements.
- 3. Confirm the speaker(s) has arrangements to get to the meeting and obtain a brief biography.
- 4. Verify with speaker(s) or Program Chairperson any special equipment required for the presentation and obtain it.
- 5. Obtain a gift or souvenir for the speaker(s).
- 6. Arrive early at meeting place and check that all is in order; tables, electronic equipment, cocktail facilities, registration aids, tickets, money, name tags.
- 7. Arrange sponsor recognition signs if needed.

FORMATS

STLE section meetings are conducted in a variety of ways, but the majority fall in one of the following formats:

- a. Social hour, followed by dinner, then meeting.
- b. Social hour, meeting, then dinner

- c. Meeting following with social time and dinner.
- d. Luncheon followed by meeting.

They all have their merits and disadvantages. For example, format (b) offers the possibility for members to be home earlier, if they do not elect to have dinner with the group after the presentation, or they can have a pleasant, leisurely dinner if they elect to stay. Format (c) also reduces the length of the meeting. It does not matter which format you select as long as it is agreeable to the majority of the members. However, it is not a bad idea to vary the format after a few years of the same routine. You might interest some other members.

If a social hour is to be part of the meeting, it should be held in the same room or nearby to avoid inconvenience and losing some members for the meeting.

SOCIAL HOUR

Many section meetings hold a social hour. The social period may be a sponsored, cash bar, or merely a separated area where early arriving members and guests can meet and say hello. One of the section officers should be assigned to this area to greet and introduce guests or new members.

A table should be provided in or adjacent to the area used for the social hour where STLE literature, publications and application forms are displayed. Some members might also want to contribute to the table. Society Headquarters can provide this material and subscription or order forms. **All sections should expend considerable effort to acquire new members and maintain current members.** Providing this information and a successful education meeting are part of this procedure. Subscriptions to STLE publications and purchase of publications etc., are an important source of valuable information to your members, and should be promoted.

If a social hour includes alcoholic drinks, monitor attendees for appropriate behavior and consumption. Most social hours limit the number of drinks by including up to 2 drink tickets in limited quantities with the meeting registration. Some sections limit the social time available or the ability to buy additional drinks. Over consumption of alcohol is unlikely, as all attending are professionals in a professional environment. However, be aware of any potential over consumption, and prevent these individuals from causing any type of harm to themselves or others. If the unlikely situation should occur where an individual does get out of control, consider calling the local law enforcement department, and also consider changing the meeting format for the future.

MODEL MEETING

This is a detailed chronological description of a typical evening meeting, using format (a)

Time

5:15 - 5:45 p.m. - Social Hour

- If you plan to have any alcoholic beverages, use a cash bar or up to 2 drink tickets to minimize potential legal liability.
- Speaker is informally introduced to officers and guests.
- Sponsors should be recognized verbally or using printed or electronic signage.

5:45 - 6:45 p.m. - Dinner

- Members are seated on time according to the agenda.
- Chairperson, welcomes everyone and may introduce special guests.
- Section business either now or at coffee time; Executives introduced and may make announcements or reports pertaining to their functions, unless a separate session is held for this.

7:00 p.m. - Technical

- Any other section business, Meeting awards.
- Speaker(s) is (are) properly introduced.
- Chairperson may monitor hand-outs and question period.
- Speaker is thanked and presented with a gift.
- Meeting is adjourned at reasonable time with proper thanks and reminder of next meeting.

The chairperson should stay a few minutes after the formal meeting so members can talk about any issues or questions they may have. The chairperson should also personally thank the speaker and be sure he/she has transportation back to the hotel or the airport. The chairperson should be sure the equipment will be safely stored. Be sure a last check is made to verify that no member's personal property is left behind.

After the meeting consider how it went. If something needs to be changed, make a note while it is fresh in your mind so it can be corrected next month.

STLE LOCAL SECTION HANDBOOK **CHAPTER FOUR: MEMBERSHIP & PUBLICITY**

OBJECTIVES: The four "R's" of STLE membership:

1. **Retain** active members.
2. **Reactivate** delinquent members.
3. **Recruit** interested qualified candidates for membership.
4. **Respond** to Section membership programs, problems and needs via regional coordination and guidance in concert with the Society Headquarters.

INTRODUCTION: Requisites for a successful STLE membership program include a continuous on-going program of input and implementation involving EVERY STLE Member, EVERY Section, EVERY Region, and the Society Headquarters. Sounds too idealistic! However, if any one segment fails, the membership effort is significantly affected. Starting point is at the "grass roots" level -- the STLE Member -- who is the building block in each of the sections. In each section, the Membership Committee spearheads membership activities. In each region, the designated Vice President coordinates Section membership programs as required. Society Headquarters provides the necessary backup to all members, sections and regions relative to membership lists, aids, TLT publication, form letters etc. **But the basic emphasis starts with every STLE member and section affiliation.** Having active STLE members invite customers, user companies, vendors, coworkers, and other interested parties personally is the single best recruiting tactic. Don't forget to ask.

A. Implementing the 4 R's of STLE Membership

The suggested procedures are guidelines only because each section's makeup differs, and respective needs and operating conditions vary. Therefore, the intent is to merely list ideas, techniques and comments, most of which should be helpful in membership activities. The key is **COMMUNICATION!** Don't assume all new members come only via the Society Headquarters route. A small segment of membership is routine and requires no concerted effort other than administrative. For example: STLE national meetings or candidates who apply directly to the Society Headquarters. There cannot be complacency in this regard and membership efforts at the section level continue to command high priority.

B. Retain and Reactivate STLE Members

A certain amount of attrition will take place in any Society. Retirement, death, changes in job responsibilities, the economic climate, etc., are a few examples. If, however, lack of interest is the cause, it behooves the section to seek ways to stimulate good technical programs and meeting attendance. Communication is vital at the section level. Person-to-person contact, telephone, monthly meeting notices and newsletters are the means of communication with the membership. **Section Membership lists must be frequently reviewed and the delinquent members' disposition ascertained.** Brief form letters or personal emails or phone calls to delinquent members can be a gentle

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reminder that the section is interested in their active participation and membership. This communication is extremely important because **all** members do not necessarily attend all meetings.

C. Recruiting Candidates for STLE Membership

Each and every STLE member is a recruiter. Every member can participate by simply having an application form at his/her place of business. Every member's business and social contacts are an opportunity to promote STLE.

