

Board Policy and Procedures – January 2020

This document contains rules governing association operations, as set by the STLE Board of Directors. It is reviewed and reissued every two years.

STLE Mission Statement

To advance the science of tribology and the practice of lubrication engineering in order to foster innovation, improve the performance of equipment and products, conserve resources and protect the environment.

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1.0 Administrative Committees

1.1 Structure of Committees

Terms of appointment to the positions of officers and to the Committee proper shall be in accordance with Article IX of the Constitution and Bylaws.

All committees must adhere to the policies and procedures as established in the STLE Committee Operating Guide (established 10-2018).

The STLE Board has established the following Administrative Committees.

1.2 Executive Committee

Its authority shall cover:

1. Exercise the authority of the Board between its regular meetings, subject to applicable law, the Articles of Incorporation, and the Constitution and Bylaws.
2. Function as a reviewing Committee for Standing and Ad Hoc Committee reports when requested by the Board Sponsor.
3. Act on unanticipated expense items other than salaries presented by the Finance Committee Representative so long as each amount is within the limits of contingency budget items previously established by the board budget.
4. Make recommendations for appropriate action by the Board on unanticipated expense items exceeding budget limitations or for any new policy items.
5. Oversee administration of salary budget. The salaries are subject to annual review
6. P.M. Ku and STLE International Award selection
7. The Executive Committee shall provide a summary of its actions at each meeting of the Board of Directors.

1.3 Annual Meeting Program Committee

The Annual Meeting Program Committee shall have responsibility for establishing the technical program for the Annual Meeting.

Membership

Shall consist of at least seven appointed members including the Chair and the Vice Chair.

Appointments are to be made on an annual basis by the President with the intent that the Vice Chair shall succeed to the Chairmanship, that there be substantial continuity on the Committee, and that new appointments will be made from experienced Paper Solicitation Chairs who have served with distinction.

Ex officio members of the Committee shall be as follows: the Chair of the Steering Committee for Technical Committees and Industry Councils, the Chair of the Editorial and Publications Committee or designate, the most recently retired Chair of the Annual Meeting Program Committee, the Director/Sponsor, the President and the Executive Director. The ex officio members are to serve in an advisory capacity.

Duties of Members

The Chair shall:

1. Conduct all Annual Meeting Program Committee meetings.
2. Assign the Technical Committees and Industry Councils to be serviced by each committee member.
3. Keep in contact with the Chair and the Paper Solicitation Chair of each Technical Committee or Industry Council.
4. Report the status of the Annual Meeting Program Committee work to the Board of Directors through the Director/Sponsor.
5. Be present at and conduct all Authors' Breakfasts at the Annual Meeting. Remind all presenters that no commercialism is allowed in their presentations.

The Vice Chair shall:

1. Work with Paper Solicitation Vice Chair from the Technical Committees and Industry Councils to develop plans for solicitation on selected technical topics for special emphasis in the succeeding year. Such plans are to be developed prior to the Annual Meeting preceding that Annual Meeting at which the program will be presented and they are to be reported to the Board of Directors through the Director-Sponsors at the second Board Meeting at the Annual Meeting (first meeting of the new Board).
2. Keep all members of the Annual Meeting Program Committee informed as to the status of progress on a monthly basis.
3. Act on behalf of the Chair in his or her absence.
4. Committee Members shall:
 - Work directly with the Paper Solicitation Chair for each of the Technical Committees and Industry Councils assigned to him/her by the Annual Meeting Program Committee Chair.
 - When needed, make direct solicitation for papers.
 - Report on a monthly basis the status of solicitations by the Technical Committees and Industry Councils to the Vice Chair of the Annual Meeting Program Committee so that the monthly summary status report may be compiled.
 - Exercise technical judgment on the merit of all papers and panels suggested by the Committees and Councils under his/her cognizance. Such judgment will be presented to the Committee which makes the final decision as to approval of papers and panels for the program. The AMPC may elect to program presentations which have not been approved for publication but which have been reviewed and do not exhibit technical errors or commercialism.

This committee shall report to the Board of Directors.

1.4 Awards Committee

This committee shall have original jurisdiction for recommending recipients of awards, honorary memberships, scholarships, and other honors which the Society from time to time may confer or support, unless the Board shall delegate a portion of this responsibility elsewhere. This committee shall be assigned a Director-Sponsor.

Membership

The Awards Committee shall consist of seven STLE Members. The Chairman serves for one year and is automatically succeeded by the senior committee member after the Annual Meeting. One new member is automatically appointed each year by the President upon recommendation of the retiring chairman. The Chairman must immediately recommend, for appointment by the President, a replacement for any resigning committee member. A Director-Sponsor is assigned to the Committee.

Function

The Awards Committee has the responsibility to nominate persons for awards, honorary memberships and other honors which the Society from time to time may confer or support, except in those cases when the Board has conferred the responsibility elsewhere. The Board of Directors, upon receiving these nominations, grants or refuses to grant such awards, honorary memberships and other honors to the nominees.

Awards are presented at the appropriate Society Meeting. Award winners shall be notified, at least four months in advance of the meeting, by a letter from the President inviting them to be guests of the Society at the luncheon, where they or their representative will receive the award. With the exception of the Edmond E. Bisson Award, which may be presented to member(s) or nonmember(s), paper awards are limited to STLE Members, whose papers must have appeared in the Society's Journals during the period June 1 through May 31 preceding the Annual Meeting. Unless otherwise stipulated under the specific award only the principle or one of the co-authors needs to be a STLE Member for the paper to be eligible for an award.

The Awards

The Awards Committee has the responsibility of the following Awards:

- The STLE International Award
- The Walter D. Hodson Award
- The Wilbur Deutsch Memorial Award
- The Captain Alfred E. Hunt Memorial Award
- The Al Sonntag Award
- Frank P. Bussick Award

Other Awards

The Awards Committee does not have responsibility for (see Section 3.0 Awards)

1. The P.M. Ku Award
2. The W.K. Stair Membership Award
3. The Outstanding Section Awards
4. Technical Committee and Industry Council Awards which may be established from time to time at the discretion of the Board. Responsibility for these awards resides with the corresponding Technical Committee or Industry Council, and the rules for the Award shall be written in the Committee or Council Bylaws
5. The Vic Joll Award
6. The Raymond L. Thibault Excellence in Education Award

1.5 Corporate Member Forum

This Committee shall advise the Board of Directors on matters of interest to Corporate Members of the Society. Membership includes all of the Corporate Member Representatives. The Committee shall have a Director/Sponsor who may serve as Chair or a Chair may be elected from the Corporate Member Representatives.

1.6 Editorial and Publications Committee

This committee shall ensure that the society's publications are meeting mission and financial objectives. The primary focus for this team is the society's two major publications--TLT magazine and Tribology Transactions journal--but any major editorial or communications project can fall within the group's jurisdiction as determined by the board. The group reports to the Board of Directors.

The committee shall consist of the director of communications (management position), the editor of TLT, the editor-in-chief of Tribology Transactions, Director/Sponsor and a corporate member representative. The President will appoint a chair.

The following activities and policy matters are the responsibilities of the committee, subject to the review of and, where required, the approval of the Board of Directors.

- Monitor revenue derived from advertising sales, subscription income and royalties.
- Conduct surveys on both publications and other communications projects based on current need. Survey format could be written, online or focus group.
- Meet primarily via teleconference as needed to complete projects. Meet in person at Annual Meeting. Chair will submit a written report to the board prior to the meeting. Both editors will be available to the board as needed for follow-up reporting.
- Make an annual report to the board of directors.
- Duties may be changed from time to time, as specified by the Board of Directors.

1.7 Education Committee

The function of the Education Committee is to provide strategic direction/guidance, and implement policies, programs, and projects to foster the professional growth of STLE members. Professional growth is accomplished through creation, management, and offering of educational activities, initiatives, and content in the fields of tribology and lubrication engineering.

The function of the Education Committee, as described in the previous paragraph, is in accordance with the mission statement of STLE, which obliges STLE to provide continuing professional education, including courses and educational content, to its members. All educational activities and content provided by STLE are created, directed, managed, and provided exclusively by the STLE Education Committee and its sub-committees, which are separate from, and independent of the STLE Education Committee.

STLE Education Committee shall be responsible for:

- Establishing standards and content for STLE-sponsored or co-sponsored education courses
- Maintaining STLE Learning Pathways content
- Developing content and/or speakers for STLE webinars
- Support STLE Annual Meeting education program with speakers and content

Committee Membership

The membership may consist of both full members and associate members of STLE. Associate members may not serve as officers of the Committee nor may they vote in election of officers. In other matters on the committee, associate members are permitted to vote. Members join the committee by invitation by the President. Members missing three consecutive meetings without formal excused absence in writing from the Secretary or the Chair will be dropped from active membership on the committee.

The committee shall have three officers: Chair, Vice Chair and Secretary.

Chair

The President appoints the Chair each year. The Chair may serve three consecutive 1-year terms and his successor should be the Vice Chair. A candidate for the office of Chair shall be a Society member in good standing and shall have served at least one year as a Chair of a subcommittee of the Education Committee.

- The Chair shall conduct at least one meeting of the committee annually at the Annual Meeting of Members.
- The Chair shall prepare an Annual Report covering the activities of the committee and submit the written report along with a membership list to the Director-Sponsor thirty days prior to the Annual Meeting.

- The Chair shall submit written reports to the Director-Sponsor as requested.
- The Chair shall prepare written reports and keep the committee informed of the activities of the various subcommittees.
- Upon assuming the office of the Chair, he or she shall designate Chair for the various subcommittees and such other members of the subcommittee, as he deems necessary.
- The Chair may appoint an interim officer to fill a vacant office until an election can be held.

Vice Chair

The Vice Chair shall become familiar with the office of the Chair in order to effectively act for the Chair in his or her absence. The Vice Chair shall assist the Chair in preparation of reports and carry out such assignments as directed by the Chair. The Vice Chair is elected from the membership of the committee and the term of office is two years. The Vice Chair shall complete the unexpired term of the Chair, subject to the approval of the President of STLE. A candidate for the office of Vice Chair shall be a Society member in good standing and shall have served at least one year as a Chair of a subcommittee of the Education Committee.

Secretary

The Secretary is elected from the membership of the committee and the term of office is two years. The Secretary shall attend all meetings of the committee and shall prepare minutes of the proceedings. He/she shall maintain a complete file of correspondence pertaining to operation of the committee. He/she shall give notices to members as required by the Bylaws or on request of the Chair. He/she shall maintain an accurate membership list. The Secretary shall ensure that copies of all minutes and committee correspondence are provided to the STLE Executive Director. A candidate for the office of Secretary shall be a Society member in good standing.

Subcommittees

STLE Education Committee has three subcommittees supporting the work of the Education Committee.

1.7.1 Lubrication Specialist Education and Training (LSET) Committee

Responsible for development and maintenance of STLE Lubrication Education material and validation of approved educators for presenting material.

1.7.2 Metalworking Education and Training (MWET) Committee

Responsible for development and maintenance of STLE Lubrication Education material related to the area of metalworking, and validation of approved educators for presenting material.

1.7.3 Course Chair Committee

Responsible for implementation of STLE Annual Meeting education courses and consists of annual meeting course chairs.

Meetings

The committee shall hold a meeting during the STLE Annual Meeting.

1.8 Fellows Committee

This Committee shall have the duty of making recommendations to the Board for elevation of persons from Member to Fellow Member. Fellow Membership recognizes long-term Members who have made a significant impact on the field of tribology and lubrication engineering. Although no specific number is mandated, election to Fellow Member is an exceptional professional distinction that may be bestowed on approximately 10 recipients each year.

The Fellows Committee shall consist of seven STLE Fellows. The most senior member of the Committee shall serve as Chair in the last year of his or her term. At the conclusion of the Annual Meeting, the next most senior Committee member shall automatically succeed to the position of Chair, and one new member shall be appointed by the President upon the recommendation of the retiring Chair. Upon the resignation of any Committee member, the Chair shall promptly recommend to the President an individual to fill the vacancy. This Committee shall be assigned a Director-Sponsor.

Any current STLE Member may propose any other STLE Member for Fellow Membership by submitting a completed Proposal for Fellow form to the Society (any such STLE Member shall be referred to herein as a “Presenter”). The Presenter is responsible for completing the Proposal form, as well as securing five letters of support for the candidate from STLE Members (any such STLE Members shall be referred to herein as “Sponsors”) of the Society, at least two of which must be STLE Fellows. STLE Members may propose themselves for Fellow Membership. A Fellows Committee Member may not be a Presenter or a Sponsor.

Time schedule: The call for Fellows Proposals is issued at the start of the fiscal year (July 1). The deadline for receipt of completed Proposals is September 30. The Committee meets before December 31 to evaluate and vote. Recommendations for elevation to the grade of Fellow Member are presented to the Board of Directors in January for approval. Fellow Membership is awarded at the Annual Meeting.

Proposals will be evaluated at a meeting of the Fellows Committee, at which the Committee Chair and at least three other Committee members are present. Committee members will evaluate each Proposal individually to determine if the candidate meets the standard for outstanding personal achievement through significant contributions in management, education, research or technological areas in the tribology field. Service to the STLE solely shall

not constitute an “outstanding personal achievement.” Failure to qualify does not preclude submission of a new Proposal in future years.

Interpretation of Qualification for Fellow Membership

The Fellows Committee shall evaluate each Proposal to determine whether the proposed candidate:

1. Has met the practice and membership requirements set forth in the STLE Constitution and Bylaws;
2. Has had five sponsorship letters submitted on his or her behalf; and
3. Has made outstanding and recognized contributions to the sciences or engineering in the field of tribology and lubrication engineering.
 - The candidate's accomplishments must be beyond those typically expected of a scientist or engineer in tribology and lubrication engineering.
 - The candidate should be recognized as an outstanding authority as shown by one or more of the following:
 - his/her being responsible for significant and widely known improvements in the field
 - relevant publications including any or all of the following; books, papers, patents, articles, presentations.
 - exceptional professional distinction in the candidates area of influence

Sponsors should be as widely distributed as possible. Preferably not more than two should be submitted from any one organization or community. If this is impractical, the Presenter should provide the Fellows Committee with an explanation regarding his or her selection of Sponsors.

1.9 Finance Committee

The Finance Committee is a committee of the Board, which is responsible for monitoring the income and disbursements of the Society. It shall submit a proposed budget for the next fiscal year to the Board prior to the beginning of that fiscal year, but in no case shall the budget be submitted less than ninety days prior to the Annual Meeting of Members.

The number of members on the committee shall not be less than three. The Treasurer is Chair of this committee and is its sponsor to the Board. The Assistant Treasurers (if any) are ex officio members of this committee.

The committee prepares the STLE Annual Budget for submission to the Treasurer for presentation to the Board. Will review the Publication Budget for incorporation into the STLE Annual Budget.

Committee Meeting Schedule

1. During the Fall Board Meeting the Auditor’s report is reviewed and the proposed budget for the next fiscal year prepared.

2. The proposed budget will be introduced to the Board at the winter/third regular Board meeting for review. At that meeting the forthcoming Annual Meeting Fee Schedule will be submitted for approval.
3. The final proposed budget review is completed prior to the first regular Board meeting of the incoming Board. At the first regular Board meeting of the incoming Board, the budget is presented by the Treasurer to the Board for adoption.

1.10 Membership Committee

The Membership Committee shall have as its function the planning and execution of policies, programs and projects designed to grow the STLE community by increasing the efficiency of retention and recruiting efforts, and reaching out to new nonmember groups and individuals. The Membership Committee will consist of no more than nine volunteer members, including the Chair and Vice Chairs.

Committee Membership

The Membership Committee shall consist of at most nine appointed volunteer members, including the Chair and Vice Chairs. Appointments will be made on an annual basis, with new appointments being made by the President.

The committee shall have three officers: the Chair, the Vice Chair of the Retention Subcommittee, and the Vice Chair of the Recruitment Subcommittee.

Chair

The Chair of the Membership Committee will be responsible for facilitating committee meetings, leading membership outreach efforts by the Committee and reporting the work of the Committee back to the STLE Board of Directors. The Chair of the Membership Committee will have served as the Vice Chair of one of the two subcommittees in the year immediately preceding their tenure as Committee Chair, and will be appointed by the President upon the recommendation of the exiting Chair.

The Chair of the Membership Committee will serve a one year term and cannot serve consecutive terms as the Chair of the Committee.

Vice Chairs

The Vice Chairs will be responsible for ensuring that each subcommittee reaches its annual goals. The Vice Chairs will also be responsible for keeping the Committee Chair and STLE Staff up to date on the progress and activities of each of the Membership Subcommittees.

Vice Chairs will also serve one year terms and they cannot serve consecutive terms as the Vice Chair of the same Subcommittee. Vice Chairs will be appointed by the Chair of the Committee at their meeting during the Annual Meeting each year.

Subcommittees

The Membership Committee will be divided into 2 Subcommittees; Membership Retention and Membership Recruitment. Each Subcommittee will examine data relevant to their subject area, make recommendations to staff based on their industry experience, and participate in direct outreach to STLE members and prospective members as the Subcommittee deems necessary.

