



WAAIME Operations Handbook

Our Vision:

WAAIME invests in students of all ages to help solve the workforce challenges of the extractive industries.

Our Strategic Goals:

- **Elevate awareness** by introducing students to extractive industry careers.
- **Provide essential services** by offering scholarships and other valuable programs.
- **Grow relationships** by partnering with industry and others while avoiding duplicating efforts in meeting the industry's workforce demands.
- **Operate sustainably** by having adequate resources to support our efforts.

**WAAIME is a Division of the
Society for Mining, Metallurgy & Exploration**
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1 Introduction and Background

It was a bittersweet evening when the wives of members of the American Institute of Mining and Metallurgical Engineers (AIME) came together in 1916 to enjoy a Ladies Night at the Waldorf Astoria Hotel in New York City. The affair was mired in anxiety as Kaiser Wilhelm rolled his troops through Poland and Belgium, then into France and England as World War I loomed on in Europe. The ladies wanted to send some cheer to the fighting men in the trenches, so they collected money to buy Christmas sweets and sundries which they sent to the British Army of Engineers. The success of this effort spurred the ladies to formalize their association in 1917 into the Woman's Auxiliary of AIME. Since the men did not see this initiative as important, the ladies did not ask AIME if they could form the Auxiliary, they simply informed them when it was organized. And so WAAIME was born with 50 members. Amy Jennings, who was instrumental in organizing the Auxiliary, served as its first President.¹

WAAIME was incorporated on February 20, 1917. Its initial stated purpose was to render service to the country, community and to humanity at large through all that pertained to the profession of mining engineering. That goal was later expanded to include the promotion of idea exchanges and work among members and to secure and maintain a fund for the purpose of assisting promising young people to obtain a technical education in mining, metallurgical and petroleum engineering or allied subjects.¹

The post-war years found WAAIME shifting away from foreign relief and more toward local efforts in education, medical support, emergency response and social services. Believing that everyone, rich or poor, should have the privilege of reading, WAAIME established permanent and circulating libraries in mining camps. Local sections were established across the country and became the backbone of the organization. WAAIME's scholarship portfolio had grown to \$600,000 by the early 1960's and its scholarship loan program was the flagship of the organization. To assure its tax-exempt status, WAAIME was formally recognized under Section 501 (c) (3) as a tax-exempt charitable organization in 1962.¹

Despite substantial membership growth well into the thousands and continued growth of its scholarship portfolio, WAAIME membership ebbed to where in the early 2000's there was a serious concern that the management of ongoing WAAIME activities may not be sustainable. After long and hard deliberation, WAAIME leadership decided to ask its members to vote on whether a merger into the Society for Mining, Metallurgy & Exploration (SME) could be an appropriate solution. With both WAAIME and SME being 501 (c) (3) charitable organizations and both group's past affiliations with AIME, SME offered an appropriate home to assure the longevity of the

¹ The National History of the Woman's Auxiliary to the AIME, 1917 to 1973, multiple authors.



WAAIME legacy. While the vote was controversial and not unanimous, the majority of the WAAIME membership favored the merger with SME, so on March 31, 2008, WAAIME executed a Plan of Merger with SME.

Now a Division of SME, WAAIME is believed to manage and distribute the largest stand-alone scholarship program in the mining industry. These scholarships have been WAAIME's most significant and long-lasting initiative which has helped bring thousands of new engineers and scientists to extractive industries. The WAAIME portfolio is now a multi-million-dollar legacy, giving hundreds of thousands of dollars each year to hundreds of deserving students attending universities in the United States, Peru, Chile, and Mexico. From Amy Jennings and her colleagues to our Division members today, WAAIME continues to give generously for the good of all that pertains to the extractive industry professions. WAAIME's longevity and success have been because of its ability to recognize education and workforce needs and act on them in a timely manner.



2 Governing Documents

Two documents govern WAAIME activities. They are the Plan of Merger, included as Appendix A and The Omnibus Joint Resolutions of the SME Board of Directors and the Executive Committee of the WAAIME Division of SME, included as Appendix B.

2.1 The Merger Agreement

The Plan of Merger (the Merger Agreement) became effective on March 31, 2008, and established the terms and conditions under which WAAIME would operate. The Merger Agreement:

- Defined the terms and conditions of the merger.
- Established the WAAIME Division of SME.
- Defined the composition and terms of the WAAIME Committee.
- Described the terms and conditions for coordinating with and reporting to the SME Board of Directors.
- Established a stipend amount for WAAIME Committee travel.
- Defined the status of WAAIME membership within SME (see discussion in the next section).
- Segregated and separated the WAAIME funds and assigned the WAAIME Committee as the fiduciary representatives of the portfolio.
- Established spending limits on the WAAIME funds.
- Defined specific programs for which WAAIME funds may be used.
- Described the WAAIME scholarship program.
- Committed SME to provide administrative services to WAAIME and entitles SME to recoup its administrative services as well as audit fees.
- Obliges WAAIME reporting on Division activities and expenditures.
- Details the process for dispute resolution which is limited to litigation.
- Defines the terms of dissolution.

2.1.1 Merger Agreement Shortfalls

WAAIME has operated under the Merger Agreement since 2008 and continues to do so today. However, because the Merger Agreement was written at a time when WAAIME was challenged to attract new members, the tone of the agreement was one of preserving the status quo and planning for dissolution should it come to that. While much of the Agreement is still relevant, certain shortfalls became evident as WAAIME continued to operate as a Division of SME. Those shortfalls included:

- Giving limited forethought to growing WAAIME as a value-added division of SME.
- Limiting new WAAIME membership only to existing local sections.



- Disallowing new local sections to be formed.
- Being prescriptive on how much and where WAAIME funds could be spent.
- Allowing WAAIME funds to be used only for five historically funded programs.
- Leaving no opportunity for investing in new initiatives.
- Limiting growth by not allowing new sections to be formed.
- Excluding a dispute resolution pathway for the SME and limiting dispute resolution to litigation.

2.2 The Omnibus Agreement

The Omnibus Joint Resolutions of the SME Board of Directors and the Executive Committee of the WAAIME Division of SME (“the Omnibus Agreement”) was finalized between SME and WAAIME and ratified by the SME Board of Directors on February 26, 2023. It appends to the Merger Agreement and:

- Clarifies the ambiguous language on how to become a member of WAAIME and simplifies the process for membership. It also includes options to join at a national or local section level.
- Improves the leadership model by expanding the WAAIME Executive Committee from three to five members and better defines officers and officer progression.
- Restores WAAIME’s purpose beyond scholarships. It again includes funding for philanthropic, educational and charitable programs, provided they are consistent with WAAIME’s more than 100-year legacy and 501(c)(3) requirements and approved by SME board of Directors.
- Shields reimbursements from inflationary pressures through reimbursement for expenses as opposed to reimbursement of a fixed fee for certain costs.
- Improves dispute resolution between the WAAIME Division and SME as a whole in the event of a breach of covenants of the Merger Agreement by providing SME with a notification step and introducing an arbitration process.
- Requires revisiting the Merger and Omnibus Agreements at least every ten years.
- The WAAIME Committee may adopt its own internal rules and operating policies and practices provided that such rules and practices are consistent with SME’s Articles of incorporation, Bylaws and internal policies and procedures applicable to all SME divisions.

The approval of the Omnibus Agreement addressed the shortfalls of the Merger Agreement and now allows WAAIME to broaden its reach and move forward.



3 Vision and Strategic Goals

WAAIME announced the passage of the Omnibus Agreement at the 2023 Women of SME Breakfast and explained that the Division was ready to move forward. WAAIME members passed out QR code cards asking for volunteers who would be interested to help in that process. About 80 people responded to the request and were assigned to WAAIME Committees according to their stated interests. Based on that response, primary initiatives were identified:

1. Scholarships
2. Membership
3. Marketing
4. Student Activities
5. Education
6. Outreach

An Ad-Hoc Strategic Planning Committee was formed and held several meetings in the first half of 2024 to define where we want to take the Division in the next several years, what we intend to do, and how we will get there. Our focus was on defining a clear vision and long-term goals that will allow us to align our committees and prioritize initiatives that are achievable, measurable, and will make the most impact in moving closer to our targeted goals.

Strategic planning is not static; it should be revisited from time to time to ensure that the vision and goals always remain aligned with those of the Division and remain relevant as time progresses. The vision statement and strategic goals follow. Each will be revisited on an as-needed basis, but nominally every five years or so to assure that their ongoing timeliness and relevance.

3.1 Vision

The WAAIME Division Vision is:

WAAIME invests in students of all ages to help solve the workforce challenges of the extractive industries.

3.2 Strategic Goals

The WAAIME Division seeks to realize its Vision through the implementation of its Strategic Goals. Those Strategic Goals are to:

- **Elevate awareness** by introducing students of all ages to extractive industry careers.
- **Provide essential services** by offering scholarships and other valuable programs.
- **Grow relationships** by partnering with industry and others while avoiding duplicating efforts in meeting the industry's workforce demands.
- **Operate sustainably** by having adequate resources to support our efforts.



4 Membership

WAAIME is a special status Division of SME, meaning that WAAIME members may be, but are not required to be, members of SME. Historically, WAAIME was comprised of the spouses of AIME, and subsequently SME, members. As such, WAAIME members may or may not have had professional degrees in mining or otherwise, and they may or may not have any direct involvement in the extractive industries. Their interest in WAAIME may be drawn from family members who were employed in the industries, or they may simply have common interests in WAAIME's educational initiatives.

When the Merger Agreement was executed, all of the WAAIME membership became members of the WAAIME Division of SME. WAAIME Division members did not automatically become members of SME, nor did they have to pay any dues to either SME or WAAIME. After the merger, the Merger Agreement severely curtailed WAAIME's ability to grow by requiring that new members could only join WAAIME through its existing local sections. The Agreement went on to disallow the formation of any new local sections. This key shortfall in the Merger Agreement was rectified by the Omnibus Agreement as described in Section 2.

WAAIME seeks to keep its membership statistics up to date, assessing those statistics each year in July and updating them as and when necessary.

4.1 Pathways for Joining WAAIME

Individuals who wish to join WAAIME may accomplish this through several pathways. There are no obligatory initiation fees or annual dues involved with becoming a member. However, local sections may charge local dues. The pathways include:

1. Join as a WAAIME member at large, either through the QR code access to the membership application portal or by directly accessing the WAAIME website to complete the application form.
2. Join a local section of WAAIME.
3. Join as an SME member who elects to belong to the WAAIME Division in addition to one of the other SME technical Divisions.
4. Join as an AIME member society member as per 1 or 2 above.

4.2 SME Members Who Join WAAIME

SME members are very much encouraged to join WAAIME if they have an interest in supporting education initiatives in the extractive industries. SME members do not have to give up their technical Division affiliation to join WAAIME. They simply become members of both WAAIME and their technical Division of preference. There is no premium cost to SME members to join



WAAIME. Today's WAAIME member may choose to affiliate with a local section or simply become a member at large.

4.3 AIME Member Society Members Who Join WAAIME

WAAIME members may also be members of the other three AIME technical societies². WAAIME scholarships and other programs are directed at the extractive industries, not just the mining sector which is represented by SME. So, in addition to SME, interested members of the other three AIME societies should be encouraged to join WAAIME so that they can directly administer WAAIME's programs within their respective societies. They would not become members of SME by joining WAAIME, and there would be no cost for them to join.

4.4 Unaffiliated Individuals Who Join WAAIME

As with the WAAIME members of the past, individuals who are interested to help support extractive industry education initiatives are very welcome to join WAAIME. Such individuals do not need to be a member of one of the four AIME member societies, and/or they do not need to be employed in the extractive industries. They just need to have the common interest of WAAIME in wanting to help advance the future workforces of the extractive industries.

4.5 Student Membership in WAAIME

Students who are applying, or intend to apply, for WAAIME scholarships are not eligible to join WAAIME. Students must be a member or student member of one of the four AIME member societies² to be eligible for a WAAIME scholarship. Students who are not applying or eligible for a WAAIME scholarship are welcome to join WAAIME.

² AIME member societies include the Society for Mining, Metallurgy and Exploration (SME), Society of Petroleum Engineers (SPE), the Association for Iron & Steel Technology (AIST) and The Minerals, Metals and Materials Society (TMS)



5 Organization and Responsibilities

The WAAIME Division is organized to always move us closer to our stated Vision and Strategic Goals under the leadership of its Executive Committee and with the support of its three Standing Committees, and other committees that may be organized and disbanded as appropriate to suit Division needs.

5.1 SME Staff Liaison

An important part of being a value-added Division of SME and effectively carrying out our Vision and Strategic Goals is having direct and timely communication and collaboration with the entire SME organization. Our SME Staff Liaison is WAAIME's voice into the internal workings of SME, being the focal point of contact for WAAIME among all the other SME employees and departments. This assures that the WAAIME Division is well aligned with SME's Bylaws and Strategic Plan and allows for the streamlining of internal and external communications, meeting and social event planning and execution, scholarship notifications and financial allocations, and a host of other things.

5.2 Standing Committees

WAAIME's three Standing Committees include the Executive Committee, Scholarship Committee, and International Committee. These are all well-established and have been functioning for many years.

5.2.1 Executive Committee

The Executive Committee comprises a Chair, Past Chair, Chair-Elect, Scholarship Chair and International Chair. All members of the Executive Committee are Officers of the WAAIME Division.

Responsibilities

This Committee is responsible for all WAAIME Division governance, establishing the vision and goals for the Division, focusing all Division actions toward achieving its vision and goals, guiding and supporting committee activities in accomplishing goals, and identifying new ideas and opportunities for partnerships. The Executive Committee has overall fiduciary responsibility for the WAAIME funds.

Members of the Executive Committee are also to coordinate the nominations process both for filling vacancies on the Executive Committee and for awards that may be given by the Division, and for all Division fundraising.



Meetings

The Executive Committee Officers are expected to participate in all regularly scheduled WAAIME Division meetings, as well as general SME meetings where the WAAIME Division should be represented. Such meetings include, but are not limited to:

- **SME Board of Directors Meetings** – Every SME Division, including the WAAIME Division, presents a report of recent activities and future initiatives to the SME Board of Directors at its Sunday meeting during the SME Annual Conference & Expo and again at its Mid-Year Meeting. These reports are typically written reports. Occasionally, SME Divisions are asked to orally present at the Board’s Sunday and/or Thursday meeting(s) at the SME Annual Conference & Expo or the SME Mid-Year Meeting. The SME Staff Liaison will advise as to which SME Board of Directors meetings WAAIME should attend to present its report and/or field any questions.

SME’s business year begins and ends on Thursday of the Annual Meeting Conference & Expo . At the Annual Meeting, the first Board Meeting held (the final Board Meeting of the previous year) is usually scheduled from 12:00PM to 4:00PM on Sunday. The second Board Meeting (the first meeting for the coming year) is usually held from 8:00AM to 11:00AM on Thursday. The SME Board also convenes at the SME Mid-Year Meeting, which is usually scheduled over a weekend in September, with the Board meeting being held in the morning of the last day of the meeting. Like the other SME Divisions, WAAIME prepares written reports of its activities for each of these Board meetings. Attending all these meetings is not required, but it is best if at least some WAAIME members attend these Board meetings to keep the WAAIME Division up to speed on SME initiatives and discuss issues and/or field questions from the Board that may arise from our reports.

- **SME Meeting of the Members** – This meeting is usually scheduled on Sunday from 4:00PM to 5:00PM immediately prior to the SME Annual Conference & Expo. While WAAIME attendance is not required, it is usually best to have some Division representatives present at this meeting to carry the salient points of the “State of the Society” message that is given at this meeting back to the Executive Committee and WAAIME Division members.
- **WAAIME Annual Meeting and Other Executive Committee Meetings** – The Executive Committee holds its Annual Meeting just prior to the SME Annual Conference & Expo, which is usually held in the last week of February each year. The Executive Committee also meets during the Mid-Year SME Board of Directors Meeting or at a separate mid-year venue. Executive Committee meetings are usually scheduled from 8:30AM to 12:00PM on



the Sunday of the start of the SME Annual Conference & Expo and immediately prior to the Mid-Year SME Board of Directors meeting as appropriate.

Executive Committee video conferences are scheduled throughout the year, usually on a monthly reoccurring basis, to conduct the necessary business of the Division.

All Executive Committee members (the Officers: Chair, Past Chair, Chair-Elect, Scholarship Chair, and International Chair) and upcoming Committee members (Chair-Elect-Designate, Scholarship Vice Chair, and International Vice Chair, who are not yet Officers) are expected to attend as many of the Executive Committee meetings as possible.

Unless otherwise stated, Executive Committee meetings held at the SME Annual Conference & Expo and the SME Mid-Year Meeting are open meetings where anyone is welcome to attend. The monthly Executive Committee meetings are typically closed meetings where only Executive Committee members and incoming members attend. The Committee may invite guests to attend these meetings as may be appropriate to benefit the meeting and Division. In all meetings, only the Officers are allowed to vote on items requiring a vote.

- **WAAIME Business Meeting** – This meeting is usually scheduled immediately following the Scholarship Committee meeting from 11:00AM to 12:00PM on Tuesday during the SME Annual Conference & Expo. At this meeting, the scholarship budget for the next academic year is usually ratified and any remaining business from the prior year is discussed. The Chairs of each WAAIME Committee usually report on the outcomes of the week's meetings and activities that were held. At the completion of these activities, the standing Chair of the Division will “pass the gavel” to the incoming Chair for the next year at this meeting. The incoming Chair will summarize her/his initiatives for the coming year. The incoming Chair may need to prepare and/or present a report for the Thursday meeting of the SME Board of Directors. The SME Staff Liaison will advise as to what is expected of the Divisions by the Thursday SME Board of Directors.

Minutes are taken at all WAAIME Executive Committee Meetings and the WAAIME Business Meeting by the SME Staff Liaison. The SME Staff Liaison will coordinate with the Division Chair on the content of the draft meeting minutes prior to their distribution to the Executive Committee. Unless there are extenuating circumstances, all meeting minutes are discussed and, if acceptable, approved at the next scheduled Executive Committee meeting.



Time and Travel Commitment

The Executive Committee Officers are expected to attend all the WAAIME Division meetings held in association with the SME Annual Conference & Expo and the Mid-Year Meeting. The Mid-Year Meeting is usually held in association with the Mid-Year SME Board of Directors meeting but may be held separately or in association with another conference or gathering. These meetings may require travel to and from the meeting location. The SME Annual Conference & Expo generally requires participation in several meetings from Sunday through Wednesday of the Conference & Expo which is usually held the last week in February.

The Mid-Year Division meeting usually requires a half to a whole day of participation and is usually scheduled the day before the SME Board Meeting. If necessary, the Mid-Year Meeting may be held via teleconference if such capability is available at the meeting location. Due to the short duration of the Mid-Year Meeting and the time required for international travel, the International Chair may opt to participate in the Mid-Year Meetings telephonically.

Updates by WAAIME's financial advisors on market trends and the status of the WAAIME funds are included at both the Annual and Mid-Year Meetings. Interim meetings are scheduled via teleconference throughout the year on an as-needed basis, usually in the May/June and November/December timeframes which require about one hour.

Additional Executive Committee meetings may be called as needed by the Division Chair from time to time throughout the year. These meetings are typically held via teleconference and require about one to two hours.

Travel Reimbursements for Division Officers

Reasonable travel reimbursements are available only to WAAIME Officers (standing members of the Executive Committee). Travel expenses are not reimbursed by WAAIME if the Officer is otherwise reimbursed by her/his employer or if the Officer is eligible for a tax deduction as a relevant personal business expense.

The Omnibus Agreement in Appendix B limits expense reimbursements to no more than five Officers of the Division. The WAAIME leadership changeover occurs at the SME Annual Conference & Exhibit. The Sunday WAAIME Executive Committee meeting is led by the outgoing Division Chair and is reflective in nature. The Tuesday Executive Committee Business Meeting is when the outgoing Chair "passes the gavel" to the incoming Chair for the coming year. This advancement brings the standing Chair-Elect-Designate in as the incoming Chair-Elect to the Executive Committee as an Officer and voting member at the Tuesday meeting, resulting in six, not five, Committee members being eligible for expense reimbursement.



Similarly, the standing International Chair is a voting member of WAAIME's Sunday meeting and the International Vice Chair moves into the Chair role and is an Officer and voting member at the Tuesday meeting. Thus, every three years, there are up to seven Officers eligible for travel reimbursement. Paragraph 5 of the Merger Agreement allows the WAAIME Division to self-manage so this changeover occurring during the Annual Meeting is not prohibited by either the Merger or Omnibus Agreements. The Executive Committee will need to adjust its travel budget to address these potential additional expenses. If more than five Officers seek reimbursement for any given SME Annual Conference & Expo, the additional expenses must be provided for in the approved WAAIME travel budget and preapproved by the SME Executive Director for reimbursement.

It is noted that the Scholarship Chair changeover occurs every three years at the Mid-Year Meeting. The Mid-Year Meeting when the changeover occurs is attended only by the incoming Scholarship Chair. As such, there should be no impact on travel reimbursement eligibility for the Scholarship Chair succession or for the Mid-Year Meeting.

All reimbursements to and from the SME Annual Conference & Expo and the Mid-Year Meeting must meet SME's applicable policies and rules for reimbursement of travel expenses, including but not limited to compliance with the applicable guidelines of the Internal Revenue Service for charitable organizations. This would normally include:

- Economy class airfare to and from the meeting location or mileage reimbursement for the use of a personal vehicle at the IRS standard mileage rate for business use for the current year.
- Hotel accommodation for the time required to allow attendance at the required meetings (staying extra days is not reimbursable).
- Reasonable meal costs when not otherwise provided by SME as part of the meeting venue.
- Transportation between the airport and the meeting location.
- Justifiable incidentals like airport parking, hotel parking, etc.

If in doubt on whether an expense is reimbursable, consult the SME Staff Liaison (waaime@smenet.org) for clarification. In some cases, pre-approval by SME's Executive Director or her/his designated SME staff may be required.

When requesting reimbursement for travel expenses, each expense must be itemized by the day the expense was incurred and be accompanied by a receipt justifying the amount of the expense. Such expense report details may look like this:



EXPENSE REPORT FOR [Name and position on WAAIME Executive Committee] [Meeting Name and Time Period]							
Date	Expense Description and Payee	Transportation	Meals	Mileage ¹	Other	Total	Additional Description
TOTALS:							Amount Due for Reimbursement
¹ Mileage rate: IRS sets 2026 business standard mileage rate at 72.5 cents per mile, up 2.5 cents Internal Revenue Service							
Date: _____				Signature: _____			

WAAIME does not provide cash advances for reimbursable expenses. SME will process expense reimbursement requests and remit reimbursements in a timely manner. Only in extreme situations will advances be considered.

WAAIME does not reimburse Conference registration fees, social event tickets, or other activities. WAAIME’s special status as an SME Division affords some workarounds to allow WAAIME Officers and other members pro bono access to activities such as manning the WAAIME booth in the Exhibit Hall or attending the Women of SME Breakfast where our domestic Founder’s Award is presented. Such workarounds may give WAAIME members open access to the Conference and the exhibits. Complimentary access badges provided to WAAIME members are strictly for use to support WAAIME-specific activities and do not constitute an open pass to attend the entire Conference. Like everyone else, WAAIME members that wish to attend general Conference proceedings and activities must pay their own Conference registration fees.

