

AMD Rules of Operation

The Rules of Operation govern the operations of the Applied Mechanics Division Executive Committee.

RULES OF OPERATION

Applied Mechanics Division

of the American Society of Mechanical Engineers

(revised: July 11, 2001)

I. INTRODUCTION

A. These Rules are maintained by the Executive Committee of the Applied Mechanics Division. They may be amended within the framework of the By-Laws, by a four-fifths (4/5) majority vote of the Executive Committee. The amendments must be submitted to the Basic Engineering Group for approval.

B. During the last half of June, each year, copies of By-Laws, Rules, Meetings Manual, and Papers Review Manual should be distributed to all new members of the Executive Committee and new Chairmen of AMD Committees. Any substantial changes in the By-Laws or Rules should be distributed to all members of the Executive Committee and all Chairmen of AMD Committees. These documents will be available to members of the Division on request.

C. Unless repealed by a four-fifths (4/5) majority vote of the Executive Committee of the Division, these Rules shall have the same force as By-Laws.

II. ACTIVITIES OF THE DIVISION

A. Meetings

1. Summer Meeting

a) The Summer Meeting may be held jointly with other groups inside or outside of ASME.

b) Provisions of the "Meetings Manual for the Summer Meeting of the Applied Mechanics Division" have the same status as rules.

c) The Executive Committee designates the Organizer of the Summer Meeting. The Organizer is responsible for all aspects of the meeting including payment of an agreed upon fee to the custodial account of the Applied Mechanics Division Executive Committee.

2. International Mechanical Engineering Congress & Exposition (WAM)

a) The Manager of the Meetings Department of the Society acts in the role of the Chair of the local committee.

b) In addition to holding regular technical sessions and symposia, the Division often lends its name as co-sponsor of sessions with other Divisions and assists in organizing such sessions. Alternatively, the Applied Mechanics Division may ask other Divisions to co-sponsor one or more of its sessions. One Division should, by agreement, assume full responsibility for co-sponsored sessions because differences between the Divisions' policies regarding publication, invitation, etc., may make it impractical to share responsibility.

c) An annual Applied Mechanics Dinner shall be held at which the Timoshenko Medal, the Applied Mechanics Award and the Young Investigator's Award will be bestowed and an address will be given by the Timoshenko Medal recipient.

d) The Koiter Lecture shall be held in a session immediately before the Applied Mechanics Dinner. The Koiter Medal shall be presented in this session.

e) The Drucker Medal shall be presented at a special lunch arranged the day following the Applied Mechanics Dinner, or at the President's Luncheon or Honors Assembly.

f) The Chair of the Program Committee is responsible for the preparation of copy for the printed program. The Program Committee Chair supplies the data for the schedule of papers and authors, as received from the Technical Editor, groups the regular papers into technical sessions and assigns a Chair and Vice-Chair to each session, obtains the corresponding information for Symposium sessions from the Chair of each Symposium, and obtains the information relating to meeting rooms from the Chair of the local committee. The Chair of the Program Committee transmits the copy to the Meetings Manager of the Conferences Directorate of the Society at ASME Headquarters.

g) The Chair of the Program Committee selects and sends invitations to Chairmen and Vice-Chairmen of Technical Sessions. The Chair of a Symposium does the same for Symposium sessions. The Session Chairmen should be leading workers in the field of the Session. The name of a session Chair should not be included in the copy for the program until an individual has accepted the invitation to serve. The Program Committee Chair should advise Session Chairmen to keep introductions of authors brief.

h) A meeting of the Executive Committee will normally be held on the second day of the meeting. At the meeting the officers of the Division report on significant Division activities.

i) One or more Symposia on subjects of current interest may be arranged as part of an Annual Meeting. It is important to provide ample time and a suitable atmosphere for informal discussions. Proposals for Symposia should be submitted to the Program Committee Chair in advance, to be discussed in the Program Committee Meeting and approved by the Executive Committee. Normally, proposals for symposia should be submitted to the Chair of the Program Committee at the Summer Applied Mechanics Conference approximately one and one-half years in advance for inclusion in a Congress. A proposal for a symposium must be made in writing. The one-page document should include: (i) name of the Technical Committee or individual member making proposal, (ii) the particular meeting for which it is intended, (iii) the symposium

title, (iv) a brief discussion of the topic or theme, (v) names of organizers with mailing addresses, electronic mail addresses, telephone numbers and facsimile numbers, (vi) a prioritized list (if more than one symposium is being proposed by a Technical Committee or individual), and (vii) possible with other ASME divisions.