Membership Retention Subcommittee

The goal of the Membership Retention Subcommittee is to create a strong sense of community and involvement for all STLE members throughout their time as an STLE member.

Objectives of the Membership Retention Subcommittee

- Encourage lapsed STLE members to rejoin through a combination of staff and volunteer outreach.
- Examine current membership structures to identify areas where member retention could be improved upon.
- Work with Local Section Membership Chairs to encourage local section participation, and facilitate assimilation by new section members.

Membership Recruitment Subcommittee

The goal of the Membership Recruitment Subcommittee is to build a larger STLE member community through outreach to key prospective members, and identify new potential member segments for staff outreach.

Objectives of the Membership Recruitment Subcommittee

- Expand STLE Membership into new communities through coordinating outreach with STLE staff to prospective members.
- Use industry knowledge and member insight to provide staff with prospective members to target for recruitment each year.
- Work with Local Section Chairs to identify new prospective members, and effective membership recruitment strategies.

1.11 Presidential Council

Designation

The Presidential Council shall consist of all Past Presidents of the Society. The most recent Past President who has completed a term as President and is willing and able to serve shall be Chair of this Council. The current STLE President is an ex-officio member of the Council.

Duties

The Presidential Council shall act in an advisory capacity to the Board on matters pertaining to the responsibility of awarding fellowships for graduate students and scholarships for undergraduate students in the fields of tribology and lubrication engineering. The criteria for fellowships and scholarships shall be established by the Presidential Council. ; and shall perform

such other duties as may be delegated by the President or the Board. The Chair is a member of the Executive Committee.

Meetings

A regular meeting of the Presidential Council shall be held at some convenient time each year, usually at the Annual Meeting and is called by the Chair of the Presidential Council, who may also call special meetings. The meetings shall be announced two months in advance, and a quorum shall be five members or 50% of the living Past Presidents of the Society, whichever number is smaller.

1.12 Governance Committee

The Governance Committee is a committee of the Board. The Committee is charged with responsibility for recommending to the Board any modification, addition or change in the Society Constitution and Bylaws, and Policy and Procedures, that the Committee deems to be in the best interests of the Society. The Constitution and Bylaws may be changed only in accordance with the provisions in Article XV. This Committee also has the duty to review Board minutes for clarity of language. It shall prepare Model Bylaws for local sections, student chapters, technical committees and industry councils, and review and approve local section, student chapter, technical committee, industry council Bylaws, and any other documents for adherence to Society law. The Secretary shall be the Board liaison.

1.13 Section Affairs Committee

NEED SECTION AFFAIRS MISSION/CHARTER

1.14 Scholarship Committee

Purpose

This Committee shall have jurisdiction for managing the overall scholarship program, scholarship fund and all fundraising initiatives. The scholarship program includes, but not limited to:

- Standard Scholarships
- Section Scholarships
- Co-op and internships
- Student Mentoring programs
- STEM

Membership

The Scholarship Committee shall consist of a minimum of seven STLE Members. The membership may consist of both full members and associate members of STLE. Associate members may not serve as officers of the Committee nor may they vote in election of officers. In other matters on the committee, associate members are permitted to vote. Members join

the committee by invitation by the President. The President appoints the Chair each year. The Chair may serve three consecutive 1 year terms and his successor should be the Vice Chair.

1.15 Committee Anti-Trust Statement

Active participation on an STLE committee, task force, or work group is an important aspect of membership in STLE. Participation not only adds to the vitality and energy of the organization, but provides members with significant benefits through networking with peers, leadership training, and professional development.

While the positive contributions of associations are well recognized and encouraged by government, association activities also are subject to close scrutiny under both federal and state antitrust laws. The single most significant law affecting associations is the Sherman Antitrust Act, which makes unlawful every contract, combination or conspiracy in restraint of trade. Because an association is, by nature, a group of competitors joined together for a common business purpose, an association often easily satisfies what would ordinarily be a difficult element in proving an antitrust violation.

There are four main areas of antitrust concern for associations: price fixing, membership, self-regulation, and standardization and certification. The area of greatest concern historically has been price fixing. The government may infer a violation of the Sherman Act by the mere fact that all or most of the members of the association are doing the same thing with respect to prices or other terms and conditions of trade. It is not required that there be an actual agreement, written or unwritten, to set prices. Rather, price fixing is a very broad term which includes any concerted effort or action which has an effect on prices, terms or conditions of trade, or on competition. Moreover, such concerted actions (affecting prices) cannot be justified by showing that they will benefit customers, or that the prices set are otherwise reasonable.

Accordingly, STLE members should refrain from any discussion which may provide the basis for an inference that the members agreed to take any action relating to prices, services, production, allocation of markets, or any other matter having a market effect. These discussions should be avoided both at formal meetings and informal gatherings. In fact, informal gatherings of association members are often looked upon with suspicion by the government.

Adherence to these guidelines involves not only avoidance of antitrust violations, but avoidance of behavior which might be so construed. Bear in mind that the antitrust laws are stated in general terms. If you have specific questions, seek guidance from your own legal counsel or from the President of STLE or legal counsel.

1.16 Certification Committee

The Certification Committee shall have as its function to develop, monitor and ensure consistency of all certification programs established by the Society.

Duties of the committee shall include:

- a) develop, review and revise standards and qualifications for certification of tribology and lubrication engineering professionals;
- b) provide, administer and evaluate certification examinations for tribology and lubrication engineering professionals;
- c) designate those individuals who fulfill the requirements for certification;
- d) maintain records relating to the certification process;
- e) establish standards for periodic recertification of tribology and lubrication engineering professionals to ensure continued competence;
- f) establish and oversee the administration of rules and regulations pertaining to certification; and
- g) establish and maintain a process through which any individual who is dissatisfied with a decision of the Certification Committee shall have recourse.

Sub-committees are established and responsible for developing and maintaining the integrity of the individual certification exams.

1.16.1 Certified Lubrication Specialist (CLS) Certification Committee

1.16.2 Certified Oil Monitoring Analyst (OMA) Certification Committee, including OMA I and II.

1.16.3 Certified Metalworking Fluid Specialist (CMFS) Certification Committee

2.0 Affiliated Organizations

2.1 Official Representatives

Affiliation of the STLE with outside organizations is to further its mission. Liaison representatives are appointed by the President as required each year and report through the designated Society officers to the Board.

2.2 Example Organizations

The following are examples of organizations that STLE may have affiliation with, but is not an exclusive list:

- AOCS – American Oil Chemists Society
- API – American Petroleum Institute

- ASME – American Society of Mechanical Engineers
- ASTM – American Society for Testing and Materials
- CTI – Chinese Tribology Institute
- ELGI – European Lubricating Grease Institute
- ITC – International Tribology Council
- ILMA – Independent Lubricant Manufacturers Association
- JAST – Japanese Society of Tribologists
- KSTLE – Korea Society of Tribologists and Lubrication Engineers
- NLGI – National Lubricating Grease Institute
- NLGI-India chapter of National Lubricating Grease Institute
- PTS – Polish Tribology Society
- SAE – formally Society of Automotive Engineers
- SAIT – South African Institute of Tribology
- SME – Society of Manufacturing Engineers
- UKLA – United Kingdom Lubricants Association
- TSI – Tribology Society of India
- Vibration Institute

3.0 Awards

3.1 P.M. Ku Award – Executive Committee

The P.M. Ku Award was established to recognize outstanding and selfless achievements for the Society. It is given to the STLE member who typified P.M. Ku, who worked tirelessly in the background for the benefit of the Society, devoting numerous hours in the performance of many thankless tasks necessary to promote and advance the cause of STLE. The recipient of the P.M. Ku Award is selected by the Executive Committee. This selection is not under the jurisdiction of the Awards Committee. This prestigious award need not be given on an annual basis. It will be presented only when the STLE Executive Committee believes it has been justly earned. To qualify for this honor, the recipient must have been a member of the Society for at least 15 consecutive years and must have performed extensive active, dedicated service for the Society. The award shall consist of a medal and shall be presented at the STLE Annual Meeting. (Established in 1978)

3.2 The STLE International Award

The STLE International Award is the Society's highest technical honor and bestows lifetime honorary membership on the recipient, who need not have been a member of STLE. It is given in recognition of the recipient's outstanding contributions in tribology, lubrication engineering or allied fields. While up to two International Awards may be given in one year, the award need not be given annually if there is no qualified recipient. The Award shall be a certificate or plaque symbolizing honorary membership in the Society and shall be presented at the Annual Meeting of the society. Proper biography and documentation must be presented to the Board at the time of nomination and before the candidate is approved. The selection committee for the International Award shall consist of the current Executive Committee, the Awards Committee Chairman and the Director-Sponsor for the Awards Committee. (Established as the ASLE National Award in 1948)

3.3 The Walter D. Hodson Award

The Walter D. Hodson Award may be given to an STLE Member 35 years of age or younger who is the principal author on the best paper chosen from that group of papers, published by the Society during the period June 1 through May 31 preceding the Annual Meeting, whose principal authors are STLE members under the age 35. STLE Headquarters shall have responsibility for determining which papers are eligible for consideration and that the young authors identified are indeed the sole principal authors and are STLE members. The papers shall deal with lubrication or an allied subject, and shall not have been previously published. The purpose of the award, which need not be given annually, is to stimulate the interest of young authors in the science of lubrication and the activities of STLE. The award is a single author award and, in the case of multiple authors on the paper, is only awarded to the previously

identified principal author. The award presented shall be a suitable plaque or certificate from STLE and shall be presented at the Annual Meeting of the Society. (Established in 1950, modified 2014)

3.4 The Wilbur Deutsch Memorial Award

The Wilbur Deutsch Memorial Award may be made to the STLE Member authoring the best written contribution on the practical aspects of lubrication published by the Society during the period June 1 through May 31 preceding the Annual Meeting. The written contribution shall deal with those phases of lubrication of interest to plant personnel responsible for the lubrication of industrial equipment, and shall not have been previously published. The purpose of the award, which need not be given annually, is to acknowledge outstanding published work of a practical nature authored by members of the Society. The award winning contribution may be written by one or more authors. The award shall be a suitable plaque or certificate and shall be presented at the Annual Meeting of the Society. (Established in 1958.)

3.5 The Captain Alfred E. Hunt Memorial Award

The Captain Alfred E. Hunt Memorial Award may be given to the STLE Member or Members authoring the best paper published by the Society during the period June 1 through May 31 preceding the Annual Meeting. The paper shall deal with the field of lubrication or an allied field, and shall not have been previously published. The purpose of the award, which need not be given annually, is to acknowledge outstanding papers authored by members of the Society. The award shall be a medallion and a suitable plaque or certificate and shall be presented at the Annual Meeting of the Society. (Established in 1948)

3.6 The Al Sonntag Award

The Al Sonntag Award may be given to the STLE Member or Members authoring the best paper on materials tribology published by the Society during the period June 1 through May 31 preceding the Annual Meeting. The paper shall deal with the field of materials tribology that can include, but not limited to, solid lubricants, metals, ceramics, polymers, and composites thereof, and shall not have been previously published. The purpose of the award, which need not be given annually, is to acknowledge outstanding papers authored by members of the society in the field of materials tribology. The award shall be a suitable plaque or certificate and shall be presented at the Annual Meeting of The Society. (Established in 1983)

3.7 Edmond E. Bisson Award

This award was named in the honor of Edmond E. Bisson, former STLE Editor-in-Chief, who has contributed so much through the years toward the ongoing success of the publications in fulfilling the Society's purpose.

The Edmond E. Bisson Award may be given to STLE member(s) and/or nonmember(s) for the best written contribution published by the Society during the period June 1 through May 31

preceding the Annual Meeting. The contribution shall deal with tribology, lubrication engineering or allied disciplines, and is not limited to technical papers. Any article or series of articles published by the society in any of its technical journals or special publications is eligible for consideration for the award. This includes technical papers, review articles, publications, practical papers, etc. The Award, which need not be given annually, is to acknowledge outstanding written contributions to the Society. The award shall be a suitable plaque or certificate and shall be presented at the annual Meeting of the society. (Established 1991)

3.8 Frank P. Bussick Award

This award was named the Frank P. Bussick Award in recognition of his contributions to the sealing industry and for his relentless efforts through the years towards the growth and success in making the Seals Technical Committee one of the leading Committees of the Society.

The Frank P. Bussick Award may be given to the STLE Member or Members for the most outstanding written technical paper published by the Society during the period June 1 through May 31 preceding the Annual Meeting. The technical paper shall deal with “Sealing Systems Technology and Related Materials”.

The purpose of the Award, which need not be given annually, is to acknowledge outstanding papers authored by members of the Society in the specialized field of sealing technology and materials utilized in the manufacture of mechanical sealing systems. The Award shall be a suitable plaque and shall be presented at the Annual Meeting of the Society. (Originally established in 1996 as the Seals Technical Committee Best Technical Paper Award). It was reestablished as an international award, by the Board of Directors and named the Frank P. Bussick Award in 1999.)

3.9 The Vic Joll Award – Vice President and Assigned Directors

This award is intended to recognize outstanding and selfless contributions by a member of an STLE section. It is given to an STLE section member who has worked tirelessly and continuously for the benefit of the section, devoting numerous hours in the performance of many tasks necessary to promote and advance the mission of the section and of STLE. The award is named in honor of Vic Joll, 1978-79 President of the Society, who was a champion of local sections. Participation in Society-wide activities is not one of the criteria for this award (Established in 2000).

The award shall consist of:

- An engraved plaque
- An invitation to the award recipient and a partner, as guests of the Society, to the Society’s Annual Meeting to receive the award.
- Complimentary full Annual Meeting registration for the award recipient.
- Complimentary Partner’s Program registration.

- A travel stipend not to exceed \$1,500.

3.10 The W.K. Stair Membership Award – Vice President and Membership Committee

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 and as President in establishing such an award. The W.K. Stair Membership Award criteria are as follows:

1. The Section must have appointed a membership chair.
2. Membership year is from April 1 through March 31.
3. Net percentage of new membership is obtained from a Society Headquarters computer printout dated March 31.
4. 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 and judged on the basis of increase over 20 members.
5. 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.
6. Awards are made by the Membership Committee and consist of a patch that may be sewn on the Section Banner. Recognition shall be given at the Annual Meeting.

3.11 Outstanding Section Awards

Three awards can be made annually; for the STLE Local Section whose performance during the period from July 1 through March 31 prior to the Annual Meeting warrants special recognition. A maximum of one award can be made in each of the size categories; small, medium and large. The award will be denoted as “Outstanding Section” with no mention of section size. Awards in each size category need not be made each year. The Section Affairs Committee is discouraged from awarding an Outstanding Section award in consecutive years unless the Section has shown exceptional and significant improvements from the previous year.

1. Small is under 35 members
2. Medium is between 35 and 100 members
3. Large is greater than 100 members

The award will consist of a printed banner for the Outstanding Sections. The recipients will be determined by the Vice President based on data and recommendations provided by the Sections Affairs Committee and the STLE Headquarters. The following items are listed to show the importance of the various activities in the selection of OUTSTANDING SECTION:

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%

In addition, the Section Affairs Committee will review all applications and potentially give “achievement awards” to STLE Local Sections who may not have qualified for outstanding section, but did carry out specific notable activities throughout the year. This award will be via announcement at the presidential lunch at the annual meeting and involve award of a certificate mailed to the section chair. These awards are completely optional and need not be given each year.

3.12 The Elmer E. Klaus Fellowship – Presidential Council

The purpose of the E. Elmer Klaus Fellowship is to encourage graduate students to pursue graduate degrees or a career in tribology by providing the opportunity for them to participate in tribology research. The student must be enrolled no more than 2 years in a graduate engineering or science curriculum. The fellowship provides \$5000 to each student and \$500 to the department in which the student will perform the research. \$4000 will be awarded at the beginning of the research and \$1000 after the report summarizing the research is received by the Presidential Council. Students will be selected on the basis of grade point average of the applicant, relevance of the research to tribology, and quality of the proposed research experience. While multiple awards may be given in any one year, the award need not be given annually if there is no qualified recipient.

3.13 The E. Richard Booser Scholarship – Presidential Council

The purpose of the Richard Booser Scholarship is to encourage undergraduate students to pursue graduate degrees or a career in tribology by providing the opportunity for them to participate in tribology research. The student must be enrolled in an engineering or science curriculum and should have completed the third of a four year undergraduate program, or the fourth year of a five year program. The scholarship provides \$4000 to each student and \$500 to the department in which the student will perform the research. \$3000 will be awarded at the beginning of the research and \$1000 when the report summarizing the research is received by the Presidential Council. Students will be selected on the basis of grade point average of the

applicant, relevance of the research to tribology, and quality of the proposed research experience. While multiple awards may be given in any one year, the award need not be given annually if there is no qualified recipient.