Membership is an integral part of each Section business meeting and activity. "What is STLE all about?" type literature and membership applications should be displayed at meetings.

Attendance lists at meetings are important. Nonmember guests can be added to the mailing lists. Recognition or awards can be made to members who bring in the most new members

Seminars and joint section meetings are opportunities to build membership. Section executive committees may elect to offer special combination seminar and membership fee for nonmember attendees. All applications must be completed and signed by the applicant and sent to Society Headquarters very promptly.

Recruiting cannot and should not be limited to the Section meetings and seminars. Recruiting opportunities within the Section boundaries include:

- Educational Institutions
- Industry and Business
- Technical Societies

Local Speakers at section meetings – if the topic is relevant the speaker should be a member

Identify Large User Companies in the area, who do not have STLE Members, and once per year, offer at least one of those large User Companies a free Section dinner for someone with responsibilities for tribology and lubrication related activities. Try to match the speaker's topic with the background of the invited Large User representative.

Communication is again extremely important. Contact with top management of industrial concerns appraising the merits of STLE is a start. Science and Engineering Department Heads of colleges and universities are another important source of talent for recruiting.

Many STLE members who travel in the course of their business have the greatest potential opportunities to promote and recruit for STLE via person-to-person contact. By the same token, STLE members who are visited in their plants by many vendors have the same potential opportunities.

Nothing will be done unless a concerted effort is initiated by the membership at the Section level. New members should be officially welcomed at the section meetings and also recognized at the business meetings.

D. Response to Section Membership Programs, Problems and Needs

Basic responsibility remains at the section level, and programs should come from within the section. The designated Vice President can assist along with the Society Headquarters to determine what specific needs are required to launch successful membership programs. Sample letters, forms and promotional literature are all available from Society Headquarters.

MEMBERSHIP CHAIRPERSON'S TIMETABLE

APRIL/MAY

Although you are elected in March or April, your official appointment is made at your Section's annual local meeting held sometime in the spring. At that time, you formally accept all records and files of the previous chairperson.

The outgoing Membership Chairperson can be of great service to you at this time and you should enlist his/her help. Along with this, you should start to work closely with the new Program Chairperson.

JUNE

Present an outline of your membership recruitment plans to your Section Executive Committee for discussion, suggestions and approval. At this time, you may appoint a committee of preferably three (3) members. You then pass on to each committee member the membership objectives and duties as outlined herein.

A membership Committee meeting should then be held to work out all necessary details of the upcoming membership recruitment program. Your designated Vice President and Society Headquarters should be notified of your final plans. If your section desires some form of assistance from the designated Vice President or Society Headquarters it should be requested as early as possible.

JULY

You continue to firm up your membership campaign with the assistance of the membership committee and then proceed to recruit help from other section members. (e.g. hosting, guest introductions and informative communication.)

AUGUST

At this stage in the Membership Chairperson's timetable, a scheduled timetable with possible deadlines should be incorporated into your recruitment program. This would be used solely for the total recruitment of members into your section.

At this time, you must activate your short-range count-down. This is explained as you read further. Your count-down starts at five (5) and counts down to number one (1).

SEPTEMBER

After your initial campaign opener during your section's first meeting of the new program year, the count-down procedures should be employed for the remainder of the program year. Each Membership Chairperson may refine his/her actual methods or interpretations of this series of procedures, but basically the time and action format MUST be used.

OCTOBER

Instigate your count-down procedures two weeks ahead of meeting.

NOVEMBER

Start your count-down two weeks ahead of your meeting.

DECEMBER

Use your count-down procedures two weeks ahead of meeting, if you hold a meeting in December.

JANUARY

Use the count-down procedures two weeks ahead of meeting.

FEBRUARY

Two weeks before meeting, start the count-down procedures.

MARCH

Two weeks before meeting, start the count-down procedures.

APRIL/MAY

Two weeks before meeting, start the count-down procedure. Turn over your files, records and membership lists to the new Membership Chairperson. Pay special attention to any prospects who have need of immediate help or attention.

Send your comments or suggestions to your designated Vice President with a copy to the Executive Director, Society Headquarters.

THE FIVE BASIC MONTHLY SHORT-RANGE DUTIES OF A SECTION MEMBERSHIP DIRECTOR

THE COUNT DOWN STARTS AT FIVE!

5. **The second week in August prior to the beginning of the** meeting year start your final preparations for the upcoming membership program kick-off. See that your committee members are fully prepared for all that lies ahead. Sending a full year calendar of topics, events and dates to each prospect as soon as it is known is strongly recommended.

4. **At least a month ahead of each meeting:**

The Membership Director is personally responsible for making sure the next month's program announcements and invitations are sent to the prospects whose interests coincide with that month's program. When he/she cannot fulfill this duty, it is to be assigned to one of the committee members or the person sending out the rest of the meeting notices, but it is the Membership Chairperson's duty to see that this has been done and done properly. Sending of notices should be done as early as possible.

3. **One week ahead of each meeting or the RSVP deadline:**

Email and then personally phone the prospects who were sent invitations to find out if they are coming to the meeting. Tell them that one of your committee members would like to accompany them to the meeting. If you are unable to perform this task, assign it to one of your committee members. As a last resort, send a personal email to prospects, inviting them to attend. Prospects should be contacted frequently at first, and occasionally later.

2. **At the meeting:**

- Refer to the proper hosting of prospects. Re-read this and use it as your initial guide. For further information:
- Make sure that all prospects are greeted and introduced to everyone.
- Make sure that the hosts obtain the necessary background information on their prospects.
- When the guests are introduced, make sure that your prospects are also introduced.
- A copy of each attendance report and program information for each monthly meeting should be sent to your designated Director within a week after the meeting.
- A special badge designating the membership committee and hosts may be made

up for that purpose.

1. No longer than one week after the meeting:

Refer to The After Meeting Follow-up. FOLLOW IT!

0. BLAST OFF!!!

APPOINTMENT AND DUTIES OF THE MEMBERSHIP CHAIRPERSON

Early appointment permits the new Membership Chairperson to become oriented with the previous membership program and still gives him/her the entire summer to prepare. Firm up and finalize the upcoming kick-off program in September.

