

**BY-LAWS OF THE  
BIOENGINEERING DIVISION  
AMERICAN SOCIETY OF  
MECHANICAL ENGINEERS**

Revised June 2006



# **BY-LAWS OF THE BIOENGINEERING DIVISION AMERICAN SOCIETY OF MECHANICAL ENGINEERS**

## **ARTICLE I - NAME**

Section 1. The Division shall be known as the Bioengineering Division of The American Society of Mechanical Engineers and will conduct its activities in accordance with the Society's Constitution and By-Laws.

## **ARTICLE II - PURPOSE**

Section 1. The purpose of the Division is to advance the knowledge and practice of bioengineering, and to foster the professional development of its members.

Section 2. Specifically, the Division will:

- a. Provide for the presentation, publication, and critique of scholarly work; foster the practice of research and development in bioengineering, and the development of new research directions
- b. Establish and maintain professional connection with other biomedical engineering and mechanical engineering fields, and other relevant fields, and foster maintenance of scientific and engineering technology knowledge in its members
- c. Foster the professional development of its members

## **ARTICLE III - ACTIVITIES**

Section 1. The Division will organize and conduct sessions at Society-sponsored meetings for the presentation and discussion of technical papers and other activities to further the goals of the division, as decided by the Executive Committee. The Division shall provide for effective review of presented material.

Section 2. The Division will cooperate with other Divisions, groups and committees within the Society, and with other societies, to further the goals of the Division.

Section 3. The Division will provide activities to foster professional development of its members.

Section 4. The Division will foster participation in Division activities by bioengineers in industry, universities, and government.

Section 5. The Division will work to ensure the opportunity for publication of scholarly work in the field of bioengineering, and the communication among members of information related to the Division.

Section 6. The Division will work to identify and develop new directions of research in bioengineering.

Section 7. The Division will hold at least one business meeting each year, open to all members of the Division.

#### **Article IV - EXECUTIVE COMMITTEE**

Section 1. There shall be an Executive Committee consisting of ten voting members selected from the membership of the Division.

Section 2. The Executive Committee will include the following voting members:

- Chairperson
- Secretary
- Secretary-Elect
- Past Chairperson
- Chair of the Finance Committee
- Member-in-Charge of Technical Committees
- Member-in-Charge of Member Affairs
- Member-in-Charge of External Affairs
- Member-in-Charge of Student Affairs
- Member-at-Large

Section 3. Prior to June of each year the Executive Committee of the Division shall nominate to ASME Council, through ASME's Professional Divisions Committee, one or more individuals from whom Council shall appoint as new members of the Executive Committee.

Section 4. The Chairperson will have served as Secretary prior to succeeding to the Chair, and will serve for one year, *except under circumstances outlined in Section 18 below*. The Chairperson will serve as chair of the Executive Committee. The Chairperson can serve for one term only, *except under circumstances outlined in Section 18 below*.

Section 5. The Secretary will have served as Secretary-elect for one year prior to taking

office, and will serve for one year, *except under circumstances outlined in Section 18 below*. The Secretary will become Chairperson during the year following tenure as Secretary. The Secretary will keep minutes of the Executive Committee meetings, will be the corresponding secretary, and will maintain the records of the Division.

Section 6. The Secretary-elect will serve as a voting member prior to becoming Secretary, and will serve for one year. The Secretary-elect will be responsible for compiling a list of Division officers and committee members, and organizing and updating committee operating manuals.

Section 7. The Past Chairperson will have served as Chairperson the previous year, and will serve for one year.

Section 8. The Member-in-Charge of Technical Committees will serve for three years and will be in charge of the Program Committee, the Technical Committees, and the New Directions Committee. The Member-in-Charge will be responsible for communicating between these committees and the Executive Committee, and for ensuring proper functioning of these committees.

Section 9. The Member-in-Charge of Member Affairs will serve for three years and will be in charge of the Membership Development Committee, the Newsletter Committee, the Honors Committee, and the Nominating Committee. The Member-in-Charge will be responsible for communicating between these committees and the Executive Committee, and for ensuring proper functioning of these committees.

Section 10. The Member-in-Charge of External Affairs will serve for three years and will be in charge of the Industry Liaison Committee, the National and International Affairs Committee, and the Finance Committee. The Member-in-Charge will be responsible for communicating between these committees and the Executive Committee, and for ensuring proper functioning of these committees.

Section 11. The Chair of the Finance Committee will serve as a voting member and will serve for three years. The Chair of the Finance Committee will be responsible for communicating between the Finance Committee and the Executive Committee, and for reporting to the Executive Committee on budgetary matters.

