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I. INTRODUCTION

The general aims, activities and organization of the Applied Mechanics Division of the American Society of Mechanical Engineers (ASME) are set forth in these Bylaws. The procedures and policies which have been established for carrying out the aims and conducting the activities of the Division are recorded in a separate document entitled, "Rules of the Applied Mechanics Division of the American Society of Mechanical Engineers." These Bylaws supersede the revision of December, 1988, and all previous revisions. The new Bylaws conform to the Bylaws of the Society.

Because the personnel of the division are constantly changing, these Bylaws are of value in maintaining continuity in the operation of the Division and in preserving the experience of the past for the benefit of those who have the responsibility for guiding the Division's activities. The Bylaws establish the main framework within which the Division operates. Questions of policy and practice which arise repeatedly in the conduct of the Division's activities are treated in detail in the Rules, the Operations Manual for the Journal of Applied Mechanics and the Meetings Manual of the Division. (Return to Contents)

II. AIMS AND MEMBERSHIP OF THE DIVISION

1. The overall aims of the Division are to foster the intelligent use of mechanics by engineers and to develop this science to serve the needs of engineering. Mechanics is construed to include fundamental analytical and experimental studies in the fields of biomechanics, composite materials, computing methods, dynamics, elasticity, experimental methods, fracture, geomechanics, hydrodynamics, lubrication, fluid dynamics, mechanical properties of materials, micromechanics, plasticity and failure, plates and shells, wave propagation and related fields.
2. These subjects cover a large part of engineering and overlap with the fields of interest of many other divisions of the Society. However, the Applied Mechanics Division is not primarily concerned with design data, but with methods and approaches that yield a new level of understanding and which may provide the basis for new design information. Publications in the Division Journal must conform to high standards of originality and execution. Areas of activity cover all aspects of mechanics, irrespective of approach, and including theoretical, experimental, and computational methodology. One of the Division's desires is to complement the activities of the other divisions and to cooperate in joint endeavors.
3. Membership in the Division is open to all ASME corporate members Any ASME member who chooses Applied Mechanics as a division of interest shall be considered a member of the Division. (Return to Contents)

III. ACTIVITIES

The Division organizes meetings for the presentation and discussion of research in its field, provides opportunities for the publication of such work and, in various ways, cooperates with other organizations having similar interests.

Meetings

1. Summer Meeting. Traditionally the Division organizes one national meeting of its own in late spring or early summer, herein termed the Summer Meeting. Since the US National Congresses of Applied Mechanics have been inaugurated, it is the policy of the Division to omit its Summer Meeting in the years in which the Congresses are held, and to direct at least some of the activities that would normally find an outlet in the Summer Meetings to the Congresses. In the following, whenever reference to a National Conference is made for such items as committee meetings, term of service, etc., it is understood that "Summer Meeting" may be substituted when appropriate. (Return to Contents)

2. IMECE Meeting. Traditionally the Division takes part in the IMECE, formerly known as the Winter Annual Meeting of the Society by holding several regular technical sessions and committee meetings of the Applied Mechanics Division and by scheduling its Annual Dinner. (Return to Contents)

3. Symposia. Symposia on topics of current interest may be arranged as part of a Summer Meeting or as part of a IMECE. Presentation of papers at symposia will ordinarily be by special invitation and/or by review and selection of papers by a symposium committee subsequent to a call for papers. All symposia must be approved by the Division's Executive Committee. (Return to Contents)

Publications

1. Journal of Applied Mechanics. The Applied Mechanics Division is responsible for operation of the Journal of Applied Mechanics. Such operation is directed by the Editor of the Journal of Applied Mechanics in accordance with the Journal's Operations Manual. (Return to Contents)

2. Applied Mechanics Reviews. The Applied Mechanics Division considers itself to be the principal representative of the technical fraternity served by Applied Mechanics Reviews. The Chair of the Publications Committee is the official Division representative to the management of the Reviews. Such management is directed by the Editor of Applied Mechanics Reviews with oversight by an editorial board appointed by ASME's Publication Committee. (Return to Contents)

3. Symposium Proceedings. When the Division sponsors a symposium, arrangements may be made for the publication of a special volume of proceedings. Symposium papers may also be submitted to the Journal of Applied Mechanics or Applied Mechanics Reviews for archive publication. Plans for Symposium Proceedings must be approved in advance by the Division's Executive Committee. (Return to Contents)

4. Newsletter. The Applied Mechanics Division prepares a newsletter that is distributed by Headquarters staff to all members of the Division. The content of the Newsletter is determined by the Newsletter Editor, subject to approval by the Chair of the Division. (Return to Contents)

IV. ORGANIZATION OF THE DIVISION

1. Executive Committee. The responsibility for guiding the Applied Mechanics Division, within the framework of the Constitution, Bylaws, and Rules of the Society, is vested in an Executive Committee of five members. One member is appointed each year by the ASME Council for a term of five years, with all terms beginning and ending at the conclusion of the Summer Meeting of the Executive Committee. The incoming member is nominated from the membership of the Society by the Executive Committee during the IMECE immediately preceding the start of the nominee's term. After willingness of the nominee to serve is ascertained, and not later than the 15th day of February, the nomination is submitted to the ASME Council through the Basic Engineering Policy Board.