WAAIME is the only SME Division that offers expense reimbursement. Except for SME staff, all other participants at the SME Annual Conference & Expo and the SME Mid-Year Meeting participate at their own cost. Service as a WAAIME Officer should never be viewed as a means to get expenses reimbursed if the Officer would be attending SME events anyway. WAAIME strives to limit travel reimbursements to only those who have no other business reason to attend SME events than their WAAIME volunteerism.

Filling Vacancies

The Executive Committee is responsible for nominating and/or receiving nominations from the WAAIME membership to fill vacancies on the Executive Committee. The Executive Committee Past Chair shall preside over the nominations process of selecting individuals to fill regularly vacated positions. Refer to the “Leadership Nominations Guidelines” included as Appendix C for further details.



Awards, Events, and Fundraising

The Executive Committee is responsible for nominating and/or receiving nominations from the WAAIME membership for the Division's two Founder's Awards. Refer to the "Founder's Award Guidelines" included as Appendix D for further details.

The Student Networking Reception is WAAIME's most significant social event. The Executive Committee is responsible for all aspects of the Student Networking Reception. Refer to the "Student Networking Reception Guidelines" included as Appendix E for further details.

The Selfie Tag Contest is a fun way for students to engage with industry members who are among the exhibitors at the SME Annual Conference & Expo. Refer to the "Selfie Tag Contest Guidelines" included as Appendix F for further details.

5.2.2 Scholarship Committee

The Scholarship Committee is comprised of the Scholarship Chair, who is a WAAIME Officer and member of its Executive Committee, a Vice Chair, and other members as may be required to accomplish the business of the Committee. The Chair serves three-year terms. The Vice Chair serves a one-year term but may serve longer than one year.

Members

Any person who is interested in furthering the mission of the WAAIME scholarship program, and who is not a student who is eligible to apply for a WAAIME scholarship, may join the Scholarship Committee.

Responsibilities

This Scholarship Committee is responsible to review all scholarship applications that are received from students who are members of one of the AIME professional societies residing within the United States. Committee members are assigned to a specific university where they will conduct interviews of scholarship applicants (which usually happens in January and February each year) and assess the merits of the students and their applications after the interviews. The interviews may be done either face-to-face or via telephone or video conference. Once the interviews are completed, each Committee member summarizes her/his findings and recommendations on an online form. The Scholarship Chair and Vice Chair have access to the findings and recommendations for student applicants from all universities.

Once the Committee members have completed their reviews and submitted their recommendations, the Chair and Vice Chair will then review all the recommendations and allocate scholarship amounts up to the allotted budget. Individual applications that are unclear or present a potential problem are presented for discussion among the Scholarship Committee



members at the Scholarship Allocation Meeting which is typically on Monday of the last week in February at the SME Annual Conference & Expo. During that meeting, the Committee, under the leadership of the Scholarship Chair, will finalize the allocated scholarship budget to the students based on Committee member recommendations and dollar amounts available for distribution. The Scholarship Chair then presents the final scholarship allocations to the Executive Committee for final approval.

Refer to the “Scholarship Guidelines” included as Appendix G for further details on the requirements, process, and timelines for the scholarship process.

Meetings

The Scholarship Committee typically holds its annual Scholarship Planning Meeting in November and before the deadline date by which students must submit their applications for scholarship consideration. The purpose of this meeting is to orient Committee members to the process and assign them to a university where they will be conducting interviews of the student applicants. Teams of Committee members may be assigned to larger universities where several interviewers are warranted.

The annual Scholarship Allocation Meeting is held during the SME Annual Conference & Expo, which is typically scheduled on Monday afternoon of the last week in February. This is a closed-door meeting where only Committee members are allowed to attend. At this meeting, each student application is discussed among the Committee and the funds that have been budgeted for non-international student scholarships are allocated to the applicants based on Committee member recommendations from their individual interviews as needed.

Time and Travel Commitment

To preserve consistency of the WAAIME scholarship program, the Scholarship Chair and Vice Chair time commitments are for six years. The initial three-year term is served as Vice Chair succeeding to the final three-year term as Scholarship Chair, WAAIME Officer, and WAAIME Executive Committee member.

The Scholarship Planning Meeting is usually done virtually by telephone or online video conferencing. The meeting typically takes about two to three hours.

The Scholarship Committee members are expected to attend the annual Scholarship Allocation Meeting that is held in association with the SME Annual Conference & Expo, usually on Monday morning of the last week in February. These meetings may require travel to and from the meeting location. In addition to the travel, the Scholarship Allocation Meeting typically requires



about four to six hours. It is best to attend this meeting in person, if possible, but attendance by video conference or telephone may be accommodated.

Special Requests

Special requests for financial support for students that experience unexpected hardship or change in personal circumstance arise from time to time that do not align with the normal scholarship program allocations. All special requests must be in writing and clearly explain the hardship or special circumstance that the student is experiencing to justify the funding requested. All special requests are addressed through the Iris Owen Fund, which has been established for such incidents. The Fund Chair shall obtain at least one letter from a department faculty member or have a telephone conversation with the relevant department head at the affected student's university to validate the special circumstance financial request. Once the support letters are obtained, the Fund Chair shall present the results along with her/his recommendation to the Executive Committee for approval. Special requests shall only be funded upon formal approval by the Executive Committee.

Filling Vacancies

The Scholarship Chair is responsible to fill vacancies on the Scholarship Committee as may be required to conduct the business of the Committee.

Nominations for the Scholarship Vice Chair position will arise every three years. Nominations should be solicited from within the Scholarship Committee and from the WAAIME membership in the Fall Newsletter. Specific dates are provided in the Newsletter. Since the Scholarship Vice Chair will succeed to the Scholarship Chair position after completing at least one year as Vice Chair, and because the Scholarship Chair is a WAAIME Officer and Executive Committee member, the nominations process for the Scholarship Vice Chair is the same as that for filling vacancies on the Executive Committee as detailed in the previous section.

5.2.3 International Committee

The International Committee is comprised of the International Chair, who is a WAAIME Officer and member of its Executive Committee, a Vice Chair, and the members of each local international section as may be required to accomplish the business of the Committee. The Chair serves a three-year term. The Vice Chair serves a one-year term but may serve longer than one year.

The International Committee is responsible for all international WAAIME sections and their activities outside of the United States. It is currently comprised of six international sections: two in Peru: in Lima and Cajamarca; two in Chile: in Santiago and La Serena; and two in Mexico: in



Torreon and the Federal District DF. All international sections fall under the leadership of the International Chair and are accountable to the International Chair for all activities, scholarship allocations, and other financial matters.

Members

The local international sections of the WAAIME International Committee comprise the membership of the International Committee. There are currently six international sections: two in Peru, two in Chile, and two in Mexico but this number may vary from time to time. Any person within or outside the United States who is interested in furthering the mission of the WAAIME scholarship program and other educational initiatives in these countries may join one of the local sections of the International Committee.

New International Sections

Any person or group that is interested to start a new local international section in Peru, Chile, Mexico, or in other countries outside the United States must liaise with the International Committee Chair and the WAAIME Executive Committee. The Executive Committee, under the leadership of the International Chair, who is also a member of the Executive Committee, will evaluate and determine whether such new section proposals are warranted and likely to be sustainable and whether subgroups may be appropriate based on geographic region, language commonalities, cultural similarities, and/or other relevant factors.

Responsibilities

Refer to the “International Guidelines” included as Appendix H for further details on the duties and expectations of the International Chair, the international sections and the support they receive from the SME Staff Liaison.

International Scholarship Program

Each section must have a scholarship director, who must carry out together with her/his scholarship committee the call for scholarships each year according to their needs and budget, must send their application forms to each faculty in the chosen universities, which can be in either Spanish or English. Subsequently, they must check that the candidates meet all the requirements and must organize face-to-face interviews or video conferences to determine who the new interns will be.

After the decision is made by the scholarship committee, they will send letters to the universities to communicate the names of the chosen applicants for the WAAIME program. They can also send such communications to each of the selected candidates.



Subsequently, they will be able to organize the delivery of scholarships in person or virtually. Scholarships can be awarded for up to 2.5 consecutive years depending on the country and the students must send a satisfactory expense report before they can be awarded the scholarship money again.

They can also improve the program with coaching sessions and mentoring.

Meetings

International section meetings are scheduled and held as needed by each of the six sections. The International Chair should maintain good communication with the main directors of each section and request meetings via teleconference as appropriate to stay informed on how each section is working and to be able to give updated reports of their activities, support problems that may arise and/or introduce new ideas to make the section more successful.

Time and Travel Commitment

The International Chair is a WAAIME Officer and member of its Executive Committee and as such, is expected to attend the WAAIME Annual Meeting which is held at the SME Annual Meeting Conference & Expo, usually during the last week in February. The International Chair is also expected to attend the WAAIME Mid-Year Meeting. Because the Mid-Year Meeting is only two days which may present an onerous international travel schedule, the Chair may opt to attend the Mid-Year Meeting either in-person or on-line via telephone or video conference depending on the agenda issues.

Special Requests

Special requests made to local international committee sections will be handled by the section leadership in conformance with local laws and customs. Any exceptions to normal day-to-day operations made by local section leadership must be promptly reported to the International Chair, who will inform the WAAIME Executive Committee on an as-needed basis, to assure conformance with SME bylaws, policies, and the laws affecting non-profit organizations in the United States.

Filling Vacancies

The International Chair is responsible for filling vacancies on the International Committee as may be required to conduct the business of the Committee.

5.3 Other WAAIME Committees

The Executive Committee may form other committees or modify the existing committees as and when the need arises. The Chair may also form temporary ad-hoc committees to address



short-term tasks as and when needed. Such ad-hoc committees will be either dissolved at the completion of the task or may form a new committee if the task develops into an initiative that aligns with the Division Vision and Strategic Goals. WAAIME Members will be notified of any committee additions, deletions, or significant modifications through the WAAIME Newsletter.

Three other committees have been loosely organized but are in their infancy and are only now figuring out how they can add value to the Division and to SME. These committees and their primary responsibilities will likely change with time to remain aligned with the WAAIME Vision and Strategic Goals and the initiatives and priorities of the WAAIME organization. Leadership structure and primary responsibilities of each of these three committees follow.

5.3.1 Marketing and Outreach Committee

The Marketing and Outreach Committee is comprised of a Chair, a Vice Chair, and other members as may be required by the Committee. The Chair and Vice Chair each serve one-year terms.

The Marketing and Outreach Committee is responsible for:

- Organizing and hosting the WAAIME Booth in the Exhibit Hall during the SME Annual Meeting & Expo.
- Recruiting student scholarship recipients to help man the Booth during Exhibit hours.
- Promoting awareness of WAAIME activities through the WAAIME Booth, the WAAIME websites (<https://www.smenet.org/divisions/waaimedivision> and <https://www.waaimedivision.org>) and social media platforms including the LinkedIn page. Refer to the “Booth Guidelines” and “LinkedIn Guidelines” included as Appendix I and Appendix J respectively for further details.
- Encouraging participation in all WAAIME committees and other initiatives.
- Coordinating with AIME member societies to encourage participation in WAAIME scholarships, committees, and other initiatives.

5.3.2 Student Affairs and Events Committee

The Student Affairs and Events Committee is comprised of a Chair, a Vice Chair, and other members as may be required by the Committee. The Chair and Vice Chair each serve one-year terms.

The Student Affairs and Events Committee is responsible for:

- Coordinating the *Careers That Rock!* program. Refer to the “*Careers That Rock!* Guidelines” in Appendix K for details.



- Assisting the Division Chair in the planning and execution of the Student Networking Reception. Refer to the “Student Networking Reception Guidelines” in Appendix E for details.
- Coordinating with universities to encourage student participation in WAAIME committees, scholarships, and other initiatives.
- Maintaining contact with past scholarship recipients and encouraging their volunteerism.
- Identifying new programs and activities as may be appropriate to encourage and support students in the extractive industries.

5.3.3 Education Committee

The Education is comprised of a Chair, a Vice Chair, and other members as may be required by the Committee. The Chair and Vice Chair each serve one-year terms.

The Education Committee is responsible for:

- Overseeing student coaching initiatives.
- Devising strategies and programs to promote student awareness of, and interest in, the extractive industries.
- Identifying synergies and initiatives within SME and other like-minded organizations aimed at building interest in and recruiting students into extractive industry careers
- Supporting educational initiatives as may be appropriate within the extractive industries
- Covering the efforts of other committees and activities and writing updates on those activities for publication in the WAAIME Newsletter.

5.4 Iris Owen Fund

The Iris Owen Fund was established to accommodate special requests for WAAIME support that fall outside the WAAIME Division committee structure and normal budget process. All special requests must be aligned with the Divisions Vision and Strategic Goals. An annual budget is allocated to the Fund by the Executive Committee so that the Division can financially support worthy causes in unanticipated or emergency situations. The WAAIME Chair-Elect serves as the Chair of the Iris Owen Fund and makes recommendations to the Executive Committee to support worthy causes within budgetary limits. All funding allocations from the Fund must be approved by the Executive Committee. Refer to the “Iris Owen Fund Guidelines” included as Appendix L for further details.



6 Duties of Officers

The WAAIME Division has five Officers. These five Officers comprise the WAAIME Executive Committee. The Officers are responsible for all business and financial actions and transactions of the WAAIME Division.

The Omnibus Agreement increased the number of WAAIME Officers from three to five. The five Officers include the Chair, Past Chair, Chair-Elect, Scholarship Committee Chair and the International Committee Chair. The Chair, Chair-Elect, and Past Chair each serve for one year progressing from Chair-Elect to Chair to Past Chair over a single three-year term. The Scholarship Chair and International Chair are both elected to serve a three-year term. Except as indicated in Item 9 of Subsection 6.4 below, no Officer may serve consecutive terms and no more than one international member will be an Officer at any given time. An Officer who wishes to serve one or more additional three-year terms on the Executive Committee must rotate off the Executive Committee for at least one year before becoming eligible to be renominated and reappointed.

The primary duties and responsibilities of the WAAIME Division Officers follow.

6.1 Chair

The Chair is a voting member of the Executive Committee who:

1. Presides over the Executive Committee meetings of the Division.
2. Appoints all necessary committees and representatives, including ad-hoc committees, which may be needed to address issues and opportunities that arise during the year.
3. If desired, appoints an ad-hoc advisory committee of trusted WAAIME members (usually but not limited to past Executive Committee members) to serve during her/his year as Chair to advise on WAAIME history, past practices, and assist in carrying out the business of the Division.
4. Fills any vacancies that may arise on the Executive Committee or among the leadership of the other WAAIME committees.
5. Transacts all Division business that is not otherwise specifically delegated to others.
6. Prepares the written reports of WAAIME Division activities and accomplishments to the SME Board of Directors for their Sunday and Thursday Board Meetings at the SME Annual Conference & Expo and for their Mid-Year Board Meeting and is available to present salient points of those reports at those meetings and answer questions from Board members when requested.
7. Arranges, or appoints a willing individual as Reception Chair to arrange, the Student Networking Reception of the Division that is held at the conclusion of her/his term as



Chair. Refer to the “Student Networking Reception Guidelines” included as Appendix E for further details. Specific duties include:

- a. Coordinating with SME staff on the venue, food/beverage offerings, decoration, and other matters that may pertain to the reception.
 - b. Inviting guests, including the SME leadership, AIME leadership and the leadership of the AIME member societies, and other guests as may be appropriate for the occasion.
 - c. Recognition of the Reception sponsors, special guests, Selfie Tag winners, scholarship recipients, and others as may be appropriate at the Student Networking Reception.
8. Appoints a Selfie Tag Contest Chair to oversee program implementation. Refer to the “Selfie Tag Contest Guidelines” included as Appendix F for further details.
 9. Communicates effectively with other members of the Executive Committee, the leadership of the WAAIME committees, and with SME leadership and staff regarding the business of and plans for the Division.
 10. Serves a one-year term that starts and ends at a WAAIME Annual Meeting and becomes the Past Chair at the end of that Meeting.

6.2 Past Chair

The Past Chair is a voting member of the Executive Committee who:

1. Presides over the Executive Committee in matters associated with filling vacancies on the Executive Committee.
2. Presides over Executive Committee meetings in the absence of the Chair.
3. Assists the Chair with her/his duties as may be needed.
4. Assures that the WAAIME mailing list is accurate and up to date.
5. Oversees inputs to the WAAIME Newsletters.
6. Writes or identifies appropriate articles from the WAAIME Newsletters for publication in Mining Engineering magazine.
7. Communicates effectively with other members of the Executive Committee and the leadership of the WAAIME committees.
8. Coordinates the Education Committee as regards the content and presentation of the WAAIME Newsletter.
9. Coordinates with the editor of Mining Engineering magazine through WAAIME’s SME Staff Liaison as regards monthly WAAIME news updates in the magazine.
10. Serves a one-year term that starts and ends at a WAAIME Annual Meeting and retires from the Executive Committee at the end of that Meeting.



6.3 Chair-Elect

The Chair-Elect is a voting member of the Executive Committee who:

1. Presides over the Executive Committee meetings in the absence of the Chair and Past Chair.
2. Serves as Chair of the Iris Owen Fund.
3. Is responsible for soliciting sponsors for the Student Networking Reception.
4. Oversees the content and appropriateness of the WAAIME websites (<https://www.smenet.org/divisions/waaime-division> and <https://www.waaime.org>) and social media platforms.
5. Communicates effectively with other members of the Executive Committee and the leadership of the WAAIME committees.
6. Coordinates with the Education Committee as regards the content and presentation of the WAAIME websites.
7. Coordinates with the Student Activities and Events Committee as regards the content of the social media platforms.
8. Selects a “thank you for your service” gift to be given to the outgoing Division Chair at the Sunday Morning WAAIME Annual Meeting, typically reimbursable by WAAIME for amounts up to \$200.00.
9. Serves a one-year term that starts and ends at a WAAIME Annual Meeting and becomes the Chair at the end of that Meeting.

6.4 Scholarship Chair

The Scholarship Chair is a voting member of the Executive Committee who:

1. Presides over the WAAIME Scholarship Committee.
2. Coordinates the processing of all scholarship applications.
3. Assigns members of the Scholarship Committee to review applications, interview applicants, and make scholarship allocation recommendations for each university.
4. Assures that recommended scholarship allocations are within the approved budget.
5. Assures that scholarship funds are allocated only to students who have met all the qualifications and requirements to receive them.
6. Gains final approval of the scholarship allocations from the Executive Committee.
7. Communicates effectively with other members of the Executive Committee and the leadership of other the WAAIME committees.
8. Serves a three-year term which starts and ends at a Mid-Year Meeting.
9. May serve a second consecutive term, but not more than two consecutive terms.



6.5 International Chair

The International Chair is a voting member of the Executive Committee who:

1. Must be an international member of WAAIME.
2. Represents all WAAIME sections outside of the United States.
3. Appoints all necessary committees and representatives, including ad-hoc committees that may be needed to address issues and opportunities associated with the international sections according to their needs and customs.
4. Assists the local international sections in filling any vacancies that may arise within those sections.
5. Coordinates with local section leaders regarding the business activities of all international sections.
6. Assures that each international section operations are aligned with SME requirements as well as local laws and customs.
7. Prepares and presents the report on International Committee activities to the Executive Committee at the WAAIME Annual Meeting.
8. Provides an update on International Committee activities at the Mid-Year Meeting.
9. Provides annual membership statistics and account balance figures for each international section.
10. Communicates effectively with the other members of the Executive Committee, the leadership of all international sections, collects annual reports from the international sections, and coordinates international section inputs into the WAAIME Newsletter.
11. Serves a three-year term which starts and ends at a WAAIME Annual Meeting.

The Scholarship and International Chairs do not automatically rotate into the Chair-Elect/Chair/Past Chair progression.



7 Schedule of Events

The WAAIME Division holds its semi-annual business meetings in conjunction with the other SME Divisions.

7.1 WAAIME Division Annual Meeting

The WAAIME Division Annual Meeting is held in conjunction with the SME Annual Conference & Expo which convenes on Sunday morning and continues through midday on Wednesday and is typically scheduled for the last week in February each year.

Notice to WAAIME Division members must be given in the Fall issue of the WAAIME Newsletter and by email notification at least 10 days prior to the WAAIME Division Annual Meeting of the Executive Committee. Notice may also be given by other conventional means or by notification in *Mining Engineering* magazine, but these notification options are in addition to, not in lieu of, the Newsletter and email notifications.

The WAAIME Executive Committee shall hold its Annual Meeting immediately prior to the SME Annual Conference & Expo for the purpose of reviewing the financial performance of the WAAIME portfolio, reviewing the budget-to-actual financial performance of the WAAIME Division for the preceding fiscal year ending September 31 and the first quarter of the current fiscal year (fourth quarter of the calendar year), reviewing the report to the SME Board of Directors regarding the Division's actions and initiatives of the preceding year, and attending to other Division business items. A second report by the Division may be requested by the SME Board of Directors of its planned actions and initiatives for the coming year. This report, if requested, is presented by the incoming Division Chair at the Thursday morning of the SME Board of Directors at the SME Annual Conference & Expo.

Minutes of WAAIME Annual Meetings, and all other Executive Committee meetings, shall be timely filed with SME through the SME Staff Liaison. Annual Meeting minutes, or summaries thereof, shall be provided to the WAAIME membership in the Spring issue of the WAAIME Newsletter. Meeting summaries may also be published in *Mining Engineering*, posted on the SME Community website, or sent by email to the WAAIME Division membership.

Regularly scheduled Division meetings that occur at the SME Annual Conference & Expo follow.

Sunday Morning – WAAIME Annual Meeting

The WAAIME Annual Meeting is usually scheduled from 8:30AM to 12:00PM. It is open to all members and includes a face-to-face update by the Division's financial advisors, reports of the past year's activities from each of the WAAIME Committees, any stand-alone business items



occurring during the past year, any reasonably foreseeable upcoming business items for the coming year, and other business as may be appropriate for the meeting. If required, a closed meeting of the Executive Committee may be scheduled either before or after the WAAIME Annual Meeting, to be attended only by Executive Committee members and invited guests.

Sunday Afternoon – WAAIME Division Report to the SME Board of Directors

WAAIME presents its written report of operations to the outgoing SME Board of Directors at such time as the report is included on the Board agenda. The Board may request WAAIME to present its report or be available at the Board meeting to respond to questions. The SME Staff Liaison will advise if WAAIME attendance is requested by the SME Board.

Sunday/Monday – Selfie Tag Contest

The Selfie Tag Contest takes place during the Exhibit Hall hours beginning at 3PM on Sunday and closes at 3PM on Monday. Student teams should register as early as possible.

Monday Evening – Student Networking Reception

The WAAIME Division and its industry sponsors host the Student Networking Reception on Monday evening from 5:00PM to 7:00PM. This event is free of charge for all students and for employees of the companies sponsoring the reception. Selfie Tag sponsors are also invited and allowed up to two employees at the event. The winners of the Selfie Tag Contest and other door prizes that are offered at the reception must be present to collect their winnings.

Tuesday Morning – Women of SME Breakfast

Most WAAIME members attend the Women of SME Breakfast which is usually held from 7:00AM to 9:00AM on Tuesday of the SME Annual Conference & Expo. We typically present our domestic Founder's Award at this event. A ticket must be purchased to attend this Breakfast, and the event is open to all interested SME meeting attendees. This is an excellent networking venue for WAAIME members, students, and industry representatives and usually includes an excellent program that often centers around diversity, career development, and inclusion.

Tuesday Morning – WAAIME Scholarship Committee Meeting

The Scholarship Committee usually meets from 9:00AM to 11:00PM in a closed-door session to assess the merits of the applications and reviewer's recommendations and to allocate the budgeted funds to deserving students. This is a closed meeting. Only Scholarship Committee and Executive Committee members may attend.