3.14 Jeanie S. McCoy Scholarship for Women Students – Presidential Council

The purpose of the Jeanie S. McCoy Scholarship is to recognize a deserving woman pursuing an education in tribology in preparation for a future career in the field. The applicant must be a female student who is enrolled in an undergraduate or graduate degree program and is pursuing an engineering or science degree that will be applicable to a career in the field of tribology. The McCoy Scholarship provides \$5,000 to the student. Students are selected on the basis of grade point average or equivalent, letter of recommendation from faculty advisor or educator, and quality of a submitted essay for publication. While multiple awards may be given in any one year, the award need not be given annually if there is no qualified recipient.

3.15 The Raymond L. Thibault Excellence in Education Award

The Raymond L. Thibault Excellence in Education Award is given to an STLE member who has demonstrated a dedication to passionate and influential work as an educator in practical aspects of tribology and lubrication engineering which benefits the STLE community.

The award shall be a plaque, presented at the Annual Meeting of the society.

Proper application and documentation must be presented to the Education Committee for review. The selection committee for The Raymond L. Thibault Excellence in Education Award shall be the Executive Committee and Chair of the Education Committee. The award need not be given annually if there is no qualified recipient.

4.0 Communications Publishing and Digital Media

4.1 Journals

The Society shall publish journals, which shall be used primarily for the publication of papers and articles within the scope of the purposes of the Society. Those responsible for the selection of material for publication shall act on a basis of strict impartiality and shall be guided by the technical value and composition, irrespective of the particular interests of individual members, manufacturers or industrial firms.

4.2 Other Publications

The Society shall from time to time issue such other publications as the Board may determine to be in the interest of the Society and its members, and industry at large. The Society website is considered a publication.

4.3 Editorial Staff

The Editorial Staff shall consist of one or more Editors and such other Associate Editors and staff members as may, from time to time, be approved by the Board. The Editorial Staff shall be in charge of all publications of the Society and shall perform such duties as may be prescribed by the Board.

4.4 Editorial Policy

The editorial policy pursued by the Editorial Staff shall be the responsibility of the Editorial and Publications Committee subject to the approval of the Board.

4.5 Publication Policy

1. Publication Approval - Technical content of all papers and articles proposed for publication shall be subject to the review of the responsible Editor. The decision to publish any material is the responsibility of the Editorial and Publications Committee in consultation with Headquarters staff.
2. Society Sponsorship of Technical Publications - Preference shall be given to those projects which were originated by the Society or to which the Society has made a substantial contribution.
3. Commercialism - There will be no commercialism in papers nor in articles. STLE Editorial and Publication commercialism policy describes the proper use of necessary commercial names.

4.6 Commercialism in Technical Publications

Commercialism is the promotion of products or services for the profit of the promoter. Papers published by STLE must avoid commercialism. On the other hand, papers must contain sufficient information to be technically complete or allow a researcher to reproduce the work. Therefore, the following guidelines must be used in the preparation of manuscripts:

1. Company names are permitted in the affiliation of the authors or acknowledged following the body of the manuscript. They are also permitted in Appendixes, References and Bibliography where inclusion is essential to the understanding or reproduction of the authors' results. Company logos are not permitted.
2. Product or process names should only be used when a generic technical description does not convey sufficient information. Then, the product or process name should only be used once and thereafter referred to generically. (For example a Timken ring-on-block tester is shown once and thereafter referred to as the ring-on-block tester.) Non-essential commercial names can be used in References or in Notes at the end of the manuscript. No direct reference to competitive processes or products by name is permitted. All data for products and processes must be presented generically.
3. Costs may only be referred to in relative terms to a generic process or product. No terms of sales, conditions, timing or other financial information is permitted.

4. The following disclaimer must be included:
 - The views expressed herein are those of the individual authors and are not necessarily those of the Society of Tribologists and Lubrication Engineers. The Society of Tribologists and Lubrication Engineers makes no warranty, guarantee, or representation, express or implied, with respect to the validity or sufficiency of any information provided and specifically disclaims responsibility for any injury and/or damage to persons or property as a result of an author's statements or other materials or the use or operation of any ideas, instructions, procedures, products, or methods contained herein. In any jurisdiction that does not permit such a disclaimer of liability, the liability of the Society of Tribologists and Lubrication Engineers shall be limited to the greatest extent allowed by applicable law.

4.7 Copyright

All STLE published material shall be copyrighted. Where violations have taken place, the Executive Director shall take appropriate legal action only after consultation with the Editorial and Publications Committee and the Executive Committee, and with approval of the Executive Committee.

Whenever STLE elects to publish copyrighted material, necessary permission shall be secured in advance.

4.8 Editorial Policy on Trade Names in STLE Publications

Trade names must not be used in technical articles. The simplest nonproprietary designation which describes a product should be employed. Products should be referred to in one or more of the following ways:

1. Common or generic names.
2. Words specifying composition or other attributes.
3. Words specifying descriptive features.
4. Government, military, society or association specifications.

4.9 Rates

Information on current rates for the various publications will be kept by Society Headquarters. Rates are set by the Board on the recommendation of the Editorial and Publications Committee through the Finance Committee.

4.10 Tribology & Lubrication Technology (TLT)

The Society's Journal Tribology & Lubrication Technology (TLT) will be published on a monthly basis and distributed to all members. In addition to the publication of technical articles, Tribology & Lubrication Technology (TLT) shall be used for the following purposes:

1. Publication of such notices as may be required.

2. Publication of contributions from local Sections, Committees, Councils, and other Society sources.
3. Publication of other information or notices in the interest of the Society, such as: Highlights of selected Board actions; President's report at Annual Meeting; Incoming President's remarks at Annual Meeting.
4. Advertising may be accepted for publication in the journal where the subject matter is pertinent and of interest to the readers. With the exception of a few departments such as new products and new literature, the editorial content of the journal can contain no direct reference to specific commercial products or services. Acceptance of advertising is a preferred method of bringing this type of information to the attention of the readers.

4.11 Editorial Advisory Board – TLT magazine

Scope

The Editorial Advisory Board is responsible for developing an adequate supply of relevant editorial material for STLE Tribology and Lubrication Technology magazine, TLT. The Editorial Advisory Board's scope is generally limited to the technical content of the publication as may be found in feature articles, case studies, surveys and technical interviews and best practice articles.

Function/Purpose

The Editorial Advisory Board (EAB) oversees development and review of the editorial and technical content in STLE monthly publication, Tribology and Lubrication Technology (TLT), consistent with guidelines established by, and subject to approval of, the Board. The EAB works with STLE publishing staff to ensure that an adequate supply of non-commercial, high quality and relevant technical content is available for publication and covers the broad range of topics encompassed by Tribology.

Board Membership

The Editorial Advisory Board is a group comprised of volunteer STLE members representing a wide spectrum of tribology backgrounds who work together to guide the technical content of TLT. The EAB is made up of the following members: Chair, between four and eight Technical Group Leaders (TGLs), plus two STLE staff members, the TLT Publisher and TLT Associate Editor who are non-voting, ex-officio members. The roles and responsibilities of these members follow:

Chair

The Chair oversees the operation of the EAB and serves as the primary interface between the board members and the STLE publishing staff as well as being the primary point of contact for technical editorial questions and requests made by STLE members and TLT readers. The Chair identifies and selects EAB members to act as Technical Group Leaders responsible for their assigned technical tribology specialty. The Chair is responsible for calling meetings of the EAB,

assigning content development tasks to board members and making final editorial decisions with input from board members. The Chair is responsible for conducting and or delegating the final technical review of all technical editorial content in TLT.

Technical Group Leaders

The EAB shall contain at least four, and up to eight Technical Group Leaders (TGLs) as deemed necessary by the Chair. Each TGL shall be responsible for assisting the Chair and STLE publishing staff in the development and review of technical editorial content in their designated tribology specialty or technical group. As a minimum, EAB TGLs will represent the following four specialties: Research and Development, Machinery and Manufacturing, Environmental and Health and Practical/Preventative Lubrication. Additional specialties and TGL's may be added by the Chair as needed but the total number of TGL's may not exceed eight. The TGL, at his or her discretion, is directed to identify STLE members to work as part of their Ad Hoc group to collect and develop ideas, concepts and information which may lead to editorial content for TLT.

Length of Term

The EAB Chair is also the Editor of TLT and is appointed by the STLE President with approval of the STLE Board of directors. As such, the EAB Chair's term is affected by this aforementioned process. The Chair serves for three years unless re-appointed by the STLE President. The Technical Group Leaders also serve under a three year appointment by the EAB Chair. Following the completion of a full term, the TGL may request one additional three year term at the discretion of the Chair. Failure of the TGL to fulfill his or her duties will result in removal pending a majority vote by the entire EAB. Staggered terms for TGLs may be used to enhance continuity of the EAB.

Other Members

STLE TLT Publisher and TLT Associate Editor serve as non-voting ex-officio members of the EAB. They serve without set terms or term limits.

Organization/Operations

Meetings

To facilitate of smooth operation and enhance communications of the EAB, a formal annual meeting will occur during the STLE Annual Meeting. Additionally, at least two interim meetings will be called by the Chair or Publisher with all or some of the EAB members depending upon the reason(s) for the meeting. These interim meetings may take place in person or through electronic means (e.g., teleconferencing).

Roles/Responsibilities

Technical Content Generation

To support the generation and development of high quality technical editorial content for TLT, the EAB provides guidance and input to the STLE publishing staff. This guidance may be made informally through casual communications or formally through the use of the Idea Submission

Form (attached). The Idea Submission Form (ISF) provides a framework of questions the answers to which provide a framework upon which a technical article or other editorial piece can be based. It is the responsibility of the EAB to submit to the Publisher or Associate Publisher, ISF's for the development of feature articles, case studies, survey questions (Sounding Board), the Phipps Report, 20 Minutes With, Best Practices Articles and other technical content desired. Each TGL is required to submit at least three ISFs for each type of editorial piece with the goal of submitting 10 ISFs for each type of content each year. The need for both quantity and quality of ISF submissions cannot be overstated. For this reason, Technical Group Leaders are expected to develop a strong and active ad hoc group to develop a broad range of interesting, relevant and thoroughly researched ISF's to aid the TLT editorial staff and writers. Discussion amongst EAB members to help formulate information used to fill ISF's is expected.

In addition to developing ideas for content by EAB members, TLT frequently solicits and receives input for new editorial content from readers, advertisers, and others from the general tribology community. This input is typically sent to the Chair who passes it along to the most appropriate TGL to consider as a basis for completion of an ISF.

Technical Content Review

EAB members also play a vital role in reviewing editorial technical content for accuracy and appropriateness for publication in TLT. Prior to scheduling for publication, the EAB member who initiated an ISF will be requested to promptly review the piece to ensure it meets the originator's expectations. The Chair, with input from the TGL's will also request an editorial review of all case studies and feature articles by one of STLE's Tribology Transactions Associate Editors. This review is intended to ensure technical accuracy and completeness of the editorial piece and is not intended to be to the depth of a peer reviewed archival paper. It is anticipated that the multiple reviews described above provides adequate assurance that TLT will meet or exceed the technical publication standards to which STLE members have become accustomed. An additional important purpose of these reviews is to ensure that commercialism is precluded from TLT editorial content except where appropriate such as in "Industry News".

Editorial Calendar Formulation

Under the guidance of the Publisher and Associate Publisher, the EAB will work to develop, review and approve the Editorial Calendar for the upcoming year of TLT. The Calendar is used to help set editorial direction of TLT and identify topical areas where editorial technical content needs to be developed by the EAB members. Further, the Editorial Calendar plays an important role in identifying potential advertisers for future issues.

Board Records and Reporting

The EAB Chair will submit a brief report to the E&P Committee at its May meeting. This report shall review the editorial status of the EAB and its operations. The report shall describe any issues it faces and serves to keep the E&P Committee informed of any changes recommended

to TLT which may require an action of the E&P Committee. The STLE TLT Publisher will continue to provide the E&P Committee and Finance Committee with a report on the financial and logistical status of TLT.

4.12 Tribology Transactions

The Society shall publish a periodical entitled Tribology Transactions. This periodical shall be devoted to the publication of peer reviewed research papers in the fields of tribology, lubrication engineering and related scientific disciplines. The selection and review of papers for publication is the responsibility of the Editor of Tribology Transactions supported by a team of associate editors. The post of Tribology Transaction editors is via appointment by the STLE president with the approval of the STLE Board of Directors. The positions of Associate Editors are upon recommendation and subsequent approval by the STLE Board of Directors.

STLE sets the member rate. The Publisher sets the institutional rate. The specific procedure is spelled out in the publishing agreement between STLE and Taylor and Francis, which is maintained at Society headquarters.

4.13 On-line Education Content Development

STLE is committed to the development of an on-line education program. The development of this resource is the responsibility of the Education Committee. This committee is charged with generating the content that is consistent with the STLE mission to provide educational tools in the various disciplines related to tribology and its practice within industry. In addition the content must comply with STLE copyright and commercialism guidelines outlined herein.

4.14 Social Media Policy for Volunteers

Please see Section 8.10.

5.0 Conferences & Other Meetings

5.1 STLE Annual Meeting & Exhibition

Annual Meeting Location

1. Meeting sites should be selected at least five years in advance.
2. Local Sections may ask the Board to select a site in their section area. The Board may or may not instruct the Executive Director to consider such petitions in site recommendations.
3. The Executive Director shall recommend up to three (3) sites to be voted on by the Board. Information on hotels that could accommodate the meetings and exhibits for each site recommended is to be presented to the Board for review. The Board shall choose one site.
4. After the site is voted on by the Board the Executive Director shall choose the hotels according to the best negotiations.
5. Tourist attractions at the selected meeting location should not be explicitly highlighted when promoting the event.

Annual Meeting Sessions

1. Technical sessions may be sponsored individually or jointly by the Technical Committees and/or Industry Councils. Commercialism in Technical Sessions will be actively guarded against.
2. A Commercial Marketing Forum may be sponsored by the Corporate Member Forum.

Commercialism Policy: Annual Meeting Abstracts and Presentations

To provide uniformity and professionalism in presentations, STLE maintains the following policy on commercialism at Technical Session presentations during the STLE Annual Meeting.

1. Company logo: permitted on the title/author slide. The logo can be on the remainder of slides if desired, but must be less than 0.1 x slide width and 0.1 x slide height.
2. Company name: shown as author's affiliation on the title/author slide. Do not use competitors' names.
3. Product names: only use when required for clarity to convey critical technical information in conjunction with a generic term. The generic term should be used subsequently. No competitor product names should be used.
4. Cost information: no costs or prices should be given, only relative costs.
5. Handouts: No handouts are permitted at the technical sessions.

The STLE policy on commercialism in publications applies to abstracts submitted for the Annual Meeting Program Guide:

Commercialism is the promotion of products or services for the profit of the promoter. Papers and articles published by STLE must avoid commercialism. On the other hand, papers must contain sufficient information to be technically complete or allow a researcher to reproduce the work. Therefore, the following guidelines must be used in the preparation of manuscripts:

1. Company names are permitted in the affiliation of the authors or acknowledged following the body of the manuscript. They are also permitted in text (for example, oxidation tests were conducted using Parking Elmer model xxx), Appendixes, References and Bibliography where inclusion is essential to the understanding or reproduction of the authors' results. Company logos are not permitted.
2. Product or process names should only be used when a generic technical description does not convey sufficient information. Then, the product or process name should only be used once and thereafter referred to generically. (For example a Timken ring-on-block tester is shown once and thereafter referred to as the ring-on-block tester.) Non-essential commercial names can be used in References or in Notes at the end of the manuscript. No direct reference to competitive processes or products by name is permitted. All data for products and processes must be presented generically.
3. Costs may only be referred to in relative terms to a generic process or product. No terms of sales, conditions, timing or other financial information is permitted.
4. The following disclaimer must be included in the conference program guide:
The views expressed herein are those of the individual authors and are not necessarily those of the Society of Tribologists and Lubrication Engineers. The Society of Tribologists and Lubrication Engineers makes no warranty, guarantee, or representation, express or implied, with respect to the validity or sufficiency of any information provided and specifically disclaims responsibility for any injury and/or damage to persons or property as a result of an author's statements or other materials or the use or operation of any ideas, instructions, procedures, products, or methods contained herein. In any jurisdiction that does not permit such a disclaimer of liability, the liability of the Society of Tribologists and Lubrication Engineers shall be limited to the greatest extent allowed by applicable law.

Annual Meeting Registration Fees

All fees in connection with the Annual Meeting shall be established and approved by the Board.

1. A rebate may be provided for a portion of the membership fee to those who paid non-member Annual Meeting Registration or Course Registration, provided the applicant meets standard Society qualifications. The Board may also authorize reduced Annual Meeting fees for Life Members.
2. A President's Luncheon fee is established.
3. Each Corporate Member is entitled to two free registration(three for Premium Member) at the Annual Meeting and two free course-days enrollments (three for Premium Member) for any of the education courses offered by STLE, provided the registration is received at Society Headquarters by the cut-off date published in the Annual Meeting and Education Course Brochures.