B. Publications

1. Journal of Applied Mechanics

a) The responsibility of the Applied Mechanics Division for the Journal of Applied Mechanics has been delegated to the Editorial Board under the Chairmanship of the Technical Editor.

b) The contents of the Journal shall consist of Regular Research Papers, Brief Notes, Design Data and Methods, Special Invited Papers, Book Reviews, Discussions and Closures, and Special Announcements. Papers in the first three categories shall be accepted for publication only if they have passed the "Regular Review Procedure" described in the Papers Review Manual, which is hereby made a part of these Rules. The texts of the Timoshenko Lecture and a paper corresponding to the Koiter Lecture shall be published in the Journal in the year following the IMECE at which the awards were made.

c) Regular Research Papers should be original papers in any of the experimental, analytical or computational branches of applied mechanics.

d) Brief Notes are intended to report a minor result similar to a regular research paper, or an application of known techniques to an interesting problem.

e) Design data should be directly useful to designers.

f) Special invitations for papers may be extended by the Technical Editor, subject to the approval of the Executive Committee. Such invitations might be issued to promote interest in a new area of mechanics, to demonstrate Journal interest in an important area not otherwise covered, or to present a review or survey by a truly outstanding authority. Special invited papers need not be subject to the regular review procedure, but the Technical Editor should insure that they meet the generally high standards of the Journal.

g) Book reviews should briefly describe recently published books which may be of interest to readers of the Journal. Negative reviews are not published.

h) Discussions of published papers and authors' closures shall be published subject to general Society policies.

i) Special announcements concerned with the operation of the Journal, with National or International Congresses of Mechanics, etc. may be published at the discretion of the Technical Editor subject to the approval of the Executive Committee.

2. Applied Mechanics Reviews

a) The Editor of Applied Mechanics Reviews should be asked by the Chair of the Publications Committee to make regular reports to the Division's Publication Committee.

3. Symposium Proceedings

a) Invited Symposia papers may be considered for publication in the Journal of Applied Mechanics but shall be subject to the review process normally used for regular Research Papers. The Chair in charge of each symposium may make any reasonable provision for publication or non-publication of its proceedings, subject to the approval of the Executive Committee. No funds will be available from the Society for such publications, unless by special grant, so that publishers or other sponsors willing to accept financial responsibility should be found before authors are promised publication. The Director of Publications of ASME is often ready to accept this responsibility on behalf of ASME.

4. Newsletter

a) The Editor of Newsletter shall be fully responsible for the newsletter. The Editor may call upon any member of the Division for assistance.

III. ORGANIZATION OF THE DIVISION

A. Executive Committee

1. The Executive Committee is composed of five members, each serving a term of five years. Under normal conditions, one member is added to the Executive Committee on July 1 of each year. The duties of each member are outlined in section J. below.

2. The incoming member of the Executive Committee should be a recognized authority in some field of applied mechanics who has demonstrated a willingness and ability to serve the Division. The designated person must be a Member of the American Society of Mechanical Engineers. An attempt should be made also to maintain membership of the Executive Committee on a broad basis geographically. The new Member should indicate a willingness to accept all of the responsibilities of office during tenure on the Executive Committee.

3. The Chair may invite the Technical Editor, Chairmen of AMD Committees, and others to all or any part of a meeting of the Executive Committee if this is desirable for the transaction of the business before the committee. A representative of the ASME Meetings and Divisions Department should be invited by the Secretary to attend ex-officio.