Tuesday Morning – WAAIME Business Meeting

The WAAIME Business Meeting is a follow-up meeting from Sunday's Annual Meeting actions and includes reports on the outcomes of any WAAIME committee meetings held during the week, and other matters as may arise during the week. Among the first agenda items is consideration of and, if deemed appropriate, approval of the Scholarship Committee's recommended allocations to students for the upcoming academic year. At this meeting and following the scholarship discussion, the standing Chair will "pass the gavel" to the incoming Division Chair who will present her/his plans and priorities for the coming year. This meeting is usually held immediately following the Scholarship Committee Meeting from 11:00AM to 12:00PM. From this meeting, a report to the SME Board of Directors may be prepared, if requested, for delivery at the Thursday morning Board Meeting.

All Exhibit Hall Open Hours on Sunday, Monday, Tuesday, and Wednesday – WAAIME Booth

WAAIME receives complimentary booth space in the Exhibit Hall to network with MINEXCHANGE attendees and exhibitors. WAAIME scholarship recipients are requested to help man the booth for short intervals during exhibit hours to provide testimonials of WAAIME's value and impacts and to encourage their network building. Refer to the "Booth Guidelines in Appendix I for further details.

Thursday Morning - Division Report to the SME Board of Directors

WAAIME may be asked to present an oral report on significant meeting activities and its plans for the coming year to the incoming SME Board of Directors at such time as the report is included on the Board agenda. The SME Staff Liaison will advise whether such report is needed.

7.2 SME Mid-Year Meeting

The WAAIME Mid-Year Meeting is held either as a virtual meeting or an in-person meeting at the same time and place as the SME Mid-Year Meeting for the purpose of conducting Division business and planning Annual Conference activities and events. The Mid-Year Meeting is also the first Executive Committee meeting that the incoming Scholarship Chair will attend as an Officer and voting Executive Committee member.

Notice of the Mid-Year Meeting must be given to WAAIME Division members in the Spring issue of the WAAIME Newsletter and by email notification at least 10 days prior to the Meeting of the Executive Committee. Notice may also be given by other conventional means or by notification in *Mining Engineering* magazine, but these notification options are in addition to, not in lieu of, the Newsletter and email notifications.



A Division status report shall be prepared for consideration by the SME Board of Directors at their Mid-Year Meeting. WAAIME representatives may be requested to attend the Board Meeting to present the report and/or answer questions. The SME Staff Liaison will advise whether such attendance is requested.

7.3 WAAIME Newsletter

The WAAIME Newsletter is published in the Spring, usually in May, and Fall, usually in November, of each year. The Newsletter informs the WAAIME membership of the ongoing actions, initiatives, accomplishments, and plans of the Division. It is also the Newsletter that solicits nominations to fill Executive Committee positions (Fall issue) and for domestic and international Founder's Award nominations (Spring issue). Refer to the "Newsletter Guidelines" in Appendix M for details on content, timing of article submissions, and ways to streamline the preparation process.

The WAAIME Newsletter is emailed to all WAAIME members. WAAIME members who request that a hard copy be mailed to them can be accommodated. The emailed WAAIME Newsletter is the primary means of disseminating information to the WAAIME membership.

Excerpts from the WAAIME Newsletter, either in whole or in part, may be used as source material for periodic updates on WAAIME Division activities in *Mining Engineering* magazine or on the SME Community website. Because WAAIME members may not be members of SME, these notification options are strictly to raise awareness and inform the greater SME community of WAAIME Division activities. They must not be used in lieu of the Newsletter and email notifications to inform the WAAIME membership.

8 WAAIME-Sponsored Annual Meeting Events

In addition to the various committee meetings, the WAAIME Division hosts three events at the SME Annual Conference & Expo: the Student Networking Reception, the Selfie Tag Contest, and the WAAIME Division Exhibit Hall Booth.

8.1 Student Networking Reception

The Student Networking Reception is the WAAIME Division's primary social event. All students attending the SME Annual Conference & Expo are invited to attend this Reception. Sponsoring companies and their employees and guests are also invited to attend the reception. The number of employees and guests that a sponsor is allowed is dependent on the level of sponsorship. Refer to the "Student Networking Reception Guidelines" included as Appendix E for further detail.



8.2 Selfie Tag Contest

The WAAIME Division launched its Selfie Tag Contest in 2019 and has been doing it annually ever since. The Contest is designed to draw students into the Exhibit Hall at the SME Annual Conference & Expo and to offer exhibitors additional business exposure from the future leaders of our industry (our students) by volunteering to participate in and sponsor the game. The exhibitor groups provide clues about their businesses which are provided to the students. When the Exhibit Hall opens, the students must figure out which company is associated with each set of the clues. The teams figure out who the exhibitors are and take a selfie photo at their booth showing the exhibitor's name/logo. Teams that get the greatest number of clues correct in the least amount of time win. Winning teams are awarded cash prizes which are given out at the Student Networking Reception. Refer to the "Selfie Tag Contest Guidelines" included as Appendix F for further detail.

8.3 SME Exhibit Hall Booth

SME provides WAAIME a complimentary booth each year at the SME Annual Conference & Expo. In the past, WAAIME used its booth for fundraising activities through silent auctions. More recently, WAAIME has raised funds by offering handcrafted items at the SME Foundation Silent Auction which occurs prior to and during the SME Foundation Gala on Sunday evening rather than at its own booth. The booth is now used for informing and networking with passers-by of WAAIME programs and initiatives and for engaging students. Refer to the "Booth Guidelines" included as Appendix I for further detail.

9 Amendments to Governance Documents and Operations Handbook

The WAAIME Executive Committee should review Programs 3, 4, and 5 of the *Programs Supported by the WAAIME Funds* section of the Merger Agreement as often as is needed, but as a minimum every five years. This review should give due consideration for the WAAIME Vision and Strategic Goals and the current SME Strategic Plan, both of which are updated from time to time. Any changes in these plans or initiatives of the SME Board of Directors should be integrated into this Operations Handbook as appropriate.

This Operations Handbook should also be reviewed for relevance as often as is necessary but at least every five years as a minimum. Future modifications of the Operating Handbook will require a two-thirds majority vote of the WAAIME Executive Committee (at least 4 of the 5 Officers must vote in favor of the modifications) to become effective. Following approval of Handbook updates, the WAAIME Executive Committee will notify the membership in the next scheduled WAAIME Newsletter of any material modifications made to the Operating Practices.



Appendix A – 2008 Plan of Merger



PLAN OF MERGER

ARTICLE I Names of Constituent Corporations and of Surviving Corporation

This Plan of Merger is between constituent corporations The Woman's Auxiliary to the American Institute of Mining, Metallurgical, and Petroleum Engineers, Inc. ("WAAIME"), a New York Not-For-Profit Corporation, and Society For Mining, Metallurgy, and Exploration, Inc. ("SME"), a Colorado nonprofit corporation. Both constituent corporations are tax exempt pursuant to Section 501(c)(3) of the Internal Revenue Code.

The surviving corporation will be SME and its name will remain Society For Mining, Metallurgy, and Exploration, Inc. WAAIME will become the WAAIME Division of SME.

ARTICLE II Membership and Holders of Certificates Evidencing Capital Contributions and Subventions

The membership and holders of certificates evidencing capital contributions or subventions, including their number, classification, and voting rights, as to each constituent corporation, are described as follows:

WAAIME membership is comprised of approximately 588 voting members, most of whom are comprised within nineteen (19) sections, of which 6 are international sections, as well as some other Members-at-Large, with members located both within and outside of the United States. The members of WAAIME are persons interested in service to and providing funds for the education of persons in or for the professions of mining, metallurgical and petroleum engineering and related fields.

SME membership is comprised of approximately 10,000 voting members. The members of SME are persons interested in education and other areas relevant to minerals exploration, extraction, production, processing, economics or metallurgy, including engineers, scientists, managers, educators, and students.

ARTICLE III Terms and Conditions of Proposed Merger

The manner and basis of converting membership and/or other interests in each constituent corporation into membership and/or other interests in the surviving corporation will be as follows:

Pursuant to votes of the Board of Directors and membership of WAAIME, and a vote of the Board of Directors of SME in favor of this Plan of Merger, in compliance with the provisions of the New York Not-For-Profit Corporation Law and the Colorado Revised Nonprofit Corporation Act,



respectively, and in accordance with the Certificate of Incorporation and Bylaws of WAAIME and the Articles of Incorporation and Bylaws of SME, WAAIME will merge with and into SME, which will be the sole surviving corporation and will succeed to all of the assets of, and will assume all of the obligations and liabilities of, WAAIME (the “Merger”) subject to, and in accordance with, the terms and conditions described in this Plan of Merger.

WAAIME Division after Merger. After the Merger, WAAIME will continue its functions and activities as an unincorporated division of SME. SME’s Bylaws expressly authorize the formation of divisions. The principal activity of the WAAIME Division, the granting of scholarships for students in fields related to mining engineering, geology and earth sciences, will be continued by SME’s WAAIME Division in substantially the same manner as before the Merger. The WAAIME Division will be under the management and direction of the WAAIME Committee, a functional committee of SME. The former local sections of WAAIME will operate as local unincorporated sections of and under the WAAIME Division. An express condition of the Merger is that SME may only use the WAAIME endowments and unrestricted funds transferred to SME in the Merger, including any interest, appreciation, income or other investment returns thereon (the “Funds”) for the foregoing scholarships and for no other purposes, except for payments to SME for administrative costs and audit services as described in this Plan of Merger.

The WAAIME Committee. Immediately prior to the Merger, the WAAIME Board of Directors will elect three (3) WAAIME members to serve as the initial members of the WAAIME Committee. In order to allow for staggered terms, the WAAIME Board will elect one of the initial members for a 1-year term, another for a 2-year term, and the third for a 3-year term. The WAAIME Board of Directors will designate which of the three (3) initial members of the WAAIME Committee will serve as the initial chairperson. Thereafter the most senior member, in terms of service on the WAAIME Committee, will chair the WAAIME Committee.

All succeeding WAAIME Committee members will serve 3-year terms. Successor members of the Committee will be selected by a majority vote of the existing WAAIME Committee. Prior to filling any vacancy upon the expiration of a term, the WAAIME Committee will solicit applications from WAAIME members to serve on the committee via the WAAIME newsletter distributed by SME for the WAAIME Division. Multiple terms of service on the WAAIME Committee will be permitted, including consecutive terms. The WAAIME Committee will promptly inform SME of any changes in the composition of the WAAIME Committee. If for any reason the WAAIME Committee ceases to appoint any new members after the expiration of the terms of all its members, SME will assume its functions and responsibilities. The WAAIME Committee may adopt operating practices pertaining to the functions of the WAAIME Division so long as they are not inconsistent with SME’s Articles of Incorporation, Bylaws, or this Plan of Merger.

WAAIME Committee Board Representatives. SME will notify and invite the members of the WAAIME Committee to all regularly scheduled meetings of the SME Board of Directors, as well as to any special meetings of the Board that will consider matters affecting, directly or indirectly, the WAAIME Division or the WAAIME Committee. Prior to any such meeting, SME will provide the members of the WAAIME Committee with copies of the agenda for the meeting and any other materials distributed to the SME Board in preparation for the meeting. Members of



the WAAIME Committee attending SME Board meetings will be afforded the opportunity to participate in Board discussions in the same manner and at the same time as members of the SME Board. SME staff will prepare and submit to the WAAIME Committee a quarterly reconciliation and update on (i) the investment returns on WAAIME endowments, (ii) newly received grants and contributions, and (iii) any other material financial information pertaining to the WAAIME Division. The WAAIME Committee will then make regular reports to the SME Board on the investment and financial performance of the WAAIME endowments transferred to SME by the Merger and on the overall administration of the WAAIME Division's activities, including scholarship grants and awards and some of the financial information provided to the WAAIME Committee by the SME Staff. The WAAIME Committee's representatives to the SME Board will not be entitled to vote on matters presented to that Board. Members of the WAAIME Committee will get an annual stipend from the WAAIME Fund of up to \$1000 per member for reimbursement of travel expenses incurred in SME or WAAIME Committee activities.

WAAIME Membership Status after Merger. Members of WAAIME in good standing before the Merger will be WAAIME Division members after the Merger. WAAIME Division members will not be members of SME. WAAIME Division members will not be obligated to pay any dues to SME or the WAAIME Division. Former members of WAAIME may, if they otherwise qualify for SME membership, become SME members by applying for such membership and paying the applicable dues for such membership. Members of former WAAIME sections that become sections of the WAAIME Division after the Merger may establish and collect dues from members of their respective sections.

Sections of WAAIME Division. The Merger will not affect the status of members in good standing of the former WAAIME sections. All former WAAIME sections will continue to operate as WAAIME Division sections under their existing section bylaws except that all references to WAAIME shall be deemed to be references to SME or the WAAIME Division, as the context requires, and if and to the extent that a section's bylaws conflict with the SME Bylaws, the SME Bylaws will control. Section minutes will be retained at the section level. After the Merger, no new sections of the WAAIME division may be added. WAAIME Division sections may submit news items to SME or the WAAIME Committee for publication in the WAAIME Newsletter which will be published in the SME Mining Engineering magazine.

If a section of the WAAIME Division elects not to continue, the section must give SME prior notice of its intent to dissolve. Upon dissolution, all section funds remaining after payment of debts and obligations must be sent to SME and then added to the WAAIME Funds. Prior to dissolution, the section funds may be dedicated to a Program selected by the dissolving section. The dissolving section must send SME satisfactory evidence of closed accounts and payment of outstanding debts and payables (e.g. final bank statement and/or financials).

Segregation and Separation. While WAAIME's endowment funds will be owned and entrusted to SME, the WAAIME Committee will act as the fiduciary representatives of SME with respect to the investment, management and administrative functions of the Funds. After the Merger, the Funds will be maintained in segregated accounts from other SME funds and will be managed separately and apart from other SME funds by the WAAIME Committee.



The Funds. A schedule of the Funds as of May 31, 2006 is attached to this Plan of Merger, showing a total value of \$8,498,737.16 as of that date. All WAAIME restricted funds including endowments and temporarily restricted funds shall be used for the purposes specified in the gift instrument or as otherwise permitted by law. The Funds will be administered in accordance with the Colorado Revised Nonprofit Corporation Act and in a manner that preserves the tax exempt status of SME under Section 501(c)(3) of the Internal Revenue Code.

In that connection, the primary investment consideration for the Funds after the Merger will be preservation of capital and a reasonable rate of return over the inflation rate. Unless the WAAIME Committee determines otherwise, spending will be limited to no more than 5% of the trailing three year average market value of the Funds.

Programs Supported by the WAAIME Funds. After the Merger, SME and the WAAIME Division, as administered by the WAAIME Committee, will utilize a portion of the five percent of the annual spending of the Funds to support the following programs:

1. Undergraduate and graduate scholarships (currently 5% annual spending limit of average of previous 3 year-end endowment balances)
2. Scholarship grants to existing international sections (currently \$10,000 per section annually)
3. Ph.D. fellowship grants (3 grants at \$5,000 each annually)
4. SME GEM Program (\$5,000 annually)
5. Colorado Mining Association Education Foundation Total Concepts (currently a total of \$3,000 for 2 teachers annually).

Programs number 3, 4, and 5 may be modified with the approval of the WAAIME Committee and the SME Board of Directors.

Scholarships. The WAAIME Committee will select qualified students and award scholarships. Prior to November of each year, SME will send notices of the availability of scholarships to educational institutions selected by the WAAIME Committee, including schools where there is no section of the WAAIME Division. Such notices will describe the application process and the submission deadline in a manner prescribed by the WAAIME Committee. Applicants for scholarships must be a student member of either SME or one of the other three AIME Member Societies (TMS, AIST, or SPE).

Unless determined otherwise by the WAAIME Committee, the procedure for annual scholarship grants will be as follows. The student applicants must submit all scholarship applications to SME, through a section of the WAAIME Division, by March 15 of each year; or if there is no section in their area, a student may submit a scholarship application directly to SME. SME will forward all timely applications to the WAAIME Committee on or before March 30. The WAAIME Committee will select recipients by the end of May. SME will notify the scholarship recipients (with a copy to the school and section) and the rejected applicants by the end of June. In August, SME will send checks made payable to the scholarship recipients to their schools for presentation by the school to the student.



Scholarship Loans. Even though scholarships loans (comprised of 50% loan and 50% scholarship grant) were discontinued by WAAIME in 2007, loan balances from students owed to WAAIME remained outstanding at the time of the Merger. After the Merger, SME will send out monthly statements to all scholarship loan recipients with outstanding balances. SME will deposit all scholarship loan repayments into a separate WAAIME Division operating account. To the extent feasible, SME will adhere to WAAIME's prior practices with respect to the collection of scholarship loans. Monies received as repayment of scholarship loans may be used by SME to cover expenses related to the WAAIME programs described above.

No Changes. After the execution of this Plan of Merger and before its effective date, WAAIME will not take any actions outside the ordinary course of its business as it has been historically conducted, including but not limited to any unusual expenditure or dissipation of the Funds, except that, prior to the Merger, WAAIME intends to give a one-time contribution of \$5,000 to \$6,000 to each section for their Education For Tomorrow (EFT) programs.

Post-Merger WAAIME Division Activities. The administration of the former WAAIME office and membership functions will be handled by SME. Such administration will include (i) compilation, printing and distribution of the annual Membership Directory and Financial Report of the WAAIME Division to all members of the WAAIME Division, under the direction of the WAAIME Committee with the assistance of the SME staff, in substantially the same manner as WAAIME did prior to the Merger, (ii) production and distribution of the WAAIME Newsletter to all members of the WAAIME Division, as it is produced by the WAAIME Committee with the assistance of the SME staff, (iii) maintaining the records of the WAAIME Committee, including the membership lists of the WAAIME Committee, WAAIME Division, and WAAIME sections, as may be reasonably requested by the WAAIME Committee, (iv) preparing and sending out such invoices as may be requested from time to time by the WAAIME Committee, (v) handling day-to-day office questions and inquiries for the WAAIME Committee and the WAAIME Division, including inquiries from students, universities, WAAIME Division members, potential section members and others and (vi) interfacing with the WAAIME Committee members or other appointees and performing other routine office functions of the WAAIME Division not assumed and performed by WAAIME Committee.

The accounting and financial reporting functions of the WAAIME Division will be handled by SME, including but not limited to (i) maintenance of records for the separate tracking and reporting of the investment and expenditure of the Funds, including reports from investment managers retained by the WAAIME Committee for the investment of the Funds, on an annual basis and for interim periods if and to the extent that SME receives such reports quarterly or semi-annually as the case may be, (ii) inclusion of the Funds in the annual audit of SME, and (iii) maintenance of separate bank accounts for the Funds. The SME staff will prepare a draft budget for the WAAIME Division each year and submit that draft budget to the WAAIME Committee and the SME Board of Directors for review and approval prior to submission of a final budget.

Administrative and Audit Fees. SME will be entitled to payment for its costs of administering the WAAIME Division. All of SME's fees and costs for the WAAIME Division will



be paid out of the five percent (5%) limit previously referred to before making any awards of scholarship grants (which grants will also be included within the five percent (5%) limit) or from loan repayments or other funds received for or on account of the WAAIME Division. The **initial** estimated cost to the WAAIME Division is \$60,000 per year. SME will send an invoice quarterly to the WAAIME Committee for SME's costs for its services. SME will send a separate invoice for the WAAIME Division's aliquot portion of SME's costs for its annual independent audit and financial reporting, together with a copy of the invoice from the outside independent accountant and auditor.

Each year, on or before September 30, all WAAIME Division sections must submit a financial form to SME for its previous calendar or fiscal year and an annual summary of activities and events to SME for audit and IRS reporting purposes. By September 30, each WAAIME section must submit to SME a list of its members with contact information (name, mailing address, phone, fax, and e-mail) and a list of its section officers for inclusion in the annual Membership Directory and Annual Report.

ARTICLE IV

No Amendments or Changes of Certificate of Incorporation of Surviving Corporation

There will be no amendment or changes to the Certificate of Incorporation of SME, the surviving corporation, by reason of the Merger.

ARTICLE V

Effective Date of Merger

The Merger will become effective upon the filing of the Certificate of Merger with the New York Department of State and a Colorado Plan of Merger with the Colorado Secretary of State, unless, prior to delivery of such Certificate and Plan for either filing, it is agreed between the boards of directors of the constituent corporations that a later effective date is advisable, in which event the Certificate of Merger filed in New York will contain a provision specifying such later effective date as is agreed upon between such boards, but which date under New York Not-For-Profit Corp. Law § 905(a) may not exceed thirty (30) days subsequent to the filing of the Certificate of Merger by the New York Department of State.

ARTICLE VI

Miscellaneous

Changes to Plan of Merger. This Plan of Merger may be changed and deemed amended by any requirement of the Attorney General of the State of New York or any change ordered by the Supreme Court of the State of New York as a condition to its approval except that, in the event of any such amendment, either of the constituent corporations may elect to abandon the Plan of Merger in light of such amendment.

Abandonment of Merger. Notwithstanding authorization of this Plan of Merger by the boards of directors or the members of either of the constituent corporations, if at any time prior to



the filing of the Certificate of Merger by the New York Department of State it becomes the opinion of the board of directors of either of the constituent corporations that events or circumstances have occurred which render it inadvisable to consummate the Merger, this Plan of Merger may be abandoned. The filing of the Certificate of Merger by the New York Department of State will conclusively establish that this Plan of Merger has not been abandoned unless such filing has been made after an amendment to this Plan of Merger by the Attorney General of the State of New York or an order of the Supreme Court of the State of New York that has not been expressly accepted by both of the constituent corporations.

Enforcement of Covenants. The terms of this Plan of Merger relating to the functions activities and management of the Funds and the administration of the Funds and the WAAIME Division by the WAAIME Committee after the Merger shall be deemed to be covenants of SME to WAAIME that will survive the Merger. By entering into this Plan of Merger, SME agrees that all such covenants may be enforced by the WAAIME Committee notwithstanding the dissolution of WAAIME after the Merger. In the event of a material breach of the covenants that is not cured by SME after ninety (90) days prior written notice of the breach, the WAAIME Committee may elect, by a majority vote, to bring a court action against SME in the name of one or more members of the WAAIME Committee seeking specific performance of the covenants or, in the alternative, an equitable rescission of the Merger. SME may not assert as a defense in any such action a lack of privity, standing or similar defense against the members of the WAAIME Committee since SME has specifically assented to such a method of enforcement by entering into this Plan of Merger. The law firm of Carter Ledyard & Milburn LLP shall be permitted to represent the members of the WAAIME Committee in any such court action notwithstanding any prior retention of that firm by SME, as may be requested by the WAAIME Committee from time to time, in connection with ongoing business of the WAAIME Division or the WAAIME Committee. If the members of the WAAIME Committee prevail in any such court action, then SME will be responsible for the legal fees incurred by the members of the WAAIME Committee in pursuing such action.

Expenses of Merger. WAAIME and SME will each bear and pay each of their respective costs and expenses of carrying this Plan into effect and of accomplishing the Merger prior to the effective date of the Merger, and SME as the surviving corporation will bear and pay the costs and expenses of the Merger incurred after and relating to the Merger, and SME may in its discretion pay such costs and expenses out of any cash of WAAIME (but not funds of any endowment or memorial or other permanent fund) transferred to and received by SME as the surviving corporation.