4. The fee for the Annual Meeting and Education Courses shall be less for members than for nonmembers.
5. Persons participating in a Partners Program at the Annual Meeting are to be charged a registration fee. This program is to be self-supporting.
6. Authors of papers presented at the Annual Meeting are required to register and pay full fees at member rate. An exception can be made when the presenter of a paper attends only the session at which that paper is presented. In this case, the presenter need not pay the registration fee. This policy must be diplomatically and clearly explained in the Annual Meeting Brochure and in the STLE letter to the lead author of each paper invited to the Author's Breakfast.

Business Meeting Rooms

STLE recognizes the importance of interaction between attendees at the Annual Meeting. The Society wants to minimize distractions from the Annual Meeting program but also wants to support attendee interaction. Business Meeting Rooms may be used for small private gatherings of a limited number of individuals and are acceptable during the Society's program hours, activity hours, and exhibit hours. Attendance at a Business Meeting Room must be by private invitation. Public postings or mass invitations in any form are prohibited. A public invitation moves a Business Meeting Room into the category of Hospitality Suites and a different set of regulations apply.

Business Meeting Rooms are the responsibility of the individuals or companies involved and the hotel.

Hospitality Suites and Functions

1. Accommodations for hospitality suites are the responsibility of the individuals or companies involved and the hotel. Corporate members have first choice on suites until 90 days prior to the Annual Meeting, after which the suites are released to other parties.
2. Hospitality functions may be held in any suitable space in the hotel which is not required for STLE activities. Such uses must be presented to and approved by the Executive Director or the designated Meetings Manager to avoid space conflicts which may be detrimental to the sessions and/or courses.
3. Hospitality functions are not allowed during the time technical sessions are in operation or during the President's Luncheon.
4. STLE will provide a listing board for hospitality suites in the registration area of the hotel involved. No other signs or publication materials are permitted in the registration and meeting areas.
5. Disruptive entertainment of any kind, such as that which would result in substantial noise or commotion, is not allowed.

President's Luncheon and Business Meeting

1. A luncheon and business meeting will be hosted by the STLE President during the annual meeting and exhibition. This will be open to all fully registered participants of the annual meeting and invited guests.
2. The purpose of the luncheon will be to:
 - Recognize the volunteer leadership and STLE staff
 - Present awards
 - Provide the membership with an overview of the health and activities of the STLE
3. An agenda including logistical details such as seating plans, timing and use of AV aids shall be prepared by the Executive Director and reviewed by the President and Vice President. Input may be sought from the Executive Committee, STLE Board, and other relevant sources. Any extraordinary expenses should be reviewed by the STLE Treasurer.

Annual Meeting Program Committee

This committee shall determine the nature and character of the technical programs to be presented at the Annual meetings; shall approve papers for presentation; shall secure speakers, including the key note speaker, if any, and discussers for these meetings. This committee shall report to the Board of Directors.

Annual Meeting Local Arrangements Committee

The function of this committee is to handle such functions at the Society's Annual Meeting as shall be prescribed by the Board. It shall be responsible to and report to the Executive Director. The Chair is appointed by the President of the Society. When the Annual Meeting is held in the territory of a local section the Chair is appointed by the President on the recommendation of the local section. Members of the Committee are appointed by the Chair of the local section.

Organization of Tours during the Annual Meeting

Background and Purpose

Annual Meeting venues may present the opportunity for tribologists to tour their colleagues' facilities in industry, government or academia. STLE recognizes the value of these opportunities, but at the same time requires that any organized visit to such a facility during the Annual Meeting not detract from the technical sessions. Some concerns with facility tours are that they could present an unfair marketing advantage to the host company, and that participants are taken away from the technical sessions and exposition that form the core of the Annual Meeting. STLE maintains the following policy concerning tours held in conjunction with the Annual Meeting.

Requirements and Policy on Annual Meeting Tours

1. A proposal for a tour must be submitted in detail and in writing by the paper solicitation deadline (typically October 1 for the Annual Meeting), submitted by two members of the technical committee that do not work for the same company, and addressed to the chair of the Annual Meeting Program Committee. The tour proposal should briefly describe the tour location, times, transportation to and from the location, number of

participants that can be accommodated, types of exhibits or facilities that will be seen, and a statement of the intended value to the tour participants. The AMPC chair will review the plans and notify the proposal authors whether the tour is approved or disapproved. Participation in the tour must be open to anyone attending the Annual Meeting, but may be limited by available space to first come, first served.

2. To be advertised in the Annual Meeting program and other venues, the tour must involve a facility or an operation of general interest, and must not commercially promote the sponsor's company or its products.

If the group collects money from participants to cover tour expenses, an accounting statement must be submitted to the chair of the Annual Meeting Program Committee (or his or her designee) within 30 days of the tour. The brief statement shall include an attendance list signed by tour participants, amount of funds collected, and costs associated with the tour accompanied by receipts. Any proceeds remaining after expenses are paid shall be donated to the STLE scholarship fund in the name of the committee

5.2 STLE Technical Conference

A technical conference may be held annually. The site will be determined as follows: The STLE Technical Conference Planning Committee will work with the Executive Director and bring a recommendation of up to 3 choices back to the Board for discussion and approval. The approved site will be communicated to the Chair of the STLE Technical Conference Planning Committee by the STLE President or designated representative.

The STLE President shall appoint representatives to the STLE Technical Conference Planning Committee. The Committee will:

1. Make every endeavor to solicit quality papers which can be offered to designated journals for publication.
2. Follow STLE policies and procedures and other relevant guidelines.

Members of the STLE Technical Conference Planning Committee are expected to serve multiple terms. The chair of the STLE Technical Conference Planning Committee will serve one term as the chair and would have served at least two immediately preceding terms on the committee prior to serving as its chair. The outgoing chair may nominate their successor to the STLE President. The chair or a designated member of the STLE Technical Conference Planning Committee will provide timely reports, and at least once for any given conference planning cycle, to the Board of Directors.

5.3 Other Meetings

Board approval is required for other technical meetings either of regional, national or international importance involving the Society, one of its Local Sections, a Technical Committee or Industry Council, independently or in conjunction with other Societies.

To be considered for approval, the principal person representing STLE at such meeting must work with the Executive Director to develop the following information:

1. Conference name or meeting name
2. Statement of purpose (Should be consistent with STLE purpose)
3. Location and dates
4. Organizing committee (names and titles)
5. Budget
6. Limits of liability to STLE, both legal and financial
7. Name and role of other organizations involved, if any.

The Executive Director will present this information to the Board for consideration at the next scheduled Board Meeting.

5.4 STLE Sponsorship Policy

STLE regularly holds meetings, conventions and other activities where members of the tribology and lubricants industry gather. Companies engaged in this marketplace are encouraged to connect with this event audience.

STLE offers a formal sponsorship program designed to reach the STLE audience in a manner consistent with STLE policy and procedures (*see Board Policy and Procedures 8.8 and 10.8*). The program is described annually in the society's Marketing Research Guide and Website.

Activities not specifically listed in the sponsorship program are subject to prior review and approval through a procedure determined by the STLE Board of Directors, or its designated agent.

If an activity is approved, it will be added to that year's Sponsorship program at the Sponsorship Level deemed appropriate by the STLE Board of Directors or its designated agent.

6.0 7.0 Finance and Accounting

6.1 Fiscal Year

The fiscal year of the Society shall begin on July 1 and end on June 30 in each year.

6.2 Budgets

A preliminary budget shall be prepared by the Finance Committee and presented to the Board at the winter/third regular Board meeting or at a special Board meeting, if so designated by the Board, but in no event later than 30 days prior to the meeting of the Board held immediately prior to the Annual Business meeting of the Members. The final proposed budget shall be presented by the Treasurer to the Board for adoption at the first regular Board meeting of the incoming Board.

6.3 Accounting and Bookkeeping

Methods of accounting and bookkeeping shall be subject to review and approval by the Board.

6.4 Extraordinary Expenditure

Expenditures which are not included in the regular operating budget as approved by the board are to be handled as follows:

1. The President shall decide what course of action is appropriate in each case of extraordinary or unbudgeted expenditures after the requests are referred through the Treasurer to the President.
2. If time allows, expenditures of this type should be referred to the Board at their next meeting.
3. If time will not allow action by the Board, the item should be referred to the Executive Committee.
4. In extreme circumstances in which it is not possible for either the Board or the Executive Committee to act, then the President shall make the decision.

Checks, Drafts, etc.

The Executive Director is authorized to sign all checks, drafts or the orders for payment of money, notes or other evidences of indebtedness, issued in the name of the Society, providing the amounts do not exceed approved budget figures.

Deposits

The Executive Committee is authorized to select depositories.

6.5 Capital Expenditures

A list of anticipated capital expenditures shall be part of the annual budget developed by the Finance Committee and approved by the Board of Directors. However, the Executive Director is authorized to make unbudgeted capital expenditures up to \$25,000, with prior approval of the President. The expenditure shall be reported to the Finance Committee at its next regular scheduled meeting. Typically, such unbudgeted capital expenditures shall not exceed \$50,000 in a fiscal year.

6.6 Accounting Firm

The Audit Committee, with the approval of the Board of Directors, shall be responsible for selection of an accounting firm to conduct the annual financial audit of the Society. The selection is for a three-year period and will be reviewed by the Audit Committee prior to renewal.

6.7 Scholarships and Fellowships

The Society, if it so desires, shall award scholarships and fellowships, without regard to membership in the Society, to deserving scientists and students for the purpose of extending

the area of accurate information and scientific data relating to tribology (lubrication, friction and wear) and lubrication engineering.

6.8 STLE Volunteer Travel Reimbursement Policy

Objectives

1. To provide financial support for volunteer travel supporting STLE business objectives, thus enabling participation for those not able to obtain financial support from their employer.
2. To establish a fair and reasonable mechanism to administer reimbursement.
3. To prevent any misuse or even the appearance of misuse of STLE funds.
4. Provide a mechanism to track expenditures and to budget future funding.

Guidelines

1. In general it is expected that reimbursement for STLE related travel will be first sought from the individual's employer. When this is not possible STLE will consider reimbursement on an individual basis for each occurrence.
2. Only expenses other than regularly scheduled Board of Directors and Executive Committee meetings will be considered as eligible.
3. Funds will only be dispersed as a reimbursement for expenses actually incurred. Funds will not be available as advances.
4. To be eligible for reimbursement, expenses incurred must be consistent with the STLE Constitution and Federal (US) and State tax laws.
5. Expenses incurred beyond those of normal STLE business are not reimbursable. As an example, expenses for personal or company business, occurring before or after the STLE business portion of the trip, are not reimbursed by STLE (meals, hotel etc.; rental cars are to be prorated).
6. Reimbursement is to be made to the individual or his/her company as appropriate.
7. Expense reports are to be submitted with the proper documentation to the Treasurer of STLE for approval. The Treasurer will instruct the Executive Director of STLE (in writing or by electronic mail) to disburse the funds. Expense reports and the approvals to disburse funds will be kept on file at STLE headquarters. In the case of expenses for travel by the STLE Treasurer the STLE Secretary will perform the review and approval.
8. In the event that any expenses are in dispute, the disposition of the majority of the STLE Executive Committee excluding any affected parties will be binding. Such incidences will be fully documented in the Executive Committee meeting minutes..
9. A budget for volunteer travel will be set annually and approved by the Board of Directors. Any expenses resulting in an over spend of no more than 10% of the original budget may be approved by the Executive Committee. Amounts in excess of 10% require submission of a new travel budget for approval by the full Board.
10. In the event special travel involving an STLE volunteer is required (for example, to the World Tribology Congress meeting), the trip and funding for the trip must be pre-approved by a majority of the STLE Executive Committee. The reimbursement

procedure will be as in item #7 and subject to the same conditions as in #5 and #6. A cost estimate should be prepared in advance of seeking the approval.

Travel Class

It is recognized that STLE related travel may occasionally result in individuals travelling outside of their home country and continent. It is the intent of the STLE travel guidelines to provide safe and reliable options. It is thus necessary to balance comfort and routing options against the budget constraints required in order to meet the approved yearly travel budget.

It is expected that travel itineraries involving travel by air be established as far in advance as possible in order to secure best pricing options. However, options resulting in extended layovers, unreasonable routing or numbers of travel legs should be avoided. Itineraries will be reviewed for reasonableness by the STLE Executive Director prior to finalizing the booking.

Air travel resulting in travel beyond the volunteer's normal home country may be eligible for reimbursement of different fare classes. The following guidelines should be used to determine which class of air service may be reimbursed by the STLE. Travelers funded by their own employers should follow the procedures set forth by the employer and are not subjected to the restrictions stated below.

Guidelines for Air Travel Class

1. Within traveler's original continent (for USA this includes all 50 states, Canada and Mexico) and a one way total flight time of less than 8 hours, coach or economy class travel may be reimbursed.
2. For travel outside of the traveler's country and/or continent that requires a total one way flight time of less than 8 hours, economy plus may be used where available. If economy plus is not available, business class may be used with prior authorization of the STLE Executive Director.
3. For travel outside of the traveler's original continent and involving a one way total flight time of 8 hours or greater, business class service may be reimbursed.
4. Class of travel in cases where only a part of the total travel is related to STLE business will be reviewed and determined on an individual basis and subjected to the same review and budget limitations outlined for fully funded STLE travel.

6.9 Investment Policy

This statement of Investment Policy has been adopted by the Board of Directors of the Society of Tribologists and Lubrication Engineers (STLE) to provide guidelines for the investment of reserves held by the Society. Any changes to this policy require Board approval.

It is anticipated that the services of an investment professional will be used to manage STLE funds. The investment professional will manage the portfolio based on Investment Policy guidelines in order to reach the investment objectives described in the STLE Reserve Policy.

Selection or replacement of the investment professional is made by the Board of Directors, based on recommendation by the Finance Committee.

STLE investment funds are managed to provide for both income and long-term growth. Allocation of assets should provide for income needs to support current and future Society programs or budget needs. Prudent allocation of assets is to be determined by the Treasurer and Executive Director, working directly with the investment professional. Any deviation from the policy must be reported to the Executive Committee by the investment professional.

Portfolio Management

Asset Mix

To accomplish its objectives, STLE is authorized to use securities such as equity, fixed income and cash equivalent investments. These assets may be purchased in the form of individual securities or mutual funds. In addition, the STLE portfolio may include non-correlated or negatively correlated alternative asset classes to mitigate market risk. Such assets should be purchased in pooled investments such as mutual funds.

Asset Quality and Diversification

The STLE portfolio will be positioned to maintain reasonable diversification with regard to asset quality, sector and class. All securities should be appropriate to the long term goals STLE. Mutual funds should be selected upon review of prospectus requirements; individual securities should be selected from major exchanges or markets.

Target Allocation

Asset allocation targets are intended to be specific limits to both upper and lower percentages of STLE holdings. The portfolio should be reviewed quarterly, and rebalanced annually if the limits are breached as of the end of the calendar year. The Advisor should inform STLE if it is felt that additional rebalancing is needed due to significant market conditions or STLE financial concerns.

Equity - 20-60%

Fixed income - 30-80%

Cash/ST - 05-50%

Alternatives - 00-10%

Investment Management Limitations

All purchases of securities will be for cash, and there will be no direct investment in real estate, no short selling or commodity transactions. Mutual funds will be limited to securities purchases as outlined in their prospectus material.

Communication and Reporting

There is to be ongoing communication between the investment professional and the Executive Director. Quarterly reports detailing all asset information and performance results will be provided to the Finance Committee. An Annual Report on asset information and performance results compared to relevant benchmarks shall be presented to the Board of Directors at the third regular meeting (normally held in January). The Investment Professional will present this Annual Report to the Board of Directors in person or through electronic media.

Policy Review

This Investment Policy shall be reviewed annually by the Finance Committee. Recommendations for any revisions or modifications to the investment policy will be made by the Finance Committee to the Board of Directors for its approval.

6.10 Operating Fund Policy

The purpose of this statement is to establish guidelines for the management of the STLE Operating Fund to achieve the primary goal of providing sufficient cash to meet the financial operations for STLE in a timely manner.

Operating funds are those expected to be spent in the normal course of business during the current fiscal year. The Executive Director will seek to maintain a funds balance equal to 15-20% of the Society's budgeted total revenues for the current fiscal year.

Fund Management Strategy

- Goals: Liquidity and preservations of capital
- Time Horizon: Less than 12 months
- Securities: Cash and equivalents (Money market funds and short-term CDs)
- Risk Level: Low to none

Communication and Reporting

The Executive Director, in conjunction with the controller, shall prepare a financial report on a quarterly basis for presentation to the Finance Committee and Board of Directors.

Policy Review

This policy shall be reviewed annually by the Executive Director working with the Finance Committee for any necessary revisions. Recommendations for any revisions or modifications to the policy will be made by the Finance Committee to the Board of Directors for its approval.

6.11 Reserve Policy

Introduction

Reserves, or "net assets", are important in the operation of a business for the stability and flexibility they can provide. Adequate reserve levels will sustain STLE through potential economic downturns as well as provide funding for expected major expenditures.

In order to ensure its financial viability, STLE shall seek to maintain in unrestricted net assets the following board-designated funds that will be evaluated by the Finance Committee and adjusted on an annual basis in conjunction with the preparation of year-end financial statements.