Each member of the Executive Committee serves as the Secretary of the Division during the first year of appointment, as Vice-Chair of the Program Committee during the second year of appointment, as Chair of the Program Committee during the third year of appointment, as Vice-Chair of the Division and Chair of the Publications Committee during the fourth year of appointment, and as Chair of the Division and Chair of the Timoshenko, Koiter and Drucker Committees during the final year of appointment. In case of resignation or death of a member of the Executive Committee, the remaining members shall nominate a new member and determine the succession of officers under the new conditions. The nomination should be submitted to the Society as above.

The Executive committee shall meet twice each year at the Summer Meeting and IMECE. Other meetings may be called by the Chair. Three members of the Executive Committee shall constitute a quorum, but all action items must be approved by a majority of the Executive Committee. (Return to Contents)

2. Editorial Board of the Journal of Applied Mechanics. There shall be an Editorial Board consisting of the Technical Editor and the Associate Editors of the Journal of Applied Mechanics. The Technical Editor shall be appointed by ASME Council upon recommendation by the Executive Committee for a term not to exceed five years. He or she may be reappointed for a second term, but the total period of service may not exceed ten years. The Technical Editor shall nominate Associate Editors for appointment by the Executive Committee for staggered three- or four-year terms with at most seven years total service. Associate Editor appointments shall begin and end on July 1st. (Return to Contents)

3. Standing Committees. The Standing Committees shall be as follows: General Committee, Publications Committee, Program Committee, Timoshenko, Koiter and Drucker Medal Committees, and Division technical committees. Their membership and duties are specified below.

All appointments to Standing Committees shall be for specified terms not to exceed 5 years. Unless otherwise specified, appointments become effective and terminate on July 1st.

Primary responsibility for each standing committee is vested in its Chair, who shall call a meeting at least once each year at the Summer Meeting of the Division or the IMECE of the Society, or both. All meetings shall be open unless otherwise specified in these Bylaws. Meetings may be joint with other committees. Additional meetings may be called if necessary. (Return to Contents)

4. Ad-Hoc Committees. The Executive Committee may appoint ad-hoc committees as it deems appropriate to address specific issues of concern to the Division. Appointments may be for specific terms or until specified tasks are accomplished. Ad-hoc committees are dissolved by vote of the Executive Committee. (Return to Contents)

5. General Committee. This committee consists of the members of the Executive Committee, the Editors of the Journal of Applied Mechanics and Division Newsletter, and the Chair of all Division committees. The Chair of the Division shall serve as the Chair of the General Committee. The General Committee Meeting shall be an open forum in which all members of the Division may express their views on all matters of concern to the Division.

The General Committee shall meet twice each year; agenda for these meetings shall be available at the meetings. All matters of importance to the Division may be discussed and voted upon by those present; these votes are advisory to the Executive Committee. (Return to Contents)

6. Publications Committee. This committee consists of the member of the Executive Committee in the fourth year of service as Chair, the Technical Editor of the Journal of Applied Mechanics, the Editor of Applied Mechanics Reviews, the editors of Special Symposium volumes, and the editor of the Newsletter. The Publication Committee shall be responsible for implementing Division policies on all matters concerning the Journal of Applied Mechanics, Special Symposium volumes, and the Newsletter. (Return to Contents)

7. Program Committee. This committee consists of the member of the Executive Committee in the third year of service as Chair, the member in the second year of service as Vice-Chair, the Chairs of the Division's technical committees, and the Program Chairs of technical meetings involving Division participation. The Program Committee shall be responsible for all Division-sponsored technical sessions at the IMECE. The incoming Chair of the Program Committee shall attend ASME program planning conferences. Matters of policy and practice regarding Division program activities are addressed in the Meetings Manual. (Return to Contents)

8. Timoshenko, Koiter and Drucker Medal Committees. These committees consist of the Applied Mechanics Division Executive Committee, the five most recent past Chairs of the Division, and the five most recent past Medalists; the Chair of the Division serves as Chair. The Committees meet each year during the IMECE to consider nominees for the medals. A quorum shall consist of five members of which at least four are current members of the Executive Committee. Voting shall be in person only. By a two-thirds vote of the Committee present at the closed meeting the nominee for the medal is chosen. The Chair submits nominations to the ASME Committee on Honors by March 1 of each year. (Return to Contents)

9. Technical Committees. Division Technical Committees are established and dissolved by the Executive Committee in response to Division needs and opportunities. Each of these committees shall have a Chair and a Recording Secretary. Committee membership is determined annually by

the committees themselves at the IMECE. The membership roster of each committee is submitted by March 1 to the Executive Committee, which has final authority over membership.