B. Standing Committees

1. Incoming members of all Standing Committees shall be appointed by the Executive Committee in cooperation with the existing membership of the committee. Except as specified elsewhere in the Rules, membership in the Society is not a requisite for service on a standing committee, but new committee members who do not belong to ASME shall be invited to join the Society.

C. General Committee

1. The agenda for each meeting of the General Committee shall include a report from the Chair of each Standing, Special, and Ad Hoc Committee.

2. Ample opportunity at each meeting shall be given to all present to raise questions concerning committee reports or any other items which should be of interest to the Division.

D. Publications Committee

1. Prior to each meeting of the Publications Committee, the Technical Editor, Editor of Applied Mechanics Reviews, Editor of the Newsletter, and editors of any special publications should prepare written reports covering their activities. The agenda should allow for questions and discussions of these reports.

2. Other items on the agenda should include discussion of areas of technical interest as represented by the Associate Editors.

3. At the Congress suggestions from the floor for future Associate Editors will be received and transmitted to the Technical Editor and Executive Committee.

E. Program Committee

1. The Program Committee Chair shall attend, whenever necessary, the Society Program Planning Conferences held at the Winter Annual and Summer Annual Meetings. The Program Committee Chair shall represent the interests of the Division at these meetings and shall report back to the Executive Committee on results of these meetings.

F. Timoshenko, Koiter and Drucker Medal Committees

1. The Timoshenko, Koiter and Drucker Medal Committees shall meet annually at the Congress. The Chair of the Executive Committee shall chair these committees. The outline of the agenda shall be:

- a) Discussion of nominations for awards.

- b) Decisions on nominations and support for ASME Awards.

2. The Timoshenko, Koiter and Drucker Medal Committees shall designate members to prepare the appropriate nomination forms. The Chair submits these in the name of the Committee to the Society Committee on Honors not later than March 1. The Medals will be awarded at the following Congress.

3. At least six months prior to the meeting named above, the Chair of the Committees shall write to all members of the Committees notifying them of the meeting, inviting them to attend, and inviting submission of written documented nominations. The nominations should contain a description of the qualification of the candidate, the personal contributions the candidate has made to Applied Mechanics and a list of the most important publications. Normally, individuals should be nominated for the Timoshenko, Koiter or Drucker Medal Society awards sponsored by

the Division, before being nominated for Honorary Membership or ASME Medal, which are the Society's highest honors. Exceptions are possible, but they must be properly documented.

G. Editorial Board

1. The Editorial Board shall consist of the Technical Editor of the Journal of Applied Mechanics as Chair, at least 10 and not more than 25 Associate Editors, and the Publications Committee Chair, ex-officio. The numerical limits above shall not include Associate Editors in their final year of service on the Board.

2. At least 18 months prior to the expiration of the term of the Technical Editor, the Executive Committee shall decide whether to invite the Technical Editor to continue in the position, and if so, for how long. If the appointment is not to be renewed or the invitation to renew the appointment is not accepted, the Executive Committee shall appoint an Ad Hoc Committee with a Past-Chair of the Division as Chair to search for a new Technical Editor. The Ad Hoc Committee should not include any member of the current Editorial Board, but any Board member, including the Technical Editor, may be asked to consult with the Committee.

Any candidate considered by the Ad Hoc Committee should be an authority in applied mechanics who has the good will and respect of the U.S. workers in the field. The candidate's institution should be prepared to supply the necessary backing so that the Technical Editor can carry out the large amount of correspondence required in the work for the Applied Mechanics Division.

The Ad Hoc Committee shall make periodic reports to the Executive Committee and shall recommend one or more specific candidates who are willing and able to serve. Any candidate shall not be a current member of the Executive Committee, nor shall any candidate be eligible for appointment as Member of the Executive Committee while holding the position of Technical Editor, but previous service on the Executive Committee is no disqualification. Previous service as an Associate Editor is desirable but not necessary.