Sustaining Fund

The purpose of the Sustaining Fund is to enable STLE to withstand the impact of economic downturns, both internally and/or externally generated. To achieve this stability, STLE shall seek to maintain in the fund an amount equal to budgeted net revenue from the Annual Meeting and Exhibits. This amount will be calculated at the end of each fiscal year, based upon the budget for the coming fiscal year.

Infrastructure Fund

The purpose of the Infrastructure Fund is to set aside funds, on a disciplined basis, which will provide for STLE's major technology and facility needs. At the end of each fiscal year, money from net assets will be designated based on an estimate of anticipated expenditures for the next two years.

Business Development Fund

The purpose of the Business Development Fund is to set aside funds, on a disciplined basis, which will be available for major business initiatives requiring significant developmental or start-up costs. At the end of each fiscal year, 5-15% of unallocated funds will be designated towards this. These funds may be utilized at the direction of the Board of Directors through the annual budget process.

Scholarship Fund

The purpose of the Scholarship Fund is to provide self-sustaining financial support for STLE's entire scholarship program. The Scholarship Fund will be financed through donations, investment, and 15% of yearly net operating income*. The Scholarship Fund shall be managed by the Scholarship Committee.

**Net Operating Income – before taxes, investments, depreciation etc.*

Policy Review

This Reserve Policy shall be reviewed annually by the Finance Committee. Recommendations for any revisions or modifications to the policy will be made by the Finance Committee to the Board of Directors for its approval.

7.0 Governance

7.1 Board of Directors

Regular Board Meeting

The Board shall have four meetings annually. Usually, the first meeting is held on the last day of the Annual Meeting; the second during the fall, possibly during the tribology conference; the third during the winter; and the fourth usually at the start of the Annual Meeting. While the second and third regular Board meeting should preferably be held in a face-to-face format, teleconference meetings would be acceptable if all appropriate constitutional conditions are met, particularly the ratification quorum requirements.

Board Meeting Attendance

Regular attendance at Board meetings is expected. It is assumed that when a member is elected to the Board, his/her company has given authorization and clearance to serve in the requirements of the office held. Absence from consecutive Board Meetings may result in removal from the Board according to the process described in the Constitution and Bylaws.

Election Procedure

Election of Directors by Membership

1. Where there are two candidates for the same office, the candidates shall be listed on the ballots side by side (as opposed to one on top of the other), in alphabetical order from left to right.
2. STLE Staff report to the Board should not include numbers, just the names of the winners.
3. A separate tally which includes the names and numbers shall be prepared for the Society's file at headquarters, but not circulated.

Election by the Board

1. Immediately prior to the annual business meeting of the members, , the President of the Society shall present to the eligible voters on the Board, by voice or by written ballot, the slate of candidates for election to the offices of Vice-President, Secretary and Treasurer for the coming year.
2. Candidates for office may be asked to absent themselves during discussion preceding the voting on that office.
3. The President may ask for a vote on the entire slate, if there is only one candidate for each office or for each officer individually.
4. Board members eligible to vote in this election are the 18 Directors, the President, Vice President, Secretary, Treasurer, and Chair of the Presidential Council (Immediate Past President).
5. The President may elect to vote to break or make a tie.

Consent Agenda

STLE uses a consent agenda to address routine issues requiring board action but not necessarily board discussion. It is a meeting management tool to move a plethora of information more expeditiously, thereby unlocking additional time for discussion of more strategic issues. This

allows the board to focus on the major issues, while remaining informed about lesser issues that do not require its attention.

A board member may remove any item simply by requesting that it be removed from the consent agenda. The designated item is placed at the end of the agenda or in its normal agenda position. The board then may accept the remaining items by a single motion to approve the entire consent agenda without discussion.

Officers

General Qualifications — A candidate for election as an officer shall be a voting member in good standing and shall have completed at least one full term on the Board of Directors.

Reimbursement of President and Vice President Expenses

Expenses other than for attendance at regularly scheduled Board of Directors and Executive Committee meetings may be considered for reimbursement, subject to terms described herein (See Finance and Accounting).

Directors

Qualifications

Nominees for the office of Director shall have been voting members in good standing for four consecutive years prior to nomination, including at least two years combined services as an elected Section Officer and/or as the Chair, Vice Chair or Secretary of an STLE Administrative Committee, Technical Committee or Industry Council. The Nominations Committee shall endeavor to so select candidates as to place on the Board a diversified group of interests among the Directors.

Board representation shall consider work interest and technical and geographic diversity. Candidates for Director shall be classified by the Nominations Committee according to their work interest into one of three categories:

1. Consumer (Application)
2. Research or Education
3. Supplier or Vender (Services)

Standard Selection Process for Nominations

1. Executive Committee (EC) starts to identify gaps and needs for the Nomination Committee (NC) to consider in their selection at interim meeting just before the annual meeting, then finalizes at STLE Annual Meeting. Ideally, EC presents criteria to NC Chair before they meet at the annual meeting, but not mandatory.
2. Nominations Chair contacts and confirms committee members using criteria as established in STLE governance documents (no later than two weeks before Annual Meeting) to submit for approval at the Sunday Board of Directors meeting. NC meets and reviews process, criteria and timing at the annual meeting (first official meeting as required by policy).

3. Designated STLE staff person compiles list of eligible candidates using the below criteria with confirmation:
 - a. Directors:
 - i. At least one year as Chair of Local Section or Committee
 - ii. Served as Vice Chair on either type of committee for two or more years
 - iii. Been a STLE member in good standing for four consecutive years prior to selection
 - b. Treasurer:
 - i. Completed one full term as a Director
 - ii. Excellent attendance on the Board
 - iii. Company support
4. Designated STLE staff person sends survey questionnaire to eligible candidates regarding interest in consideration and questions related to EC needs and gaps (complete the survey if interested with all information requested). Expect survey to be completed between June and August.
5. Designated STLE staff person shares survey information on all candidates who expressed interest with Nominations Committee in which they will each use to select and submit five names for Directors and three for Treasurer (~25 for Directors and 15 for Treasurer, could be less if same person picked by others) and submit to designated STLE staff person and Chair.
6. The designated STLE staff person will compile this information and share with the entire committee. From this shared list, the NC will do another round of selections to create a final version of the candidates list which will be utilized in selecting the final candidates and each NC member will submit their choices to the designated STLE staff person and Chair. Ideally, this list should be **at most** ten names for Director and five names for Treasurer.
7. The designated STLE staff person will compile this information and from this final list, the NC will discuss and select with group consensus at least enough names to fill the positions that are open, plus one backup (for example, if three director positions are open, then you would need four names) and submit to Chair and designated STLE staff person
8. From the short list, the committee will make final determination of the selected candidates. The Chair will contact each selected member to validate interest and inform them of being selected. Chair will also inform that candidate that they will need approval by the board before their selection is official and put out for election by STLE membership.
9. The NC submits list of selected candidates to E.C./Board of Directors (no later than end of November in order to collect letter of support from organization before being put to vote by Board of Directors).
10. Get confirmation and letter of agreement no later than three weeks before winter Board meeting as candidates must be approved no later than winter Board meeting.

Proxies

Proxies shall not be permitted at Board meetings.

Newly Elected Directors

Newly elected Directors may be invited to the last meeting of the retiring Board as guests. (This is the first Board Meeting at the Annual Meeting.)

7.2 Society Law

Actions of Officers and Directors

All Society Officers, Directors, Section Officers, Committee Officers and Council Officers shall act only within the scope of the authority delegated to them by the Society Constitution and Bylaws, by the Section, Committee or Council Bylaws as appropriate, and by other Society documents.

Publication of Amendments

1. Amendments and changes in the Constitution shall be published in TRIBOLOGY & LUBRICATION TECHNOLOGY (TLT) no later than two months after adoption by the Society.
2. The revised Constitution shall be published as a document as soon as practical following adoption, but no more than two months after publication of the changes in TRIBOLOGY & LUBRICATION TECHNOLOGY (TLT). Copies of this document shall be sent to the Secretary of each local STLE Section, members of the Governance Committee, members of the Board of Directors, and shall be made available to other members of the Society upon request.

Distribution of the Policy and Procedures

Copies of the Board Policy and Procedures shall be sent to the Board of Directors.

7.3 Legal Responsibilities of Board Members

Every individual who serves on the Board of Directors is expected to act in accordance with certain legal and fiduciary responsibilities. The following is designed to:

- i. assist Board members in carrying out their responsibilities to STLE; and
- ii. minimize any potential personal liability for decisions made or actions taken on STLE's behalf.

The Basic Legal Framework

A director's responsibilities generally encompass three duties: the duty of care, the duty of loyalty, and the duty of obedience.

The duty of care requires a director to use the care that a reasonably prudent person would exercise in a like position and under similar circumstances. Under the duty of care, directors are required to participate in board decisions, ask questions to gain the information needed to make those decisions, and exercise independent judgment. Although directors may delegate work to staff and committees, they must nonetheless monitor that work.

The duty of loyalty requires a director to place STLE's financial and organizational interests over the director's own interests or the interests of other persons or organizations. The duty of

loyalty also requires a director to refrain from using his or her position, or information gained from participation on the Board, to further the director's personal financial interests. If a director has an interest in a transaction the Board is considering, the director must disclose it. It is not inherently illegal for a director to provide goods or services to STLE. In that event, however, conflict of interest rules must be followed, and the terms of the transaction must be fair.

The duty of obedience requires a director, within the bounds of the law, to support STLE's decisions and to abide by STLE's mission and purposes, as expressed in STLE's Articles of Incorporation, Bylaws, and policies. Vigorous debate around the Board table is expected and encouraged. Once a Board decision is final, however, directors are obliged to support and implement it.

Other Legal Requirements

In addition to the above duties imposed by the common law, directors also must comply with certain statutory requirements. For example:

1. STLE is subject to antitrust laws, which prohibit contracts, combinations, or conspiracies in restraint of trade. STLE, its members, directors, or agents cannot as a group set prices, establish discounts, divide customers or territory, unreasonably deny access to membership or association services, establish unreasonable standards for the industry, or take similar actions that restrict competition. Violation of antitrust laws can result in severe criminal penalties, including imprisonment, and treble damages in suits brought by competitors or consumers.
2. STLE and its directors also must comply with civil rights laws, including laws that prohibit discrimination on the basis of gender, race, religion, disability, and age. For example, the law prohibits STLE — in other words, its management and Board members — from discriminating against a person with a disability both in employment and in places of public accommodation. Directors and officers are prohibited from sexually harassing STLE's members and contractors. Indeed, directors may be personally liable if they have actively participated in such discrimination or harassment.

Basic Responsibilities

Board members must comply with the statutory requirements described above. And, to faithfully discharge the duties of care, loyalty and obedience, they must undertake a number of basic responsibilities:

1. **Determine and follow STLE's mission and purposes.** As STLE's governing body, the Board sets broad policy for STLE, and the staff carries out its day-to-day operation.
2. **Disclose conflicts of interest.** When a director has an interest in a matter STLE's Board is considering, whether related to an organizational program or a contract for purchasing goods or services, the director should disclose that interest before a decision is made and generally refrain from participating in the decision-making process. If the conflict so

pervasive that disclosure or recusal is not enough, it may be appropriate for the director to resign or be removed from the conflicting activity (or from the Board generally).

3. **Maintain confidentiality.** A director should not disclose information about STLE's decisions or activities unless the matter has been made public. As a corollary, a director should not speak for the Board or STLE unless he or she has been specifically authorized to do so.
4. **Attend Board meetings on a regular basis,** and read reports and other materials presented for consideration. If questions arise, make reasonable further inquiries.
5. **Seek outside advice from accountants, attorneys, and other professionals.** If the Board is uncertain whether a proposed action has legal ramifications, seek advice before taking action, not after.
6. **Ensure effective short term and long term organizational planning.** This also includes determining and monitoring programs and services.
7. **Select STLE's top management,** support the staff, and review leaders' performances.
8. **Ensure adequate financial resources.** The Board should manage STLE's resources effectively and adopt guidelines for financial investments.
9. **Enhance STLE's public image.**
10. **Resolve issues that cannot be resolved at a lower level.** In other words, for any issues that may arise, the Board becomes a "court of appeals."
11. **Assess the Board's own performance.**

The Business Judgment Rule

Under general principles of common law director and officer liability, individual Board members are not liable for their decisions if they act in good faith, with reasonable care and in STLE's best interests (i.e., in accordance with the "business judgment rule"). The business judgment rule applies even if a decision or action later turns out to be a mistake. For example, as long as they act prudently, Board members are entitled to rely on the input and advice they receive from others such as STLE's legal counsel, accountants and other professionals.

7.4 Board Member Ethics Guidelines

Members of the STLE Board of Directors are expected to:

1. Prepare for and participate in all Board meetings.
2. Maintain the confidentiality of privileged and/or sensitive STLE information.
3. Be objective and represent all members of the Society in my decisions.
4. Respect both the privacy and opinions of other Board members.
5. Be sensitive to the cultural diversity of the Society.
6. Be honest and avoid even the appearance of impropriety.
7. Comply with all STLE established policies and procedures.

7.5 Anti-Trust Policy

In order to minimize the possibility of antitrust problems, the Society of Tribologists and Lubrication Engineers ("STLE") requires all of its officers, directors, members, and employees to abide by the terms of this antitrust policy ("Policy").

1. No individual officer, director, member, employee, committee, local section, certification board or other party is authorized to speak or act on behalf of STLE unless specifically granted such authorization by STLE in writing.
2. The Board of Directors is the only party authorized to issue statements or adopt positions (public or otherwise) on behalf of STLE. Responses to questions or complaints from the public or from private parties must be handled in accordance with STLE's Constitution and Bylaws and its Policies.
3. No individual officer, director, member, employee, committee, local section, certification board or other party is authorized to use STLE letterhead or STLE's logo without the prior written consent of the Board of Directors, or its designee.
4. Agendas for STLE meetings shall be prepared in advance, with prior review by an appropriate STLE staff member, and followed at the meeting. Topics not included on the agenda shall not be discussed.
5. Only meetings of STLE members that have been approved by STLE shall be considered STLE meetings. Board members, committee members, local section members, and meeting attendees shall not participate in "rump" sessions (e.g., private group meetings, impromptu or informal group gatherings) outside of regularly scheduled meetings to discuss items not on the agenda.
6. A secretary shall be appointed to take minutes of all meetings. Minutes shall be submitted to the STLE office and reviewed by an appropriate STLE employee prior to distribution. Upon approval, such minutes shall become the "official minutes" retained by STLE. Members should not keep their own minutes.
7. Periodic written reports to the STLE Board of Directors are required from all STLE committees, local sections, certification boards, employees, and officers reflecting all pending matters, requests for action and approvals for preliminary decisions.
8. Committees, local sections, and certification boards can act only within the scope of their authority. Recommendations shall be made to the Board of Directors for other actions to be taken. All committee, local section, and certification board correspondence must be sent out through the STLE office.
9. All STLE officers, directors, members, employees, committees, local sections, and certification boards shall adhere to the STLE Antitrust Guidelines, a copy which are attached hereto as Exhibit A.
10. A copy of this Policy shall be made available to all STLE members and employees, and the need to comply with its terms shall be communicated regularly.

7.6 Anti-Trust Guidelines

Professional associations, although well recognized as valuable tools of American society, are subject to strict scrutiny by both federal and state governments. While such scrutiny should not prevent participation in, and support for, a professional association, members should be aware of, and comply with, certain relevant legal principles. Compliance with these laws does not prevent STLE members from lawfully engaging in a wide variety of group activities, as long as the purpose or intended effect of the activities is promotion of the profession as a whole, and not to promote anticompetitive activities or to act in restraint of trade or commerce.

The single most significant law affecting organizations like STLE is the Sherman Antitrust Act, which makes unlawful every contract, combination or conspiracy in restraint of trade or commerce. The Federal Trade Commission Act, the Clayton Antitrust Act and the Robinson-Patman Act also are applicable to associations, for they also forbid anticompetitive activities. Furthermore, virtually every state has enacted antitrust laws similar to the Sherman Act.

Between the state and federal laws, there is no organization too small or too localized to escape the possibility of a civil or criminal antitrust suit. It is thus imperative that every association member, regardless of the size of the association or the size of those comprising the membership, refrain from indulging in any activity which may be the basis for a federal or state antitrust action.

Main areas of antitrust concern for associations: price fixing, membership, self-regulation, and standardization and certification. The area of greatest concern historically has been price fixing. The government may infer a violation of the Sherman Act by the mere fact that all or most of the members of the association are doing the same thing with respect to prices or other terms and conditions of trade. It is not required that there be an actual agreement, written or unwritten, to set prices. Rather, price fixing is a very broad term which includes any concerted effort or action which has an effect on prices, terms or conditions of trade, or on competition. Moreover, such concerted actions (affecting prices) cannot be justified by showing that they will benefit customers, or that the prices set are otherwise reasonable.