Disposition of WAAIME Division Assets and Funds in case of Nonexistence of the WAAIME Committee. In the event that the WAAIME Committee ceases to exist or to act and function as a WAAIME Committee hereunder, all assets and funds of the WAAIME Division of SME shall be administered by the SME Board of Directors, or a duly authorized and appointed committee of the SME Board of Directors, to administer those funds in accordance with the provisions and requirements of this Plan of Merger. Prior to any such administration by SME for nonexistence of the WAAIME Committee, the SME Board of Directors will give a fifteen day written notice to the last known WAAIME Committee Members at their last known addresses, of SME's intention to assume such administration of the WAAIME Division assets and funds because of the nonexistence of the WAAIME Committee.



Disposal of WAAIME Division Assets and Funds in case of Dissolution of SME. In the event that SME becomes dissolved as a corporation, all assets and funds of the WAAIME Division of SME remaining upon such dissolution shall be turned over to an organization or organizations exempt from taxes under Section 501(c) (3) of the Internal Revenue Code of 1954, as amended with purposes and activities, to the extent feasible, comparable to those of WAAIME and the WAAIME Division of SME in the fields of mining, metallurgical and petroleum engineering, geology and earth sciences. The WAAIME Committee may nominate candidates as transferees for such turnover, subject to the approval of SME's Board of Directors or other body governing SME at the time of such dissolution.

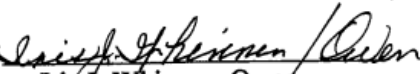
Counterparts. For the convenience of the parties and to facilitate approval of this Plan of Merger, any number of counterparts hereof may be executed and each such executed counterpart will be deemed to be an original instrument.

IN WITNESS WHEREOF, this Plan of Merger has been subscribed on behalf of The Woman's Auxiliary to the American Institute of Mining, Metallurgical, and Petroleum Engineers, Inc. on this 31st day of March, 2008, and on behalf of Society for Mining, Metallurgy, and Exploration, Inc. on this 31st day of March, 2008, by the undersigned duly authorized officers of those corporations, it having been duly adopted by the board of directors of The Woman's Auxiliary to the American Institute of Mining, Metallurgical, and Petroleum Engineers, Inc. on December 13, 2007, and approved by the members of The Woman's Auxiliary to the American Institute of Mining, Metallurgical, and Petroleum Engineers, Inc. on February 26, 2008, and by the board of directors of Society for Mining, Metallurgy, and Exploration, Inc. on December 3, 2007 and confirmed and ratified by resolution of SME's board of directors on February 24, 2008.

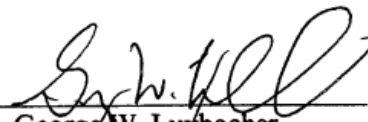
**The Woman's Auxiliary to the American
Institute of Mining, Metallurgical and
Petroleum Engineers, Inc.**

**Society For Mining, Metallurgy,
and Exploration, Inc.**

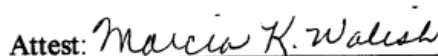
By:


Iris J. Whinnen-Owen
President

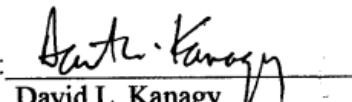
By:


George W. Luxbacher
President

Attest:


Marcia K. Walsh
Secretary

Attest:


David L. Kanagy
Secretary



Appendix B – 2023 Omnibus Joint Resolutions



OMNIBUS JOINT RESOLUTIONS OF THE SME BOARD OF DIRECTORS AND THE EXECUTIVE COMMITTEE OF THE WAAIME DIVISION OF SME

WHEREAS, on March 31, 2008, the Society for Mining, Metallurgy, and Exploration, Inc. (“SME”) and The Woman’s Auxiliary to the American Institute of Mining, Metallurgical, and Petroleum Engineers, Inc. (“WAAIME”) entered into that certain Plan of Merger (the “Merger Agreement”) by which WAAIME merged with and into SME and became the WAAIME Division of SME (the “Merger”);

WHEREAS, the Merger Agreement included a number of provisions for the governance of the WAAIME Division after the merger, including but not limited to the formation of a committee of WAAIME (the “WAAIME Committee”), which would have those rights and responsibilities with respect to the governance of the WAAIME Division of SME prescribed by the Merger Agreement;

WHEREAS, while the Merger Agreement cannot be amended by a binding agreement of the parties because WAAIME no longer exists and SME’s WAAIME Division is actually now part of SME, the Merger Agreement provides that the WAAIME Committee may enforce the covenants in the Merger Agreement by bringing a court action against SME in the name of one or more of its members;

WHEREAS, the Board of Directors of SME (the “Board”) and the WAAIME Committee believe that, even though the Merger Agreement cannot be amended, it is reasonable and appropriate for SME and the WAAIME Committee to jointly resolve via this omnibus resolution to modify and restate certain of the covenants in the Merger Agreement by means of a limited waiver of the rights of SME, the WAAIME Committee and its members to enforce the Merger Agreement;

WHEREAS, these joint omnibus resolutions (“these Resolutions”) represents an intentional and binding waiver of SME’s and the WAAIME Committee’s respective rights to enforce the Merger Agreement if and to the extent that the terms of the Merger Agreement differ from the terms of these Resolutions, with the result that, once these Resolutions are approved by the Board and unanimously approved by the WAAIME Committee, they have the same practical effect as an amendment;

WHEREAS, in order to avoid any confusion or uncertainty with respect to the effective terms of the Merger Agreement going forward, these Resolutions combine all of the parties’ respective waivers as to the terms of the Merger Agreement so that the Merger Agreement, together with the waivers provided by these Resolutions, comprise the complete and definitive record of the agreements and waivers of the parties until such time as another set of joint omnibus resolutions are adopted by the Board and unanimously adopted by the WAAIME Committee.

NOW, THEREFORE, IT IS JOINTLY RESOLVED AS FOLLOWS:

Effective upon the approval of these joint omnibus resolutions by both the Board and the WAAIME Committee, then

1. Notwithstanding the provisions of the paragraph entitled *The WAAIME Committee* in Article III of the Merger Agreement, (a) the WAAIME Committee will be comprised of five (5) voting members instead of three (3) voting members; (b) The WAAIME Committee will be composed of the following officers: Chair, Chair-Elect, and Past Chair. Officers will serve one-year terms progressing from Chair-Elect to Chair to Past Chair over a single three year term. (c) The WAAIME Committee will include two other officers, a Scholarship Chair and an International Chair, which are both three-year terms; (d) Consecutive terms will not be allowed for WAAIME Committee members except for the Scholarship Chair,

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who will be permitted to serve no more than two consecutive terms; (e) In order to avoid consecutive terms, a member must rotate off the WAAIME Committee entirely for at least one (1) year; (f) The International Chair must be an international member. The WAAIME Committee may have such other officers (who are non-voting) and create such task forces and standing committees derived from its membership as it may determine from time to time. However, only the five voting officers of the WAAIME Committee may receive reimbursement for travel under Section 3 below.

2. In addition to the provisions of the paragraph entitled **WAAIME Membership Status after Merger** in Article III of the Merger Agreement, the WAAIME Committee may recruit new members for SME's WAAIME Division at any time, which new members will not be members of SME obligated to pay SME membership dues but only members of the WAAIME Division with the same rights and obligations as former members of WAAIME who became members of SME's WAAIME Division after the Merger.

3. Notwithstanding the provisions of the paragraph entitled **WAAIME Committee Board Representatives** in Article III of the Merger Agreement, the travel expenses of members of the WAAIME Committee eligible for reimbursement are not limited to a \$1,000 annual stipend but are instead limited to the actual out of pocket expenses of each WAAIME Committee member for travel to, meals and lodging during the SME annual meeting and the SME midyear meeting, subject to: (a) SME's generally applicable policies and rules for reimbursement of travel expenses, including but not limited to compliance with applicable guidelines of the Internal Revenue Service for charitable organizations and, in some cases, preapproval by SME's Executive Director or delegated SME staff; and (b) the limit on total spending provided by the paragraph entitled **The Funds** in Article III of the Merger Agreement as modified by the waivers in these Resolutions. In any event, the following expenses will not require any preapprovals: (i) Air (economy) or auto travel to meeting site including transportation from home to airport, airport to hotel and back again; (ii) Hotel expense at SME designated hotels or equivalent to attend SME meetings; (iii) SME Awards Dinner and Women's Breakfast or Luncheon fees; and (iv) Actual cost of meals if and to the extent that SME does not provide meals at the event, to the extent that such purchased meals abide by SME's generally applicable policies. Receipts are required for reimbursement but SME will support direct billing of hotel expenses and event fees when practicable.

4. Notwithstanding the provisions of the paragraph entitled **Programs Supported by WAAIME Funds** in Article III of the Merger Agreement, Items 3, 4 and 5 will be deemed to read as follows:

3. Funding for WAAIME membership growth, programs and supporting sections and their needs.
4. Funding professional development for students and AIME Members in the fields of earth sciences.
5. The WAAIME Committee may elect to fund philanthropical, educational and charitable programs other than those listed in 1 and 2 in the Merger Agreement and 3 and 4 above as has been a WAAIME 100 plus year tradition so long as the programs are consistent with WAAIME's charitable purposes, in compliance with Section 501(c)(3) of the Internal Revenue Code and are included in its annual budget approved by SME's Board of Directors.

5. Notwithstanding the provisions of the paragraph entitled **The Funds** in Article III of the Merger Agreement, (a) Spending of the Funds will be no more than six and a half percent (6.5%) of the trailing three year average market value of the Funds, which may not be exceeded except as determined by the WAAIME Committee and included in its annual budget approved by SME's Board of Directors..



6. Notwithstanding the provisions of ***Enforcement of Covenants*** in Article VI of the Merger Agreement, the WAAIME Committee may not bring a court action against SME in the name of one or more of its members until after it has followed these dispute resolution procedures:

(a) The WAAIME Committee must provide a written summary of the alleged material breach of the Merger Agreement or these Resolutions, with all relevant facts and a proposed resolution satisfactory to the WAAIME Committee, to SME's Executive Director. The SME Executive Director will then try to achieve a consensual resolution but will under any circumstances provide a written response to the WAAIME Committee within 30 days of receiving the request, with a resolution that the Executive Director proposes to accept on behalf of SME.

(b) If the WAAIME Committee chooses not to accept the resolution proposed by the Executive Director and does not wish to make a counterproposal or pursue further negotiations with SME's Executive Director with respect to the alleged material breach of the Merger Agreement, the WAAIME Committee may ask the SME Board of Directors to review the resolution proposed by SME's Executive Director. If such a request for review is made, the WAAIME Committee will have the opportunity to appear at a meeting of the SME Board to present their concerns. The SME Board will make its best efforts to achieve a mutually satisfactory compromise but will, in any event, issue its decision no later than sixty (60) days after its meeting with the WAAIME Executive Committee. The decision of the SME Board may not be challenged or reviewed in any other forum at this time besides the mediation process provided below.

(c) If the WAAIME Committee is dissatisfied with the decision of the SME Board of Directors, the WAAIME Committee may at any time within one hundred eighty (180) days of the decision file with the SME Board of Directors a request for mediation of the disagreement or dispute before an independent mediator jointly selected by the WAAIME Committee and the SME Board. The independent mediator may not have any prior personal or business relationship with SME or the WAAIME Division or with their respective officers, directors or staff. The independent mediator will review the record of the dispute before the SME Board and will review written mediation statements submitted by the SME Board and the WAAIME Committee. The independent mediator will conduct at least two (2) in-person or virtual mediation sessions with the parties in an effort to forge a mutually acceptable resolution. Neither SME nor the WAAIME Committee may be represented by legal counsel at any mediation session. SME will pay one half of the costs of the mediator out of SME's general operating funds and one half out of the SME WAAIME Division funds, only the latter of which will count against the six and one half percent (6.5%) limit on WAAIME Division spending in the paragraph entitled ***The Funds*** in Article III of the Merger Agreement as modified by these Resolutions.

(d) If the WAAIME Committee and the SME Board of Directors fail to reach a consensual resolution of the alleged material breach of the Merger Agreement during or after the mediation, the WAAIME Committee may proceed to bring a court action in the name of one or more of its members as permitted by the Merger Agreement. For clarification, under the Merger Agreement, the WAAIME Committee may, in its sole discretion, select the legal counsel of its choosing.

7. Notwithstanding the provisions of the paragraph entitled ***The Post-Merger WAAIME Division Activities*** in Article III of the Merger Agreement, the WAAIME Committee and the WAAIME Division will be subject to, and obligated to abide by, SME's internal policies and procedures generally applicable to SME Divisions except to the extent that the Merger Agreement, as modified by these Resolutions, explicitly provides otherwise, including but not limited to the WAAIME Committee adopting its own internal rules and operating policies and practices provided that such rules and practices are not inconsistent with SME's Articles of Incorporation or Bylaws, the Merger Agreement, these Resolutions and SME's internal policies and procedures applicable to all SME Divisions.



8. Notwithstanding the provisions of the paragraph entitled **WAAIME Committee Board Representatives** in Article III of the Merger Agreement, the SME Board of Directors may hold executive sessions excluding WAAIME Committee members in order to consider (a) the adoption of these Resolutions or other waivers or modifications of the Merger Agreement, (b) allegations by the WAAIME Committee that SME has committed a material breach of the Merger Agreement, including but not limited to the Board's deliberations after hearing the WAAIME Committee's appeal of the SME Executive Director's proposed resolution of an alleged material breach; (c) potential changes to the Merger Agreement or these Resolutions recommended by the SME Executive Director to be proposed by SME to the WAAIME Committee; and (d) in the event of a mediation with the WAAIME Committee or a court action brought by one or more members of the WAAIME Committee against SME on account of an alleged material breach of the Merger Agreement, SME's response or strategy in connection with such mediation or court action, or (e) the advice of legal counsel with respect to any of the foregoing.

9. If the WAAIME Committee or a WAAIME Committee Member acts in a manner detrimental to the objectives or interests of SME or violates SME's Articles of Incorporation, Bylaws, or an applicable SME policy, the SME Executive Director shall provide the WAAIME Committee or applicable committee member with written notice of the alleged actions with specificity. The WAAIME Committee or committee member shall have the opportunity to be heard, either orally or in writing ("Response"), by the SME Executive Director. The SME Executive Director will then try to achieve a consensual resolution but will under any circumstances provide a written response to the WAAIME Committee or committee member within 30 days of the Response as to the Executive Director's determination. If the WAAIME Committee or committee member does not accept the resolution of the SME Executive Director, it may proceed under the provisions of Section 6 above.

10. These Resolutions shall be reviewed by the WAAIME Committee and the Board of Directors from time to time, as reasonable and necessary, but no less than every ten (10) years from the Effective Date (as defined below) for the purposes of determining whether any updates or revisions to these Resolutions and/or the Merger Agreement should be discussed and approved by joint adoption.

FURTHER RESOLVED, that these Resolutions to waive, and effectively modify, certain terms of the Merger Agreement shall be narrowly construed so as to leave in place all of the existing terms of the Merger Agreement that are not directly contradicted by these Resolutions, as they have been interpreted prior to the joint adoption of these Resolutions;

FURTHER RESOLVED, that these Resolutions shall not become effective as joint limited waivers of the terms of the Merger Agreement until the date that they have been adopted, in identical form, by both the Board of Directors of SME and the WAAIME Committee (the "Effective Date"); and

FURTHER RESOLVED, that neither the Board nor the WAAIME Committee will have any power to alter, amend, rescind or terminate these Resolutions after the Effective Date except by new joint omnibus resolutions adopted by the Board and the WAAIME Committee.



Appendix C – Leadership Nomination Guidelines

The document contained in this Appendix is a guidance document that has been approved by the WAAIME Executive Committee separate from this Operating Handbook. The date shown in the lower right-hand corner of the box content cites the revision number and the date it was approved by the Executive Committee. Revisions of guideline documents do not constitute revisions to this Operations Handbook.



Leadership Nomination Guidelines

Background

The WAAIME membership has been encouraged to nominate individuals to serve on its Executive Committee for years. Nominations were typically solicited in the Spring Newsletter and the process for nominating individuals was laid out in that Newsletter. Now, WAAIME leadership positions are solicited in the Fall Newsletter and new Executive Committee members are named one year before they become voting members of the Executive Committee. This allows new WAAIME leaders time to orient to how the Executive Committee functions and also allows for timely publication of SME Division leadership for the coming year in the July issue of Mining Engineering Magazine.

Since its merger with SME in 2008 and until 2023, the Executive Committee was comprised of three members: an Eastern United States Representative, a Western United States Representative, and an International Representative. Each representative was elected for a three-year term on a rotating basis. The first-year member served as Vice Chair, the second-year member served as Chair, and the third-year representative served as the Past Chair.

With the approval of the 2023 Omnibus Joint Resolutions (Appendix B), the WAAIME Executive Committee was expanded to include five WAAIME Division Officers: Chair, Chair-Elect, and Past Chair, each of which serve one-year terms progressing from Chair-Elect to Chair to Past Chair over a single three-year term. The other two Division Officers are: the Scholarship Chair and International Chair, both of whom serve three-year terms. In expanding the Committee to five members, the Omnibus Resolutions eliminate reference to the Eastern and Western representation but do require that the International Chair be an international member.

Terms of Service

All Executive Committee members serve three-year terms. The Omnibus Joint Resolutions (Appendix B) disallow WAAIME EC members to serve consecutive terms. The single exception is the Scholarship Chair, who is permitted to serve two consecutive terms. To avoid consecutive terms, an EC Member must rotate off the EC for at least one year before being eligible to be reelected to the EC.

Members of the WAAIME leadership have often served multiple terms in the past, primarily due to a significantly diminishing membership and its consequent shortage of willing volunteers to take on leadership roles. Since WAAIME membership has now stabilized, serving multiple terms on the EC is no longer a necessity and is strongly discouraged. Serving multiple terms should be considered only when capable individuals are unable or unwilling to serve.



WAAIME encourages new volunteers who are willing and qualified to lead WAAIME Division and SME initiatives to serve in leadership positions. While individuals who have previously served in leadership positions are eligible for re-election provided they have been off the Committee for at least one year, growing the WAAIME Division by recruiting new volunteers to lead and allowing them to benefit from the knowledge and experience of past WAAIME leaders who maintain active involvement is a more sustainable way to assure the longevity of our Vision.

Executive Committee Nominations

The Executive Committee is responsible for nominating and/or receiving nominations from the WAAIME membership to fill vacancies on the Executive Committee. The Executive Committee Past Chair shall preside over the nomination process of selecting qualified individuals to fill the annually vacated Chair-Elect position, and the Scholarship Chair and International Chair positions on a three-year rotating basis.

To ensure that the incoming Executive Committee members are adequately prepared to serve, WAAIME will nominate and elect a Chair-Elect-Designate for a one-year term. This one-year term is a non-voting position. The Chair-Elect-Designate will rotate into the three-year Chair-Elect to Chair to Past Chair progression after her/his one-year term is completed.

Similarly, WAAIME members will also nominate and elect a Scholarship Vice Chair and International Vice Chair, both of whom will serve at least a one-year term and thereafter transition into the Scholarship Chair and International Chair positions respectively at the completion of the standing Chairs' terms.

The Chair-Elect-Designate, Scholarship Vice Chair and International Vice Chair are neither voting members on the Executive Committee nor officers of the Division. They will become voting members of the Executive Committee and Officers of the Division when they rotate up to the Chair-Elect, Scholarship Chair, and International Chair positions respectively.

Nominations for new Executive Committee members, including the Chair-Elect, Scholarship and International Vice Chair positions, are solicited from the WAAIME membership via the Fall Newsletter. Specific dates are provided in the Newsletter. Nominations are to include 1) a single-page nomination letter stating the nominator's knowledge of and relationship to the nominee, 2) a brief biography of the nominee's specific contributions to WAAIME and/or specifically to the scholarship or international committee, and 3) a photograph of the nominee.

Executive Committee nominations typically adhere to the following timeline:

- A call for Executive Committee nominations is given in the Fall Newsletter.
- On or before December 31: Nominations, including a one-page nomination letter, photo and brief biography for each nominee, are due into SME Headquarters.



- On or before January 15: SME Headquarters will forward all nominee information to the WAAIME Past Chair.
- On or before February 1: the WAAIME Past Chair will review each of the nominations and assess the qualifications, experience, and willingness of each nominee to serve in the position for which they have been nominated in preparation for a discussion among the Executive Committee in closed session at the WAAIME Mid-Year Meeting.
- On or before February 15: The WAAIME Past Chair will summarize each nominee's qualifications, experience, and willingness to serve and provide such information to the SME Staff Liaison for inclusion in the Executive Committee's closed session meeting package.
- At the WAAIME Annual Meeting, usually held on Sunday before the SME Annual Conference & Expo: In a closed session and under the leadership of the WAAIME Past Chair, the Executive Committee will consider each nominated individual and select and ratify the preferred nominee.
- On or before Tuesday of the WAAIME Annual Meeting: the WAAIME Past Chair will notify the SME Staff Liaison of the incoming Executive Committee member(s) as well as notify the incoming Executive Committee member(s) and invite the individual(s) to attend the WAAIME Business Meeting, usually held at 11:00 AM on Tuesday of the WAAIME Annual Meeting.
- The names of the newly elected Executive Committee members will be announced in the Spring Newsletter and in the July issue of Mining Engineering Magazine. Installation into their three-year term as Officers and voting members of the Executive Committee will occur at the WAAIME Business Meeting, usually held at 11:00AM on Tuesday of WAAIME Annual Meeting which occurs concurrently with the SME Annual Conference & Expo, usually held the last week of February of the upcoming year.

The Chair-Elect-Designate, Scholarship Vice Chair and International Vice Chair are nominated and elected to their positions by the WAAIME membership and Executive Committee. Succession of the Chair-Elect-Designate into the Chair-Elect, Chair, and Past Chair positions are by rotation and need not be re-nominated/re-elected by the membership. Similarly, the Scholarship Vice Chair and International Vice Chair will automatically rotate into their respective Chair positions after their one-year term as Vice Chair.



Filling Vacancies

Should there be no qualified individuals nominated according to previously described nomination process, the Division Chair shall work with the Executive Committee to identify and recruit appropriately qualified individuals to fill any vacancies.

Should a vacancy arise on the Executive Committee due to resignation or extenuating circumstances, the Division Chair shall appoint an interim Executive Committee member to serve on a temporary basis until the next WAAIME Annual or Mid-Year Meeting. If the vacancy is one of the Scholarship or International positions, the Chair shall first consult with the other Scholarship or International Committee leaders seeking their recommendations of appropriately qualified replacement candidates before appointing an interim leader.

The Division Chair shall assure that the WAAIME membership is notified of the leadership change(s) and duration of the interim positions via the next Newsletter. All interim leadership positions must be ratified by the Executive Committee at the next WAAIME Annual or Mid-Year Meeting. Once ratified by the Executive Committee, the individual in the interim position will be considered duly elected for the duration of the normal rotations of the position.



Appendix D – Founder’s Award Guidelines

The document contained in this Appendix is a guidance document that has been approved by the WAAIME Executive Committee separate from this Operating Handbook. The date shown in the lower right-hand corner of the box content cites the revision number and the date it was approved by the Executive Committee. Revisions of guideline documents do not constitute revisions to this Operations Handbook.



Founder's Award Guidelines

Background

The Founder's Award was established in 2014 and was initially funded by our founding section, Tri-State (NY-NJ-CT). It was given to recognize members who have contributed significantly to a local WAAIME section, committee, or the goals and purposes set forth in WAAIME's incorporation.

