

**ASME K-17 Committee on Heat and Mass Transfer in Biotechnology and
ASME BED Committee on Biotransport**

BYLAWS

**ASME HTD K17 COMMITTEE ON HEAT AND MASS TRANSFER IN BIOTECHNOLOGY
ASME BED COMMITTEE ON BIOTRANSPORT**

MISSION OF COMMITTEE: The mission of the ASME Heat and Mass Transfer in Biotechnology Committee is to promote exchange and dissemination of the latest information concerning heat and mass transfer in bioengineering and biotechnology to the scientific and engineering communities. This is done primarily through dissemination of information at annual meetings, conferences, and courses. The committee, as interest dictates, will organize sessions at appropriate ASME sponsored meetings.

NAME OF COMMITTEE: The committee will be called “The ASME Bioengineering Division Biotransport Committee” and “The ASME Heat Transfer Division K-17 Heat and Mass Transfer in Biotechnology Committee”.

COMMITTEE MEMBERSHIP: The effectiveness of this committee depends upon the dynamic and enthusiastic participation of its membership. The members should represent all important subtopics in the field of biotransport. The membership should form as much as possible a balanced representation from academic institutions, industries, research laboratories, and government agencies. The committee integrates its activities with the Bioengineering and Heat Transfer Divisions and the membership should well represent these two divisions. Attention to the ethnic and gender diversity among committee members will be the responsibility of the Chair.

Selection: Potential members are nominated by current committee members or may be self-nominated. Potential members should be technically qualified in some aspect in the broad subjects of heat and mass transfer in biotechnology and must be willing to contribute in the efforts of the committee. Potential members may be invited to attend one or two committee meetings to become familiar with the workings of the committee, simultaneously allowing the Committee to evaluate the interest and qualifications of the potential member before a decision is made to offer membership on the Committee. Selection of new members should help maintain the balanced representation from academic institutions, industries, research laboratories, and government agencies, and as appropriate, should fill any voids in the subtopics of the committee functions. The current membership approves the addition of new members by a two-thirds vote during a set voting period determined by the Chair. Members of other professional societies may be nominated for membership. If elected, they are encouraged to join ASME within six months of election to membership or their membership will be nullified.

Committee Size: The number of committee members is not specified. The Chair will manage the committee size to ensure effective meetings. The Technical Committee meetings are open to all interested guests. The Chair may set rules so that members are given the opportunity to organize a session about every two or three years at ASME sponsored meetings. Any efforts to limit committee size by the Chair will need to be approved by a majority vote by the Committee Membership during a set voting period.

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Commitment of Members: Members are expected to attend at least one Committee meeting every two years. Attending the meeting by teleconferencing is acceptable. Each member should have the secretarial, telephone, e-mail, and other services available at his/her organization to conduct committee business. If a member desires, the Committee Chair will write a letter to the member's organization to define the responsibilities of membership. Members may be dropped from the Committee if absent for three consecutive meetings unless the Chair is informed of the member's inability to attend through prior communication. The Committee Chair has the final authority on decisions regarding membership.

OFFICERS: The officers shall include:

1. Chair - Responsible for supervising the activities of the committee, convening annual business meeting, and communicating with the division and society officers. The Chair is also responsible for providing a written agenda and maintaining and disseminating of meeting minutes.
2. Co-Chair- Assists the Chair in supervision of the committee and convenes the committee meetings in the absence of the Chair.

The Officers are nominated by committee members and elected by majority vote of the committee, generally at the annual meeting. The Officers are formally appointed by rotation by the Heat Transfer and the Bioengineering Divisions. The terms of the Officers are three years. The Co-Chair is automatically nominated to become chair, pending approval of either the Heat Transfer or Bioengineering Division. If the Co-Chair is unable or unwilling to take on the post of Chair, the Chair will be elected by the committee membership. Officers must be members of ASME.

CONFERENCE DUTIES

1. The committee submits a list of select topics, number of sessions and organizers to the Program Committee for inclusion in the Call for Papers and eventual Conference Program.
2. Once the abstracts for a particular Conference are received, the committee is responsible for reviewing them for appropriateness and quality and then forming final Sessions to be presented at the Conference.
3. Every year, the committee works with the Program Committee of the Summer Bioengineering Conference to promote and organize that program as well as supporting any special activities associated with it.
4. A Program Planning subcommittee makes recommendations to the full committee at each regular meeting on topics of interest to the membership for inclusion at future conferences.

Assessment. The criteria for judging the success of the committee's efforts will be as follows:

1. Number of papers presented at biotransport and joint sessions
2. Number of sessions organized at conferences
3. Number of attendees at biotransport and joint sessions
4. Number of papers related to biotransport published by our membership
5. The number of papers selected for oral presentations

The Chair is responsible for acquiring these data or delegating it to another committee member.