

**CONSTITUTION
BYLAWS
AND
OPERATING PROCEDURES
OF THE EXECUTIVE COMMITTEE**

DESIGN ENGINEERING DIVISION

**THE AMERICAN SOCIETY
OF MECHANICAL ENGINEERS**

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Part I. Constitution

Article I. Name

1. This division shall be known as the Design Engineering Division of The American Society of Mechanical Engineers.
2. The Design Engineering Division shall hereinafter be referred to as the Division.
3. The American Society of Mechanical Engineers International shall hereinafter be referred to as the Society.

Article II. Vision & Mission Statements

1. *Vision statement:*
To be the leader, as a division of the Society, covering the art, science, and application of design engineering and to facilitate transfer of design engineering technology between industry, academe and government through programs and publications.
2. *Mission statement:*
To develop, promote, encourage, and support our members and technical committees in their quest for technical excellence and professional success in their respective fields, and to provide necessary processes and mechanisms to spawn new initiatives and identify emerging technologies through technical meetings, publications, and member interest activities.

Article III. Objectives

The objectives of the Division are:

1. To constitute a professional division of the Society in the field of design engineering in accordance with the Society's Constitution, Bylaws and Rules.
2. To promote the art and science of mechanical engineering design in accordance with the following statement of scope:

The activities and interests of the Division shall include all phases of mechanical engineering as they are related to:

- a. the product realization process including the specification, conception, evolution, design and manufacturing of products and

- b. the mechanical design aspects of all other phases of engineering
3. To encourage and foster research, development and dissemination of information within the scope of the Division's activities.
4. To encourage the interchange of ideas among engineers by:
 - a. preparing and publishing papers in the field of design engineering.
 - b. organizing programs for the presentation and discussion of technical information where all members of the society may meet on an equal basis to exchange opinions, experiences and technical data.
5. To direct attention to outstanding engineering achievement in the field of design engineering and to recommend suitable recognition by the Society for such achievement.
6. To ensure that the activities of the Division shall be directed by members of the Society who have attained prominence in the field of design engineering and who have shown by activity within the Division the ability and willingness to discharge such responsibilities.

Article IV. Activities

1. The Division shall participate in the International Mechanical Engineering Congress and Exhibition of the Society.
2. Technical committees shall be maintained for designated fields of design engineering.
3. The Division shall sponsor the International Design Engineering Technical Conferences (IDETC) to be organized by one or more technical committees of the Division, as defined in Article VII, Paragraph 2. These conferences shall take place concurrently and in the same location in the fall of each year.
4. A technical committee may sponsor a technical conference independent of the IDETC with the approval of the Executive and General Committees of the Division.
5. The Division shall facilitate the publication of archival-quality papers in the field of design engineering in journals of the Society including:
 - *Journal of Computing and Information Science in Engineering*
(co-sponsored with Computers and Information in Engineering Division)
 - *Journal of Computational and Nonlinear Dynamics*
 - *Journal of Mechanical Design*
 - *Journal of Mechanisms and Robotics*
 - *Journal of Medical Devices*
(co-sponsored Bioengineering Division)
 - *Journal of Vibration and Acoustics.*

6. The Division shall participate in joint sessions with other organizations when such is of benefit to the Division, to the Society and to the engineering profession.
7. The Division may recommend and submit reports and data of permanent value or of exceptional interest for publication by the Society or through other suitable channels.
8. The Executive Committee of the Division shall meet at least twice per year. One meeting shall be held at the International Design Engineering Technical Conferences. Additional meetings may be called at the discretion of the Chair of the Division.
9. The General Committee of the Division shall meet at least once per year. This meeting will be held at the International Design Engineering Technical Conferences. Additional meetings may be called at the discretion of the Chair of the Division.

Article V. Executive Committee

1. The Executive Committee shall consist of eight members, elected in accordance with Paragraph 3 below. In summary these are: Chair, Vice Chair / Treasurer, IDETC Executive, Technical Committee Executive, Secretary, Publications Executive, Honors and Awards Executive and Immediate Past Chair.
2. The members of the Executive Committee and their responsibilities shall be:

Chair: Chief officer of the Division

Vice-Chair and Treasurer: Planning; liaison with the standing, special and Advisory committees; treasurer and special projects

IDETC Executive: Coordination of the International Design Engineering Technical Conferences and any technical conference sponsored independently of the IDETC, Division representative to the Systems and Design Group (SDG) Operating Board's Committee on Conferences as required by the SDG bylaws and operating procedures.