Today, the Founder's Award is funded and managed by the WAAIME Executive Committee and presented to a person in recognition of that individual's exemplary service to WAAIME and its goals. It recognizes those members who have contributed significantly to a local WAAIME section, a WAAIME Division Committee, or to further WAAIME's Vision and Strategic Goals and purposes as set forth in WAAIME's incorporation. Although preference should be given to active WAAIME members, Founder's Award recipients are not required to be members of the WAAIME Division if they meet the abovementioned recognition criteria.

To better honor our international members in Chile, Mexico and Peru, the Executive Committee unanimously voted to establish an International Founder's Award in September of 2025. With two Founder's Awards, one to honor volunteerism in the United States and one for international volunteerism, WAAIME will recognize domestic award winners at the SME Annual Conference & Expo and align the International Award presentation with an extractive industry event in Latin America.

Nomination Requirements

The Executive Committee is responsible for soliciting and receiving nominations and selecting the recipient of the Founders Award. Nominations for the Founder's Award are solicited from the WAAIME membership via the Spring Newsletter. Specific dates are provided in Newsletter. Nominations are to include 1) a single-page nomination letter stating the nominator's knowledge of and relationship to the nominee, 2) a brief biography of the nominee's specific contributions to a local WAAIME section and/or committee, or to furthering WAAIME's Vision and Strategic Goals, and 3) a photograph of the nominee.

Nomination Process

Both the domestic and international Founder's Awards adhere to the following timeline:

- A call for nominations is given in the Spring Newsletter.
- Nominations must be submitted to SME Headquarters by July 1.



- Qualified nominations are forwarded to the standing Past Chair of the Executive Committee by July 15.
- Candidates are considered and the voting completed during the Executive Committee meeting at the SME Mid-Year Meeting or at a separate mid-year venue.
- The Past Chair shall notify the Award recipients as soon as possible, but no later than October 31.

Award Presentation

The domestic Founder's Award is presented at the SME Annual Conference & Expo, usually at the Women of SME Breakfast on Tuesday morning. The International Founder's Award is presented at an appropriate Latin American extractive industry conference in Chile, Mexico or Peru. In selecting an appropriate conference, consideration should be given to the country of residence of the award recipient and the travel plans of the SME leadership team. It is preferable to select a venue where the standing SME President and Executive Director are planning to attend.

Both domestic and international award winners typically receive:

- Round-trip economy air travel to the location where their award will be presented
- One night of lodging
- Two tickets to the event where the Award is given (for domestic recipients, this is usually at the Women of SME Breakfast held on Tuesday morning of the Conference & Expo)
- A Certificate recognizing the recipient's contributions to the WAAIME Division
- The WAAIME memento (usually presented as a necklace)
- A \$500 allocation to be donated in the recipient's name back to WAAIME, to a local WAAIME section, or to another like-minded organization that advocates for students.

Award Frequency

Founder's Awards are typically given annually. The Executive Committee is not obliged to give the Award every year if a deserving recipient is not nominated. All Founder's Award nominations are considered active for a period of three years. An example of a Founder's Award Certificate is shown as Figure 1.



Established in 2014, the WAAIME Founders Award honors members who have shown exemplary service to WAAIME by their significant contributions to a local section, the national board or committee, or to furthering the goals and purposes of the WAAIME Division.

The 2024 WAAIME Founders Award

is
awarded to

Zenovia Kunasz

Since 1998, Zenia has been a consistent and devoted supporter of WAAIME, particularly through her generous contributions of handmade jewelry, which has raised thousands of dollars for a student emergency fund over the past eight years. This fund aids students in need, providing financial support for emergencies that scholarships don't cover. Her service to WAAIME and the larger mining community is immeasurable. Zenia's warmth, dedication, and boundless enthusiasm for helping others make her a truly deserving recipient of the 2024 WAAIME Founder's Award.

February 2025

Margie M. Mansanti
Margie Mansanti
WAAIME Division Chair

David L. Kanagy
David L. Kanagy
SME Executive Director

Figure 1 - Example of a Founder's Award Certificate



THE WAAIME DIVISION OF SME

OUR VISION

Investing in students of all ages to help solve the workforce challenges of the extractive industries

OUR STRATEGIC GOALS

Elevate awareness by introducing students to extractive industry careers

Provide essential services by offering scholarships and other valuable programs that attract new students into the industry

Grow relationships by partnering with industry, universities, and others while avoiding duplicating efforts in meeting the industry's workforce demands

Operate sustainably by having adequate resources to support our efforts



Appendix E – Student Networking Reception Guidelines

The document contained in this Appendix is a guidance document that has been approved by the WAAIME Executive Committee separate from this Operating Handbook. The date shown in the lower right-hand corner of the box content cites the revision number and the date it was approved by the Executive Committee. Revisions of guideline documents do not constitute revisions to this Operations Handbook.



Student Networking Reception Guidelines

The Student Networking Reception is WAAIME's most significant social event. The Executive Committee is responsible for all aspects of the Student Networking Reception.

The reception is typically held annually on Monday evening from 5:00PM to 7:00PM of the SME Annual Conference & Expo. WAAIME provides heavy appetizers and drinks at this event and recruits industry sponsors to help offset the reception cost. In return, the industry sponsors and their employees are invited to attend the reception to network the students. This is a reasonably priced option for industry representatives to network with and recruit students without the significant cost of hosting a private event. All students attending the Conference are invited to attend the reception plus SME leadership, WAAIME members, and WAAIME special guests. Beyond these, only our industry sponsors and Selfie Tag exhibitors are invited to attend this event.

Sponsorships

The Executive Committee Chair-Elect is responsible for recruiting industry sponsors for this reception. In our inaugural year, we had four Sponsorship levels and raised over \$11,000 but everything was done internally by WAAIME in an ad-hoc manner. For 2024-25, we were better aligned with SME's sponsorship program which affords WAAIME's sponsors the same benefits as other SME sponsors through its Connector and Automator sponsorship levels. These are described in the marketing flier for soliciting sponsors shown as Figure 1. The Executive Committee may change any of the criteria for sponsorship shown on this Figure as may be appropriate.

Process Overview

Elements that go into the Student Networking Reception planning include working through the SME Staff Liaison to coordinate with the SME Meetings and Partnership Development Departments to:

1. Coordinate with the SME Staff Liaison and the SME Partnership Development Manager to confirm which companies should NOT be contacted for sponsorship solicitations (Companies that are already committed to significant sponsorship of the conference should not be approached by the WAAIME Division).
2. Coordinate with the SME Staff Liaison and the SME Meetings Department to identify a suitable venue.
3. Arrange for any extraordinary decorations or special recognitions (e.g., the centennial celebration of the Tri-State Section).



4. Agree on a food menu and drink service that is commensurate with the approved budget for the event.
5. Once the reception sponsors are identified, obtain short company bios for each sponsoring company and the names of those who will be attending the reception, including the individual(s) who will speak on behalf of each Title Sponsor (and possibly Supporting Sponsors if there are no or only one Title Sponsor present at the reception).
6. Once the Selfie Tag Contest sponsors are identified, obtain single sentence company bios for recognition at the reception.
7. Coordinate with the SME Staff Liaison to assure that all sponsoring company names and logos are correct on the signage to be placed at the entryway of the reception, on the general SME sponsorship boards, and on the folded cards to be placed on the tables at the reception and at food and beverage service tables (this does NOT include Selfie Tag Exhibitors).
8. Confirm with the SME Staff Liaison that all industry sponsors and Selfie Tag exhibitors have been notified of the time and location of the reception.
9. Coordinate the invitation of special guests, including sponsors, SME leadership, other AIME member society's leadership, Founder's Award recipients, and other guests as may be appropriate for the occasion.
10. Confirm with the SME Staff Liaison that the rotating raffle drum, the cash awards for the Selfie Tag Contest winners, and the gift card giveaways are in hand at the time of the reception.



MINEXCHANGE 2025 SME ANNUAL CONFERENCE & EXPO



CMA 127th National Western Mining Conference

CO-LOCATED WITH WORLD GOLD 2025! | FEBRUARY 23-26, 2025 | DENVER, CO

2025 WAAIME Student Reception SPONSORSHIP OPPORTUNITIES

2025 WAAIME Student Reception Title Sponsorship* - \$6,000

Limit 3 sponsors

Become a Title sponsor of the exciting WAAIME Student Reception. This Reception is an opportunity for companies to meet and recruit students in a casual setting without having to host a costly gala like some of the bigger companies do. As a Sponsor, you will be welcoming hundreds of students, professors and other industry leaders for an evening of networking and fun. Funds raised by sponsorship go directly to scholarships for undergrad and graduate students focusing on mining, metals and exploration.

- Recognition of your company's sponsorship and up to a three (3) minute speaking opportunity for your company during the Reception
- Up to twelve (12) employee invitations to the Reception
- Title logo and company name on signage at entrance of Reception
- Title logo and name on signage at food & beverage stations
- Title recognition across yearlong promotions for the Reception and in the WAAIME Newsletter

* Includes all general MINEXCHANGE CONNECTOR-level sponsor benefits listed below

A combination of sponsorships valued between \$5,000 ≥ \$9,999 qualifies your company as a **CONNECTOR** level sponsor.

CONNECTOR Sponsor Benefits:

Pre-Conference:

- Pre-conference attendee list (opt-ins)
- Logo on conference website
- Logo and website included in print and digital advertisements pertaining to your sponsored item/event
- Company name and description listed in conference Pre-ShowGuide and ShowGuide, distributed to 20,000+ individuals/companies in the January and February editions of *Mining Engineering* magazine.

Onsite Promotions

- Logo on all sponsor signage onsite (includes wall clings, exhibit hall entrance, etc.)
- Company name and description listed in onsite pocket program
- Logo and company description listed in conference mobile app (link to your featured web content)
- Sponsorship recognition ribbons for company personnel

Post-Conference

- Post-conference attendee list (opt-ins)
- 4 Exhibitor Priority Points towards your booth selection in 2026 (points are earned for current year exhibitors only).
- Logo remains prominently displayed on website until promotions for 2026

CONNECTOR Sponsorships

Figure 1 - 2025 WAAIME Sponsorship Opportunities



2025 WAAIME Student Reception Supporting Sponsorship* - \$3,000

Become a supporting sponsor of the exciting WAAIME Student Reception. This Reception is an opportunity for companies to meet and recruit students in a casual setting without having to host a costly gala like some of the bigger companies do. As a Sponsor, you will be welcoming hundreds of students, professors and industry leaders for an evening of networking and fun. Funds raised by sponsorship go directly to scholarships for undergrad and graduate students focusing on mining, metals and exploration.

- Recognition of your company's sponsorship and one (1) minute speaking opportunity for your company during the Reception
- Up to six (6) employee invitations to the Reception
- Logo and company name on signage at entrance of the Reception
- Logo and name on signage at food & beverage stations
- Recognition across promotions for the Reception and in the WAAIME Newsletter

** Includes all MINEXCHANGE AUTOMATER-level sponsor benefits listed below*

A combination of sponsorships valued ≤ \$4,999 qualifies your company as an AUTOMATER level sponsor.

AUTOMATER Sponsor Benefits:

AUTOMATER Sponsorships

Pre-Conference:

- Pre-conference attendee list (opt-ins)
- Company name on conference website (link to your featured web content)
- Logo included in print and digital advertisements pertaining to your sponsored item/event
- Company name and description listed in conference Pre-ShowGuide and ShowGuide, distributed to 20,000+ individuals/companies in the January and February editions of *Mining Engineering* magazine.

Onsite Promotions

- Logo on all sponsor signage onsite (includes wall clings, exhibit hall entrance, etc.)
- Post-conference attendee list (opt-ins)
- Company name and description listed in onsite pocket program
- Company name and description listed in conference mobile app (link to your featured web content)
- Sponsorship recognition ribbons for company personnel
- 2 Exhibitor Priority Points towards your booth selection in 2026 (points are earned for current year exhibitors only).

2025 WAAIME Student Reception Basic Sponsorship - \$1,000

Become a supporting sponsor of the exciting WAAIME Student Reception. This Reception is an opportunity for companies to meet and recruit students in a casual setting without having to host a costly gala like some of the bigger companies do. As a Sponsor, you will be welcoming hundreds of students, professors and industry leaders for an evening of networking and fun. Funds raised by sponsorship go directly to scholarships for undergrad and graduate students focusing on mining, metals and exploration.

- Recognition of your company's sponsorship during the Reception
- Up to three (3) employee invitations to the Reception
- Logo and company name on signage at entrance of the Reception
- Recognition across promotions for the Reception and in the WAAIME Newsletter

Contact Emma Salditt | Manager Partnership Development | sponsorships@smenet.org | +1 303 948 4224

Figure 1 (cont.) - 2025 WAAIME Sponsorship Opportunities



Sponsorship solicitations are usually best done by asking industry people who you know and who actively participate in SME and/or WAAIME activities. A personalized solicitation from a WAAIME member is often most effective. An example solicitation follows as Figure 2.

Date

Sponsor Contact Name
Company
Address

Re: Student Networking Reception Sponsorship Request

Dear Contact:

We are seeking sponsors for the 2026 WAAIME Student Networking Reception. The reception will be held on Monday, February 23, from 5PM to 7PM at a downtown Salt Lake City hotel during the SME Annual Conference & Expo. The reception is open to all students attending the Conference but is "by invitation only" to all others. Only our sponsoring companies, the SME leadership team, WAAIME members, and a very limited number of special guests are invited, thus retaining the exclusivity of the reception for our sponsoring companies. As you can see in the photo and thanks to the generosity of our sponsors, hundreds of students enjoyed dinner, drinks, lively entertainment, and visiting with sponsors in Denver last year. It's not only a great opportunity to market your company to the next generation of mining professionals but also an investment in the future of our industry since sponsorship allows WAAIME to direct that much more money into our scholarship and student recruiting programs.

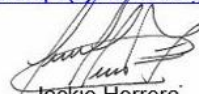


WAAIME prioritizes its scholarships at the undergraduate level (with some participation at the master's level) on the assumption that once you see how awesome the mining industry is, you never want to leave. On that premise, we launched our new **Careers That Rock!** program last February to financially assist universities that offer mining, metallurgy and other relevant degrees to recruit high school students into their programs. As a friend who has done a lot of K-12 outreach said, 'we can get any third grader interested in rocks, it's the high schoolers who will be making career decisions in the near term that we really need to go after!' To that end in 2025, we contributed \$420,000 to our scholarship programs in the United States, Chile, Mexico, and Peru and \$30,900 to **Careers That Rock!** initiatives at five domestic universities.

If your company would like to be a part of the WAAIME Division's Vision of "investing in students of all ages to help solve the workforce challenges of the extractive industries", please consider sponsorship at one of the levels outlined in the attached flier. Sponsor benefits are also outlined in the flier. If you have questions or need additional information, please contact Emma Salditt, SME Partnership Development Manager (sponsorships@smenet.org or 303-948-4224).



Barbara A. Filas, P.E.
Chair, WAAIME Division of SME



Jackie Herrera
Vice-Chair, WAAIME Division of SME

Figure 2 - 2026 Example WAAIME Sponsorship Request Letter

WAAIME Student Networking Reception Sponsorship Opportunities

Become a sponsor of the exciting WAAIME Student Networking Reception, welcoming hundreds of students, professors, WAAIME members and sponsoring industry leaders for an evening of networking and fun. Funds raised by sponsorship go directly to scholarships for undergrad and graduate students focusing on mining, metals and exploration.

2026 Title Sponsorship - \$6,000 (Connector Level Sponsor)

- One (1) minute **speaking opportunity** for your company during the reception
- Employee invitations to reception
- Personal introduction of the company and recognition of employees in attendance
- Title logo and company name on signage at entrance of reception
- Title logo and name on signage at food & beverage stations
- Title recognition across yearlong promotions for reception and in WAAIME news
- Connector sponsor recognition in general MINEXCHANGE conference meeting areas



2026 Supporting Sponsorship - \$3,000 (Automator Level Sponsor)

- Employee invitations to reception
- Personal introduction of the company and recognition of employees in attendance
- Supporting logo and company name on signage at entrance of reception
- Supporting logo and name on signage at food & beverage stations
- Supporting recognition across yearlong promotions for reception and in WAAIME news
- Automator sponsor recognition in general MINEXCHANGE conference meeting areas

2026 Sponsorship - \$1,000

- Employee invitations to reception
- Recognition of the company and employees in attendance
- Logo and company name on signage at entrance of reception
- Logo and name on signage at food & beverage stations
- Recognition across yearlong promotions for reception and in WAAIME news

**Be a part of the WAAIME Vision of investing
in students of all ages to help solve the workforce
challenges of the extractive industries.**

Please arrange your sponsorship participation with
Emma Salditt, SME Partnership Development Manager
Direct: (303) 948-4224, Cell: (720) 552-4169, salditt@smenet.org

Figure 2 (cont.) - 2026 Example WAAIME Sponsorship Request Letter

Once the sponsorship request letters are sent out, all financial transactions associated with sponsorship are handled by the SME Partnership Development Manager. WAAIME leaders should stay in close contact with the Partnership Development Manager and be available to follow up with potential sponsors and answer any questions they may have.



After the SME Annual Conference & Expo is over, the Partnership Development Manager will send “thank you” emails to all conference sponsors, including WAAIME sponsors. These emails are usually impersonal and generic in nature. Since most of WAAIME’s sponsors are personal friends of WAAIME and its leadership team, it is best for WAAIME to send personalized “thank you” letters to each of our sponsors. An example letter follows as Figure 3.

Mr. Mark Chalmers, CEO
Dr. Ross Bhappu, President
Energy Fuels Inc.
225 Union Blvd., Suite 600
Lakewood CO 80228

Re: WAAIME Student Networking Reception Sponsorship

We wanted to extend another hearty “Thank You” for sponsoring the 2026 WAAIME Student Networking Reception. With over 300 in attendance this year in Salt Lake, it was another howling success thanks to your and Energy Fuels’ generosity as a Title Sponsor. Despite a few audio challenges, the food and beverages were great and the prizes were extremely well received. Timo did a great job addressing the crowd, as did Dawn, Jared, Guy, Morgan and Jamie. It is truly rewarding to see our students step outside their comfort zones to meet students from other schools, and better yet, to network with our industry sponsors. Many business cards were passed and most students came away from the reception with new contacts and some with potential employment opportunities.



We sincerely appreciate Energy Fuels’ continued support for our students.


Jaqueline Herrera
Chair


Barbara A. Filas
Past Chair

Figure 3 - 2026 Example WAAIME Sponsorship Thank You Letter



Reception Planning

The Student Networking Reception has become the “place to be” for students on Monday evening. As such, the number of attendees has been on the order of 250 to 300 students in recent years. The WAAIME’s SME Staff Liaison will work with WAAIME Executive Committee members to determine specific reception needs and then coordinate those needs with other SME staff as appropriate to make sure the reception space, audio equipment, food and drink supplies, and sponsor recognitions are adequate to meet WAAIME needs.

An important part of the planning process is having the SME Staff Liaison check the number of students who are registered for the conference. There will usually be more students attending than the pre-registration numbers will show during the planning process. WAAIME hosted more than 300 attendees at the 2026 Student Networking Reception, so planning efforts should consider the following minimum requirements:

1. Reception space must be a single room that is large enough to accommodate at least 250 - 300 attendees (the reception has been held in two rooms in the past and was unacceptable due to audio logistics and bifurcation of networking opportunities.
2. A podium, preferably in an elevated area, with a microphone and speakers must be in place sufficient to talk to all attendees at the same time.
3. Tables and chairs to allow seating for at least 50 people.
4. Heavy appetizers and desserts should be sufficient for at least 250 - 300 attendees.
5. At least two bars must be provided.
6. Sponsor recognition cards showing each sponsor’s logo should be placed on all food and drink service ports and on all tables.
7. A sponsor banner showing all sponsors and their level of sponsorship should be placed at the entry point into the reception.

At the Reception

The WAAIME Division Chair is the host of the Student Networking Reception. There are three main activities that the Chair will do during the reception: 1) recognition of the reception sponsors, 2), distribution of gift cards to randomly selected student attendees, and 3) announcement of the Selfie Tag Contest winners.



The Division Chair will identify each reception sponsoring company, giving a brief overview of what the company does and acknowledging the company employees in attendance. An example of a sponsor company introductory script is presented as Figure 4. As the industry sponsors are introduced and to retain the student's attention, the Chair should interlace the company bios with the random drawing of tickets that correspond to the tickets given to each student upon their arrival. Students with the matching ticket number will receive a complimentary gift card. WAAIME usually distributes 20 gift cards, each in the amount of \$50.

It is usually best to start by introducing the "Sponsors" who donated \$1,000. Sponsors are not asked to address the crowd. Depending on how many total sponsors there are, "Supporting Sponsors" who donated \$3,000 are sometimes allowed to address the crowd but there is no up-front promise of such in the sponsorship solicitation. "Title Sponsors" who donated \$6,000 are promised the opportunity to address the crowd and personally introduce their company and attending employees. The Chair should always make sure that the employees of each sponsoring company identify themselves. The Chair should then strongly encourage the students to approach the company representatives, introduce themselves, find out what opportunities there may be with the company, and exchange contact information.

The Chair should pass the microphone over to the Selfie Tag Contest Coordinator to announce the Selfie Tag sponsors and the winning teams. Selfie Tag sponsors should be recognized for helping to fund the Contest prize money and gift cards. For more information on the Selfie Tag Contest, see Appendix F. Cash prizes, usually in the amounts of \$500, \$300, \$200, and \$100, are given to the first, second, third and fourth-place winning teams respectively. In addition, a single gift card, usually \$250, is given to a randomly selected Selfie Tag Contest participant.

The Division Chair should close the program part of the reception by thanking all those in attendance and encouraging the students and industry sponsors to continue to mingle and enjoy the rest of their evening.



Our 2026 Sponsors include:

- Behre Dolbear – Established in 1911, Behre Dolbear is one of the oldest mineral industry advisory firms specializing in impartial technical and strategic studies for mining companies, financial institutions, governments and international agencies. Amy Jacobsen
- Brooks & Nelson - Brooks & Nelson is a global human resource management and recruiting consulting firm that strives to be the Partner of Choice for human capital in the mining industry. Jill Nelson, Founder and Steve Enders, mining executive
- Knight Piésold Consulting - Knight Piésold is an employee-owned, global consulting firm providing specialty engineering, environmental and technical consulting services to the mining, power, water resources, and infrastructure industries. Heather Halderman, Senior Project Manager
- NexGen Resources - NexGen Resources is a Denver-based private and closely held investment group managing a diverse portfolio of investments in companies at multiple stages of growth across several industries with an emphasis on energy and natural resources. Charlie McNiel, President/CEO
- Orla Mining –Orla has projects in the United States, Canada, Mexico and Panama. Its South Railroad Project near Elko Nevada is only about two years out from startup and a first gold pour. Don Dwyer is General Manager and his wife Jaymie is a senior engineer for Barr Engineering
- U.S. Gold Corp - is a U.S.-focused gold exploration and development company advancing high potential projects in Wyoming, Nevada and Idaho. Their CK Gold Project is an advanced-stage gold and copper exploration and development in Wyoming. George Bee, President/CEO, Giovanna Bee, General Counsel, Boart Longyear
- Windward Consulting LLC – Windward is a east coast, US-based, company that provides strategic and cost-effective solutions in the areas of due diligence, environmental services, and land use consulting. Amy Jacobsen

Supporting Sponsor -- Newfields:

With more than four decades of global experience, NewFields staff have successfully designed and constructed mining projects across 40 countries and six continents. The

Figure 4 - 2026 Example WAAIME Sponsor Introduction Script



NewFields engineering team integrates site-specific environmental, geotechnical, and social data throughout every phase of project development from site selection and design to operation and closure. By combining proven site characterization methods such as geotechnical investigations and foundation material assessments with comprehensive environmental and social analyses, we proactively address potential permitting challenges, minimize delays and enhance regulatory success.