One of the most important job functions of any local section is membership. Without members, we have no Society; it's just that simple.

The Membership Chairperson must be a Society member who is interested in the Society and its expansion, and equally well acquainted with the local membership.

When the Membership Chairperson formally accepts the office, the Section Chairperson should send in his/her name along with the other new local officers and committee chairpersons to the Society Headquarters. This will, in turn, help Society Headquarters disseminate the proper information back to the sections.

The Membership Chairperson is directly responsible to the Section Chairperson and should make periodic reports to the Section Executive Committee. At a minimum, the reports should be made in June to present the basic campaign approach for the coming year, in November and February in the form of a progress report, and a wind-up report in April, which might include any suggestions or comments to his/her successor. The last three reports starting in November should be sent to the National Membership Committee through the designated Vice President.

The Membership Chairperson's job requires time, diligence and perseverance to complete the planning and execution of a successful membership recruitment program.

The Membership Chairperson may appoint a Membership Committee. This committee should include members who are interested in the growth and expansion of the Society who can do promotional work with industry.

**THE MEMBERSHIP COMMITTEE MEMBERS AND THEIR
PRIMARY OBJECTIVES**

A strong, active and aggressive Membership Committee should include Society members who are vitally interested in the growth and expansion of STLE. These persons should be self-starters and should presently be contacting local industry. They

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should have the ability and desire to do contacting and promotional work in membership recruitment for their local section.

The Membership Committee has two prime responsibilities:

1. Attract new members into the Society.
2. Make sure that the old members do not fall by the wayside because of section inactivity or other unintentional reasons!

The primary objectives and activities of Membership Committee members are to:

1. **Increase the number of individual members, especially from the user group.** This means complete dedication with no down-time or faltering on the over-all programs as set up by the Section Membership Program. This also means that the membership procedures are to be read over and over again to the point that the committee members will automatically **THINK STLE!**
2. **Follow-up on delinquent or former members to rekindle their interest.** This means that the Membership Committee members must take note of those who are not attending on a regular basis and report this to the Membership Chairperson. Personal contact in the form of a telephone call, a letter or email to the lagging member must be done quickly if a drop-out is to be prevented. The person who brought the lagging member into STLE should be recruited to help if possible.
3. **Collaborate with the Program Committee to establish programs that will interest prospective members, as well as the majority of active members.** This means that the committee members at the very beginning of the year and in fact at least one month before, must get through to the Program Chairperson or committee to make sure that the upcoming programs are diversified enough to hold the interest of the majority and not just a few. Make sure that any local speakers who have topics of interest are invited to become STLE members.

MAKING YOUR MEMBERSHIP RECORDS WORK FOR YOUR SECTION

Detailed meeting attendance records, accurately kept, are a most important element in a successful membership campaign. Every guest interested enough to attend one of your meetings is an excellent prospect.

Making sure that the name, company, address, phone numbers and email addresses of prospects are captured when they attend is imperative.

No matter what method is used for recording meeting attendance, each section must keep attendance records. Each meeting must be followed-up immediately. If the meeting guests are not contacted within one week from the meeting their interest will start to lag.

Also, the Membership Chairperson should take note of the regular members who are not attending since they are the most likely candidates for drop-outs. Contact these individuals to find out why they have become disinterested. (Remember, it is much easier to keep a member than to bring in a new one!)

THE FULL STORY ON PROSPECT LISTS

Each section member has in his/her possession a workable, active prospect list that is being used daily in this profession. The vendor develops sales prospect lists of various industries and business firms, and is updating this list constantly. The user also has a workable and active prospect list of inside management and technicians, engineers, etc. that he, too has to update. To help other sections, members may also encourage other employees of their company, whether local or not, to join.

EFFECTIVELY PROSPECTING A LIST

The following thoughts in numerical order constitute the basics for developing an active, effective, progressive and up-to-date membership prospect list:

1. Above all, remember that the person being invited to attend has something to gain from the organization and meetings too.
2. Try to have current prospect information. Update prospect records often to correct inaccuracies.
3. Divide a group of names among your Membership Committee members, assigning them 3 or 4 persons to contact personally each month.
4. Your primary aim is to bring the prospect to a section meeting of interest to the prospect. This you will have to work out with your Section Program Chairperson. Contact the prospect indicating who you are and describing the benefits of membership participation in STLE. Use plain logic and be honest, do not over-play or become dramatic. Just plain facts in a meaty, concise form will prompt an acceptance of your invitation. Go a bit further and suggest that the two of you come to the meeting together so that the benefits of STLE can be seen first-hand.
5. See that some other active member, preferably a past officer or committee chairperson or the person who knows the prospect, contact him/her personally to attend. When the prospect sees that your interest is continuous, he is more likely to join.

THE CORRECT HOSTING OF PROSPECTS AT THE SECTION MEETING

There are two ways for a prospect to arrive at the section meeting. The first way is alone and unattended or with an attending friend.

In any case, the prospect has arrived! **The first impression is a lasting one and usually has a great impact on any future decision.**

The Section Membership Committee members should always act as hosts for the evening meetings. If there are a large group of prospects to be hosted, section officers and other active members should be assigned to help out. The basic thought is to see that the newcomers mingle with everyone, prior to the dinner, and that they are made to feel welcome.

One host may be seated next to each prospect during the dinner and should encourage the prospect to talk about himself/herself, his/her work and his/her company.

After the dinner, the Section Chairperson should see that all guests are properly introduced, and the Membership Committee hosts should introduce their prospect guests.

During the dinner the hosts may be jotting down bits of factual information picked up from talking with the prospects. Included in this information should be current data to help bring this prospect in as a member of STLE.

Each host should have STLE literature to be given to the prospect just before leaving the meeting. This literature is available from Society Headquarters. Going home with literature is a reminder for further action and a way to contact STLE.

THE AFTER MEETING FOLLOW-UP

All prospects who have attended a meeting by invitation should have their names listed as guests of that meeting on the next month's meeting notice or newsletter. After all, most of us enjoy seeing our names in print.

Make sure that the prospect receives a specially marked copy of the meeting notice or newsletter with his or her name circled.

Prevail upon your active members to keep in touch with as many prospects in the field as is possible. Somewhere in their conversation with the prospects they should always bring up STLE. This will keep your line of communication open and flexible.