Section 12. The Member-in-Charge of Student Affairs will serve for three years and will be in charge of the Student Paper Competition Committee and any other committees (e.g. Education Committee) dealing with student-related matters. The Member-in-Charge of Student Affairs will be responsible for communicating between the various committees and the Executive Committee, and for ensuring proper functioning of these committees.

Section 13. The Member-at-Large will serve for three years. The Member-at-Large will fulfill responsibilities not falling under the purview of other members of the Executive Committee.

Section 14. Six voting members of the Executive Committee will constitute a quorum.

Section 15. Members to fill open positions on the Executive Committee will be elected by vote of the membership, *except under circumstances outlined in Section 18 below*. Election will be by majority vote of those attending the Annual Business Meeting. Nominations for Executive Committee will be offered by the Nominating Committee and by Division members during the Annual Business Meeting.

Section 16. There shall be at least two meetings of the Executive Committee each year, one of which will be open to all Division members and held at the Society's annual meeting. Meetings of the Executive Committee may be called by the Chairperson at such places and times as he or she may deem advisable and shall be called if requested by at least four members of the Executive Committee.

Section 17. Except where specifically stated otherwise, all actions of the Executive Committee shall be determined by majority vote of those voting. The Chairperson may vote on all actions.

Section 18. In the event that the Secretary-Elect, Secretary, Chair, or Past-Chair cannot complete their term, the Executive Committee can appoint a current or past member(s) of the Executive Committee to fill this position(s) on an interim basis. This appointment can include individuals who previously served in one or more of these positions. In the case of Secretary or Chair this appointment can include individuals who have not held the preceding position in this chain. At the completion of the term of an interim appointee, the individuals appointed in the lower positions of this chain can advance to the higher positions even if they have not held the preceding position for a full year.

## **Article V - OTHER COMMITTEES**

Section 1: There shall be a standing Conference Oversight Committee. Its duties will be to 1) provide oversight and coordination of all Division-sponsored conferences with primary focus on the annual Summer Bioengineering Conference (SBC), 2) provide continuity and memory to the conference planning and organization process, 3) develop a stable process for selection of attractive conference sites and select conference sites, 4) nominate candidates for future Conference Chairs for approval by the Executive Committee, 5) identify sources of

funding for Division-sponsored conferences particularly the SBC and apply for funding from these sources, 6) insure that the structure of the SBC organizing committees adheres to the organization in Figure 1 below, 7) report to the Executive Committee annually on the activities of the Committee, and 8) meet other charges as prescribed by the Executive Committee.

The membership of the Conference Oversight Committee will be as follows: 1) Chair = SBC Chair for year N-1, 2) Vice-Chair = SBC Chair for year N, 3) Secretary = SBC Chair for year N+1, and 4) Secretary Elect = SBC Chair for year N+2. In addition, the SBC Program Chairs for years N, N+1, and N+2 will also be members. This membership structure implies that the Secretary Elect will rotate through all four executive positions in consecutive years.

Section 2: There shall be a standing Program Committee. Its duties will be to 1) identify programmatic areas of interest to the BED, 2) solicit, critique, and select via a uniform and rigorous procedure, papers for sessions at Division-sponsored meetings in programmatic areas of interest, 3) provide guidelines for the presentation of these papers and promote these sessions, 4) interface with other ASME divisions and societies on matters related to co-sponsored meetings, 5) identify means to improve the quality of Division-sponsored presentations at ASME meetings, and 6) report to the SBC Organizing Committee and the Conference Oversight Committee on its activities.

The membership of the Program Committee will be as follows: 1) Chair = SBC Program Chair for year N, 2) SBC Program Chair for year N-1, 3) Chairs of the technical committees.

Section 3: There shall be technical committees formed to focus on specific technical topics, these topics to be chosen by the Executive Committee. Technical committees shall be formed and dissolved at the discretion of the Executive Committee. The duties of the committees will be to support the Program Committee in developing technical sessions in the technical committee's area of specialization, including the identification of session topics, invitation of authors, support of the review process, and the organization and chairing of sessions. The technical committees shall develop for review by the Program Committee and the Member-in-Charge of Technical Committees a procedure whereby these functions can be performed on a two-year lead time; encourage and foster improved scholarship in the presentations and publications of the Division; report to the Executive Committee annually on the activities of the Committee.

Section 4: There shall be a standing New Directions Committee. The duties of the committee will be to identify new areas of research and development of interest to the Division; organize technical sessions, workshops, or other forums for exploring these new directions and bringing them to the attention of the Division membership; maintain communication with government agencies that are developing new initiatives in bioengineering; report to the Executive Committee annually on the activities of the Committee.

Section 5: There shall be a standing Membership Development Committee. The duties of the committee will be to recruit new members for the Division; stimulate interest in bioengineering within the student chapters of ASME; develop tutorials and workshops in methods of engineering research and practice of use to the membership, in coordination with the Program Committee; coordinate membership communication with the Newsletter editor; organize social functions at ASME meetings; identify member needs and interests; increase numbers of women and minorities in the Division; report to the Executive Committee annually on the activities of the Committee.