Accordingly, STLE members should refrain from any discussion which may provide the basis for an inference that the members agreed to take any action relating to prices, services, production, allocation of markets or any other matter having a market effect. These discussions should be avoided both at formal meetings and informal gatherings. In fact, informal gatherings of association members are often looked upon with suspicion by the government.

The following topics are some examples of the subjects which should not be discussed at regular meetings or at so-called “rump sessions:”

1. Do not discuss current or future prices (be very careful of discussions of past prices).
2. Do not discuss what a fair profit level is.
3. Do not discuss standardizing or stabilizing prices or pricing procedures.

4. Do not discuss cash discounts or credit terms.
5. Do not discuss controlling sales or production or allocating markets or customers (this applies to services as well as products.)
6. Do not complain to a competitor that his or her prices constitute unfair trade practices and do not refuse to deal with a company or individual because of pricing or distribution practices.
7. Do not discuss anticipated wage rates.

In as much as association antitrust violations can subject all association members to criminal and civil liability, members should be aware of the legal risks in regard to membership policy and industry self-regulation. Because membership in an association can be of substantial benefit, associations must ensure that they do not in any way restrict or prejudice competitors from membership or illegally discriminate against non-members. Membership policies should avoid:

1. Restrictions on dealing with non-members.
2. Excluding from membership any qualified participant.
3. Limitations on access to association information.

In encouraging certain conduct, associations may lawfully establish a code of ethics. Codes that may have an anticompetitive effect, however, such as those banning advertising or competitive bidding, are prohibited. In general, professional self-regulation, ordinarily manifested by a code of ethics, must avoid:

1. Requiring refusal to deal with any member violating the association's code of ethics.
2. Arbitrary enforcement of the code.
3. Unreasonably severe penalties for violation of the code.
4. Regulations or policies which have price fixing implications.

Product and professional certification and standardization programs can be among the most beneficial activities in which associations engage. There is a substantial risk, however, that such programs will be used to restrict competition or discriminate against certain competitors. Thus, the following guidelines should be followed:

1. Standards or certification should be voluntary. Certification, however, can be a requirement for membership in a voluntary organization.
2. Non-members must be allowed to participate although they may be charged a reasonable, higher fee.
3. Proposed voluntary standards should be widely circulated for comment by affected parties.
4. Performance, rather than design standards, should be used.
5. Periodic review of standards and certification criteria should occur in order to account for changing technology.
6. Due process procedures for denials should be established.
7. Certification or standard validation by an independent authority may be beneficial.

A professional association may be held strictly liable for the illegal conduct of its members and agents acting under the association's name even if the association has not authorized the activity. Thus, an association must ensure that its members and agents are not using the association's legitimate activities for anticompetitive purposes. Associations which undertake standardization and certification programs are particularly vulnerable to this type of liability, and should closely monitor such activities. Thus, associations should consider:

1. Adopting written guidelines outlining the authority and responsibility of members and employees, including who may "speak" for the association and who may use association letterhead.
2. Requiring written committee reports of pending and completed matters.
3. Implementing due process procedures for decision-making and dispute resolutions.

The penalties for violating federal and state antitrust laws are severe. The Sherman Act is a criminal conspiracy statute. Therefore, active participants, as well as individuals who silently acquiesce in illegal activity, can be held criminally responsible. Each individual and each corporation which is found guilty of a criminal violation of the Sherman Act may be fined up to \$1,000,000 and \$100,000,000 respectively. Individuals and corporate officers may be imprisoned for up to ten years. Additionally, there are civil penalties such as cease and desist orders, requiring government supervision of association members, restricting the association's activities and disbanding the association.

The greater likelihood of occurrence, and possibly the more severe penalty, may be civil suits brought by competitors or even consumers. Civil antitrust actions result in treble damage awards. Thus, an antitrust violation which caused \$500,000 in damages would result in an award of \$1,500,000.

The government's attitude towards associations requires associations and their members to at all times conduct their business openly and avoid any semblance of activity which might lead to the belief that association members had agreed, even informally, to something that could have an effect on prices or competition. Thus, it is important that local chapters or chapter members contact the association headquarters for guidance if they have even the slightest qualms about the propriety of a proposed activity or discussion. Because of the importance of the antitrust laws to the successful functioning of the American economy, as well as the practical importance of professional associations to the system, strict compliance with the antitrust laws by associations and their members is critical.

7.7 Conflict of Interest Policy

The Society of Tribologists and Lubrication Engineers ("STLE") is dedicated to advancing the knowledge and application of the science of tribology and lubrication engineering. The integrity of STLE, and the activities it undertakes, depends on the avoidance of conflicts of interest, or even the appearance of such conflicts, by the individuals involved in those activities.

At the same time, STLE recognizes that its leaders and members have significant professional, business and personal interests and relationships. Therefore, STLE has determined that the most appropriate manner in which to address actual, potential or apparent conflicts of interest is initially through liberal disclosure of any relationship or interest which might be construed as resulting in such a conflict. Disclosure under this Policy should not be construed as creating a presumption of impropriety or as automatically precluding someone from participating in an STLE activity or decision-making process. Rather, it reflects STLE's recognition of the many factors that can influence one's judgment and a desire to make as much information as possible available to other participants in STLE-related matters.

Any individual involved in an STLE activity or decision-making process has an obligation to disclose any conflicting or potentially conflicting personal, professional or business interest he or she may have, directly or indirectly, with the affected activity or decision. Potentially conflicting interests may relate to STLE's programs and services (e.g., educational conferences) or its operations (e.g., contracts with third parties).

In particular, participants in STLE-related activities are obligated to disclose the positions they hold with other organizations or entities that may conflict, directly or indirectly, with their STLE activities. They also have an obligation to disclose any significant financial interest in, or other relationship with, an entity having a "commercial interest" in the activity. A commercial interest may exist not only where the entity's products or services are under consideration by STLE, but also where the entity's products or services are in competition or potential competition with those under consideration. By the disclosure of such interests, other participants will have the opportunity to take potential biases into consideration. In addition, the Board of Directors or its designee(s) will be in a better position to determine whether the participant may have an interest in conflict with the interests of STLE.

Although STLE primarily is concerned with potential conflicts of interest involving those individuals participating directly in STLE-related activities, potential conflicts of interest also may arise if an individual with whom the participant directly shares income has an interest in the activity or matter under consideration. As a result, participants should disclose not only their own interests or relationships, but also those of their spouse or minor children, as well as interests or relationships held by others that may affect their decision-making, but only to the extent they are aware of such information.

Integral to the implementation of the Conflict of Interest Policy is the STLE Conflict of Interest Disclosure Form, which is considered a part of the Conflict of Interest Policy and must be submitted and updated annually by any individual participating in an STLE activity.

Participants remain under a continuing obligation, however, to report actual, potential or apparent conflicts as they arise, including those that were not reported on the Disclosure Form, but which later become relevant to an STLE activity in which they are involved.

All participants in STLE-related activities must comply with the STLE Conflict of Interest Policy. In general, participants should err on the side of disclosure if in doubt as to whether it is required under the Policy. It is the responsibility of the disinterested members of the Board or its designees (or of the affected decision-making body in question with guidance from the Board) to interpret and apply the Policy. Specifically, subject to the procedures set forth herein, the Board or its designee(s) may require any action they deem appropriate, including, but not limited to, the following:

1. Disclosure of the interest to the other participants in the decision or policy making body (e.g., board, committee, editorial board).
2. Written and, in some cases, oral disclosure of the interest (e.g., to an audience at an educational session).
3. Recusal from voting on a matter and limitation of the individual's participation only to the provision of factual information of benefit to the group discussion.
4. Complete recusal from consideration of the subject matter, including, but not limited to, not participating in that portion of a meeting in which the subject matter is to be discussed.
5. Replacement of the individual in the affected position or activity.

In most instances, disclosure of the conflicting or potentially conflicting interest will itself suffice to protect STLE's interests. In situations where such disclosure does not adequately deal with actual or potential problems, however, additional action, including denial of participation in the affected activity or consideration of the matter, may be necessary. In any event, inasmuch as the Policy is stated in general terms, the Board or its designee(s) should use their best judgment in interpreting and applying the Policy. The Executive Director is the designated Conflicts Administrator for purposes of facilitating implementation of this Policy.

7.8 Endorsement/Sponsorship Policy

From time to time, STLE is asked to support the programs, products or services of third-parties, either through endorsement or joint sponsorship. Such requests are typically made by:

- i. other professional or technical societies;
- ii. colleges, universities, and other educational bodies; or
- iii. commercial organizations.

STLE is dedicated to advancing the science of tribology and lubrication engineering through education and research, and it has invested substantial time, effort, and expense in developing valuable goodwill in connection with the STLE name and logo. Thus, in order to further its

purposes and preserve that goodwill, STLE will establish relationships only with those organizations whose programs, products, and services

- i. are deemed consistent with and/or do not expressly violate STLE's policies;
- ii. do not compete with products and/or services offered by STLE;
- iii. are non-discriminatory;
- iv. do not violate intellectual property rights; (v) are not otherwise illegal;
- v. are not deemed offensive; and (vii) do not negatively impact STLE.

To minimize liability, ensure ethical decision making and avoid conflicts of interest, or the appearance thereof, STLE has adopted the following Policy on sponsorships and endorsements:

1. "STLE, as a society, will not endorse an individual for an award from an outside organization. Upon request, STLE may provide documentation of status and service to the society."
2. STLE will endorse and/or sponsor only those programs, products and/or services that it has determined may be beneficial to its members, advance the field of tribology and lubrication engineering, and are consistent with its purposes.
3. If possible, STLE will take steps to avoid lending support in a form or manner that could be interpreted as STLE's general endorsement of another organization, its products, and services (e.g., beyond the scope of the intended endorsement, which should be limited to a specific program, product or service).
4. STLE will not warranty or guarantee the performance of any program, product or service, and will require the use of appropriate disclaimer language in connection with its endorsement and/or sponsorship of same.
5. All decisions with respect to endorsed or sponsored programs, products or services will be made by STLE staff, members, or agents who have no conflict of interest with the funding source.
6. STLE will verify that the objectives, content, and quality of any endorsed and/or sponsored programs, products or services are consistent with STLE's purposes.
7. STLE may endorse and/or sponsor a program, product and/or service only if the relationship is subject to periodic review and termination.
8. STLE may allow its name, logo, and/or membership mailing list (collectively, the "STLE Marks") to be used in connection with endorsed and/or sponsored programs, products, and/or services only if:
 - The STLE Marks are used for the purpose of promoting or advancing STLE's purpose and mission, as determined by STLE in its sole discretion.
 - The use of the STLE Marks is provided on a non-exclusive basis.
 - The use of the STLE Marks does not constitute an endorsement of any particular program, product, or service unless STLE specifically intends to provide its endorsement.
 - The STLE Marks do not appear, without STLE's prior written approval, alongside the name, trademark, service mark, or logo of any association or corporation other than

- that of the organization whose programs, products, and/or services are being endorsed and/or sponsored.
- All proposed uses of the STLE Marks are subject to the prior review and written approval of STLE.
 - The provision of programs, products and/or services under the STLE Marks does not reflect adversely upon STLE or the STLE Marks.
 - STLE shall retain the right to terminate any use of the STLE Marks at any time and for any reason, upon reasonable prior written notice.
 - STLE shall, if possible, seek a royalty or other form of revenue stream as consideration for the use of the STLE Marks. Such revenue stream shall, when possible, be constructed to avoid the generation of unrelated business income tax.
9. The terms governing STLE's sponsorship and/or endorsement of any programs, products and/or services, including, without limitation, the use of STLE Marks, will be set forth in a written agreement in a form acceptable to STLE in its sole discretion.
- The terms governing STLE's sponsorship and/or endorsement of any programs, products and/or services, including, without limitation, the use of STLE Marks, will be set forth in a written agreement in a form acceptable to STLE in its sole discretion.
 - Such agreements will clearly define any third party and will include appropriate indemnification from the third party whose programs, products, and/or services are being endorsed and/or sponsored.
 - No agreement will be executed without the prior review of legal counsel and approval by the Board.

A register of all STLE sponsorships and endorsements will be maintained at STLE Headquarters and will be reviewed annually by the Governance Committee.

7.9 Harassment Policy for Programs and Activities

Statement of Policy

The Society of Tribologists and Lubrication Engineers ("STLE" or the "Society") is committed to providing an atmosphere that encourages the free expression and scientific exchange of ideas. As part of that commitment, it is dedicated to promoting an environment that is safe and comfortable for all participants in Society-related programs and activities (including local section meetings, activities and social events) and that encourages respect for the dignity of each individual. Harassment, sexual or otherwise, undermines the integrity of the Society, and STLE will not tolerate acts in violation of this policy.

Prohibited Conduct

Prohibited harassment includes any verbal, physical or visual conduct that tends to belittle or provoke or that offends or reasonably causes discomfort in another on the basis of an individual's sex, gender, race, color, national origin, ancestry, religion, age, marital status, parental status, veteran status, sexual orientation, physical or mental disability, or any other status protected by law.

Sexual harassment, in particular, includes any unwelcome verbal or written conduct of a sexual nature (e.g., jokes, innuendoes, slurs), physical conduct (e.g., touching or gesturing), unwelcome sexual advances, requests for sexual favors, graphic sexual or sexually-oriented displays (e.g., posters, pictures, screen savers), and/or any other verbal, visual, or physical displays or conduct of a sexual nature, which has the purpose or effect of interfering with an individual's effective participation in Society-related programs or activities (including local section meetings, activities and social events) or creates an intimidating, hostile, or offensive environment. An individual need not be physically touched or directly propositioned for sexual harassment to occur.

STLE expects its members and all other participants in its programs to behave in a manner appropriate for a business environment. Thus, some types of conduct that may be acceptable in an informal social setting will not be considered acceptable in connection with Society-related programs and activities (including local section meetings, activities and social events). For example, while sexually oriented pictures and/or conversations may be appropriate in private between consenting individuals, they are not appropriate at Society events. On the other hand, prohibited sexual harassment does not include occasional compliments or voluntary relationships between participants in STLE activities that do not interfere with, or have a negative impact, on such activities.

Reporting Obligation

An individual who believes that he or she has been the subject of, or has witnessed, harassment should immediately report the incident to the STLE Executive Director. The report may be oral or in writing, although writing is preferred and may be requested during an investigation. The report should include the names of the alleged harasser and the person allegedly harassed (or otherwise identify the parties to the greatest extent possible), the specific harassing conduct alleged, and any witnesses to the alleged harassment. Failure to promptly and properly report harassment may affect the Society's ability to respond to any such harassment.

Investigation

STLE will promptly investigate all reports of harassment. The nature and type of investigation conducted, and the individuals involved in determining the outcome of the investigation, will vary depending on the nature, scope and severity of the alleged incident(s) of harassment.

The investigation may include interviews with individuals alleged to have been involved in, to have witnessed, or to have knowledge of the alleged incident(s) of harassment, as well as requests for written statements from such individuals.

Information regarding the report and the individual(s) submitting a report will be kept confidential to the extent reasonably possible. STLE cannot, however, guarantee absolute confidentiality as some disclosure may be necessary to conduct an effective investigation and take effective remedial action.

Adverse Action

Any individual determined to have violated this policy, as well as anyone making allegations of harassment in bad faith, will be subject to adverse action, including, but not limited to, censure, reporting of the violation to a third-party employer, curtailment or revocation of opportunities to attend or otherwise participate in STLE programs and activities, and, with respect to STLE members, referral for disciplinary action. STLE may take such other remedial measures as appropriate to remedy any harassment it finds.

Retaliation Prohibited

STLE will not retaliate, or tolerate retaliation of any kind, against any member or other participant in STLE-related programs or activities (including local section meetings, activities and social events) who makes a good faith report of harassment or who participates in any way in a harassment investigation. Any individual found to have engaged in such retaliation will be subject to adverse action, including, but not limited to, censure, reporting of the violation to a third-party employer, curtailment or revocation of opportunities to attend or otherwise participate in STLE programs and activities, and, with respect to STLE members, referral for disciplinary action.

7.10 Social Media Policy for Volunteer Leaders

The Society of Tribologists and Lubrication Engineers is committed to exploring and developing Social Media Sites to advance the mission of STLE. The purpose of this policy is to guide the Society's establishment and management of social media tools in a manner consistent with STLE's mission, goals, and strategies. In particular, this policy provides guidelines for individuals serving in STLE volunteer leadership positions, including, but not limited to, officers, directors, certification board members, committee members, and local section leaders, who utilize STLE and non-STLE sponsored listservs, blogs, discussion groups, websites, and other accounts (collectively, "Social Media Sites").

STLE will carefully and responsibly sponsor and participate in Social Media Sites, while protecting the organization's and members' best interests. The objectives of the STLE social networking strategy are to:

- Leverage Social Media Sites, such as Twitter and Facebook, to add value to STLE membership.

- Build STLE's brand within the profession and with the public.
- Inform and educate the public about tribology and lubrication engineering and the value they provide to the engineering community and general public.
- Utilize Social Media Sites for recruitment and retention of STLE members.