Tonight we have Derek Wittwer, President

Title Sponsor -- Hecla:

Hecla Mining Company is the largest silver producer in the United States and is on track to be among Canada's largest silver producers. In addition to operating mines in Alaska, Idaho, and Quebec, Hecla owns exploration and pre-development properties in world-class silver and gold districts throughout North America. Founded in 1891, Hecla's common stock has been traded on the New York Stock Exchange for over 50 years. The Company's philosophy is to operate mines safely using a deep-rooted value-based culture and leveraging innovative mining skills developed over our long history. Learn about Hecla's responsibility to the safety and health of its people, the local communities in which it operates, and the environment at www.hecla.com.

With us tonight is Matt Blattman, VP of Technical Services and Mike Satyre, Director of Government Affairs.

Title Sponsor -- Energy Fuels:

Denver-based Energy Fuels is a global critical mineral company poised to provide 10 of the 50 critical minerals the world needs for today's technology and beyond. With a 45-year history in uranium, the Company leverages its expertise, permits and facilities to bring key elements to the global supply chain. In addition to being the largest U.S. uranium provider supplying American nuclear energy utilities, the White Mesa Mill, located near Blanding, Utah, is the only operating conventional uranium mill in the country that has been expanded to allow earth processing. If you were at the Keynote today, Utah Governor Spencer Cox called out the significance of this production capacity by saying, and I quote: "Energy Fuels has the most advanced rare earth production capacity in the United States."

Timo Groves, Manager of Metallurgy, is with us tonight with Guy Bradshaw, Health and Safety Manager and several others.

Figure 4 (cont.) - 2026 Example WAAIME Sponsor Introduction Script



Appendix F – Selfie Tag Contest Guidelines

The document contained in this Appendix is a guidance document that has been approved by the WAAIME Executive Committee separate from this Operating Handbook. The date shown in the lower right-hand corner of the box content cites the revision number and the date it was approved by the Executive Committee. Revisions of guideline documents do not constitute revisions to this Operations Handbook.



Selfie Tag Contest Guidelines

Overview

The WAAIME Division launched its Selfie Tag Contest in 2019 and has been doing it annually ever since. The Contest is designed to draw students into the Exhibit Hall at the SME Annual Conference & Expo and to offer exhibitors additional business exposure from the future leaders of our industry (our students) by volunteering to participate in and sponsor the game. The exhibitor groups provide WAAIME with clues about their businesses which are provided to the students. When the Exhibit Hall opens, the students must figure out which company is associated with each of the clues. The teams figure out who the exhibitors are and take a selfie photo at their booth showing the exhibitor's name/logo. Teams that get the greatest number of clues correct in the least amount of time win. Winning teams are awarded cash prizes which are given out at the Student Networking Reception on Monday evening of the SME Annual Conference & Expo.

Identifying Contest Exhibiting Sponsors

WAAIME's SME Staff Liaison coordinates the solicitation of companies that have reserved a booth in the Exhibit Hall to sponsor the Contest. Typically, an email is sent to candidate exhibitors explaining how the Contest works, the prizes that are given out to the winning student teams, the recognition that exhibitors will receive for participating, and the dollar amount requested to cover the cost of the student prizes. Exhibitors that volunteer for the Contest are selected based on their level of interest, diversity of services/supplies provided, and continuing interest in the Contest (if not selected in previous years).

Sponsoring exhibitors can prepare their own clues, or if they prefer, can work with WAAIME volunteers to help develop their clues. Examples of Selfie Tag Contest clues are presented in Figure 1.

Sponsorship Proceeds

Exhibitors participate in the Selfie Tag Contest for a nominal sponsorship cost per Exhibitor (usually about \$250). These funds are used for 1) cash prizes for the Selfie Tag Contest Winners 2) the purchase of a gift card to be given to a randomly chosen Selfie Tag Contest participant, and 3) the purchase of Amazon gift cards which are randomly given to students at the Student Networking Reception. Student winners of the Selfie Tag Contest and the gift card giveaways must be present at the Student Networking Reception on Monday between 5PM and 7PM to win. Selfie Tag Exhibiting Sponsors invited to attend the Student Networking Reception.

Contest Rules

During the Contest, there does not have to be interaction between the sponsoring exhibitor's booth staff and the students if such interaction interferes with business discussions. But such



interaction is highly encouraged as there will definitely be an increase in foot traffic at the participating booths and the students are keen to grow their networks within the industry. Once the students pair a clue with a company, they must take a selfie photo of the company name and logo, and preferably with some of the company representatives. And, of course, keep in mind that those students will be the future buyers of the exhibitor's wares or services.

The rules of the Selfie Tag Contest are as follows:

1. Form a team of four students per team.
2. Elect a team captain.
3. Name the team.
4. Team members may all be from the same school or from different schools but may not be on more than one team.
5. Register to compete in the Contest by text or email, including the team's name, school affiliation(s), team member names, and team captain name.
6. Team captains are provided with the list of exhibitor clues and the phone number to which texts can be received.
7. Each team must follow the clues and align them with an exhibitor and then take a selfie photo showing the exhibitor's name and logo for each clue.
8. Team captains must text the team's name and selfie photos to the text number provided.
9. Teams may split up to align the clues with the exhibitors, but extra points are awarded when all team members are in every selfie photo.
10. Each team is allowed to ask for one extra clue if needed.
 - a. Extra clues are provided only to the team requesting the clue; they are not shared with all teams participating in the contest.

The Selfie Tag Contest Chair is responsible to:

1. Work with the SME WAAIME Staff Liaison to Identify and recruit 10 exhibiting companies to participate in the Selfie Tag Contest.
2. Assist the exhibiting companies in developing appropriate clues about their business if needed.
3. Be available during the Sunday afternoon exhibit hall hours of the SME Annual Conference & Exhibit to welcome additional student teams into the Contest, explain how the Contest works, obtain contact information for new team captains, and answer any questions that students may have about the Contest.
4. Timely respond to student teams requesting an additional clue (only one clue per team is allowed).
5. Receive texts from student teams that have aligned the clues provided with the correct exhibitor companies.



6. Tabulate which teams got the most correct answers in the least amount of time and determine which teams receive the first, second, third and fourth place awards.

Awards are based on the order of finish and those who score the most points. Ties are decided by a blind draw.

The Selfie Tag Contest timeline is as follows:

- The game opens at 3P on Sunday afternoon and closes at 12P (noon) on Monday.
- The students must have texted their clue solutions to the Selfie Tag Contest Chair by noon (12P) on Monday.
- The Selfie Tag Contest Chair scores the final context results by or before 5P on Monday afternoon.
- The winners of the Selfie Tag Contest are announced at the Student Networking Reception, usually held from 5P to 7P on Monday. Awards are presented to the Contest winners at the Student Networking Reception and Contest winners must be present to receive their prize.

Cash prizes have been given in the past, with \$500, \$300, \$200, and \$100 for the first, second, third and fourth place teams respectively. One additional Amazon gift card, usually for about \$250, is given to a randomly selected Selfie Tag Contest participant. Again, these prizes are awarded at the WAAIME Student Networking Reception on Monday evening and the winners must be present to receive their prizes.

SELFIE TAG CONTEST CLUE EXAMPLES

1. I am a 125-year-old Danish fella, decorated in blue and white. My name starts with the abbreviation of the sunshine state. I am Productivity Provider #1, and I deliver market-leading engineering, equipment and service solutions.
2. I am a 22-year-old based out of Nevada. I am an analytical service, and I provide data for environmental solutions.
3. I come from a country in Northern Europe that is known for Sauna and Santa Claus. My products are painted white, only sometimes black. My company tag line embraces the products to take you further and faster.
4. Born in 1880 Belgium, we are the world market and technology leader in steel wire transformation. We developed steel fiber and every year reinforce over 13 million cubic yards of concrete. You can find our steel tire cord products in 1 out of every 3 tires worldwide. Our steel wire ropes are trusted globally in a broad range of underground and surface mining applications.
5. Our Reno office opened in 2022. We've been providing support to national and international mining clients for more than 60 years. Against what our name might suggest, we don't have happy hour every day.
6. A little birdie told ME that our blue and white banner is a FIT-ting icon of our commitment to provide our customers in the gold, copper, and iron industries with highly charged, value-added products and services.
7. Our name says exactly what we do, but we're best known by our 3-letter acronym. Our enhanced connectivity delves deep where other signals often falter.
8. I am named for a small town in Central PA and utilize high G's to generate high G's.
9. I am Swiss, but you can find me in almost every continent. My name starts with the symbol of a chemical element, and my first two letters are the symbol of yet another chemical element, so chemicals are my thing. I am a major supplier of reagents for flotation, including collectors, frothers and depressants.
10. We are an industrial coatings company that has been in business for 30 years. We specialize in lining tanks, mill equipment, and even shafts. Our top of the line polyurea coating can extend the life of anything it's sprayed on. No project is too custom for us!

Figure 1 - Examples of Selfie Tag Contest Clues



Appendix G – Scholarship Guidelines

The document contained in this Appendix is a guidance document that has been approved by the WAAIME Executive Committee separate from this Operating Handbook. The date shown in the lower right-hand corner of the box content cites the revision number and the date it was approved by the Executive Committee. Revisions of guideline documents do not constitute revisions to this Operations Handbook.



Scholarship Guidelines

WAAIME Scholarship Guidelines

Overview

WAAIME scholarships provide financial assistance to students pursuing degrees in earth sciences and engineering disciplines, including but not limited to:

- Mining
- Geology
- Metallurgy
- Petroleum
- Mineral Sciences
- Materials Science
- Mineral Economics
- Chemical, Mechanical, Civil or other sciences or engineering majors relevant to the extractive industries
- Other related majors with a minor in one of the above extractive industry topics

Eligible students must be enrolled in a United States based college or university that offers science and/or engineering degrees that are appropriate and relevant to the extractive industries.

Eligibility Criteria

To qualify for a WAAIME scholarship, applicants must meet the following requirements:

- **Declared Major:** Must have officially declared a major in an eligible earth science or engineering discipline.
- **Academic Standing:** Scholarships are available to students in their sophomore, junior, or senior year, as well as to master's degree candidates. Applications may be submitted as early as the second semester of the freshman year.
- **Enrollment Status:** Students must be enrolled full-time for the upcoming academic year, defined as a minimum of 12 credit hours per semester or as determined by their university's full-time enrollment policy.
- **Degree Level:** Priority is given to undergraduate students. Master's students are considered based on financial need. PhD candidates are not eligible.
- **Location:** Eligible students must be enrolled in accredited colleges or universities located in the United States.



Membership Requirement

Applicants attending a college or university in the United States must be a student or professional member in good standing of one of the four AIME member societies:

- [Association for Iron and Steel Technology \(AIST\)](#)
- [Society for Mining, Metallurgy, and Exploration \(SME\)](#)
- [Society of Petroleum Engineers \(SPE\)](#)
- [The Minerals, Metals, and Materials Society \(TMS\)](#)

Note: WAAIME is a special-status division of SME. Membership in WAAIME only does not fulfill the eligibility requirement.

Application Process/Application Period

- Opens: December 15
- Closes: January 25

It is advisable to complete the application in one sitting, however there is an option to save a partially completed application for up to 48 hours and then submit. All applications must be submitted online via the [WAAIME website](#).

Information Required for a Complete Scholarship Application

Applicants must provide the following:

1. Full **name** and **academic email** address
2. Secondary **personal email** for contact after graduation
3. **College** or **university** name
4. **Academic year** for which the scholarship applies (e.g., sophomore, junior, senior, or master's candidate; if you are applying in January as a second semester freshman, then you would identify "sophomore" as your academic year since WAAIME scholarships are typically distributed in August – your next academic year)
5. Expected **graduation date**
6. Current **GPA**
7. **Degree sought** (Bachelor's, Master's, etc.)
8. **Declared major** (e.g., mining engineering, geology, etc.)
9. **Resume** (uploaded)
10. Unofficial **transcript** (uploaded)
11. **FERPA** authorization form (provided in the application portal)
12. AIME member **society name and membership number**
13. **Reference Information:**
 - One required reference from the student's professor or department head.
 - A second reference, work or internship, preferably related to your field of study.
 - The name, email, and phone number for each reference must be provided.



14. Department head name, email address, and accurate physical address must also be provided. If awarded a scholarship, the check will be mailed to the department head using the address you provide. Be sure to have the correct street address and zip code.
15. **Financial Information:** Applicants must submit projected financial details for the current year and the upcoming academic year:
 - **Income:** Scholarships, grants, loans, family support, summer earnings, etc.
 - **Expenses:** Tuition, fees, housing, medical expenses, medical insurance, or other related expenses
16. **Personal Statement:** Applicants must submit a 2-3 paragraph essay outlining the career pursuit in the extractive fields, their career vision, any obstacles they have experienced and why they are applying for the WAAIME scholarship. **Artificial Intelligence (AI) generated responses will not be considered.**
17. Students who opt to also apply for the Siwale Memorial Scholarship must upload their Siwale essay at the same time as they upload the other content listed in this section.

Important: Students must notify their references in advance. If a reference has not received a request for information by WAAIME by **February 1**, the student will be notified by their reviewer that their reference has not responded. The student will ask their referee to check their spam or trash files. The student may inform their reviewer of a new referee and provide the new referee's name, email, and phone number if required. Reviewers may correct or submit a new reference on the students' application if needed.

Failure to receive the academic reference by February 10 will void the application.

Information Required from the Applicant's References

References will be asked to provide:

- Student's name, major, academic year, and relationship to the reference
- Reference's name, title, institution, email, and phone number
- Include a brief assessment of the student's:
 - Academic performance
 - Classroom participation
 - Work ethic
 - Extracurricular involvement
 - Community service
- A brief statement on the student's qualifications and why they are deserving of a WAAIME scholarship

Submission Guidelines

It is recommended that scholarship applicants have **all** required documents and information readily available prior to starting the application process on the WAAIME



website. This includes all the information listed in the above section titled “**Information Required for a Complete Scholarship Application**”.

For those who are also applying for the Siwale Scholarship, that essay must also be ready and available for uploading. Guidance for the Siwale Scholarship essay content is further described in the subsequent section titled “**The Rebecca Bweupe-Siwale Memorial Scholarship**”.

- Once the application is started online, it is best to complete the application in one sitting.
 - There is an option to save a partially completed application for up to 48 hours and then submit if something urgent comes up that precludes completing the application in one sitting.
- All applications must be received by **January 25**. It is the student's responsibility to ensure that their scholarship application is complete and accurate. Once an application is submitted, **corrections are not permitted**. It is imperative to review and check the application for accuracy prior to submitting.
- Incomplete or late applications will not be considered.
- One academic reference is **required**. The second reference is **optional but highly recommended** and should be a current work or internship focused reference. Failure to receive the required academic reference by **February 10** will void the application.
- It is the **student's responsibility** to ensure that their scholarship **application is complete** and that their designated **references have submitted the required** supporting materials by the stated deadlines.

Scholarship Review Process

The WAAIME Scholarship Committee is responsible for reviewing all submitted applications to ensure completeness and quality of content.

- The Scholarship Committee Chair assigns members to review applications from specific geographic areas or universities.
- Assigned Committee members will contact applicants from their designated area or institution to schedule an online or in-person interview. These interviews help clarify application details and provide a better understanding of each applicant's needs.
- Applicants are not permitted to contact the Scholarship Chair, Vice-Chair, Committee members, or any member of the WAAIME Executive Committee after the interview regarding the status or outcome of their application. Therefore, applicants are encouraged to ask all relevant questions and address any concerns during their scheduled interview.



- Applicants may contact their reviewer only if there is a material change to the information provided in the original scholarship application.
- While GPA and unofficial transcripts are required and may inform the Committee's evaluation, academic performance is not the sole determining factor in awarding scholarships.
- After completing interviews, the reviewer will rate the applicant using the WAAIME scholarship rubric that will be embedded in the scholarship application on the website. Guidelines for scoring will be sent to the reviewers prior to interviewing.
- After completing interviews and reviewing applications, the Scholarship Chair and Vice Chair, and others as may be appointed by the Chair, will recommend scholarship award levels based on the information provided in the application and through the interview process.
- The Scholarship Chair may obtain a list of scholarships awarded by other SME affiliates and distribute the list to the WAAIME reviewers to assist them in arriving at their scholarship recommendations. The WAAIME reviewers may give due consideration for the scholarship amounts assigned to a given student by other SME entities in making their recommendations.
- The Scholarship Chair and Vice Chair will review all recommendations and prepare a draft allocation of the SME-approved scholarship budget. The Chair and Vice Chair are encouraged to consult with the original reviewers for clarification or additional input as needed.
- The draft allocation is presented at the WAAIME Scholarship Committee Meeting, typically in late February at the SME Annual Meeting (see timeline below). This is a closed session attended only by Scholarship Committee members and WAAIME Executive Committee members.
- Following the Scholarship Committee Meeting, the Scholarship Chair will present the final recommended scholarship distribution to the WAAIME Executive Committee during its Tuesday Business Meeting.
- The Executive Committee will either approve the total allocation or request revisions. If revisions are needed, the Scholarship Committee must reconvene and submit a revised recommendation within one week. The Executive Committee will then meet again within one week to review and consider the final recommendation.

Notification of Scholarship Awards

All applicants will be contacted by their reviewer, typically in mid-March, notifying them if they have been awarded a WAAIME scholarship. Awardees will be informed of the scholarship amount and advised that checks are typically mailed to their department head in mid to late August.

- The Scholarship Chair will provide a list of scholarship recipients and award amounts to the SME Staff Liaison for distribution to each university department head. The



Scholarship Chair and SME Staff Liaison will coordinate to assure that every department head is notified of all the scholarships awarded to their students.

- Scholarship checks are distributed through the department head or their designated representative, typically by the last week of August.
- WAAIME requests recipients to submit photos of themselves receiving their scholarship checks, along with names of individuals pictured and a signed photo release authorization.
 - Group photos of all scholarship recipients from the same University are preferred.

Maximum Number of Scholarships

Students may receive no more than three WAAIME scholarships during their academic career. Only one scholarship may be awarded per year. The years that a student receives a WAAIME scholarship do not need to be consecutive. Students must reapply each year to be considered for future awards.



WAAIME Scholarship Timeline

By or before November 15 – The Scholarship Chair will communicate the review process and encourage reviewers to listen to the online instructions for the scholarship reviews.

December 15 – Scholarship application portal opens.

January 25 – Scholarship application portal closes. **No WAAIME scholarship applications will be accepted beyond this date.**

January 26-February 1 - A WAAIME reviewer will reach out to each scholarship applicant via telephone and/or email to schedule a mutually convenient time and venue for a personal interview. Such interview must occur before February 12. **Students that fail to respond to the reviewer's outreach attempts by or before February 1 will have their scholarship applications voided.**

February 1 – Initial deadline for receiving reference recommendations. If there are missing references, the reviewer or Scholarship Chair will send the applicant an email notifying them that some references are missing. A repeat request can be sent to the missing references by the reviewer or Scholarship Chair.

February 2 - If a student has not been contacted by a WAAIME reviewer by February 2, they should immediately advise the SME's WAAIME Staff Liaison at waaime@smenet.org of the lack of communication.

January 26-February 12 - The reviewer will personally interview the student either in person or by video conference. These personal interviews must be completed no later than February 12. **Students that fail to show up for the scheduled interview, which time was mutually agreed to by both the reviewer and the student, will have their scholarship applications voided.** Exceptions for extenuating circumstances may be considered at the sole discretion of the reviewer.

February 10 – Final deadline for receipt of required academic reference(s). If the mandatory academic reference has not been received, the application is disqualified. If only the optional work/internship reference is missing, the application will move forward.

February 12 - Last day to conduct personal interviews of scholarship applicants.

February 15–20 or before the WAAIME Annual Meeting, the Scholarship Committee reviews and draft scholarship allocations are prepared.



Last week in February (Tuesday during the SME Annual Conference & Expo)

- **9:00 AM – 11:00 AM:** Annual Scholarship Committee Meeting is held in closed session to finalize the allocation of scholarships to all students and prepare the Committee's recommendations for consideration by the EC.
- **11:00 AM – 12:00 PM:** Annual WAAIME Business Meeting where the Scholarship Chair will present the Scholarship Committee's final scholarship recommendations to the EC for approval.

By or before the end of March – WAAIME Scholarship Chair, either personally or through the reviewers, will assure that scholarship award notifications are emailed to all student applicants. Such emails will inform the student if they will be receiving a WAAIME scholarship and if so, advise the amount of the scholarship and that checks will be sent to the department head of their university for distribution to the student by the end of August. The Scholarship Chair will also advise the university department heads of their students who will be receiving WAAIME scholarships, the timing for check distribution (late August), and will note that by distributing a scholarship check to a student the department head is affirming that the student is still a full-time student enrolled in the major identified in his/her scholarship application.

July 15 – WAAIME Scholarship Chair will request checks be distributed to university department heads for disbursement to students the last week of August.

- SME Accounting: accountspayable@smenet.org
- WAAIME Staff Liaison: waaime@smenet.org
- Students are NOT allowed to contact SME Accounting or the WAAIME Staff Liaison regarding the status of their scholarship. Any questions should be directed to their department head who should channel inquiries the WAAIME Staff Liaison at waaime@smenet.org.

Mid to late in August – SME wires international scholarship funds to the International Sections and sends individual checks to the Department Head of each university having students receiving WAAIME scholarships, requesting that photos be taken of students receiving their scholarship checks and provided to the SME Staff Liaison along with authorizations for using the photos for publicity purposes. The Rebecca Bweupe-Siwale Memorial Scholarship is also disbursed at this time.



Rebecca Bweupe-Siwale Memorial Scholarship Guidelines

Legacy and Purpose

The Rebecca Bweupe-Siwale Memorial Scholarship is a distinguished, merit-based award that complements the WAAIME Scholarship Program. To be eligible, students must first apply for and be selected to receive a WAAIME scholarship. This scholarship is being funded by money raised for this specific purpose.

Eligibility and Application Criteria

To be considered for the Siwale Scholarship, applicants must first meet all eligibility requirements and be awarded a WAAIME scholarship. Consideration for the Siwale Scholarship does not impact a student's eligibility for, or amount of, their WAAIME award. This scholarship is awarded in addition to the WAAIME scholarship. The Rebecca Bweupe-Siwale Memorial Scholarship is limited to one recipient per year and may only be received once. Past Siwale scholarship recipients are not eligible to reapply.

Applicants interested in being considered for the Siwale Scholarship must submit an additional essay (maximum 500 words) with their WAAIME application. **Students must upload their Siwale essay at the same time as they upload their WAAIME scholarship application.** An option to upload an essay for the Siwale Scholarship consideration is included in the WAAIME scholarship application form. The essay should describe how the applicant's goals, values, and strengths align with Rebecca's legacy and demonstrate a clear financial need.

Essays that are obviously generated by Artificial Intelligence (AI) will not be considered.

Selection and Evaluation

The WAAIME Past Chair leads the review of Siwale Scholarship essays. The final selection is made by the Past Chair, Chair, and Vice Chair. **The Siwale Scholarship awardee must have submitted a complete and acceptable WAAIME scholarship application to be eligible to receive the Siwale Scholarship.** The recipient will receive both their WAAIME scholarship and the additional Siwale Scholarship award. Applicants who are not selected to receive the Siwale Scholarship will still receive their WAAIME scholarship as awarded.

