

SOCIETY FOR MINING, METALLURGY, AND EXPLORATION, INC.

HEALTH & SAFETY DIVISION BYLAWS

ARTICLE I

Name and Objective

Section 1. This Division of the Society for Mining, Metallurgy and Exploration, Inc. (SME) shall be known as the Health & Safety Division.

Section 2. The objective of the Health & Safety Division shall be to furnish a medium of cooperation between and among those directly engaged in all aspects of occupational health and safety issues as they relate to the mining and underground construction industries. To further the objective toward a common goal and to promote safe and healthy mining practices, this Division will provide a forum for the exchange of technical information, publish papers, arrange meetings and programs and encourage education on any subject related to these phases of the mining industry.

ARTICLE II

Members

Section 1. Any member of SME may become a member of this Division by indicating a desire to do so on the membership application or by written communication to SME.

ARTICLE III

Finances

Section 1. The Division may solicit voluntary contributions subject to approval of SME, and it may accept contributions.

Section 2. The disbursement of funds received by the Division shall be authorized by the Officers of the Division.

Section 3. Upon the dissolution of the Division, all funds remaining after payment of its debts and obligations shall be turned over and paid to an organization exempted under section 501(c)(3) of the Internal Revenue Code of 1954. This section of the Bylaws is not amendable during the existence of the Division.

ARTICLE IV

Officers and Representatives

Section 1. Division Officers. There shall be a Past Chair, Chair, Chair-elect, Program Chair, Program Planning Chair and a Secretary. The Division officers will be filled each year as a progression through the chairs from Secretary to Past Chair (6 years of service on the Executive Committee (E.C.)). This will establish continuity for the E.C. from year-to-year. The E.C. will represent, to the maximum extent possible, the diversity of fields of interest of the Division membership as qualified candidates become available. (This provision is intended to encourage diversification of specialties among the Division officers, but shall not be used to mandate such diversification.)

Section 2. Resignation, Removal and Replacement of Officers and Representatives

to SME. The Chair of the Division shall remove from his/her post any Officer or Division representative to SME who fails to perform his/her duties in an adequate manner, provided that such action is not in conflict with SME Bylaws. Should a vacancy occur for this reason or because a member is indisposed or resigns, the Chair of the Division shall, with the approval of the Executive Committee, designate an alternate to serve out the term, except if the indisposed officer is the Chair of the Division, in which case the Chair-elect shall assume the position of the Chair of the Division.

Section 3. Term of Office. Officers shall serve for a term of one year, which is defined as coinciding with the term of office in use by the SME, generally commencing at the close of the SME Annual Meeting and terminating at the close of the following Annual Meeting. No individual may serve more than a cumulative total of 7 years as an officer of the division.

Section 4. Nomination and Election of Officers. The Nominating and Planning Committee shall report to the Chair of the Division on or before April 15 the nominees for Chair, Chair-elect, Program Chair, Program Planning Chair and Secretary. The Chair of the Nominating and Planning Committee shall advise SME Headquarters of the nominations; the SME staff shall arrange for the names submitted, along with biographies, to be published in the July issue of *Mining Engineering*. Other nominations for office may be made and forwarded in writing to SME prior to September 1 for publication, along with biographies, in the October issue of *MINING ENGINEERING*. All nominations of any individual to serve as such officer, director or standby alternate director, shall be elected by a vote of the members at the annual meeting of the members of the Society.

Section 5. Nomination of SME Committee Members, Division Committee Members and Representatives. By April 15, the Nominating and Planning Committee shall appoint Chairs for each of the Technical Committees plus any representatives which the Division may require. By mid-July, the Technical Committee Chairs shall appoint members of their committees and, with the consent of the committee members, appoint a Chair-elect.

ARTICLE V Committees

Section 1. Executive Committee. The Executive Committee shall consist of the officers listed in Article IV, Section 1. The presence of a quorum of not less than four (4) members shall be necessary for conducting business. If there is less than the required quorum of four (4) present at the meeting, the meeting shall be held and the minutes circulated to the Committee for approval by at least four (4) members.

Section 2. Program Committee. The Program Committee is responsible for the upcoming Annual Meeting Program (i.e., the 2015 committee programs the 2016 meeting). Individuals generally move from the Program Planning Committee to the Program Committee. The Program Committee shall consist of the Chair from each Technical Committee and the Program Chair, who shall act as Chair of the Program

Committee, and such other members as the Program Chair may appoint.