Section 6: There shall be a standing Newsletter Committee. Duties of the committee will be to assemble material for the annual Divisional Newsletter; working with ASME Headquarters, publish the Newsletter in a timely fashion; report to the Executive Committee annually on the activities of the Committee.

Section 7: There shall be a standing Honors Committee. Duties of the committee will be to nominate individuals for the awards sponsored by the Division; promote the involvement of the Division membership in the awards process of the Society by encouraging members to sit on award committees and to compete; identify new awards whose support by the Division will further the Division's objectives; report to the Executive Committee annually on the activities of the Committee.

Section 8: There shall be a standing Nominating Committee. Duties of the committee will be to identify and nominate chairpersons for the committees of the Division; identify prospective members of the Executive Committee; identify and develop individuals for future Divisional office; report to the Executive Committee annually on the activities of the Committee. The Chairperson of the Nominating Committee will be the immediate past-Chairperson of the Executive Committee and will serve for one year.

Section 9: There shall be standing Industrial Liaison Committee. Duties of the committee will be to identify the needs and interests of Division members who work in industry; identify and implement, in collaboration with the Membership Development and Program Committees, tutorials, workshops, and paper sessions of interest to these members; increase, in collaboration with the Membership Development Committee, the representation of the bioengineering industry in the membership of the Division; report to the Executive Committee annually on the activities of the Committee.

Section 10: There shall be a standing National and International Affairs Committee. Duties of the committee will be to monitor and communicate with governmental funding and regulatory agencies; coordinate the Division's activities with those of other professional organizations whose objectives are similar to those of the Division; report to the Executive Committee annually on the activities of the Committee.

Section 11: There shall be a standing Finance Committee. Duties of the committee will be to monitor the finances of the Division; recommend methods to maintain or improve the financial position of the Division; initiate means by which funds may be raised for the support of the Division; report to the Executive Committee annually on the activities of the Committee. The Chairperson of the Finance Committee will serve as treasurer for the Executive Committee, and oversee the custodial account, meeting finances, Honor Committee finances, and other Division financial matters as they may arise. The Chairperson will report to the Executive Committee.

Section 12: There shall be a standing Student Paper Competition Committee. Duties of the committee will be to coordinate the BS, MS, and PhD Student Paper Competition to be held at the annual division conference. This committee will be constituted of at least three individuals each of whom is responsible for one level of the competition. The Chairperson will be the individual responsible for the PhD level and will have served previously as the individual responsible for the MS level. The individual responsible for the MS level will have served previously as the person responsible for the BS level. The Chairperson will report to the Executive Committee.

Section 13: The Chairpersons of all committees shall be nominated by the Nominating Committee and appointed by the Division Chairperson subject to the approval of the Executive Committee. The committee Chairpersons will serve three years, unless otherwise noted.

Section 14: All other committee officers will either be chosen by the Committee or appointed by its chairperson, as appropriate, and will be subject to the approval of the Executive Committee of the Division. Terms of appointment will be set by each committee.

Section 15: The Chairperson of the Division may appoint ad hoc committees as felt necessary.

Section 16: The duties of offices and committee chairpersons are to be as specified in the Professional Divisions Manual, MS-11 and the Division's Policies and Procedures Manual.

## **Article VI - VOTING PRIVILEGES**

Section 1. To the extent that it is not precluded by these By-Laws, or by the Constitution, By-Laws, and Rules of the Society, all chairpersons of standing committees, or his or her appointed representative, shall be authorized a vote in the open Executive Committee Meeting on matters of Division interest.

## **Article VII - AMENDMENTS**

Section 1. These By-Laws may be amended by a two-thirds (2/3) majority vote of either those members attending the annual business meeting or those members voting in an E-mail ballot. Amendments shall be subject to the approval of the Professional Divisions Committee.

### **Article VIII - CONFLICTS**

Section 1. In the case of any conflicts between these By-Laws and the Constitution, By-Laws and Rules of the Society, the latter shall govern.

### **APPROVED**

The above by-laws were adopted by unanimous vote of the Biomechanical and Human Factors Division Executive Committee at its regularly scheduled meeting of November 30, 1966.

## CHANGES

Attached here in chronological order a history of all changes to these by-laws.

### June 1973

- (a) Name of Division changed to Bioengineering Division.
- (b) New standing committee formed as described in Article V - Section 5.
- (c) Delete Section 11 (eleven), Article III.
- (d) Revised wording for Section 4 - Article IV.

### December 1980

- (a) Executive Committee composition changed as described in Article IV.
- (b) Composition of Program Committee changed as described in revised wording for Article V, Section 5.