About Rebecca Bweupe-Siwale

Rebecca was a second-generation miner in the Copperbelt of Zambia. Following in her father's footsteps, she studied chemical engineering at Copperbelt University in Kitwe, Zambia. After graduating, she became the first woman engineer in Zambia and the first woman miner at Mopani Copper Mines.



In 2010, she earned an MBA with an emphasis in operations management from Cleveland State University. Later in 2010, she moved to the United States as a Senior Research Engineer and Metallurgist with Freeport-McMoRan in Safford, Arizona.

She joined FLSmidth in 2012 as Manager of its Operations & Maintenance/Commissioning/Productivity Program in Salt Lake City Utah and was promoted to Global Director and then Vice President and Head of FLSmidth's Digital Services. Here, her team took the lead in driving the digital transformation of equipment across the mineral processing value chain – optimizing operations, improving productivity and decreasing cost.

Rebecca joined the WAAIME Division of SME in 2018. She was elected to the WAAIME Executive Committee in November 2023, beginning her service in February 2024. She was an active contributor to WAAIME's strategic planning efforts and played a key role in shaping the organization's Vision and Strategic Goals.

In addition to WAAIME, Rebecca was deeply committed to inclusion and diversity. She served as the inaugural Chair of the SME Inclusion & Diversity (I&D) Ad Hoc Committee, leading efforts that resulted in the establishment of the SME Inclusion & Diversity Standing Committee, which she also chaired, in 2021.



Rebecca Bweupe-Siwale Memorial Scholarship Timeline

December 15 – Scholarship application portal opens.

January 25 – Scholarship application portal closes.

- To be eligible to receive the Rebecca Bweupe-Siwale Memorial Scholarship, all applicants must submit a complete WAAIME Scholarship application (described above).
- All Rebecca Bweupe-Siwale Memorial Scholarship essays must also be submitted with the WAAIME Scholarship application by this date.

On or before February 1 – The WAAIME Past Chair will distribute all the Rebecca Bweupe-Siwale Memorial Scholarship essays that were submitted to the WAAIME Chair and Vice-Chair for their review and ranking. Essays will be ranked using the **Scholarship Statement/Essays** guidance included in the WAAIME scholarship rubric that is embedded in the scholarship application on the website.

At or before the WAAIME Annual Meeting in late February: The WAAIME Past Chair, Chair, and Vice-Chair will rank the submitted Rebecca Bweupe-Siwale Memorial Scholarship essays and present their top ten choices to the Past Chair. The Past Chair will compare the rankings and establish a short-list of scholarship candidates for final consideration.

Before the Annual Scholarship Committee Meeting (typically held at 9A on Tuesday of the SME Annual Conference & Expo) - the Past Chair will organize a meeting among the Past Chair, Chair, and Vice Chair to agree on the top Rebecca Bweupe-Siwale Memorial Scholarship essays.

Last week in February (Tuesday during the SME Annual Conference & Expo)

- **11:00 AM – 12:00 PM:** Annual WAAIME Business Meeting where the WAAIME Past Chair will first confirm that the student with the best Siwale Scholarship essay has submitted all the information required to qualify for a WAAIME scholarship before announcing the Rebecca Bweupe-Siwale Memorial Scholarship winner and soliciting EC approval.

By or before the end of March – The WAAIME Past Chair will notify the Rebecca Bweupe-Siwale Memorial Scholarship winner and advise that the Scholarship will be distributed at the same time as the other WAAIME Scholarships.

Mid to late week in August – SME sends an individual check to the Department Head of the university of the Rebecca Bweupe-Siwale Memorial Scholarship winner, requesting that photos be taken of the student receiving the scholarship check and provided to the SME Staff Liaison along with an authorization to use the photos for publicity purposes.



Appendix H – International Guidelines

The document contained in this Appendix is a guidance document that has been approved by the WAAIME Executive Committee separate from this Operating Handbook. The date shown in the lower right-hand corner of the box content cites the revision number and the date it was approved by the Executive Committee. Revisions of guideline documents do not constitute revisions to this Operations Handbook.



International Committee Guidelines

The local international sections of the WAAIME International Committee comprise the membership of the International Committee. There are currently six international sections in Peru, Chile, and Mexico but this number may vary from time to time.

Duties of the International Chair

The International Chair is a WAAIME Officer and member of its Executive Committee. The Chair is responsible to:

- Introduce her-/him-self to all the sections and trade appropriate contact details.
- Communicate with all the sections, offering them any support they may need and a willingness to answer any questions they may have.
- Coordinate with the SME Staff Liaison on the timing and amounts of the budgeted scholarship stipends for each local international section.
- Confirm that SME has timely wired the Executive Committee-approved stipends to each local international section in August of each year.
- Notify each local international section as to when the scholarship stipends should be wire-transferred to their local banking institution.
- Request all local international sections to provide relevant news and descriptions of section activities for inclusion in the semi-annual WAAIME Newsletter; such contributions must be submitted in English by March 15 and September 15 for publication.
- Provide the financial forms in September or confirm that such forms have been provided by the SME Staff Liaison (from the SME Accounting Department), to each local international section and request that each international section presents its annual financial report using the forms provided to both the International Chair and the SME Staff Liaison no later than November 1.
- Summarize all the local international section annual reports into a single International Committee Report to be presented to the WAAIME Executive Committee at its Annual Meeting at the end of February. The report should include the total number of scholarships awarded, a reconciliation of expenditures relative to the stipend amounts received and summarize the latest international section activities and initiatives. Photographs of student activities and scholarship presentations are useful inclusions in the report.
- Maintain sufficient and timely communications with each local international section to provide a brief update on International Committee activities to the WAAIME Executive Committee at its Mid-Year Meeting.



Duties of the Local International Sections

Each local international section is responsible to:

- Establish an organizational and leadership structure that is culturally appropriate and within the requirements of all applicable local and national laws. As a minimum, each section must:
 - have at least three members on its board of directors as president, treasurer, and secretary.
 - have their tax documentation in order according to the laws of their country if applicable or have appropriate documentation available if they are exempt from paying taxes as a non-profit association.
- Establish a bank account in the WAAIME name with a reputable institution that can both send and receive wire transfers.
- Identify those individuals who have signatory authority and the process by which those individuals can withdraw money from the bank account (at least two signatures are required).
- Designate the WAAIME Division of the Society for Mining, Metallurgy and Exploration as a signatory and beneficiary on the bank account to avoid issues should the local section leadership resign or become incapacitated prior to closing out the organizational structure or allocating any remaining funds in the bank account (see below).
- Provide relevant news and descriptions of section activities for inclusion in the semi-annual WAAIME Newsletter in English by March 15 and September 15.
- Support the translation of the semi-annual WAAIME Newsletter into Spanish in April and October so that WAAIME has both English and Spanish versions ready for distribution to all its members in May and November.
- Provide an annual local international section report to the International Chair by November 1 that includes:
 - All banking information, including account numbers, authorized signatories for withdrawals on the account(s), and an accounting of all transactions that took place during the previous calendar year.
 - An annual financial report(s) using the forms provided each October and return the completed form(s) to the International Chair and SME Staff Liaison no later than November 1.
 - A list of all students who received scholarships from the section during the previous calendar year, including their collegiate year (sophomore, junior, senior, or Master's degree candidate), the number of WAAIME scholarships the student has received prior to this one, and the university that the student attends.



- A summary of all meetings, actions, and other important or relevant activities that took place during the preceding year.
- In the event of dissolution of a local international section, the section leadership must close out the organizational structure and bank accounts in a manner that is culturally appropriate and within the requirements of all applicable local and national laws.
 - Any assets owned by the local section should be either donated to a non-profit organization that is similarly aligned with WAAIME's Vision and Strategic Goals or returned to the WAAIME Division of SME.

Duties of the SME Staff Liaison

The SME Staff Liaison is responsible to:

- Send each local international section SME's section financial requirements and form in September.
- Request an annual summary of section activities and a current list of all section members and their contact information to be included with the local international section financials submittal.



Appendix I – Booth Guidelines

The document contained in this Appendix is a guidance document that has been approved by the WAAIME Executive Committee separate from this Operating Handbook. The date shown in the lower right-hand corner of the box content cites the revision number and the date it was approved by the Executive Committee. Revisions of guideline documents do not constitute revisions to this Operations Handbook.



WAAIME Booth Guidelines

Purpose

- To provide networking opportunities with WAAIME's primary audiences
- To enhance visibility of WAAIME and the WAAIME brand
- To offer a base for student engagement activities (e.g., Selfie Tag Contest)
- To raise awareness of WAAIME's Vision and Strategic Goals (attached)
- To establish an easily identifiable presence for potential donors and sponsors
- To raise money, as appropriate, for the Iris Owen Fund

Audience

- Students
- Prospective new WAAIME members
- Prospective donors and sponsors
- Past award recipients
- Members of AIME societies: SME, TMS, SPE, AIST

Appearance

- The booth must provide a welcoming, attractive setting with comfortable seating for at least two guests in addition to booth workers
- The booth must display the WAAIME+ logo from the front table and from the back marquis
- The booth should have displays with photos of students in the university setting, receiving WAAIME scholarship awards, or participating at the WAAIME reception at the annual MINEXCHANGE
- Photos and other display materials must be no more than two years old
- Information and display material should include a media-appropriate graph showing the trends of WAAIME scholarship awards (e.g., five to ten years trend)

Support Materials

- Handouts may be available summarizing the WAAIME story and WAAIME's history of support to the minerals industry
- All handout literature should include a QR code for membership and a QR code for donations
- Business cards or information placards should be available with the QR codes
- Exhibit souvenirs bearing the WAAIME brand should be considered
- Unused pamphlets and souvenirs will be inventoried at SME headquarters until the next meeting or until discarded



Booth Attendants

- The booth must be attended by a WAAIME representative during all open exhibit hours (See MINEXCHANGE 2026 Exhibition Rules & Regulations, attached)
- At all open exhibit times, at least one student or recent graduate who has received a WAAIME scholarship or attended a *Careers That Rock!* program should be recruited to help tend the booth so that they can convey “What WAAIME has done for me”
- An example of the email solicitation for student volunteers follows:

Subject: WAAIME Volunteer Opportunity at MINEXCHANGE 2026 & Student Activities

Hi [student name],

WAAIME is excited to host a booth at the 2026 MINEXCHANGE – SME Annual Conference & Expo. Since you were a WAAIME scholarship recipient and are planning to attend, we’d love to have you volunteer for a **2-hour booth shift**. Your experience with SME and your WAAIME scholarship would be incredibly impactful for attendees.

Booth Schedule

Sunday, February 22

4:00–6:00 PM — Exhibit Hall Opening Reception

Monday, February 23

10:00 AM–5:30 PM — Exhibit Hall Lunch & Expo Hours
(help is especially needed 2:30- 5:30 PM)

Tuesday, February 24

10:00 AM–5:30 PM — Exhibit Hall + Afternoon Social
(help is especially needed 11:00 am – 1:00 pm)

Wednesday, February 25

9:00 AM–1:00 PM — Exhibit Hall Lunch

If you’re willing to help, please reach out to **Elizabeth Freeman** (efreeman@nuna.media) to pick a shift that works for you. Feel free to bring a friend, too!

Be sure to sign up for our Selfie Tag Contest and we hope to see you at our Student Networking Reception on Monday – find [details for both events here](#).

Thank you in advance—we truly appreciate your support!

Warm regards,
Rachel Grimes, WAAIME staff liaison

Booth Functions

- Comply with MINEXCHANGE 2026 Exhibition Rules & Regulations, attached
- Communicate WAAIME’s Vision and Strategic Goals
- Recruit new members into WAAIME
- Increase student awareness of our scholarships and programs
- Fundraising may be considered as long as:
 - The fundraising scheme is cash positive
 - All proceeds go to the Iris Owen Fund,



- All costs are charged to the Iris Owen Fund (e.g., signage, shipping, storage)
- If a silent auction is considered:
 - All auction items have a minimum value of \$25.00
 - Unsold items must be inventoried and may be stored at SME headquarters for no more than one year
 - If unsold items from the previous year held remain unsold after the next MINEXCHANGE, they must be returned to the donor (with return charges either paid by the donor or accounted to the Iris Owen Fund), disposed of, or donated to an appropriate charity



THE WAAIME DIVISION OF SME

OUR VISION

Investing in students of all ages to help solve the workforce challenges of the extractive industries

OUR STRATEGIC GOALS

Elevate awareness by introducing students to extractive industry careers

Provide essential services by offering scholarships and other valuable programs that attract new students into the industry

Grow relationships by partnering with industry, universities, and others while avoiding duplicating efforts in meeting the industry's workforce demands

Operate sustainably by having adequate resources to support our efforts



MINEXCHANGE 2026 SME Exhibition Rules & Regulations

1. **Society.** The word "Society" as used herein shall mean the Society for Mining, Metallurgy & Exploration Inc. or its officers, committees or agents or employees acting for them, in the management of the Expo.
2. **Eligible Exhibits.** The Society reserves the right to determine the eligibility of any company or product for inclusion in the Expo. The exhibitor agrees to prepare an exhibit of materials or equipment, machinery, supplies, services, etc. pertaining to the fields of exploration and development of mineral properties, the mining of minerals or allied industry activity, suitable for inclusion in the SME Technological Information Exchange Exhibition, Salt Palace Convention Center in Salt Lake City, UT and as approved by the Society, or its authorized agents and to pay for such booth or booths whether actually occupied by a display or not, and subject to the rules of the Expo.
3. **Limitation of Liability.** The Exhibitor agrees to make no claim for any reason against the Expo, the Society for Mining, Metallurgy & Exploration or against the management or the Convention Center or the employees of any of them. The Expo, Society for Mining, Metallurgy & Exploration itself will not be liable for the fulfillment of this Contract as to the delivery of space, and further will not be responsible for delays, damage, loss, increased costs or other unfavorable conditions due to any of the following causes: by reason of the building being destroyed by fire, act of God, public enemy, national emergency strikes, the authority of the law, or any cause beyond their control. They will, however, in the event of their not being able to hold an expo for any of the above-named reasons, reimburse the exhibitor pro-rata for any prepaid rent, less any and all legitimate expenses incurred by the exhibition, Society for Mining, Metallurgy & Exploration.
4. **Arrangements of Exhibits.** A) Standard Booth - one or more standard units in a straight vertical line. Height: Exhibit fixtures, components and identification signs will be permitted to a maximum height of 8'3" (2.5m). Depth: All display fixtures over 4'0" (1.22m) in height and placed within 10 lineal feet (3.05m) of an adjoining exhibit, must be confined to that area of the exhibitor's space which is within 4'0" (1.22m) of the aisle line (back half of booth). B) Perimeter Wall Booth - standard booth located on the outer-perimeter wall of the exhibit floor. Height: Exhibit fixtures, components and identification signs will be permitted to a maximum height of 12'0" (3.66m) in perimeter-wall booths. Depth: All display fixtures over 4'0" (1.22m) in height and placed within 10 lineal feet (3.05m) of any adjoining exhibit, must be confined to that area of the exhibitor's space which is at least 4'0" (1.22m) from the aisle line (back half of booth). C) Island Booth - exhibit with one or more display levels in four or more standard units with aisles on all four sides. Height: Exhibit fixtures, components and hanging signs will be permitted to a maximum height of 20'0" (6.10m). Outdoor exhibits and peninsula booths are not permitted.
5. **Decoration.** The Society shall have full discretion and authority in the placing, arrangement and appearance of all items to be displayed within the exhibit by all exhibitors. All exposed parts of any display and/or equipment must be finished or covered in a workmanlike manner so they do not present an unsightly appearance when viewed from adjoining booths or aisles. Show Management may order masking, replacement or rearrangement, at the exhibitor's expense, without the prior consent or knowledge of the exhibitor, where it is deemed necessary. Merchandise and "sold" signs will NOT be permitted.
6. **Fire Department Regulations.** All material used in the expo hall and/or exhibitor's booth must be fire resistant and conform to national, state and city fire safety regulations. Covered exhibit space will require a copy of the fire retardant material certificate from the manufacturer for Fire Marshal approval. Salt Palace Convention Center fire code regulations are included in the exhibitor service kit.
7. **Equipment Safety.** Exhibitors must accept full responsibility for compliance with fire safety regulations and Occupational Safety and Health Administration regulations in the provision and maintenance of adequate safety devices and conditions for the operation of machinery and equipment. Equipment displayed must have protective screens, plex-glass covers or the like if powered for demonstration. Exhibiting company personnel must be present at all times while equipment is in operation.
8. **Exhibitor Installation and Dismantle.** Full-time employees of an exhibiting firm may install and dismantle their own and respective company's displays as long as flatbed carts, dolly, power tools, ladder, forklift or other equipment assistance is not needed. All temporary labor must be acquired through the official service provider. No one under the age of 18 shall be admitted during installation and dismantle. During show hours, anyone under the age of 18 must be accompanied by an adult. Strollers are not permitted in the expo area at anytime.
9. **Subletting Space.** Exhibitor shall not assign, sublet, share or apportion the whole or any part of the space allotted, or have products, equipment, signs or printed materials from other than its own firm in the said exhibit space unless the company is a wholly owned subsidiary of the parent company of the booth owner.
10. **Alcoholic Beverages and Food & Beverage.** The use and presence of alcoholic beverages within the exhibit booth is prohibited except when sponsored by the Society in the form of unified receptions. All food and beverage for the exhibit booth must be purchased through the exclusive Caterer of the Salt Palace Convention Center. Free samples of food or beverage products are subject to approval.
11. **Hospitality Suites and Ancillary Meetings.** Exhibitors may not schedule private meetings or hospitality events that compete with the expo hall, programs and social functions of the SME Annual Conference & Expo. A limited number of meeting rooms and suites are available on a first-come, first-served basis at SME hotel sites. Please email meetings@smenet.org with type of function, date, time and number of guests. SME Meetings must approve and release the space prior to your company working with a hotel representative.
12. **Insurance.** Exhibitors are advised to carry floater insurance to cover exhibit material against damage or loss; also public liability insurance against injury to the person and property of others. The Society will carry public liability insurance for injury to the Exhibit Visitors, Exhibitors, and their agents and employers. Exhibitors' employees are not covered when on space rented by an exhibitor. Exhibitors must make certificates of insurance available to SME upon request.
13. **Exhibitor Service Kit.** Complete information, instructions and schedules or prices regarding shipping, drayage, labor for erection and dismantling, electrical, furniture, carpet, etc. are included in the Exhibitor Service Kit which will be available online via the Conference website **October 2025**.
14. **Non-official Decorators.** Outside service contractors, display houses, etc., shall notify SME thirty (30) days prior to the first move-in day of the expo with intent to work in the exhibit area during the move-in and move-out periods, and provide a certificate of insurance for liability and worker's compensation to SME Exhibits Management. All outside contractors are responsible to comply with the expo rules and regulations as well as convention center rules and regulations. Exhibitors must provide an Exhibitor Appointed Contractor (EAC) form to SME.
15. **Sound Devices and Noise Level.** The use of devices for mechanical, reproduction of sound is prohibited. Music, whether mechanical, vocal or instrumental, is prohibited except in connection with video sound. Operation of radio or television equipment receiving outside broadcasts is prohibited. Any demonstrations or presentations must be a low volume so that nearby exhibitors can still conduct business. Any form of attention-getting devices or presentations must be terminated when crowds jam aisles or infringe upon another exhibitor's display or impede neighboring exhibitors from conducting business. Raffles are permitted but winners can not be announced on show PA system and must not be present to win.
16. **Distribution of Promotional Material.** Distribution of sales promotional material and the conduct of surveys is permitted in the Expo area, but must be confined to the exhibitor's booth. Distribution of promotional materials outside of the booth may result in exclusion from future SME expos or the loss of priority points.
17. **Video Cameras and Cameras.** Are not permitted in the expo hall. Only the SME Staff Photographer/Videographer has full permission. Individual exhibitors with their respective badges may take photos/videos of their own respective booth but not of other exhibit booths, booth personnel or passing attendees.
18. **Amendment to Rules.** Any and all matters or questions not specifically covered by the preceding rules and regulations shall be subject solely to the decision of the Society. These rules and regulations may be amended at any time by the Society and all amendments (except booth rental prices) so made shall be binding on exhibitors equally with the foregoing rules and regulations.
19. **Direct Selling.** In the event that an exhibitor engages in on-location transactions, the exhibitor will be fully responsible for complying with all federal, state and local tax laws that may pertain to such sales.
20. **Losing Priority Points.** Exhibiting firms accrue priority points which may be applied toward expo space selection at future SME Conferences & Expos. Gross violation of exposition rules, as determined by SME, may subject a company to partial or total loss of priority points. Forfeited priority points cannot be restored.
21. **Early Removal of Exhibits.** No exhibit shall be packed, removed, or dismantled prior to the closing of the Show without permission from the Show Manager. If the exhibitor acts in breach of this provision, an early removal penalty fee may be enforced. Additionally, breach of this provision could result in the loss of participating in future shows produced by SME and/or loss of priority points.
22. **ADA.** Exhibitors are reminded that the American with Disabilities Act ensures equal access to all participants of SME meetings. It is the responsibility of exhibitors to make booth spaces fully accessible to those with physical or sight impairments to comply with all applicable laws and regulations, including without limitation the American with Disabilities Act (Public Law 101-336).

Official Exhibit Hall Hours & Functions:	
Friday, February 20 — Move-In (16'x20' booths or larger only)	11:00 AM - 5:00 PM
Saturday, February 21 — Move-In	8:00 AM - 5:00 PM
Sunday, February 22 — Move-In Exhibit Hall Opening Reception	8:00 AM - 2:00 PM 4:00 PM - 6:00 PM
Monday, February 23 — Exhibit Hall Open Exhibit Hall Lunch	11:00 AM - 5:30 PM 11:30 AM - 1:00 PM
Tuesday, February 24 — Exhibit Hall Open Exhibit Hall Afternoon Social	11:00 AM - 5:30 PM 3:30 PM - 5:30 PM
Wednesday, February 25 — Exhibit Hall Open Exhibit Hall Lunch Move-Out	9:00 AM - 1:00 PM 11:30 AM - 1:00 PM 1:00 PM - 8:00 PM
Thursday, February 26 — Move-Out	7:00 AM - 12:00 PM

NOTE: Exhibitors will have access to the exhibit hall **ONE HOUR** before official Expo hours. Exhibitors are not permitted to hold meetings or drop items off at their booths prior to **one hour** before opening or after exhibit hall is closed for security reasons. Exhibits must be fully staffed and operational during all expo hours.

23. Space not occupied by the close of the exhibit installation period will be forfeited by the exhibitor and this space may be resold, re-assigned, or used by SME Show Management. This clause shall not be construed as affecting the obligation of the exhibitor to pay the full space rental under the terms of the contract. A "Forced Set" will occur at the exhibitors expense if items in the booth are not in process of set-up one hour before the close of move-in.

24. Booth or booths enumerated do not form a part of this Contract. The Society reserves the right to locate or relocate or renumber any exhibit space at any time. After acceptance of this Contract, the terms hereof shall not be subject to cancellation except for non-acceptance by the exhibitor of the relocation of the exhibit space subsequent to a date ten days following the date of acceptance hereof. The Society may reassign space made available due to cancellations, expansions, reductions or withdrawals prior to or during move-in.



Appendix J – LinkedIn Guidelines

The document contained in this Appendix is a guidance document that has been approved by the WAAIME Executive Committee separate from this Operating Handbook. The date shown in the lower right-hand corner of the box content cites the revision number and the date it was approved by the Executive Committee. Revisions of guideline documents do not constitute revisions to this Operations Handbook.