Your membership committee or you personally can handle the situation from there.

WHAT ABOUT THE "REGULAR GUEST"?

This is the person who shows up regularly but never becomes a member or shows up long past the time their dues are past due. Accurate records are important for determining this.

Most sections do very little about this type of person. They do not wish to offend this "potential member" by insisting upon membership. Their thinking behind this is that the prospect is a potential member. This person is deriving benefits of membership without making any contribution to the group. Regular guests who are not free-loading will not be offended by a simple, direct request to join. Past due members are often unaware that their dues have lapsed.

If this does not do it, then you will have to handle it personally as Membership Chairperson indicating you are very happy about the demonstrated interest in the group, but that it is time to become a "Member in good standing." It would be very tactful to have a user contact a user and a supplier contact a supplier.

However, guests are fine, they are always welcome, but, in order for a Society such as ours to thrive in a strong and healthy manner, it must have new members who are strong, aggressive, knowledgeable, self-starters, and who intend to join STLE.

ACCURATE MEMBER RECORDS

Accuracy of section member records can be assured by encouraging members to update their own records with headquarters. Use a laptop at the meeting to encourage them to make the changes right there by going to www.stle.org. These include changes in company, address, email, phone number and section number (transferees).

Use the same laptop to encourage guests to complete the online member application or dues renewal at www.stle.org right there at the meeting. They can then get the member discount right away. If checks are collected at a meeting, they should be sent to Headquarters immediately to avoid a delay in the processing. Lengthy delays in getting the memberships processed can give a bad first impression.

Sections may request membership lists at any time by contacting Headquarters. If any new prospects or members have been added locally, they will also be included. Make sure you specify if you want members and prospects in the area.

SECTION LEADERSHIP HANDBOOK **CHAPTER FIVE: EDUCATION PROGRAM**

Offering local education courses or seminars presented and arranged by local STLE sections provides many benefits. While furthering lubrication knowledge they also **provide a good source of new local section members and increase local section income.** The guidelines presented here outline the procedures for a successful local section Education Seminar.

TIMING

Local conditions will generally dictate the scheduling, but spring and fall seasons are most popular. Some sections offer one educational course annually, but some offer two annually. The timing should not conflict with the STLE Annual Meeting in May or the STLE-ASME Joint Tribology Conference in October or the national Noria conference.

DURATION

One day, all day, seminars are popular. These can be in conjunction with, or in place of, the regular monthly meeting. Longer ones of a day and a half or two days have also been successful. The longer ones may also include an optional plant tour in some cases.

LOCATION AND FACILITIES

An auditorium or conference-type room with suitable electronic connections and screen is required. Many companies also have facilities which might be used at no charge. Consider the place where the regular monthly meeting is held, if the set up is appropriate. Hotel facilities or schools can also be used. Whatever facilities are selected should also have capabilities for providing coffee breaks and/or lunch for all attendees. It is suggested that all activities for the day be held at one place and that the meeting be adjourned at a reasonable hour.

A classroom style setting (facing forward with tables or desks) is the ideal seating arrangement.

FEES

Consider what the cost for the rent, food (lunch and breaks), materials and speakers will be. Set the cost based on covering your expenses with a minimum of attendees. Do not under price your educational session, as people will not appreciate the value. Do not overprice your educational session, as companies will not be able to afford to send employees. A typical fee structure for a one day seminar is shown, but keep in mind that costs vary greatly by area and may need to be adjusted.

Members	\$175 - 300
Nonmembers	\$215 - 400
Nonmembers including membership	\$290 - 500

Full Time Students \$ 50.00

Advance registration and payment minimizes confusion and registration problems on the day of the seminar and allows for more accurately ordering and paying for the number of meals needed. Adding a late fee of \$50-75 after the deadline may help encourage earlier registration.

Note: Including the price of STLE membership dues as part of the nonmember fee is not suggested, as many companies will not allow employees to attend if membership is included. A rebate on membership if combined with an education course can be offered, but not automatically included. Many sections have three price options: member rate, nonmember rate, and nonmember with membership at a slight savings off the combined full prices.

PROGRAM

A central theme and title for the seminar should be selected in the planning stage. The theme can be a broad subject like "Basic Lubrication" or much more specific like "Hydraulic Fluid Performance," depending on the major interest of the majority of industries in the area and past courses. Basic courses are always popular, particularly where seminars have not been frequent and/or the Section's industry interests cover a broad spectrum. There are always new people joining the industry. At least one section has multiple tracks, including basic, advanced and oil analysis tracks simultaneously.

If there are multiple speakers, allot approximately 1 hour each including some time for questions from the audience. An allotted time for questions after the morning and afternoon sessions with all speakers acting as a panel is a good means for providing an exchange of ideas. If there are fewer speakers, plan the time accordingly. Some groups will conclude the day with a short cocktail reception, or the local section's regular meeting which is sometimes included with the educational seminar.

SPEAKERS

Technical people representing oil companies, bearing and equipment manufacturers, and major operators of equipment (steel mills, machine tools, etc.) and some educators usually are well qualified to make seminar presentations. Even though your Committee may not know any of these people personally, they can usually be contacted for their services. Local representatives of companies can solicit their technical back-up people. Calls to the Engineering Departments of equipment suppliers, or contact through their District Offices, will usually result in contact with a person qualified as a seminar speaker. The STLE Annual Meeting Education Courses program and personal contact with other STLE members will often be helpful in locating and procuring speakers. Don't limit your prospective speakers because of any travel distance. Many companies are very accommodating in letting their people travel to make these presentations. Their trips can often be combined with a business trip in your area. Plan early and try to make initial contact with prospective speakers several months in advance. STLE Headquarters can also sometimes help by providing some speakers or names of speakers. Some sections consider the Education Program speakers at the same time

that speakers for the year are being planned.

ADVERTISING

Get a list of both members and prospects from headquarters to start your advertising campaign. Make sure they are all notified in advance. Your members should have the information far in advance as word of mouth is the best source of attendees.

Make flyers for members to hand out to their contacts, and email the flyer so members can easily share it with others that way. Members of your section who normally travel in your area should be encouraged to promote the seminar in the course of their calls.

Post the information on the Section portion of the STLE website.

Contact local businesses that would likely be interested. If there is a known contact within the company it is most likely to be more successful to go through that contact.