The Ad Hoc Committee shall make its recommendation to the Executive Committee as early as possible, but in any event not later than six months prior to the end of the term of the retiring Technical Editor. The Chair of the Division shall recommend the appointment of the Technical Editor to the Publications Committee, Board on Communications.

3. During the last 6 months of the term of service, the Technical Editor shall cooperate with the Technical Editor-Designate in arranging an orderly transfer of the editorial office with minimum inconvenience to authors and Associate Editors and minimum expense to ASME.

4. Each year at the Congress, the Technical Editor shall submit to the Executive Committee a list of those Associate Editors (not including the ex-officio member of the Executive Committee) whose terms have 18 months to run. The Technical Editor shall also present a list of names of possible new Associate Editors. In compiling this list the Technical Editor shall request suggestions from present and recent past members of the Editorial Board, from the present and recent past members of the Executive Committee, and from any other interested Division member. On the basis of this input, the Technical Editor shall prepare a list of recommended reappointments and new appointments.

5. The Executive Committee shall approve this list of candidates, possibly with modifications acceptable to the Technical Editor. The approved list shall be such that the resultant Board, including continuing members, covers all fields of interest to the Division and is reasonably balanced in terms of geography, experience, and company or institution. The Technical Editor shall immediately ascertain if the candidate is willing and able to serve as Associate Editor and, if so, send an appointment form to the Chair of the Division for transmission to the Publications Committee, Board on Communications.

6. The Executive Committee shall also approve an ordered list of alternates and shall delegate to the Technical Editor and the Secretary acting jointly the authority to fill any vacancy caused by unwillingness or inability to serve.

7. Except in the case of the ex-officio member, appointments as Associate Editors will normally be for four years and reappointments such that the total service is seven years, but shorter appointments may be made. During the last year in office, an Associate Editor will not receive any papers to process, but he or she will be expected to conclude the review process for all papers already assigned and in the review process. New appointments will preferably be made at times so that no more than one-third of the Board is new in any given year.

8. The duties of the Technical Editor are described in Section I of these rules.

9. The duties of the Associate Editors are to receive papers from the Technical Editor, to supervise the review of these papers as specified in the Papers Review Manual and to communicate with authors until a final verdict had been reached, to report each verdict to the Technical Editor together with such other information as may be required, to make recommendations for Honors Papers, to assist the Technical Editor as called upon in all aspects of Journal operation, and to recommend future Associate Editors.

10. The member of the Executive Committee serving ex-officio as Associate Editor shall receive all papers written by the Technical Editor and shall supervise their regular review. After serving one year as an ex officio member of the Editorial Board, this individual shall continue to be responsible for all papers received during that year and still under review until a final verdict is reached. None of these papers may be recommended for Honors.

11. The Editorial Board shall hold a closed meeting twice a year immediately following the open meeting of the Publications Committee. At the Congress the agenda shall include a discussion of new members of the Board; at the Summer Annual Meeting it shall include a discussion of reviewers and also instructions for new Board members.

H. Duties of Executive Committee Members

1. First-Year Member: Secretary of the Division

a) maintain rosters of all committees of the Division and their officers.

b) write letters of appointment (copies to Headquarters) to all incoming Chairs of Technical and Administration Committees.

- c) write letters of thanks to retiring Chairs of Technical and Administrative Committees.
- d) maintain records on the membership of the Division as provided by ASME.
- e) maintain current versions of the Division By-Laws, Rules, Meetings Manual, and Publications and Review Manual, and provide copies to the incoming members of the Executive Committee.

2. Second-Year Member: Vice-Chair of Program Committee

- a) Attend (with Program Chair) planning sessions for the Congress to be held in member's third year of service on the Executive Committee. Secure session allocations as needed by the Division.
- b) Assist Program Committee Chair with planning and arrangements for current year Congress and Summer Annual Meeting.
- c) Escort the Applied Mechanics Award recipient and spouse to the Applied Mechanics Dinner at the Congress. Tickets are arranged by the fourth-year member.
- d) Maintain the current version of the AMD "Rules of Operation" and distribute current copies to members of the Executive Committee whenever revisions are made.