The use of Social Media Sites by STLE volunteer leaders shall be governed by the same policies that generally govern STLE communications:

- Officers and directors shall not disclose information about STLE's decisions or activities unless the matter has been made public.
- Only the Board of Directors, or its designee, may issue statements or adopt positions (public or otherwise) on behalf of STLE. Responses to questions or complaints from the public or private parties shall be handled in accordance with STLE's Constitution and Bylaws and its Policies.
- STLE members are only authorized to use his or her Society title or other designation (e.g., Vice President, Director) as specified in Section 10.8 of the Board Policy and Procedures Manual.
- STLE members are only authorized to use STLE's name, logo, or letterhead as specified in Section 10.8 of the Board Policy and Procedures Manual.
- Except when otherwise authorized to speak for the Society, STLE officers and directors who elect to participate on STLE-sponsored Social Media Sites or non-STLE Social Media Sites (including personal blogs) must make clear that the opinions they express are solely their own and do not represent the views of STLE. In all cases, officers and directors shall accept and support actions or decisions of the Board, even those that were not initially supported by, or that were made in the absence of the director.
- STLE volunteer leaders who are unclear about the propriety of a post or comment to be published online should review this Policy for guidance and, if they still have questions, contact STLE's Executive Director for clarification.
- STLE reserves the right to terminate the participation of any volunteer who does not abide by these terms and/or delete posts and entries of such volunteers on all STLE Social Media Sites.

8.0 Local Sections

The Local Section is one of the prime areas where knowledge of tribology (lubrication, friction and wear) and lubrication engineering, both theoretical and practical, is to be disseminated in accordance with Section Bylaws. Section Officers should strive to assure that the purposes of the Society are satisfied in any formal technical discussion which may be presented.

8.1 Purpose

The purpose of local Sections is to carry out the objectives of the Society by the activities within their territorial limits. In these activities, the objectives of the Society must constantly be

exhibited such as by presenting quality technical talks, educational courses, etc., on tribology and lubrication related topics. In so doing, the Section will stimulate the interest of potential new members and enhance the knowledge of the existing members as prescribed by the STLE Constitution and Bylaws.

8.2 Establishment and Territorial Assignment

The Executive Director, Vice President and assigned Directors shall promote the formation of new Sections. These officers assist in the preparation of new Section petitions. The Board shall make the final decision concerning petitions proposing new Sections. Upon the acceptance of such a petition, the Executive Director shall issue a charter to the petitioning group and assign a headquarters and territory in conformance with a directive from the Board.

8.3 Membership Affiliation

Members may choose the Section with which they wish to be affiliated as a matter of convenience and shall so advise the Executive Director or Membership Director. If no preference is expressed, they will be assigned to the Section allotted the geographical area in which they are employed. If a member is located outside territories assigned by the Board, he/she will be assigned to the nearest Section within reason or be listed as unaffiliated. Any member may change Sections by notifying the STLE Headquarters in writing.

8.4 Regional Assignment of Society Sections

The Regions of the Society and the Sections contained in each region are:

1. Northeast/Atlantic: Connecticut, Delaware, Maine, eastern Maryland, Massachusetts, New Hampshire, New Jersey, eastern New York, eastern Pennsylvania, Rhode Island, Vermont. (Sections: Baltimore-13, Connecticut-03, New York-01, Philadelphia-11, Hudson Mohawk-06.)
2. Southeast/Southwest: Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas. (Sections: Atlanta-65, Carolinas-69, Florida-66, Houston-61, North Texas-60 and Oklahoma-64.)
3. Mideast: western Maryland, western New York, eastern Ohio, western Pennsylvania, Virginia, West Virginia. (Sections: Canton-30, Cleveland-31, Pittsburgh-12, Richmond-10, Upper Ohio Valley-14.)
4. Central: Indiana, Kentucky, Michigan, western Ohio. (Sections: Cincinnati-34, Dayton-36, Detroit-32.)
5. Midwest: Illinois, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, Wisconsin. (Sections: Chicago-41, Central Illinois-46, Kansas City-63, Twin Cities-43.)
6. West: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming. (Sections: Los Angeles-81, Northern California-82, Portland-95, Seattle-Tacoma-84.)

7. Eastern Canada: Prince Edward Island, New Brunswick, Nova Scotia, Ontario, Quebec, Newfoundland and Labrador, Nunavut. (Sections: Hamilton-93, Montreal-92, Southwest Ontario-90, Toronto-91.)
8. Western Canada: Alberta, British Columbia, Manitoba, Saskatchewan, Northwest Territories, Yukon Territory. (Sections: Alberta-95, Manitoba-NW Ontario-83, Saskatchewan-96, Vancouver-94.)

International region

1. Europe: Sections: Brussels-89, United Kingdom-86.
2. Asia Pacific: Sections: Asia-97, Melbourne (Australia)-87, Queensland-Brisbane (Australia)-88.
3. Caribbean-101 Mexico City-100

A listing of the territory assigned to the local Sections is kept at Society Headquarters.

8.5 Finances

An Accounting of the active members of each Section shall be made to each Section as soon after the fiscal year end as possible. Local Section may receive yearly from the Society a rebate of a portion of the members' dues (adjusted from time to time) as follows:

1. Members, Associate -\$5.00
2. Corporate - \$20.00
3. Life, Honorary, Student - No Rebate

Section rebates will be forfeited if the Section fails to hold a valid election in accordance with the Section bylaws or fails to report the results of such election by June 1 each year.

In addition to sums of money returned to the local Section by the Society as provided in the Constitution, each Section is authorized to raise funds independently. Fund raising activities require Director-Sponsor approval. The Society assumes no legal responsibility for actions or debts assumed by a local Section, nor are the local Sections liable for debts assumed by the Society.

8.6 Dissolution

Upon the dissolution of a local Section, any funds remaining in the Section treasury after payment of Section debts shall be transferred to the Society general fund. The Society assumes no legal responsibility for any debts owed by the Section in excess of the Section's treasury. The Executive Director shall keep records of such transfers. If a dissolved Section wishes to start again, the guidelines for starting a new section apply.

8.7 Merger of Sections

This policy addresses the potential need for sections to merge. This pertains only to cases where sections combine to form a new (in name) section, combining members and financial resources. The sections can consider merging under one or more of the following circumstances:

1. The local sections are geographically close together;
2. One section which is struggling and/or nonfunctional with respect to financial matters, membership, or leadership compared to an adjacent section(s);

In the event that sections desire to merge, the following should be addressed:

1. Contact your Section Affairs representative to communicate intent to merge sections.
2. All sections involved must agree on a name for the new section.
3. The newly-merged section must have an election for officers. Final list of officers should attempt to represent members from both sections, where possible and where volunteers exist.
4. The newly-elected treasurer must oversee the absorption of the struggling and/or nonfunctional section's bank account(s) into their own. A record of the bank balance(s) of the two former sections must be noted so that, in the event of a section split, the money would be divided between the new sections in the same proportion as the proportion in which each section contributed funds to the new section.
5. The newly-elected officers of the new merged section may accept volunteers, appoint, or have elections for other section non-officer leadership positions.
6. Section Affairs Committee will present the proposed merger to the Board of Directors for approval.
7. Once approved, members of all sections must be re-assigned from their former sections to the new section.

At this point, the local section would develop a technical meeting, education seminar, and social event calendar as they determine meets the needs of the new section, following the STLE Local Section Handbook Guidelines.

8.8 Section Operating Procedures

Model Section Bylaws are available from the Society Headquarters and must be used as the basis for Section Bylaws. The model bylaws contain sections, which are specified as "required" or "modifiable". Bylaws must be written and approved by the local section and approved by the Secretary of the Society. An approved, dated, and current copy shall be kept at Society Headquarters.

8.9 Initial Payment to New Sections

Where needed, initial funds shall be paid by the Society Headquarters to each new Section for the purpose of providing working capital, the amount to be determined by the Board.

8.10 Notice of Meetings

Written or printed notice stating the purpose, place, date and hour of any meeting of members shall be delivered to the last known address of each member entitled to vote at such meeting, not less than 10 or more than 60 days before the date of such meeting.

8.11 Section Officers

All Section Officers must be members of the Society in good standing.

8.12 Section Officers Meeting

May be held at Annual Meeting. Purpose is to report to the Society on the Section's activities and to cover items of interest.

8.13 Committee Chairs

All Section Committee Chairs must be members of the Society in good standing.

8.14 Annual Meeting Fundraising

Local Sections sponsoring functions at Society Annual Meetings, supported by solicited donations, are to present their solicitation letters, mailing lists and timetables for solicitation to the Executive Director for approval prior to solicitation. The Executive Director has the responsibility of informing the Sections of this policy and to review the information with the Executive Committee.

8.15 Local Section Meeting Programs and Publications

Local Sections may issue publications provided there is no financial obligation on the part of the Society Headquarters and advertising solicitation does not jeopardize the advertising space sales program of TRIBOLOGY & LUBRICATION TECHNOLOGY (TLT).

8.16 Awards

See 3.0 Awards for details on the Vic Joll Award, the W.K. Stair Membership Award and the Outstanding Section Awards.

8.17 Section Scholarship Matching Fund Program Guidelines

Program Overview

STLE has established a Section Scholarship Matching Fund. A number of STLE Sections had expressed the need for this type of partnership program. The program will enable STLE to do a better job of supporting students with an interest in engineering, science and technology and fulfill an equally important goal--support for and closer cooperation with our Local Sections.

Structure and Procedures

The matching fund pool, whose dollar amount is proposed by the Finance Committee and approved by the BOD, will be allocated on a proportional basis among each of the Sections funding a local scholarship program and submitting a valid application by the December 15 deadline date.

The program provides dollar-for-dollar matching up to a limit of \$15,000. If more than \$15,000 in applications is received, each Section's share of the fund would be reduced by a pro-rated amount so that the total does not exceed \$15,000.

Examples:

- If 10 Sections apply, and each has a \$1500 program, STLE will match these amounts dollar-for-dollar. Each Section will receive \$1500. Matching fund total expense is \$15,000. (10 x \$1500)
- If 12 Sections apply, and each has a \$1500 program, STLE will match each program at 83 cents on the dollar. Each Section will receive \$1250. Total matching fund remains at \$15,000. (12 x \$1250).

Matching funds awarded to any single Section are capped at \$2,500 per year, regardless of the number of applications by that Section. The program is open to Sections with new as well as existing scholarship programs. Funds received through the program should be given to a recipient or recipients in the year they are provided.

Guidelines

This is intended to be a flexible program. Sections retain control over the choice of scholarship recipients and program administration. However, we do ask applicants to observe the following guidelines:

1. Scholarship funds should be provided to students entering or enrolled in a college level program with an emphasis on engineering, science and technology.
2. Funding requests should be provided to STLE headquarters in writing. Include a copy of the written scholarship criteria and application form used by the Section to administer its local program. Application deadline is December 15.
3. When the scholarship is awarded, send the STLE headquarters office a confirmation report on the amount of scholarship, date presented, recipient name and college or university where the student is enrolled.
4. For publicity purposes, send photos of the scholarship presentation to TLT magazine.

If possible, ask the scholarship recipient to write a brief report to STLE outlining his or her background, academic interests and future plans.

9.0 Membership

9.1 Application for Membership

All applications for membership shall be filed with the Society Headquarters using the form specified by the Executive Director and approved by the Board. Membership shall be granted based on a candidate's fulfillment of the eligibility requirements as provided in the STLE Constitution and Bylaws (as approved 5-2009).

9.2 Processing

STLE Constitution and Bylaws allow the Board of Directors to delegate responsibility for approval or rejection of membership applications to the Executive Director. The Executive Director via designated staff are the agents to process and approve applications.

The Executive Director, in processing applications for membership, shall send inquiries to references whenever there is a question on qualifications, such as between Associate or Full Member. If no reply to these inquiries has been received after four weeks, the application shall be referred to the Executive Committee for their final determination.

9.3 Appeals

In the event an applicant is denied membership, the Executive Director shall within sixty days of the receipt of the application, notify the applicant in writing of the reason for denial. If an appeal is desired, the applicant may utilize the following process:

1. The applicant shall have sixty days to appeal the decision to the Board of Directors through the Executive Director or the President.
2. The applicant has the right to present his/her position to the Board either in person or in writing.
3. The Board will notify the applicant of their decision in writing within a reasonable time frame.

9.4 Default and Termination of Membership

When any member of any class shall be in default in the payment of dues for a period of sixty days from the beginning of the period for which such dues become payable, that membership shall be automatically terminated, provided that two annual dues notices of the dues arrears have been given at a minimum of one-month intervals.

9.5 Accreditation of Academic Institutions

For purposes of membership qualification, Article III, Section 1.a.(i) of the STLE Constitution and Bylaws states that an accredited academic institution shall be one with an accredited program in engineering or science. The accredited program shall meet the standards as defined by the "Accreditation Board for Engineering and Technology" (ABET). Members receiving degrees from international institutions shall, in addition, have had their engineering or science programs

accredited by the “Engineering Accreditation Commission” (EAC), which is a division of ABET for international affairs.

9.6 Certificate of Membership

A certificate of membership, signed by the Executive Director, and a membership card will be issued to all new members. Membership cards shall be issued upon renewal to all classes of members, except Life Members, who are exempt from dues and who receive a permanent card. Any additional certificates will be charged to the member.

9.7 Code of Conduct

In order that the Society may better achieve its purposes, the following Code of Conduct is adopted and shall govern the conduct of all members and member representatives. All such members and member representatives in connection with all Society matters and activities shall:

1. Conduct themselves and their activities in a professional manner marked by integrity and a spirit of fair play.
2. Abide by the Constitution and Bylaws and such other rules and regulations as the Society may adopt.
3. Refrain from engaging in any activity which would violate confidentiality commitments and/or proprietary rights of their employers, the Society, or any other person or organization.
4. Participate as actively as possible in the Society to increase the value of membership for all participants.
5. Answer truthfully all questions and inquiries from the Society or any member; excepting that a member may decline to answer such inquiries for legitimate competitive concerns.
6. Refrain from using the Society as a means to gather competitive information about other members’ customers, business processes or other sensitive corporate information.
7. Refrain from using the Society name other than in the conduct of Society business as authorized by the Board of Directors.
8. Refrain from using the Society membership list or conference attendee lists, or any part thereof, except in the conduct of Society business as authorized by the Board of Directors.
9. Conduct themselves in a manner that is consistent with, and not disruptive to, the business and social activities sponsored by the Society.

9.8 Use of the STLE Name, Acronym, and Logo

Members may use the STLE name, acronym and logo on their letterhead and business cards, provided such reference does not indicate, directly or indirectly, endorsement by STLE of the

member's business, services, or products. Members may also use the STLE name, acronym and logo in print and Web advertising, provided the same requirements are met.

Members may use STLE materials with the STLE acronym and logo on them but may not use the STLE name, acronym or logo on their own brochures.

Members may use the Society name, acronym, and logo to reference their STLE membership, as well as any positions held in the Society, in published biographical material.

The STLE name, acronym and logo may not be used by any category of Society member for any other purpose except as specifically authorized in writing by the STLE Board of Directors or its designee.

Misuse of STLE acronym and logo will be handled based on existing policy in STLE Constitution and Bylaws.

9.9 Corporate Members

Basic Corporate Member

Each Basic Corporate Member is entitled to the following:

1. Two registrations for the representative or his/her designate at the Annual Meeting, provided the registrations are received at Society Headquarters by the cut-off date published in the Annual Meeting Program Brochure.
2. Two free STLE-sponsored Education course-days, presented at the Annual Meeting provided the registrations are received at Society Headquarters by the cut-off date published in the Annual Meeting and Education Course Brochures.
3. Two free President Luncheon tickets at the Annual Meeting provided registrations are received at Society Headquarters by the cut-off date published in the Annual Meeting Program Brochure.
4. Up to five copies of each issue of TRIBOLOGY & LUBRICATION TECHNOLOGY (TLT).
5. One copy of each issue of *TRIBOLOGY TRANSACTIONS*.
6. Automatic membership to the Corporate Member Forum.
7. A plaque denoting Corporate Membership.
8. A discount on Annual Meeting exhibit and Commercial Marketing Forum fees in the amount to be determined by the Board of Directors.

Premium Corporate Member

1. Three registration for the representative or his/her designate at the Annual meeting, provided the registration are received at Society Headquarters by the cut-off date published in the Annual Meeting Program Brochure
2. Three free STLE-sponsored Education course days, presented at the Annual Meeting provided the registration are received at Society Headquarters by the cut-off

date published in the Annual Meeting and Education Course Brochures.

3. Five free President Luncheon tickets at the Annual Meeting provided registrations are received at Society Headquarters by the cut-off date published in the Annual Meeting Program Brochure.
4. Up to five copies of each of TRIBOLOGY & LUBRICATION TECHNOLOGY (TLT).
5. Free company-wide digital subscription to TRIBOLOGY & LUBRICATION TECHNOLOGY (TLT)
6. One copy of each issue of TRIBOLOGY TRANSACTIONS.
7. Automatic membership to the Corporate Member Forum.
8. A plaque denoting Corporate Membership.
9. A discount on Annual Meeting exhibit and Commercial Marketing Forum fees in the amount to be determined by the Board of Directors.
10. One free technical-reference book to be determined by STLE staff.
11. Access to STLE University educational offerings, including ten free online education courses, ten free prerecorded webinars, and five free live webinars.