Contact local media in advance to have your seminar included in their local business announcements.

Information should be passed on to other nearby STLE sections and other technical societies.

At least three notices are beneficial, and sent as far in advance as possible. As the education course is being planned, share the excitement about anything that is definite with the local section. Report regularly on any plans. **The first notice should be sent out approximately 3 months prior to the seminar.** It should answer who, what, when, where and why questions about the seminar, and provide a description of the program, with potential benefits for all who attend. The second notice can be similar, possibly containing more detailed program information, etc. Both notices should also contain registration forms and a name to which replies and questions can be directed. Another notice the week before the meal ordering deadline can be sent and a last chance even the day before. A reminder to registrants should be sent the day before.

It is advisable to send numerous announcements using various delivery formats. Email from the section, from headquarters, mail and handouts at section events are all options.

If you have your program planned at least 2-3 months in advance, your education course may also appear in the Society magazine or on the website under education courses.

MATERIALS

It is important for speakers to provide appropriate handout materials. **Good technical presentations are not and should not be commercials.** The speaker may include his full contact information on the handouts however.

GRATUITIES

Although some speakers are able to provide educational course content for the Sections at no charge, payment may be made if the section budget allows. Some sections also pay for an honorary membership for a year. A memento from the local section for speakers, and a letter of appreciation to the speaker and his employer are often appropriate. Most sections order the full year's worth of gifts at one time if getting something like a clock, laser pointer, zip rive or other gadget engraved. "STLE _____ Section" is typically engraved, omitting a date. Some sections give gift certificates, which is useful but cannot be displayed.

FINANCING

Education Seminars are a source of income for the local sections while providing a much needed service. However, some working capital is required in advance for printing materials, deposits, sponsor signs, mailing, etc. Hopefully, the section treasury can provide the required capital until seminar fees are received.

If working capital is not locally available, the Society Headquarters will provide up to \$500, no interest working capital loans to the local section which are due and repayable at the completion of the seminar. The Executive Director should be contacted for educational financing.

Some sections have been successful in getting local sponsors to underwrite education sessions. If so, please make sure the sponsors are thanked. Signs may be printed, included in the handouts or in the presentation power point slides.

SEMINAR COMMITTEE

Having the next year's chairperson involved in planning is ideal. One section has the section Vice Chairperson responsible for the education program, with the profits used as the budget for the following year. Notes and guidelines from the previous chairperson are passed from one chairperson to the next.

One capable person should be selected as Education Chairperson for the local section. He/she can select a committee as large as desired or work alone. It is suggested that one committee member be responsible for the physical arrangements and facilities including location, meals, coffee breaks, audio-visual equipment, etc. The remaining tasks are arranging the program, subject matter, and obtaining speakers. This can be divided into pieces to be handled by a committee or done by as few as one person. Exact details will have to be worked out to best suit local conditions. However, good and complete planning followed by attention to all details will insure a successful STLE Education Seminar.

SECTION LEADERSHIP HANDBOOK
CHAPTER SIX: GUIDELINES FOR STLE SECTION SCHOLARSHIP PROGRAMS

Suggested steps in development of a scholarship program

A. Form a Scholarship Proposal Committee. If possible include representation from industry and academia. The Scholarship committee may include the top leadership of the section, the full board, the group that raised the funds being given, or some other group. Section leadership should approve the final selection.

B. Survey local area schools to determine:

1. Which colleges have appropriate research programs in lubrication/ tribology.
2. What local high schools or elementary schools have appropriate programs for scholarships. Some sections have awarded a scholarship for the best essay in a contest or the best science fair project, etc. Any winners must cover subject matter relevant to tribology.
3. What suggestions the schools may be able to give you in the development of your scholarship.

C. Draft tentative scholarship guidelines to be critiqued by a committee of people from industry and academia. Get consensus within the committee.

Some considerations in drafting the guidelines are:

- What schools and what level will be considered: graduate, undergraduate, high school, or even younger?
- How much money is being awarded? This depends on the budget of the local section and the \$2500 cap match from STLE national per section annually, depending on the number of sections requesting funds. Scholarships typically range from a bond or ribbon for younger winners up to \$1000-\$3000 for graduate students.
- Are future or current studies in tribology a requirement or is the only requirement that the current project be related to tribology?
- Is financial need a requirement?
- Are student scholarship proposals submitted to a professor or other central contact at the school, or directly to the section?
- How many recommendations are required with the application, taking into account the total dollars to be awarded? Too many recommendations may deter applicants.
- Can a student who is working be the recipient? (Some sections like to award the scholarships to working graduate students, who will appreciate the money more.)
- Taxes may be taken from the scholarship. Will the winner be willing to give you their social security number?
- Some sections do maintain a list of possible research topics, but this is not required, as students may delve into new research that is not on the list.
- Will the scholarship winner be invited to present the research to the section?

D. After finalized, send a copy to all those who made suggestions.

Please note:

The federal tax code provides in general that an organization such as STLE which operates exclusively for scientific or educational purposes under Section 501(c)3 is exempt from federal tax, provided that no part of the net earnings of the organization inure to the benefit of private members. When a section has a requirement that an applicant must be related to an active member of the section to be eligible for a scholarship this subjects the program to a high risk of characterization by the Internal Revenue Service as providing benefits to private members. This very characterization could well jeopardize the Society's tax exempt status and must, therefore, be carefully avoided by all STLE Sections. Committee members involved in selecting recipients should not be directly related to any of the candidates. If this could be a possibility, it is best for the STLE member not to participate on the committee in those years.

Suggested Steps in Implementing Program

A. Contact local high schools or science fairs and college professors conducting research in the local area and see if each of them would be willing to act as contact/liaison between your section and the school or students interested.

B. Assign a different member of the scholarship committee to be the STLE contact for each different school if desired.

C. The STLE contact and the school contact should work out the details of implementing the scholarship for that particular school and set up a timetable.

D. Implement the program in the manner decided upon by the STLE contact and the school contact.

Some Typical Procedures for Awarding a Scholarship at a College

A. Post signs announcing the award approximately 4-5 months before the deadline date.

B. Send an email to the school contact 3 months in advance to forward to the students. Send another email about a month and again at two weeks before the deadline.