3. Third-Year Member: Chair of Program Committee

- a) Arrange current year Congress and oversee Summer Annual Meeting technical programs.
- b) Transmit Congress program to Headquarters according to the deadline.
- c) Arrange current year Congress dinner and dinner seating.
- d) Escort the Timoshenko Medal recipient and spouse to the Applied Mechanics Dinner at the IMECE. Tickets are arranged by the fourth-year member.
- e) Keep Headquarters informed of Summer Meeting program plans -- needed in part so meeting will be included in meetings schedule printed by ASME.
- f) Maintain liaison with local Summer Meeting organizing committee.
- g) Receive schedule for Division committee meetings from Vice Chair, arrange for rooms, and place on program for Congress and Summer Meeting.
- h) Distribute Program Committee agenda and meeting times to all Technical Committee Chairs. Advise them of their responsibilities to attend Program Committee meeting or to designate alternates. The Program Committee meets at each Congress and Summer Meeting.

i) Distribute minutes of the Program Committee meetings to all Executive Committee members and all Program Committee members.

4. Fourth-Year Member: Vice-Chair of Division and Chair of Publications Committee

a) Call meetings of the Publications Committee as required, and prepare agenda for distribution to Publications Committee members.

b) Inform the Board on Communications of appointment of a new Technical Editor of JAM and of new Associate Editors.

c) Serve as ex-officio Associate Editor for JAM for the purpose of making editorial decisions on papers submitted to JAM by the Technical Editor.

d) At least two months prior to each Congress and Summer Meeting, request all Committee Chairs to:

(1) prepare agenda for their respective committees and send them to their members.

(2) provide an estimate of attendance at their committee meeting.

(3) advise them of their responsibilities to attend the General Committee meeting and to report on their committee activities.

e) Schedule meeting rooms for all committee Meetings to be held at the Congress and Summer Meeting. Transmit schedule to Program Committee Chair.

f) Prepare information for stationery letterhead and send to Headquarters in July of each year.

g) Distribute minutes of General Committee and Publications Committee.

h) Receive from the Technical Editor of JAM a list of possible nominees for the Melville Medal. Recommend a nominee and prepare nomination for submission to ASME Honors Committee according to the schedule established by that Committee.

i) Through the Technical Affairs staff member at ASME, arrange for IMECE banquet tickets for the Timoshenko Medal recipient and spouse, the person invited to introduce the Timoshenko Medal recipient, the President of ASME and spouse (or an ASME Past-President to act on behalf of the current president) who will formally present the Timoshenko Medal on behalf of ASME, the recipient of the Applied Mechanics Award and spouse, and the person invited to introduce the Applied Mechanics Award recipient, the recipient of the Young Investigator's Award and spouse, and the person invited to introduce the Young Investigator's Award recipient. Also arrange through the Technical Affairs staff member for the preparation of the plaque symbolizing the Applied Mechanics Award and certificate symbolizing the Young Investigator's Award which are to be presented at the IMECE banquet.

5. Fifth-Year Member: Chair of the Division and Chair of the Timoshenko, Koiter and Drucker Medal Committees.

- a) Prepare agenda for the meetings of the AMD Executive Committee and the General Committee, distribute to all potentially interested members. and preside at all meetings of the AMD Executive Committee and the General Committee.
- b) Appoint special committee whenever necessary.
- c) Represent the Division in intra-Society affairs and in dealings with outside organizations.
- d) Ensure that the By-Laws and Rules of the Division are updated each year.
- e) Invite the President of ASME to attend the IMECE Applied Mechanics Dinner and to present the Timoshenko Medal.
- f) Distribute minutes of the Executive Committee to Executive Committee members.
- g) Represent the Applied Mechanics Division at meetings of the Basic Engineering Operating Group, along with the Vice-Chair of the Division, as described in section J.
- h) Provide notification to members of the Timoshenko, Koiter and Drucker Medal Committees of any meetings to be held, along with reminders of operating rules and requirements regarding nominations.
- i) Receive and maintain records of minutes of the Executive, General, Program, and Publications. This file shall be given to the incoming Chair.