9.10 Dues Rate for All Classes

Different dues rates will exist for the following classes of membership. The rates will be set by the Board of Directors. Information on current rates can be obtained from STLE Headquarters.

Basic and Premium Corporate Member

One year rate
Two year rate
Three year rate

Member and Fellow Member

One year rate
Two year rate
Three year rate

Associate Member

One year rate
Two year rate
Three year rate

Student Member

One-year rate, subject to verification of student status

Life Membership

Life Membership is granted to an STLE Member who is ***retired and no longer derives income from tribology and lubrication engineering activities*** and who has been a member in good standing for a minimum of 20 years. (Membership does not need to be consecutive).

- No Dues
 - Member in good standing for a minimum of 30 years or a minimum of 30 years of service equivalents.
 - Past Presidents
- 50% Dues
 - Member in good standing for 20+ years.

Life Members are encouraged to donate the non-dues equivalent to the scholarship fund.

Service Equivalents = years of membership + years of service on STLE Committees (as per table below):

Service Equivalent Calculation

	Years	Factor	Total
		X 1	
STLE member	_____	=	_____
STLE section executive	_____	0.5	_____
STLE standing committee*	_____	0.5	_____
STLE board director	_____	1	_____
Total service equivalents			<div style="border: 1px solid black; width: 60px; height: 20px; display: inline-block;"></div>

*Includes: Administrative Committees, Technical Committees, Industry Councils, Editors & Associate Editors (sum of all years and committees)

Applicants must provide a list of STLE Standing Committees and years of service with the Life/Retired Membership application.

Retired Membership

Retired Member is defined as someone who has retired from fulltime professional work but may derive very limited income from tribology and lubrication engineering activities. (i.e. works <200 hrs/year)

- 50% Dues
 - Member in good standing for 5+ years. (Membership does not need to be consecutive).

Retired Members are encouraged to donate the non-dues equivalent to the scholarship fund.

Honorary Member

No dues

Members in Military Service

Dues of members may be waived during periods of mandatory military obligations at the discretion of the Board for the duration of such service following the beginning of the next fiscal year. The members shall advise the Executive Director of his/her entry into the armed forces as well as the date of his/her release to inactive duty.

Changes in employment status

A member who has suffered a significant change in employment status may file a written request to headquarters for a six month waiver of dues. Examples of changed status include but are not limited to complete loss of employment, change of employer and temporary furloughs. Requests will be considered by the STLE Executive Director with input from the Executive Committee as required. No more than two consecutive six-month delays may be granted.

9.11 Membership Records

The Society Headquarters shall have available at all times a record of members by class which shall be maintained on a continuing basis. Section Chairs and Secretaries shall be notified promptly of all changes in the membership records affecting members assigned to them. (If a Membership Chair has been appointed, the records may go to the Section Chair and Membership Chair instead of the Secretary.)

9.12 Students

Student Chapters

The Society supports the establishment of Student Chapters to encourage students preparing for careers in the physical sciences, engineering or kindred professions to become knowledgeable about the science of lubrication and related arts and sciences (tribology) and to promote, within the purview of each Chapter, the object and purpose of the Society as set forth in the Society's Constitution and Bylaws and Operating Rules.

10.0 Science and Technology

10.1 Science and Technology Committee

The Science and Technology Committee shall consist of a presidentially appointed chair and at least four other members, one of whom must be a Director and act as the Director/Sponsor liaison to the Board. The committee members are subject to the approval of the Board of Directors. The committee members shall serve one-year terms and may serve consecutive terms. The remaining members of the committee shall consist of the chairs of the individual technical committees and industry councils. The Science and Technology Committee shall have two primary responsibilities:

1. to oversee the operations of the standing technical committees and industry councils of the Society; and
2. to provide to the Board of Directors periodic surveys of the recent science, technology

and industry practices in tribology and lubrication engineering to identify emerging technologies and industry trends.

10.2 Distinguished Advisors

STLE shall enlist the input of a group of volunteer Distinguished Advisors for consultation on the subject of science and technology issues facing the Society. This group shall consist of not less than two and not more than six recognized leaders in the field of tribology or lubrication engineering. These shall be honorary positions similar to the Presidential Council but with a focus solely on providing technical advice to the Society and with a direct channel of communication to the Executive Committee and Board of Directors. The Distinguished Advisors shall be highly experienced people with a broad technical perspective, shall be appointed by the President with the approval of the Board of Directors, shall serve one year terms, and may serve consecutive terms. The Distinguished Advisors need not be STLE members at the time of appointment, and will be offered Honorary Membership.

10.3 Research

The Society may, whenever deemed desirable, sponsor, maintain and support a program of investigation and research in tribology and lubrication engineering.

10.4 Technical References

The Society shall through its Technical/Industry Committees, make available technical information pertaining to tribology and lubrication engineering, for worldwide benefit.

10.5 Technical/Industry Committees

The STLE Board has established the following Technical/Industry Committees.

1. Aerospace
2. Ceramics and Composites
3. Conditioning Monitoring and Preventative Maintenance
4. Engine and Drivetrain Lubrication
5. Environmentally Friendly Fluids
6. Fluid Film Bearings
7. Fluids for Metalworking
8. Forestry and Paper
9. Gears and Gear Lubrication
10. Grease
11. Lube Conservation and Recycling
12. Lubrication Fundamentals
13. Materials Tribology
14. Mining and Construction
15. Nano-Tribology

16. Nonferrous Metals
17. Power Generation
18. Rolling Element Bearings
19. Safety, Health and Regulatory Affairs
20. Seals
21. Steel
22. Surface Engineering
23. Synthetic and Hydraulic Lubricants
24. Tribo-Testing
25. Wear
26. Wind

10.6 Bylaws

The STLE Committee Operating Guide available from the Society Headquarters must be used as the basis for individual Technical/Industry Committee Bylaws and Procedures. Deviations from the standard guidelines must be approved by the Board.

10.7 Chairs

The Chairs of the individual Technical/Industry Committees shall be appointed annually by the Society President and may be reappointed at the discretion of the President.

10.8 Functions of a Technical/Industry Committee

1. Shall solicit papers and organize sessions at the Society Technical Meetings, working with the appropriate planning committee.
2. Shall administer such Technical/Industry Committee as may be established by the Board.
3. Shall keep the Society Membership informed on technical activities of other societies and, conversely, shall advise other societies of STLE activities.
4. Organize or participate in meetings with other societies where there is a mutual interest. Approval for such meetings shall be obtained from the Board.
5. Shall keep the Chair of the Science and Technology Committee informed of all activities.
6. The Technical/Industry Committee membership list should be reviewed on an annual basis.

10.9 Finances

Technical/Industry Committee financing is arranged by submitting a detailed statement to the Science and Technology Committee at the Annual Meeting. The Science and Technology Committee must submit a request for inclusion in the annual budget to the Vice President by September 1st for review by the Finance Committee and deliberation of the Board for approval at the Fall Board Meeting.

11.0 Society Headquarters

[11.1 Registered Office](#)

Society of Tribologists and Lubrication Engineers
840 Busse Highway
Park Ridge, Illinois 60068-2376

11.2 Executive Director

The Executive Director shall be the registered agent of the Society. The Executive Director is appointed by the Board and is a paid position. The Executive Director shall maintain headquarters at the Society Office and shall manage the operation of that office. The Executive Director's qualifications shall be established by the Board and appointment shall be made on the basis of these qualifications.

The Executive Director is an ex officio non-voting member of the Executive Committee of the Board, and of all committees. The Executive Director shall serve in whatever capacity deemed necessary by the Board or its agent, the Executive Committee.

In addition to administering the Society Office, the Executive Director shall perform the duties of the Secretary when so authorized by the Secretary, or the Treasurer, when so authorized by the Treasurer, and, in either case, approved by the Board. The Executive Director shall serve as Assistant Treasurer and Assistant Secretary and his/her annual reappointment shall be automatic during one individual's term as Executive Director, unless revoked at the discretion of the Board.

The Treasurer or the Assistant Treasurer, at the discretion of the Board, shall have charge and custody of and be responsible for all funds and securities of the Society. The Executive Director, acting as Assistant Treasurer with the approval of the Board, shall receive and give receipts for monies due and payable to the Society from any source whatsoever, deposit all such monies in the name of the Society in such banks, trust companies or other depositories as shall be approved by the Board, and disburse such monies with checks or other instruments executed in accordance with the provisions of STLE's Constitution and Bylaws.

Procedure to Replace the Executive Director

Upon the termination of the Executive Director by the Board of Directors, or within 24 hours of notification of the resignation, death, or incapacitation of the Executive Director, the President shall notify the Board of Directors and contact the Chair of the Search Committee (Presidential Council chair).

The Search Committee will nominate a single "Acting Executive Director" within seven days of notification of the termination, death or incapacitation of the Executive Director, in order that the operations of STLE can continue with minimal disruption. The Board of Directors will be asked to confirm the nomination within that seven-day period, and the President will subsequently negotiate an appropriate contract with the nominee for approval by the Executive Committee. The Board will be informed when contract negotiations have been completed, and the appointment of the Acting Executive Director then becomes official. At that point, within 7 days, the Search Committee will identify the criteria for the successor for the position.

In the event of the resignation of the Executive Director, the Search Committee will convene at least 20 days prior to the stated resignation date to identify the criteria for the successor for the position, and will either invite internal or external applications for the position.

The Board of Directors will be asked to approve the criteria for the successor, the anticipated expense of the recruitment effort, and the anticipated contractual terms acceptable to STLE within 20 days of the Search Committee's meeting, but before any interviews are scheduled.

The Search Committee will interview those applicants who meet the stated criteria and select at least one candidate for approval by the Board of Directors. Upon confirmation of the candidate by the Board of Directors, the President will be asked to negotiate a contract with the candidate for approval by the Executive Committee. The Board will be informed when contract negotiations have been completed, and the appointment of Executive Director then becomes official.

In the case of a resignation of the Executive Director, it is desirable for the continuity of STLE's operations that a replacement be selected with sufficient time for a training and transition period to occur. A training and transition proposal should be requested of the resigning Executive Director within 30 days of the resignation. Ideally, there should be at least a 30-day overlap of the selected and resigning executive.

In the event that the departure of the Executive Director is based on a longer-term schedule (i.e. planned retirement), a specific procedure shall be developed that best meets the planned scenario. This procedure should be developed by the Executive Committee, as soon as reasonably possible prior to the planned departure, and subsequently approved by the Board.

Record Retention

It is the policy of the Society of Tribologists and Lubrication Engineers (the "Society") that its records be retained only so long as they are:

- a) necessary to the current conduct of the Society's business,
- b) required to be retained by statute or government regulation, or
- c) relevant to pending or foreseeable investigations or litigation. In furtherance of this policy, the Society has adopted the attached Record Retention Schedule and the following principles and procedures for its Record Management Program (the "Program"), which shall be strictly observed by the Foundation, its officers, directors and staff.

1. All Society records shall be retained in a manner consistent with this Policy Statement and the attached Records Retention Schedule.
2. The responsibility for administering the Program in accordance with this Policy is delegated to the Executive Director, who shall have the title Supervisor of Record

Retention. In addition, the Executive Director shall be responsible for an annual audit of the Program.

3. Destruction of specific records shall be carried out only in accordance with the authority and approval of the Supervisor of Record Retention.
4. All records, including those maintained on electronic data processing storage media, shall be covered by this Policy Statement. Society records include all records maintained by Society and for Society by third parties.
5. Despite any retention periods specified in the attached Record Retention Schedule, all records shall be retained for at least the minimum period as stated in applicable state or federal laws, rules or regulations.
6. The destruction of documents shall be suspended immediately upon receipt of legal process or other notice of pending or foreseeable investigations or litigation. In addition, upon such notice, all of the Society's records shall be secured immediately in order to prevent the deliberate alteration, destruction, mutilation, concealment, cover-up or falsification of documents. No such suspension of the Program shall be lifted except upon the written authorization of legal counsel.
7. Requests for exemptions from the Program should be submitted to the Executive Director and legal counsel. Exemptions will be given only in accordance with the basic objectives of this Policy Statement.
8. The Executive Director, in his capacity as Supervisor of Records Retention, shall be responsible for interpreting this Policy Statement for application to specific situation.

11.3 Record Retention Schedule

Unless otherwise prohibited by law, the Record Retention Schedule applies to both paper and digital records. The Executive Director shall be responsible for the execution of the Record Retention Schedule.

Corporate Records	Retention Period
Articles of Incorporation	Permanent
Bylaws	Permanent
Application for Recognition of Exemption (Form 1023) including correspondence relating thereto and determination letter	Permanent
Qualifications to do business	Permanent
Annual reports	Permanent
Minutes and resolutions (Board and Executive Committee)	Permanent
Minutes (Other Committees)	3 years
Authorizations and appropriations for expenditures	3 years
Policies and procedures, generally	For life of policy/procedure
Policies and procedures, employment practices	10 years *

Contracts	Retention Period
Contracts, generally	10 years *
Contracts, government	4 years *
Contracts, sales (UCC)	4 years *

Intellectual Property	Retention Period
Copyright registrations and unregistered copyrightable materials	Permanent
Trademark registrations	Permanent
Patent	Permanent
Domain name registration	For life of domain name

Personnel	Retention Period
Applications	1 year
Employee files	6 years *
Employment contracts	10 years *
Garnishments	5 years
Medical or exposure to toxic substances records	30 years *
Pension, profit-sharing plans	Permanent
Government reports	6 years

Real Estate	Retention Period
Leases	10 years *
Purchases, including title abstracts, opinions, insurance policies, sales agreements, mortgages, deeds	20 years after sale

Research Materials	Retention Period
Research reports and data analysis	Permanent (final report only)
Underlying data, documentation, coding and analysis	Indefinite (review every 2 years); retain only portions necessary to document validation of the report
Data confidentiality, vendor and other research contracts	10 years *
Survey forms ➤ Blank ➤ Completed	Indefinite (review every 2 years) Until publication of final report to which it relates

Statement of Policy/Position	Retention Period
Policy statements	For the life of the document
Testimony and final comments on	Permanent

Statement of Policy/Position	Retention Period
rulemakings and legislation	
Press releases	1 year, except if retained for historical archive purposes
Drafts, comments, etc. prepared in the policy or comment development process	Until publication of the document to which it relates

Membership	Retention Period
Admissions application files <ul style="list-style-type: none"> ➤ Approved ➤ Denied 	Until date of admission 1 year *
Waiver of Claims	Permanent
Examination materials, including pass/fail information, answer sheets and booklets, correspondence, examinations, and documents supporting fulfillment of requirements	1 year *
Terminations and resignations	1 year *
Ethics and disciplinary action files: <ul style="list-style-type: none"> ➤ Files in which action was taken ➤ Files closed without action 	1 year * [5 years *] 30 days * [1 year *]
Member surveys	For the life of the document

Education and Meetings	Retention Period
CE program activity and participation records program activity	5 years from date of the CE
Individual recertification letters and CE files CE and recertification requirements	1 year after completion of current
Faculty evaluations	1 year
Annual meeting and other conferences	5 years

General	Retention Period
Supporting correspondence and notes regarding patents, copyrights, licenses, agreements, bills of sale, permits contracts, liabilities, etc.	For life of principal document which it supports
Correspondence not relating to other categories	1 year
Marketing and promotional materials, including brochures, Web site content	For the life of the material to which it relates
Consents and “opt-out” requests for facsimile and e-mail solicitation	For life of consent or request

General	Retention Period
Historical archives (e.g., presidential speeches)	Permanent

Financial	Retention Period
Auditors' reports/work papers	Permanent
Bank deposit slips	3 years
Bank statements, reconciliations	7 years
Budgets	2 years
Cancelled checks, generally	7 years
Cash disbursements journal	Permanent
Cash receipts journal	Permanent
Depreciation records	3 years *
Dues and assessment schedules	2 years *
Employee expense reports	3 years
Employee payroll records (W-2, W-4, annual earnings records, etc.)	6 years *
Employee pension records, including service, eligibility, personal information, pensions paid	6 years *
Employee time cards/sheets	4 years
Financial statements (Annual)	Permanent
Financial statements (Interim/Internal)	3 years
General journal or ledger	Permanent
Inventory lists	3 years
Invoices	3 years
Petty cash vouchers	3 years

Taxes	Retention Period
Annual information and/or income tax returns and cancelled checks (federal, state and local)	Permanent
Payroll tax returns	4 years
Property tax returns	Permanent
Sales and use tax returns	4 years

Insurance	Retention Period
Accident reports	6 years
Insurance claims	6 years *
Insurance policies	6 years *

Legal	Retention Period
Claims and litigation files where Institute is a party	10 years *
Documents related to third-party subpoenas	30 days after final resolution of

Legal	Retention Period
	underlying action

* Signifies that the retention period begins after final determination, payment, settlement, expiration, termination, decision, etc.