C. Work with the designated professor or other school contact to answer any questions students may have about the award.

D. Use applications in advance if desired. Collect the name, contact information, topic, social security number if any winnings will be reported, and any other relevant information. These may be electronic and collected by email or on the local website or paper.

E. Some sections send PDF's of all proposals to the committee members to evaluate

independently.

F. At the deadline, you may want to contact the college professor to find out who is recommended. If more than one student is recommended you have the option of splitting the scholarship.

G. Contact the other members of your Executive Committee with the results and see how they vote;

1. As the professor recommends or
2. For someone else or
3. For a split

H. Within approximately 24 hours after the deadline date, phone the professor and the student with the decision.

I. Send any promised certificate, award or scholarship money. Send names of winners to STLE headquarters for posting on the award winners portion of the national website, if desired.

J. You may invite the award-winning student(s) to be your guest at a section meeting and possibly to speak at the meeting.

Some Typical Procedures for Awarding a Scholarship at a Science Fair for high school or younger students.

A. Arrange permission in advance with the organizers to present the awards.

B. Notify the students about what types of projects will qualify. Sending a similar announcement letter or email as below would be appropriate. Specify the criteria, the importance of each criterion, subject matters accepted and any other requirements. How the winner will be chosen is important to some. The reward given should be announced, whether it is ribbons, scholarship money, a bond or whatever. The reward should be lower for younger students.

C. Some sections send PDF's of all proposals to the committee members to evaluate independently. Select the winner and present the winner with the promised acknowledgement and prizes.

D. Send names of winners to STLE headquarters for posting on the award winners portion of the national website, if desired.

Two Imperatives Which Must be Considered in Setting Up Your Program

A. Applicants must be admitted without regard to family relationship.

B. In order to comply with the Society's tax-exempt purposes, the program should restrict the intended course of study to areas relevant to lubrication engineering/tribology and related arts and sciences.

Copies of the following sample materials from section scholarship programs follow.

1. Announcement Letter

2. Flyer

3. Program Guidelines

4. Notice and application form



An international organization dedicated to advancing the science of tribology and best practices in lubrication engineering.

Date

Dear _____,

Scholarship money of \$_____ is available in the field of lubrication from the local ABC Section of the Society of Tribologists and Lubrication Engineers (STLE).

The Society of Tribologists and Lubrication Engineers is an international professional association founded in 1944. We advance the study and application of lubrication between interacting moving surfaces. We strive to improve the performance of equipment and products, conserve resources and protect the environment through best friction management practices. For more information see www.stle.org. This interdisciplinary field of tribology and lubrication engineering encompasses aspects of physics, chemistry, metallurgy, applied mathematics, material science, mechanical engineering, chemical engineering and/or applied mechanics.

Students from all areas of tribology research are invited to participate. This includes the fields of manufacturing, biology, tribotesting, high tech and nanotribology. Specific subjects may include aerospace, ceramics, condition monitoring, engine and drivetrain, environmentally friendly fluids, fluid film bearings, gears, health and safety, hydraulics, metalworking, non-ferrous metals, power generation, rolling elements, seals, solid lubricants, surface engineering, synthetic lubricants, wear and other relevant topics.

If there are students in your institution who might be able to take advantage of this scholarship opportunity and a faculty member who is willing to act as contact (liaison) between the institution and STLE, please contact the person listed below for further information:

For more information, please contact:
STLE Scholarship Committee
c/o Coordinator Name
Company
City, State, Zip
Phone and e-mail

Sincerely,

Name
Chairperson
ABC Section, STLE



SOCIETY OF TRIBOLOGISTS AND LUBRICATION ENGINEERS

For more information see www.stle.org.

ABC SECTION SCHOLARSHIP FOR A RESEARCH PROJECT

Funding: \$2,000.00

Application Deadline: April 17, 2008

Who we are:

The Society of Tribologists and Lubrication Engineers is an international professional association founded in 1944. We advance the study and application of lubrication between interacting moving surfaces. We strive to improve the performance of equipment and products, conserve resources and protect the environment through best friction management practices. This interdisciplinary field of tribology and lubrication engineering encompasses aspects of physics, chemistry, metallurgy, applied mathematics, material science, mechanical engineering, chemical engineering and/or applied mechanics.

Eligible topics for research the scholarship:

Students from all areas of tribology research are invited to participate. This includes the fields of manufacturing, biology, tribotesting, high tech and nanotribology. Specific subjects may include aerospace, ceramics, condition monitoring, engine and drivetrain, environmentally friendly fluids, fluid film bearings, gears, health and safety, hydraulics, metalworking, non-ferrous metals, power generation, rolling elements, seals, solid lubricants, surface engineering, synthetic lubricants, wear and other relevant topics.

To apply for the scholarship, submit:

- Contact information including your name, address, phone and email address
- Your educational background including a brief list of schools attended since high school, degrees
- Name of professor(s) supervising this project
- A brief (2 or 3 paragraph) description of the research proposal related to the field of lubrication (The proposed research is to be conducted as a condition of receiving this award.)
- Submit proposals to: Dr. John Smith, PhD, Director, Office of Research Development, Eastern University, address

For information or more details about this scholarship award, contact:

Section Contact Name, phone and e-mail and see program guidelines listed on at www.stle.org under the ABC portion of the local sections.

ABC SECTION SCHOLARSHIP

Purpose

To increase awareness of lubrication as a field of study and to promote communication between academia and industry, the ABC Section of the Society of Tribologists and Lubrication Engineers offers this scholarship to help prepare a graduate or undergraduate student for work in the field of lubrication.

Funding Candidates

Funding may be provided to one or more students who will conduct a research project in lubrication. The Section Board may decide not to fund anyone during any given year.

Normally annual funding will be up to \$2000 per section, with half contributed by the section and the rest by application from the section to headquarters. Headquarters has a limited pool annually to divide based on the number of sections requesting funding. The matching funds from headquarters are limited to \$2500 or the section contribution, whichever is lower.

Eligibility

Candidates shall be graduate or undergraduate students studying in the geographical areas from which the STLE Section draws its membership.

Nature of Research Projects

Members of the Section Scholarship Committee may compile a list containing topics which are of current concern in the field of lubrication, particularly in the local area. This list will be made available to scholarship applicants. Applicants may work on one or more of these topics. Students are also encouraged to submit potential research topics of their own.

