

# OPERATIONAL RULES

## AMD-MD Joint Committee on Constitutive Equations Applied Mechanics Division-Materials Division

### 1. Purpose of the Committee

The Technical Joint Committee (TJC) on Constitutive Equations (CE) of the Applied Mechanics Division (AMD), and Materials Division (MD) of the American Society of Mechanical Engineers (ASME) exists to promote, support and advance the state of the art and science of Applied Mechanics and Materials in the area of modeling the mechanical and physical behavior of materials and structures. The committee's interests cover the area broadly and include relevant physical phenomena, theoretical and mathematical problems, constitutive modeling issues, experimental aspects, numerical modeling, etc. The committee fulfills this purpose by:

- Encouraging the presentation and publication of substantive papers in the area of modeling the mechanical and physical behavior of materials and structures principally by sponsoring symposia at ASME meetings involving AMD and MD participation and publishing the associated technical content in bound symposia volumes and in the **Journal of Applied Mechanics** and the **Journal of Engineering Materials and Technology**. Joint sponsorship of symposia with other AMD and MD TCs and ASME divisions is also encouraged.
- Highlighting special needs and advances by promoting presentations, publications and panel sessions on selected topics in modeling the mechanical and physical behavior of materials and structures.
- Serving as a focal point in the AMD, MD, and the ASME for Constitutive Equations of material behavior and being a spokesman for the subject in the engineering community at large.
- Developing liaisons with other divisions of the ASME, with corresponding committees of other engineering and scientific societies in the nation and also in other countries.
- Maintaining recognition in the ASME of the contributions to Applied Mechanics and Materials of engineers and scientists working in the subject area; this is principally accomplished through the recommendation of special and general lectures at ASME meetings and through the nomination of selected individuals for ASME awards, including elevation to the rank of Fellow of the Society.

### 2. Committee Members

"Members" are elected to the TJC on CE for three-year terms by majority vote of the members present at a regularly called meeting; members may be re-elected by the same means. Members of the TC are required to be members of the ASME. Nominations for membership are accepted from committee members at any regularly called meeting (usually WAM); voting is by written ballot during the meeting. Any member who does not attend at least one TJC meeting every three years is considered inactive and is automatically dropped as an official member.

### 3. Officers

The TJC on CE is served by two officers: a Chair and a Recording Secretary. The secretary is elected every three years from among the committee membership (including the ex-officios) during the ASME Winter Annual Meeting. After three years of service in this capacity, the Secretary automatically becomes Chair of the TJC and holds this position for a term of three years. The term of office for either position runs from July 1 of the year immediately following the election (i.e. approximately 6.5 months after the election) through June 30 three years later. The following table summarizes the durations of offices, following a person through a 6 year service period:

Nov. Year 0	Elected Secretary
July 1 Year 1	Secretary term begins
June 30 Year 4	Secretary term ends
July 1 Year 4	Chair term begins
June 30 Year 7	Chair term ends

Nominations for the Vice Chair/Secretary are accepted from Committee members at appropriate WAM. A nominee is elected Vice Chair/Secretary when he/she receives a majority of the votes cast on written ballots by the committee members present. If more than two nominees are involved and no nominee receives a majority vote, the nominee with the smallest number of votes drops out of the election and a new vote is taken; this process repeats until a nominee receives a majority of votes. The result of the election must be conveyed to the Secretary of the AMD and MD Executive Committees.

### **Chair Duties**

- Calling and conducting all committee meetings. Notifying all members of a regularly called committee meeting by letter at least four weeks in advance of the meeting; this letter shall be accompanied by an agenda for the forthcoming meeting (including time and date) and a copy of the minutes for the most recent meeting.
- Furnishing a meeting agenda to the Secretary at least six weeks before a regularly called meeting.
- Representing the TJC on CE at meetings of the AMD General and Program Committees.
- Providing a list of current TJC members to the AMD Executive Committee at each Winter Annual Meeting.
- Ensuring that the TJC maintains an adequate and active membership through timely election and re-election of members.
- Monitor committee activities and motivate committee members to perform dependably and enthusiastically.

### **Vice Chair/Recording Secretary Duties**

- Recording attendance and taking minutes at each meeting, forwarding same to the Chair within two weeks, incorporating the Chair's additions and corrections where appropriate, and distributing the minutes to the members.
- Maintaining a current list of all TJC members and associates, their addresses, telephone numbers and email addresses.
- Maintaining committee records and transferring them to the newly elected Secretary during the transition from Secretary to Chair.
- Acting for the Chair when the Chair is absent from a meeting.

If either officer is unable to complete his/her term of office, the other officer automatically fills both positions until the next regularly called meeting.

## **4. Meetings**

The chair of the TJC on CE calls a regular meeting during each Winter Annual Meeting of the ASME. He/she may also call special meetings as required. As a minimum, the agenda of a regularly called meeting includes:

- Reading of the minutes (including attendance) for the previous regularly called meeting.
- Consideration of new and continuing members.
- Election of a new Secretary (when required).
- Review of current performance regarding Activities A-E listed in Section 1 of this set of Operational Rules.

## **5. Revisions of Operational Rules of Committee**

This Operation Manual takes effect on January 1, 1997. It may be revised after that date at any regularly called meeting of the committee by two-thirds vote of the members present. Such revision is subject to approval of the AMD and MD Executive Committee.