I. Duties of the Technical Editor

1. Except as specified in paragraph 2 below, the Technical Editor shall receive all papers and all books-for-review for the Journal of Applied Mechanics and supervise their processing according to "Publications and Review Manual".
2. Papers written by the Technical Editor shall be submitted to the Publications Chair who serves on an ex-officio basis as Associate Editor.
3. After receiving a final verdict to accept or reject each paper sent to an Associate Editor, the Technical Editor shall confirm the verdict on each paper to the author.
4. The Technical Editor shall promptly transmit each accepted manuscript to ASME Headquarters and shall so inform the Publications Committee Chair of the Division.
5. The Technical Editor selects and prepares the contents of each issue of the Journal in collaboration with ASME headquarters. Discussions may be published without review at the discretion of the Technical Editors.
6. The Technical Editor or a designated representative shall attend all meetings of the Publications Committee and report on the rates of receipt, acceptance, and publication of papers and any other matters concerning the Journal.

7. Whenever possible the Technical Editor shall attend meetings of the Policy Board Communications, the Publications Advisory Committee, and the Board of Editors in order to keep these bodies informed of the concerns of the Division and the Journal and to keep the Division informed of concerns of the Society in the publications area.

J. Duties of Representative to the Basic Engineering Group Operating Board

1. Representatives of the Division to the Basic Engineering Operating Board will normally be the current Chair and Vice-Chair of the Division.

2. Both representatives shall attend the Basic Engineering Group Operating Board meetings and shall participate in its activities, including its nominating functions. The representatives may be advised by the Executive Committee, but they shall exercise their own discretion on all matters presented at the Nominating Conference.

K. Duties of the Representative to the USNC/TAM

1. The Applied Mechanics Division is represented at meetings of the U.S. National Committee on Theoretical and Applied Mechanics. At the Summer Meeting held during a year of the quadrennial International Congress of Theoretical and Applied Mechanics, the Executive Committee shall recommend to ASME Council a new representative to take office at the close of the International Congress and serve for 4 years. The ASME Council nominates the Representative to the National Academy of Science. Normally this Representative shall be chosen from among the recent Past-Chairmen of the Division as of the time of the start of the term of the proposed Representative.

2. The duty of this representative is to maintain liaison between the Executive Committee of the Applied Mechanics Division and the U.S. National Committee by reporting to the Joint Meeting on activities of the U.S. National Committee and by transmitting to the U.S. National Committee any special recommendations of the Executive Committee.

L. Duties of the Recording Secretary

1. The duties of a Recording Secretary shall be to attend each meeting of the designated committee, except when it is in executive session, to take minutes at the meeting, and to promptly write up these minutes and transmit them to the Chair of the committee no later than 30 days after the meeting. Minutes of all meetings chaired by a member of the Executive Committee shall be distributed to all members of the Executive Committee and maintained in a permanent file by the Division Secretary. In addition, a Recording Secretary may be assigned other duties not in conflict with the above.

M. Other Division Committees and Representatives

1. Duties of members of the technical and ad hoc committees of the Division and Division Representatives should be stated in the letters of appointment.

N. Division Funds

1. The Division maintains no funds of its own. However, four accounts are maintained by ASME Headquarters to the credit of the Division. Contributions collected for the establishment of the Timoshenko, Koiter and Drucker Medals are held in the Timoshenko, Koiter and Drucker Award Funds, T26, respectively, of the Committee on Honors, and any income in the operation of the Summer Meeting of the Applied Mechanics Division, and any other Divisional income is held as account G87 in the ASME Custodian Fund. Statements of the balances held in these funds are supplied periodically to the Chair of the Applied Mechanics Division. In addition, the ASME budget provides for the transfer of funds annually for certain office and travel expenses of the Technical Editor. The Meetings Manager of the Conference Directorate pays for certain expenses connected with the Summer Meeting of the Division.