Designated Schools and Contacts

There are more schools in the locale of the Section than can be funded for the scholarship at any one time. The Section Scholarship Committee will decide well in advance the school which is to receive the scholarship funding for a given semester (called the Designated School). The Section Scholarship Committee will designate one (or more) Contact(s) at the Designated School who is involved in lubrication research. The Contact is defined as the person at a given school who will coordinate interactions between the school and the STLE. Some sections pick the same school year after year so the parties get to know each other.

Application

Student applicants will submit an application, a brief description of academic background, and a brief research proposal to the Contact. The Contact will provide to the Scholarship Committee a recommendation concerning the applications. Individual applicants who are studying tribology at schools other than the Designated School will also be considered.

Deadline Dates

The deadline date for a particular semester will be determined by agreement between the Contact at a Designated School and the Scholarship Committee. The STLE Section Scholarship Committee will meet within one week after receiving the recommendation of the Contact to make the final scholarship decision.

Requirements for Scholarship Recipients

The recipient of an STLE Section Scholarship is required to write the results of the research in a form equivalent to papers published in STLE journals and submit that report to the STLE Scholarship Committee. It may also be submitted for publication in a journal.

Scholarship Committee Selection

The Scholarship Committee shall consist of five members of STLE who are appointed by the STLE Section Board. At least three of the members of the Scholarship Committee shall also be members of the STLE Section Board, and at least one of these shall be an elected officer of the Board. Scholarship committee members may not judge any of their own relatives.

Record Keeping

The Scholarship Committee shall keep a record of who the contacts are at the various schools.

Recognition:

The winner(s) may be invited to attend one of the Section Technical Meetings as a guest to be introduced to the Section membership. If the student so desires, he or she may describe the research conducted.

The winner may be recognized on the section and/or STLE website under awards by name and title of research project or with a summary of the research if desired.

The Historian of the Section will be sent the name of the Scholarship Recipient.

The Scholarship Committee will retain any reports submitted.

Requests for Donations and Recognition of Donors

Requests for donations to the STLE Section Scholarship will be posted periodically in the section newsletter. All donors to the scholarship fund will be recognized in print.

Amount of Funding

The Section Board will decide how much money will be available for scholarships each year.

4. Notice and application form

(See next page)

<p style="text-align: center;">THE STLE XYZ SECTION SCHOLARSHIP PROGRAM</p>
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It is our pleasure to announce that the XYZ Section of STLE will offer a \$1,500.00 scholarship to a college undergraduate or graduate student who will be attending a local College or University in the coming school year.

The basic requirements for the scholarship are:

1. Should be working in or intends to work in a field some-what related to Tribology (The study of interacting surfaces, e.g. adhesion, friction, wear and lubrication).
2. Should be attending a college or university located in the area of the Section).

The student will be evaluated on:

1. His or her college courses and grades.
2. A letter of recommendation written by a college teacher or advisor.
3. An essay (300 to 500 words) on "How your current studies or future work will advance the science of Tribology".

The deadline for application is April 1. All applications should be sent by registered mail and no application will be accepted or considered after this date. The application should include: (1) the application form, (2) a transcript of college courses and grades, and (3) the essay. The letter of recommendation should also be sent by the teacher or advisor so that it arrives by April 1. Applications and letters of recommendation should be sent to:

Name
STLE, Chairperson Awards and Scholarship Committee
Address

An application form is on the back of this notice.

**SOCIETY OF TRIBOLOGISTS AND LUBRICATION ENGINEERS
XYZ SECTION
SCHOLARSHIP APPLICATION**

Student Name _____

Address _____

Phone number _____

Email _____

College _____

Major _____ Minor _____

Name and Address of Professor writing your recommendation:

Send Application, Transcript, and Essay by registered mail to:

Section Contact name and address

Professor should also send his letter of recommendation to the above address.

STLE LOCAL SECTION HANDBOOK **CHAPTER SEVEN: SECTION FIDUCIARY RESPONSIBILITY**

BUILDING A RELATIONSHIP OF TRUST

Sections must create a relationship of trust with their members and the National organization when it comes to receiving and disbursing funds – a term that encompasses all of a section’s resources, including funds received for dues, education courses and events as well as other assets with monetary value that must be accounted for and safeguarded. This relationship of trust is built through a section’s commitment to the establishment of financial controls, procedures and reports.

The key responsibilities of a section can be divided into four major areas:

1. Keeping financial records
2. Budgeting and anticipating financial challenges
3. Safeguarding and managing the sections financial assets
4. Complying with federal, state, and local reporting requirements.

FISCAL RESPONSIBILITY

Sections are required to institute procedures to ensure proper fiscal responsibility. The minimum requirements which shall be implemented are:

1. Ensure that checks written are authorized by:
 - a) Two signatures, or
 - b) Bonding of the Section Treasurer, or
 - c) Bank restrictions on checks over a certain amount, or
 - d) Such other approved procedures that will accomplish security
2. Reconciliation of monthly bank statements by the Treasurer or other appropriate party.
3. All invoices should be paid on time.

SEGREGATION OF DUTIES

Segregate duties to prevent one individual from having both 1) access to a specific role or transaction and 2) responsibility for maintaining the accountability for that role or transaction.

To illustrate:

- a) An individual should not both process payments to a vendor as well as review and authorize expenditures.
- b) If an individual can process vendor payments, then that individual should not have the ability to add, remove or change vendors without approval from the executive committee.

MAINTAINING RECORDS

The Section Treasurer is responsible for keeping the financial records for the Section.

All income and expenditures should be clearly identified and documented.

A substantial portion of section income and expenses are related to section meetings, education courses and special functions. All receipts and disbursements for these functions must be accurately recorded. Never record only the net income. When advances are given to a local committee or committee chairperson for budgeted expenses, these should be offset against the income received.

AUTHORIZATION

It is very strongly suggested that two signatures be required on each check. Consider including the Treasurer and other leader(s) as authorized signors, depending on local section bylaws.