Section 3. Program Planning Committee. The Program Planning Committee is responsible for the Annual Meeting program two years out (i.e., 2014 committee programs 2016 meeting). The Program Planning Committee shall consist of the Chair and Chair-elect from each Technical Committee nominated at the beginning of the programming cycle and the Program Planning Chair, who shall act as Chair of the Program Planning Committee, and such other members as the Program Planning Chair may appoint. These individuals will generally move up to the Program Committee and serve as chairs and co-chairs for the Division program that they were appointed to develop.

Section 4. Technical and Other Committees. There shall be a number of committees, known as Technical Committees, each representing a discipline or specialty of Health and Safety issues of current interest for the purpose of technical programming, and the total representing the technical programming interests of the Health and Safety Division and providing the means for meeting these interests. Such Technical Committees may, for example, be focused on respirable dust, noise, musculo-skeletal injuries, ground control and disaster prevention. The Nominating and Planning Committee may also create other standing committees as required by the Division, and they may be dissolved by the Nominating and Planning Committee after they have fulfilled their purpose; except that the Committee shall respond to written requests from any twenty (20) members of the Division to create one or more specific Technical Committees and shall name one of their members as Chair of that Technical Committee for the next technical programming cycle. The Programming Planning Chair shall recruit appropriate Technical Committees, Chairs and Chair-elects which will be appropriate for the program being planned and submit them to the Nominating and Planning Committee. Where technical programming is being coordinated with cooperating organizations, it is appropriate to solicit nominations for Technical Committee Chairs and Chair-elects from the cooperating organizations.

Section 5. Nominating Committee. The Nominating Committee shall consist of eight (8) members, including the immediate Past Chair of the Division who shall act as Chair, the Division Chair, Chair-elect, Program Chair, Program Planning Chair, Secretary plus two other members who shall serve two year staggered terms.

Section 6. Term of Office. Terms of office for Committee members shall, unless otherwise specified, be in increments of one year, the anniversary dates coinciding with the term of office in use by the SME.

Section 7. Resignation, Removal, and Replacement of Committee Chairs and Members. Any officer, committee, or committee member who has the authority to appoint an officer or committee member also has the authority to remove that member from the post for failure to perform the duties in an adequate manner, provided such action is not in conflict with SME Bylaws. Should a vacancy occur for this reason or because a member is indisposed or resigns from any post for which provision is not made

in Article IV, Section 5 of these Bylaws, the Chair of the Division shall designate or shall instruct the appropriate Committee Chair to designate a replacement to serve out the term.

ARTICLE VI

Duties of Officers and Other Representatives

Section 1. The duties of the Chair are as follows:

- a. Preside at the annual business meeting of the Division, which will take place at the time of SME's Annual Meeting;
- b. Preside at the Annual Division Social Function;
- c. Call other meetings as required to transact the business of the Division;
- d. Coordinate the programs for the meeting of the Division;
- e. Transact all business of the Health and Safety Division not specifically delegated to other officers by these Bylaws;
- f. Keep SME Headquarters advised of actions taken;
- g. Arrange the program for the annual social function and meeting of the Division held at the conclusion of his/her term as Chair:
 - Speaker (if one is desired)
 - Identifies guests (other Divisional, Society, and Institute Officers)
 - Installs incoming officers at the end of the Annual Business Meeting

Section 2. The Chair-elect shall keep in touch with the actions of the Chair and shall act in his/her stead whenever the Chair is unable to function or attend any meetings. He/she shall assist the Chair as directed.

Section 3. The Program Chair shall represent the Division on the SME Program Committee.

Section 4. The Program Planning Chair shall represent the Division on the SME Program Coordination Committee.

Section 5. The Secretary of the Division will take the minutes of the Executive Committee and business meeting, coordinate the Division's news page in *Mining Engineering* magazine with the Technical Committee chairs, and other duties which may be necessary for proper functioning of the Division.

Section 6. The immediate Past Chair of the Division (or the most immediate Past Chair available) shall chair the Nominating and Planning Committee.

Section 7. The incoming Technical Committee Chairs shall appoint as many members of his/her committee as necessary and shall, with the consent of the committee, appoint a Chair-elect of the Technical Committee.

ARTICLE VII

Amendments

Section 1. Proposals to amend these Bylaws shall be made by the Health and Safety

Division Officers, or by written petition to the Officers signed by at least ten (10) members. They shall be considered by the Officers and announced to the members in a manner and forum deemed appropriate by SME Staff, including, but not limited to the SME Community, eNews, Division websites, or other SME publications, together with any comments made by the Officers thereon. They shall be voted upon at a stated meeting of the Division or by ballot in *Mining Engineering*, as may be directed by the Officers.

Section 2. Article III, Section 3, concerning disposal of funds on dissolution may not be amended.

Section 3. Bylaws, and amendments thereto, shall be subject to the approval of the Board of Directors of SME.

Draft 12/2015