The Technical Committees have the objective of promoting interest in and advancing the science and technology of their respective fields. They shall generally meet at the IMECE and the Summer Meeting; they may also schedule special meetings. Each committee shall establish its operational rules subject to approval by the Executive Committee. (Return to Contents)

10. Duties of the Chair of the Division. The Chair of the Division shall (1) preside at the General and Executive Committee Meetings and at Dinners of the Division, (2) appoint special committees when necessary, (3) represent the Division in intra-society affairs and in dealings with outside organizations, (4) ensure that the Bylaws and Rules of the Division are updated each year, and (5) serve as Chair of the Timoshenko, Koiter and Drucker Medal Committees. (Return to Contents)

11. Duties of the Vice-Chair. The Vice-Chair shall (1) act for the Chair in the latter's absence, (2) prepare the schedule of administrative committee meetings at the IMECE and the Summer Meeting, and distribute same to all members of the General Committee, (3) prepare, in consultation with the Chair of the Division, agenda for meetings of the Executive and General Committees, and distribute same to all members of these committees, and (4) serve as Chair of the Publications Committee. (Return to Contents)

12. Duties of the Third- and Second-Year Members of the Executive Committee. The third-year member of the Executive Committee shall serve as Chair of the Program Committee; he or she shall ensure that the Meetings Manual for the Division is updated. The second-year member shall serve as Vice-Chair of the Program Committee. (Return to Contents)

13. Duties of the Secretary of the Executive Committee. The Secretary shall (1) gather and maintain pertinent information on the membership of all Division Committees, (2) reformat, as necessary, and distribute to all members of the General Committee computer-based data on current Division membership as provided by ASME Headquarters, (3) provide each year to the new member of the Executive Committee and, as required, to the other members of the Executive Committee updated copies of the Division Bylaws, Rules, Meetings Manual, and Operations Manual for the Journal of Applied Mechanics. (Return to Contents)

14. Duties of the Editor of the Journal of Applied Mechanics. The Editor shall (1) receive papers contributed to the Journal of Applied Mechanics and assign each paper to an Associate Editor for supervision of the review procedure, (2) be responsible for the transmittal to Headquarters staff of all accepted papers, (3) act as liaison between the Division and the ASME Publications Committee, and (4) ensure that the Operations Manual for the Journal of Applied Mechanics is updated each year. (Return to Contents)

15. Representatives to Basic Engineering Group. The current Chair and Vice-Chair of the Division shall serve as Division representatives to the Basic Engineering Group. This includes attendance at the Basic Engineering Nominating Meeting held at each IMECE. (Return to Contents)

16. US National Committee on Theoretical and Applied Mechanics. The Executive Committee recommends a member of the Division to serve as Representative of the Society to the US National Committee on Theoretical and Applied Mechanics. This Representative shall be selected by the Executive Committee from among the five most recent past Chairs of the Division as of the time of service of the proposed Representative. The ASME Council nominates this nominee to the National Academy of Science for a four-year term on the US National Committee. (Return to Contents)

17. Other Division Appointments. The Executive Committee may appoint other Division representatives to participate in the affairs of the Society. It may also make appointments for special purposes. Each appointment shall be for a specific purpose and for a specific period of time. (Return to Contents)

18. Recording Secretaries. The Executive Committee and each standing and ad hoc committee may appoint a Recording Secretary. Appointments shall be made at the IMECE to take effect at the conclusion of the Summer Meeting of the Executive Committee. Appointments shall be for one to four years as Recording Secretary . Preferably, Recording Secretaries shall be members of the Society and shall not be reappointed for second terms. (Return to Contents)

19. Division Funds. The Division has no funds other than those held to its credit in ASME Custodian Funds. The Chair and Vice-Chair of the division shall have signature authority over those funds. (Return to Contents)

V. AMENDMENTS

These Bylaws may be amended by a four-fifths (4/5) majority vote of the Executive Committee of the Division. Amendments must be submitted to the Basic Engineering Policy Board for Approval. (Return to Contents)

VI. CONSTITUTION, BYLAWS, AND RULES OF THE SOCIETY

In case of a conflict between these Bylaws and the Constitution, Bylaws, and Rules of the Society, the latter shall govern. (Return to Contents)