GUIDELINES FOR RETENTION OF FINANCIAL RECORDS

Each Section needs to retain certain documents representing Section finances and program activities. The IRS may ask for these documents in an audit. A list of these documents and the length of time to be kept follows:

- Cancelled checks -Keep for five years, record date of destruction
- Paid invoices -Keep for five years, record date of destruction
- Ledgers -All ledgers should be retained permanently. Only the past and present calendar years' ledgers need be kept in an active file.
- Bank statements -Keep seven years
- Annual Section Financial Reports -Keep one copy of each year end report in permanent Section files. Attached to each report should be the reconciled fiscal year end bank balance.
- Documentation of Meeting Receipts - Keep for three years
- Any tax returns -Keep forever
- Book of minutes -Keep forever
- IRS exemption letter -Keep forever
- Contracts, leases, etc. -Keep forever

AUDITING

The section books may be audited by an Audit Committee or a CPA if the accounts are substantial. This committee also certifies the annual Section financial report prepared by the Treasurer.

National reserves the right to have this done at national's expense if the situation warrants.

AUDIT COMMITTEE

The Section Audit Committee may examine the books and the Financial Report at the end of the year. The committee should review all income sources, expenses and assets to verify that all transactions were correct and authorized. The committee should consist of people who do not typically sign checks. The incoming treasurer should usually be included. No officers with the authority to sign checks should be assigned to the committee. The duties of the committee should include the following:

1. Review all bank statements and reconciliations, account for numerical sequence and examine payees.
2. Examine a selection of documents that support disbursements for reasonableness and authorization.
3. The committee may submit a report to the section's leadership outlining their procedures and findings. In their report, the committee should address several basic questions:
 - a) Are the cash receipts properly accounted for?
 - b) Are disbursements properly approved and adequately supported by invoices, receipts or other documentation?
 - c) Are the accounting reports adequate, timely and accurate?
 - d) Are excess funds deposited in an interest bearing account if appropriate?
 - e) Were the expenses necessary and reasonable and what effort has been made to obtain the best possible prices and keep cost down?

TAX EXEMPT STATUS

Local sections within the United States are covered under the national tax exempt status for STLE headquarters within the USA. However, you are not covered under state tax exempt status, and each state is different.

International sections are not included in this tax exempt status.

GENERAL LIABILITY AND FIDELITY INSURANCE

The general liability and fidelity insurance coverage provided for national STLE headquarters does not cover the local sections.

Each section should consider if insurance is appropriate for the section.

HOW TO ESTABLISH AN ANNUAL BUDGET

Establishing a section budget can demand much time and effort.

A budget is a plan of action. It represents a section's blueprint for the coming months or years, expressed in monetary terms. The budget results from the board's decisions regarding the section's future programs. Thus, a section must know its goals before it can prepare a budget. These five steps are recommended for preparing a well-conceived budget.

STLE Local Section Handbook
Chapter Seven

1. *Prepare a list of objectives of goals for the upcoming year.* Reevaluate the relative priority of existing programs and include any new initiatives.
2. *Estimate the cost of each objective or goal on the list.* For continuing programs, the previous year's actual expenses and budget will be helpful in estimating this cost. For new programs, substantial effort may be necessary to accurately estimate costs.
3. *Estimate the expected income of the section.* Include estimated income from education courses, social events, monthly meetings, and dues rebates based on number of members. Include any interest income if appropriate.
4. *Compare total expected income to the expenses of achieving the Section's objectives and goals.* Where projected expenses exceed income, value judgments have to be made. What programs are most important? How can expected costs be reduced? Can additional income be found? At this point, the Section finalizes its operational blueprint for the coming year.
5. *Submit the proposed budget for the appropriate review process.* This should not be just a formality. Carefully present and review the budget so that all involved leaders will be firmly committed to the resulting plan of action once they have approved it.

COMPARING BUDGET TO ACTUAL PERFORMANCE

To be effective, a budget must be a working document that forms the basis for action. It should not be seen as a restrictive device but as a means of estimating and guiding the expenditure of section resources.

The budget should be compared to actual financial statement figures every month to monitor section financial activities throughout the year. Properly used, the budget can provide an early warning to the board that the section may fall short of its financial goals.

RECOMMENDED POLICIES AND PROCEDURES ON SECTION EXPENDITURES

The Section's expenditures will be governed by a budget, prepared by the Budget Committee and the Board of Directors, and voted on by the general membership. Expenditures for budgeted items may be expended by the appropriate individuals without further authorization except in cases of a budget deficit. The section chairperson, treasurer or other leadership will have the authority, in case of a budget deficit or other financing emergency, to curtail expenditures of any budgeted account to discuss resolution of the situation.

INVESTMENT OF FUNDS

If section funds exceed the amount needed to run the section and pay bills, the Treasurer should set up a mechanism to transfer a portion of the funds into an account that will offer as high a return on the investment as is practical for the situation. All accounts established must have at least three signatures of officers

on the account and will require at least two signatures to transfer money. Changing the signature cards as needed is recommended.

CONFLICT OF INTEREST POLICY

A conflict of interest policy protects a section from ethical dilemmas. Stating the interests of the leadership (company name, title and potential conflicts of interest at a minimum) that may arise is mandatory to protect the society from the perception that funds are being used to better private individuals – strictly prohibited by 501(c) (3) tax-exempt status. The IRS may revoke the tax-exempt status of an association whose individual members have received a benefit.

APPROVAL OF SECTION EXPENSES

All bills must be submitted to the President, Treasurer, or other designated officer. The bills will be reviewed for accuracy. The Treasurer will review all bills for verification of budgeted monies. If the expense is a budgeted expenditure, and there is money in the account, the Treasurer will approve the expense for payment and the check will be prepared. If the expense is not a budgeted item, a second approval is needed.

There will be times when there are unbudgeted expenses or requests that significantly exceed budget limits. In these cases, approval by the executive committee is suggested before the section incurs any expense.

CONTINUITY OF OPERATIONS

When new officers are appointed or elected, ensure the continuity of operations by doing the following:

1. Change signature cards at financial institutions by removing former officers and adding new ones.
2. Ensure that the outgoing treasurer reconciles the section's checkbook balance to the most current bank statements. An audit could be used to ensure that this is done.

If the Treasurer is unavailable for an extended time or in cases of emergency, two designated officers may issue checks as long as supporting documentation is forwarded to the Treasurer upon his/her return.

DISSOLUTION

Upon dissolution, if the Section is incorporated, the Section must wind down its affairs and dissolve in accordance with the bylaws of the Society.

Thanks to the organizations that provided resources:

- Council of Residential Specialists
- American College of Surgeons