LinkedIn Guidelines

Purpose

- To enhance visibility of WAAIME and the WAAIME brand.
- To offer convenient access to WAAIME news and current affairs.
- To raise awareness of WAAIME's Vision and Strategic Goals (attached).
- To establish an easily identifiable presence for potential donors and sponsors.
- To encourage new membership and volunteerism.

Audience

- WAAIME members and prospective members.
- Prospective donors and sponsors.
- Students.
- Past award recipients.
- Members of AIME societies: SME, TMS, SPE, AIST.

WAAIME Authorized LinkedIn Accounts

- [WAAIME USA](#)
- [WAAIME Peru](#)
- [WAAIME Chile](#)

Appearance and Content

- All posts must be presented in a professional and welcoming tone.
- Never post anything negative.
- Text should be easy to understand.
- Uncommon jargon or figures of speech should be avoided as they are not easily understood by individuals who may be reading the post in their second language.
- Use compelling headlines that catch people's attention.
- Photos and other display materials must be appropriate for general audiences and if posted by WAAIME members, authorized for posting by the photographer and/or individuals shown/identified in the materials.
- Obtain permission from each person in a photo before tagging them in a post.
- Update the profile if it is incomplete or outdated.
- Content examples:
 - Highlight member achievements, scholarships, and success stories.
 - Share updates from WAAIME chapters and events.
 - Post educational content relevant to mining, metallurgy, and related fields.



- Celebrate international observances relevant to WAAIME's mission (e.g., International Women in Mining Day).
- Assure that all posts are aligned with the WAAIME Vision and Strategic Goals.

Frequency and Timing of Posts

- Aim for consistent posting (e.g., weekly, bi-weekly, monthly, bi-monthly) to maintain engagement.
- Consider optimal posting times based on audience (e.g., mornings or early afternoons on weekdays).
- Do not be inactive on LinkedIn.

Hashtags and Tagging

- Use relevant hashtags to increase visibility (e.g., #WAAIME, #MiningEducation, #STEMCareers).
- Tag relevant organizations, partners, and individuals when appropriate to encourage engagement, e.g.:
 - @Society for Mining, Metallurgy & Exploration, Inc. (SME)
 - @Society of Petroleum Engineers International
 - @AIST – Association for Iron & Steel Technology
 - @TMS – The Minerals, Metals & Materials Society
 - @Women in Mining USA

Engagement and Moderation

- Encourage interaction by asking questions or prompting discussion.
- Monitor comments for appropriateness and respond to questions or feedback in a timely manner.
- Avoid engaging in political, religious, or controversial topics.
- As a 501(c)3 nonprofit organization, SME cannot lobby or influence specific legislation. It is an educational nonprofit that educates on broad subjects.

Approval Process

- All LinkedIn USA content should be coordinated through the WAAIME Communications Committee Chair
- All LinkedIn Peru content should be coordinated through the WAAIME Lima Section Chair
- All LinkedIn Chile content should be coordinated through the WAAIME Santiago Section Chair
- Emergency or time-sensitive posts may follow an expedited approval process.



Metrics and Evaluation

- Track engagement metrics (likes, shares, comments, reach) to evaluate post effectiveness.
- Adjust content strategy based on performance insights.



THE WAAIME DIVISION OF SME

OUR VISION

Investing in students of all ages to help solve the workforce challenges of the extractive industries

OUR STRATEGIC GOALS

Elevate awareness by introducing students to extractive industry careers

Provide essential services by offering scholarships and other valuable programs that attract new students into the industry

Grow relationships by partnering with industry, universities, and others while avoiding duplicating efforts in meeting the industry's workforce demands

Operate sustainably by having adequate resources to support our efforts



Appendix K – *Careers That Rock!* Guidelines

The document contained in this Appendix is a guidance document that has been approved by the WAAIME Executive Committee separate from this Operating Handbook. The date shown in the lower right-hand corner of the box content cites the revision number and the date it was approved by the Executive Committee. Note that the Guideline text may have a different revision number and date than the application form as these may be revised or updated independent of one another. Revisions of guideline documents do not constitute revisions to this Operations Handbook.



Careers That Rock! Guidelines

Background

The WAAIME Division of SME launched *Careers That Rock!* in February 2025 after supporting successful concept demonstrations at both Montana Technological University and Pennsylvania State University. *Careers That Rock!* is an initiative aimed at recruiting students into university-offered extractive industry programs by directly reaching out to high school students to showcase the exciting and high-paying career paths available in these fields.

Careers That Rock! provides financial assistance to help universities create or expand their high school outreach programs. WAAIME does NOT participate in the planning or execution of these programs, nor does it dictate what a program looks like or how it is carried out. It is the university's responsibility to tailor their programs to their own internal recruiting goals, introducing students to extractive industry opportunities so that they can make more informed career decisions as they approach college. By declaring relevant majors earlier, students can also benefit from WAAIME scholarships and become part of the industry's unique community.

Aligned with WAAIME's strategic goal of raising awareness about extractive industry careers, *Careers That Rock!* challenges universities to inspire high school students to become future professionals in the extractive industries. Together, we can elevate interest in the dynamic opportunities our industries have to offer.

Eligible Universities

Universities offering mining, mineral processing, metallurgical, geological, and petroleum engineering degrees are eligible to apply for a *Careers That Rock!* grant. Universities offering other degrees that directly tie into extractive industry careers may also be eligible. Such universities should make clear their ties to the extractive industries if it is not obvious by the naming of their degree programs.

University Applications Due by March 31

An application for a *Careers That Rock!* grant is included at the end of this Guideline. Universities are encouraged to review the application to assess WAAIME's program requirements and determine if it aligns with their recruiting goals. If a university intends to pursue funding, it must complete and return the application by March 31 for programs that are planned for the coming summer and/or academic year.

Careers That Rock! is not intended to fund an entire program. Funding should be a collaborative effort among the university, WAAIME, and university-solicited outside sponsors. Universities should seek to obtain external sponsors to help fund their programs and WAAIME assistance when there is a shortfall. Universities should be sure to detail all financial contributors to their



program in their application so that the shortfall and request for WAAIME assistance is well documented.

Application Evaluation

The WAAIME Executive Committee will evaluate all applications for alignment with its Vision and Strategic Goals. The Committee will also assess the requested grant amounts based on need, adequacy of the university's budget reconciliation, and against WAAIME's SME-approved budget for its *Careers That Rock!* program. While all applications will be considered, preference will be given to those programs that specifically target high school seniors and juniors as they are the ones who will be making career decisions and university program declarations in the nearest term.

Notification

WAAIME will notify each university of the status of their funding application. Such notice is typically made by or before mid-May. Successful applicants will be asked at that time to provide either bank wiring or physical mailing instructions so that SME can transfer the granted funds directly to the university. If funds are required earlier than mid-May, universities should provide justification and make the timing need clear in their application form.

Program Feedback

In return for accepting a WAAIME *Careers That Rock!* grant, each university is asked to:

1. **Recognize WAAIME**

WAAIME asks that each grant-receiving university recognize WAAIME as a contributor to their program to the students, their parents, and other program sponsors. Such recognition may look something like:

This event is sponsored in part by Careers That Rock!, a program of the WAAIME Division of SME (Society for Mining, Metallurgy and Exploration). This program encourages universities to introduce high school students like you to the challenging and high-paying careers in mining, metallurgy, petroleum, geology and similar fields.

Beyond this program, WAAIME administers the largest scholarship portfolio in the extractive industries. If you decide that a career in mining, metallurgy, petroleum, geology or a related field is right for you, and you declare one of them as your major field of study when you enter the university, you may be eligible to apply for a WAAIME scholarship in your freshman year and potentially be awarded a WAAIME scholarship as early as your sophomore year. See [WAAIME Scholarship Application Guidelines](#) for details.



WAAIME encourages you to seriously explore a career in the extractive industries. You can see the world by working in the field, at a mine, in a wellfield, or in a city. The options are many, the pay is excellent, the careers are exciting, and the people are awesome!

2. Provide a Report by January 31

If a university receives a *Careers That Rock!* grant, WAAIME asks that the university prepare a brief report containing the following information/feedback on the program by or before January 31 following completion of the funded program:

- Statistics (we do not need names) enumerating the students that participated in, or were addressed by, your program, including:
 - The total number, broken down by pre-senior, pre-junior, pre-sophomore, and others.
 - The total number of males, females, or other identifications.
- Your assessment of the program effectiveness and its value to participants.
- Examples of student feedback on the value they received from participating in your program (up to three examples with a student photo if the student is willing). Please obtain permission for WAAIME to use each student's name, quote and/or photos in our [Newsletter](#), on our [LinkedIn page](#), and/or in [Mining Engineering Magazine](#).
- Photos of your group and/or in-action shots, with appropriate authorizations in place for WAAIME to use the photo(s) in our [Newsletter](#), on our [LinkedIn page](#), and/or in [Mining Engineering Magazine](#) (no more than three photos).
- Information you may have on your program's graduates going on to a university and declaring an extractive industry discipline as their major area of study.

3. Make a Presentation

WAAIME invites you to personally present your program results either in person or via video conference at WAAIME's Annual Meeting. The Meeting is held on Sunday morning of the MINEXCHANGE SME Annual Conference & Exhibit which is typically held the last full week in February. The date of the Conference can be found at [Home - SME Annual Conference - MINEXCHANGE](#).



Careers That Rock!
Funding Application

University Name:
Department:
Mailing Address:

Contact Person Name:
Title:
Telephone:
Email:

Description of the Program

Anticipated Program Outcomes and Impacts



Program Budget Breakdown and Identification of Other Funding Sources

Explain How This Program Aligns with WAAIME's Vision and Strategic Goals

Careers That Rock! Grant Amount Requested:

Number of **Careers That Rock!** Grants Received Prior to This Application:

THE WAAIME DIVISION OF SME

OUR VISION

Investing in students of all ages to help solve the workforce challenges of the extractive industries

OUR STRATEGIC GOALS

Elevate awareness by introducing students to extractive industry careers

Provide essential services by offering scholarships and other valuable programs that attract new students into the industry

Grow relationships by partnering with industry, universities, and others while avoiding duplicating efforts in meeting the industry's workforce demands

Operate sustainably by having adequate resources to support our efforts



Appendix L – Iris Owen Fund Guidelines

The document contained in this Appendix is a guidance document that has been approved by the WAAIME Executive Committee separate from this Operating Handbook. The date shown in the lower right-hand corner of the box content cites the revision number and the date it was approved by the Executive Committee. Revisions of guideline documents do not constitute revisions to this Operations Handbook.



Iris Owen Fund Guidelines

Background

The Iris Owen Fund was established to accommodate special requests for WAAIME support that fall outside the WAAIME Division committee structure and normal budget process. All special requests must be aligned with the Divisions Vision and Goals. An annual budget is allocated to the Fund by the Executive Committee so that the Division can financially support worthy causes in unanticipated or emergency situations. The WAAIME Vice Chair serves as the Chair of the Iris Owen Fund and makes recommendations to the Executive Committee to support worthy causes within budgetary limits. All funding allocations from the Fund must be approved by the Executive Committee.

Current WAAIME Scholarship Program

WAAIME encourages students to explore all avenues of financial support to assist them through their university experience. WAAIME's scholarship program is designed to assist deserving students in offsetting some of the normal costs of their education and thus does not offer large-amount or full-ride scholarships.

WAAIME scholarships are based on financial need and academic merit. Students seeking WAAIME scholarships need not have extraordinary grade point averages. Any full-time student is eligible to receive for a WAAIME scholarship provided that 1) the student is a sophomore, junior or senior -level undergraduate or a master's degree candidate¹, 2) the student has formally declared a major course of study that is directly applicable to a future career in the extractive industries² 3) the student is a member or student member in good standing of one of the four AIME Member Societies³, and 4) the student arranges for WAAIME to receive a letter from his/her department head attesting to items 1 and 2 above.

Financial Shortfalls that are NOT Eligible for an Iris Owen Fund Grant

Normal education costs are predictable and can therefore be anticipated, planned, budgeted, and saved up for by the student before entering the university system. Students should make themselves aware of the normal costs of education and be responsible for planning, budgeting, and allocating their financial resources according to the anticipated cost and expenses of the

¹ WAAIME will give undergraduate applicants preference over master's candidates due to their reduced ability to obtain supplemental employment by the university. PhD and special degree candidates are not eligible for WAAIME scholarships.

² Such extractive industry majors may include mining, metallurgical, mineral processing, geological, or petroleum engineering, and/or related scientific fields.

³ AIME member societies include the Society for Mining, Metallurgy and Exploration (SME), Society of Petroleum Engineers (SPE), the Association for Iron & Steel Technology (AIST) and The Minerals, Metals and Materials Society (TMS)



university they choose. Normal costs typically associated with obtaining a university degree include, but are not limited to:

Normal Education Expense Examples (Predictable)

- | | |
|---|---|
| ✓ Books | ✓ Living expenses (food, laundry, clothing, dependent expenses, insurance, etc.) |
| ✓ Dorms or off-campus housing (refrigerators, microwaves, home furnishings, etc.) | ✓ Phone and internet service |
| ✓ Entertainment | ✓ School supplies (paper, writing utensils, notebooks, desk accessories, backpacks, etc.) |
| ✓ Equipment and study needs (computer, printer, lamps, etc.) | ✓ Transportation (vehicle maintenance, insurance, public transportation fares, etc.) |
| ✓ Fees (field and local activities, parking, graduation, etc.) | ✓ Travel (weekend or Fall/Spring Break getaways, trips home, etc.) |

Shortfalls in these areas due to the student's failure to manage predictable costs and appropriate spending do not constitute a financial emergency and therefore are ineligible for a grant from the Iris Owen Fund.

There are many online resources available to students to assist them in anticipating the cost of their education and selecting an affordable university that offers the career training they seek within a budget they can afford. A few include [Best Colleges for Mining/Mineral Engineering Degrees](#), [College Scorecard](#), [budgeting tips for students](#), [anticipating college costs](#), [expense considerations beyond tuition](#).



Financial Shortfalls that are Eligible for Iris Owen Fund Emergency Grants

Grants from Iris Owen Fund are for emergency purposes only. Emergency funding examples may include, but are not limited to:

Emergency Expense Examples (Unpredictable)

- | | |
|--|--|
| ✓ Death of an immediate family member that directly affects the student's ability to cover normal costs | ✓ Loss of income or scholarship through no fault of the student |
| ✓ Extraordinary damage to home/property from fire or extreme weather events not otherwise covered by insurance or others | ✓ Unanticipated but necessary health care costs not otherwise covered by insurance or others |

Applying for an Emergency Grant from the Iris Owen Fund

Students who wish to apply for an emergency grant from the Iris Owen Fund must write a letter to WAAIME explaining their emergency and provide a detailed reconciliation of their financial shortfall and funding request. Such letters should be sent to:

If by mail:

Attn: WAAIME Staff Liaison
Society for Mining, Metallurgy & Exploration
12999 E. Adam Aircraft Circle
Englewood, CO 80112

If by email:

WAAIME@smenet.org

Please call SME at +1-720-738-4085 and ask to speak with the WAAIME Staff Liaison if you have questions or require clarification regarding this program.

WAAIME will not entertain personal approaches to individuals on the WAAIME Executive Committee, WAAIME Scholarship Committee, or at-large WAAIME members regarding an Iris Owen Funding grant or any WAAIME scholarship.



Appendix M – Newsletter Guidelines

The document contained in this Appendix is a guidance document that has been approved by the WAAIME Executive Committee separate from this Operating Handbook. The date shown in the lower right-hand corner of the box content cites the revision number and the date it was approved by the Executive Committee. Revisions of guideline documents do not constitute revisions to this Operations Handbook.



Newsletter Guidelines

The WAAIME Newsletter is published two times each year. It informs the WAAIME membership of the ongoing actions, initiatives, accomplishments, and plans of the Division. It is also used to solicit nominations to fill Executive Committee positions (Fall issue) as well as domestic and international Founder's Award nominations (Spring issue).

Excerpts from the WAAIME Newsletter, either in whole or in part, may be used as source material for periodic updates on WAAIME Division activities in *Mining Engineering* magazine or on the SME Community website. Because WAAIME members may or may not be members of SME, these SME member notification options are intended to raise awareness and inform the greater SME community of WAAIME Division activities. They must never be used in lieu of the Newsletter and email notifications to inform the greater WAAIME membership.

Spring WAAIME Newsletter (issued in May)

Spring Newsletter Timeline

- January 15 - Call for Articles
- March 15 – All **FINAL** English articles due to the staff liaison for the following to be completed
 - Edits – length of articles and grammar
 - Name/date, fact checks
 - Translation time
- April 1 - ALL **FINAL** articles due to SME

Sample Table of Contents

1. Chair Column (Chair)
 - a. Announcement of newly elected Executive Committee
 - i. Names, bios, photos
2. Updates from Annual Meeting (Past Chair/ Chair-elect)
 - a. Takeaways
 - b. Event updates
 - c. Event photos
3. Scholarship updates (Scholarship Chair)
 - a. Scholarship reviewers
4. Founders Award (Chair-elect-designate)
 - a. Photo of recipient receiving the award
 - b. Call for nominations
5. International Sections (International Chair)



Fall WAAIME Newsletter (issued in November)

Fall Newsletter Timeline

- July 15 – Call for Articles
- September 1 – All **FINAL** English articles due to the staff liaison for the following to be completed
 - Edits – length of articles and grammar
 - Name/date, fact checks
 - Translation time
- October 1 – ALL **FINAL** articles due to SME

Sample Table of Contents

1. Chair Column (Chair)
2. Updates from Midyear Meeting (Past Chair/ Chair-elect)
 - a. Takeaways
3. Scholarship updates (Scholarship Chair)
 - a. Current year: Celebrate success: Recipients
 - i. Photo of recipients with captions
 - b. Next year: applications open Jan 1 – 25
 - c. Link to flyer
 - d. Call for volunteer reviewers
4. Founders Award Recipient Announced (Chair-elect-designate)
 - a. Head shot of recipient
5. PA-West Section awards Young Scholarships (Scholarship Chair)
 - a. Coordinate PA-West Section Chair (most recently Jean Davin - jeandavin@yahoo.com)
 - b. Photo of recipients
6. Invitation to attend WAAIME Annual Meeting at MXC in February
7. Call for Volunteers (make it a colored box)
 - a. Scholarship reviewers
 - b. Nominations due for WAAIME Executive Committee
8. International Sections

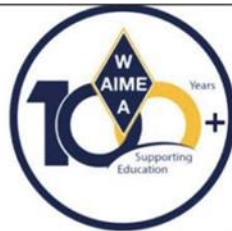
Reminders to streamline this process

- Start with the Table of Content for the newsletter
- Finalize all articles before submission
- Clearly label which photos go with which articles
- Include detailed captions for all photos
- Images must be submitted as .jpg files or another high-quality format
- Images within a word document or the body of an email will not be accepted



Appendix N – WAAIME Branding Guidelines

The document contained in this Appendix is a guidance document that has been approved by the WAAIME Executive Committee separate from this Operating Handbook. The date shown in the lower right-hand corner of the box content cites the revision number and the date it was approved by the Executive Committee. Revisions of guideline documents do not constitute revisions to this Operations Handbook.



WAAIME BRAND & MESSAGING GUIDE

A Division of the Society for Mining,
Metallurgy & Exploration (SME)

100 YEARS
SUPPORTING
EDUCATION AND
COMMUNITIES
WORLDWIDE

A Division of **SME**



WHO WE ARE

WAAIME is an inclusive, multi-gender community of extractive industry professionals dedicated to scholarships, education, and workforce development.

WAAIME runs what is believed to be the largest stand-alone scholarship program in the mining industry, supporting hundreds of students annually across the US, Peru, Chile, and Mexico.



VISION & MISSION

VISION:

WAAIME invests in students of all ages to help solve the workforce challenges of the extractive industries.

MISSION TAGLINE:

100 years
supporting
education and
communities
worldwide.



BRAND POSITION

WAAIME is the mining industry's premier scholarship and education organization.

For over a century we have connected dedicated people at every career stage with the resources and networks they need to strengthen the extractive industries' workforce.



STONE OF VOICE

1. Welcoming & inclusive – every reader sees themselves as a potential member.
2. Proud without exclusivity – honor our founders, open the door wider.
3. Purposeful – connect every message to workforce impact and student success.
4. Optimistic – the extractive industries have an exciting future; WAAIME is part of building it.



MEMBERSHIP

Membership is open to everyone who cares about the extractive industries. You do not need to be an industry professional or SME member to join and there is no cost of membership. Just go to www.waaime.org to sign up.

If you are an SME member

- Add WAAIME as an additional division in addition to your chosen technical division.
- Contact waaime@smenet.org to add WAAIME as an Additional Division.
- Choose WAAIME as your Primary Division when you join or renew.

Join WAAIME at www.waaime.org



NAME USAGE

- 1 First reference:
WAAIME, a Division of SME
- 2 Subsequent use: WAAIME

"Women's Auxiliary to AIME"
should not be used.
Use "WAAIME" only.



CALL TO ACTION:

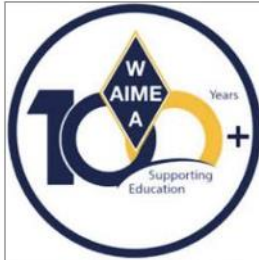
Easy, and open to everyone
who cares about the future
of our industry.



APPLY:

www.waaime.org

100 YEARS OF EDUCATING AND EMPOWERING STUDENTS WORLDWIDE.



WAAIME

BRAND GUIDELINES

A Division of the Society for Mining,
Metallurgy & Exploration (SME)

100 YEARS
SUPPORTING EDUCATION
AND COMMUNITIES
WORLDWIDE

A Division of **SME**



LOGO GUIDELINES

DO

- Use the official WAAIME logo. Do not recreate.
- Maintain clear space equal to the diameter of the "0" in "100+".
- Minimum clear. 0.75" printed/75 px digital.
- Use approved colors.
- Place on a white background or very light neutral with version 1 preferred.
- WAAIME and SME logos should appear side-by-side, not combined.

DON'T

- Stretch, distort, rotate, or skew.
- Recolor or add effects.
- Place on busy textures or non-contrasting backgrounds.
- Combine WAAIME and SME logos into one graphic.



Correct Side-by-side Incorrect Combined



BRAND COLORS

WAAIME NAVY
#13264E | PMS 281

Used for logo, headings, backgrounds, and accents.

WAAIME GOLD
#F2C24C

Used for accents, dividers, highlights, and emphasis.



INCLUSIVE LANGUAGE

USE:

- "WAAIME members", "our community", "professionals", "the extractive industries", "WAAIME", "scholarships", "students", "scholarship recipients"

AVOID:

- "Women's Auxiliary to AIME", unnecessary gendered terms (e.g., "he or she", "him/her"), or historical references that may confuse modern audiences.

Focus on people and impact.



SOCIAL MEDIA

CONTENT PILLARS (DO)

- Scholarships Education
- Community Impact
- Success Stories
- Workforce Development
- Professional Networks

TAGS (DO)

- #WAAIME
- #Scholarships Matter
- #Mining Education
- #FutureOf Industry
- #SME

DON'T

- Use outdated naming conventions. Modify logo.
- Present WAAIME as separate from SME.



CONTACT



Questions?
WAAIME@smenet.org



www.waaime.org



smenet.org/divisions/waaime-division

100 YEARS OF EDUCATING AND EMPOWERING STUDENTS WORLDWIDE.