### December 1990

- (a) By-laws extensively revised. Revisions and resulting by-laws approved by the Executive Committee at its scheduled meeting November 25, 1990. Revised by-laws approved by two-thirds of those attending the Annual Business Meeting on November 28, 1990.

### November 1995

- (a) Secretary-elect changed to non-voting member of Executive Committee in Article IV, Sections 2.
- (b) Article IV, Section 6 added to define Secretary-elect position on Executive Committee.
- (c) Article IV, Section 11 added to define Chairperson of Program Committee position on Executive Committee.
- (d) Article IV, Section numbers revised.
- (e) Article V, Section 1 revised to remove reference to Winter Annual Meeting (WAM) and Summer Biomechanics Symposia.
- (f) Technical committees shall be formed and dissolved at discretion of the Executive Committee, Article V, Section 2.

- (g) Wording changed to identify committees in Article V, Sections 3 through 10 as standing committees.
- (h) Article V, Section 10 revised to designate Chairperson of Finance Committee as treasurer.

Revisions and resulting by-laws approved by the Executive Committee at its scheduled meeting November 1995. Revised by-laws approved by two-thirds of those attending the Annual Business Meeting on November 1995.

#### November 2001

- a) Article IV, Section 1. The number of voting members was changed from six to seven and the number of non-voting members from two to one.
- b) Article IV, Section 2. The Chair of the Finance Committee was added to the Executive Committee as a voting member. The Chair of the Program Committee was deleted as a non-voting member of the Executive Committee.
- c) Article IV, Section 11. This section was revised to delete the Chair of the Program Committee as a non-voting member and replace this person with the Chair of the Finance Committee as a voting member. Also the responsibilities of the Chair of the Finance Committee in his/her interaction with the Executive Committee were described.

Reconstitution of the Executive Committee was approved by the Executive Committee at its closed meeting in November 2001. Revised by-laws were approved by at least two-thirds of those attending the Annual Business Meeting in November 2001.

#### November 2004

- a) Article V, Section 1. A new Section 1 was added creating the formation of the Conference Oversight Committee.
- b) Article V, Section 1. The original Section 1 describing the Program Committee was renumbered as Section 2 and the contents were changed to reflect the new constitution of the Program Committee and the charges to this committee.
- c) All other sections in Article V were renumbered (i.e. number increased by 1) to reflect the addition of the Conference Oversight Committee.

The addition of the Conference Oversight Committee and the reconstitution of the Program Committee were approved by the Executive Committee at in closed meeting in November 2004. Revised by-laws were approved by at least two-thirds of those attending the Annual Business Meeting in November 2004.

#### June 2006

- a) Article IV, Section 1. The number of voting members of the Executive Committee was increased from seven to ten, and the number of non-voting members was eliminated.
- b) Article IV, Section 2. The list of voting members of the Executive Committee was amended to include the Secretary-Elect, the Member-in-Charge of Student Affairs, and the Member at Large. The statement that the Secretary-elect serves as a non-voting member was deleted.
- c) Article IV, Section 4 was amended to allow exceptions in the rules as outlined in Article IV, Section 18.
- d) Article IV, Section 5 was amended to allow exceptions in the rules as outlined in Article IV, Section 18.
- e) Article IV, Section 6. The Secretary-elect is now listed as a voting member.
- f) Article IV, Section 12. The original Section 12 was renumbered Section 14 and the contents were changed to reflect the creation of a new position in the Executive Committee for the Member-in-Charge of Student Affairs, and the responsibilities of this new member.
- g) Article IV, Section 13. The original Section 13 was renumbered Section 15 and the contents were changed to reflect the creation of a new position in the Executive Committee for the Member-at-Large, and the responsibilities of this new member.
- h) Article IV, Section 14. This section, previously Section 12, was changed to indicate that six voting members (instead of four) constitutes a quorum in the expanded Executive Committee.
- i) Article IV, Section 15. This section, previously Section 13, was amended to allow exceptions in the rules as outlined in Article IV, Section 18.
- j) Article IV, Sections 16-17. These sections were previously Sections 14-15.
- k) Article IV, Section 18. This new section was introduced to accommodate interim appointments of Secretary-Elect, Secretary, Chair, or Past-Chair, in the event that the current holder of any of these positions is unable to complete his/her term.
- l) Article V, Section 12. The original Section 12 was renumbered Section 13 and the contents were changed to reflect the creation of a new standing Student Paper Competition Committee and the charges to this committee.
- m) Article V, Sections 13-15. These sections were previously Section 12-14.
- n) Article VII, Section 1. This section was amended to allow voting on changes to the By-Laws by electronic means.

Revisions and resulting by-laws approved by two-thirds of those attending the Annual Business Meeting on June 2006.