Technical Committee Executive: Liaison with the technical committees, International Mechanical Engineering Congress and Exhibition Representative, Division executive calendar coordinator.

Secretary: Preparation of agendas, meetings minutes, correspondence, mailings

Publications Executive: Overseeing and coordination of the Division's publications and journals, Overseeing Journals' finances and revenues, Coordination with ASME Publications committee, Division representative to the Systems and Design Group (SDG) Operating Board's Committee on Publications as required by the SDG.

Honors and Awards Executive: Overseeing and coordination of the Division's and Technical Committees' Honors and Awards activities, Division representative to the Systems and Design Group (SDG) Operating Board's Committee on Honors and Awards as required by the SDG.

Past Chair: Chair of the Nominating Committee, one of the Division's two representatives to Systems and Design Group (SDG) Operating Board, Chair of the Advisory Committee and a member of the Finance Committee.

3. The Chair, Vice Chair/Treasurer, IDETC Executive, Technical Executive and Secretary will serve a six year rotational term as they advance through Division leadership. They each shall serve their first five years on the Executive Committee in an orderly succession as follows. The new member of the Executive Committee shall be the Secretary. In alternating years, the previous Secretary shall become the IDETC Executive for a two-year term. In the other alternating year the previous Secretary shall become the Technical Committee Executive for a two-year term. In the fourth and fifth years on the Executive Committee the member shall be successively the Vice-Chair / Treasurer and Chair of the Executive Committee. The sixth year the member shall serve as the Past Chair of the Executive Committee.
4. The Publications Executive and the Honors and Awards Executive will serve a three year term, renewable for a second three years.
5. The Division's two representatives to the Systems and Design Technical Group Operating Board shall be the current Chair and the Past Chair.
6. The Chair, Vice-Chair / Treasurer and Secretary of the Executive Committee shall be respectively the Chair, Vice-Chair / Treasurer and Secretary of the Division.
7. The terms of office of the members of the Executive Committee shall expire coincident with the close of the administrative year of the Society (June 30).
8. All members of the Executive Committee are voting members.
9. Vacancies on the Executive Committee shall be filled by a special election conducted by the Executive Committee in accordance with the provisions in the Constitution, Bylaws and Rules of the Society and Article I of the Division bylaws.
10. Members of the Executive Committee must be members of the Society.

Article VI. General Committee

1. The General Committee shall consist of all members of the Executive Committee defined in Article V; all members of the Advisory Committee defined in Article VII, Paragraph 4; all chairs of all committees defined in Article VII; all Journal Editors defined in Article

VIII; all liaison representatives defined in Article IX; and all chairs of conferences sponsored by the Division that are scheduled on the executive calendar of the Division.

2. Appointments or re-appointments to the General Committee shall be made annually at the beginning of the administrative year of the Society by the Chair of the Division according to the terms established in this document.
3. The Chair, Vice-Chair / Treasurer and Secretary of the Executive Committee and of the Division shall be respectively the Chair, Vice-Chair / Treasurer and Secretary of the General Committee.
4. All members of the General Committee must be members of the Society.

Article VII. Standing, Technical, Special, Advisory, and Finance Committees

1. The Chair of the Executive Committee shall appoint standing committees to conduct the several phases of the Division's activities in accordance with the provisions of Article II, Section 1 of the Bylaws.
2. Technical committees to represent the major fields of design engineering activity in industry shall be established and maintained in accordance with the provisions of Article II, Section 2 of the Bylaws.
3. The Chair of the Executive Committee shall appoint such special committees deemed necessary or advisable to conduct the activities and promote the interests of the Division. Such appointments shall be made in accordance Article II, Section 3 of the Bylaws.
4. An Advisory Committee shall be formed in accordance with Article II, Section 4 of the Bylaws.
5. A Finance Committee shall be formed in accordance Article II, Section 5 of the Bylaws.

Article VIII. Editors

1. New editors of the Division's journals shall be nominated in accordance with Article VI, Paragraph 2 of the Bylaws for appointment by the ASME Publications Committee. The term of office of each Editor is five years.
2. A vacancy of an Editor shall be filled by special election conducted by the Executive Committee in accordance with the provisions in the Constitution, Bylaws and Rules of the Society. Following election by the Executive Committee, the nominee's name shall be forwarded for approval to the ASME Publications Committee.

Article IX. Liaison Representatives

The Chair of the Executive Committee may appoint such liaison representatives necessary to assist in the execution of the duties of the Chair.

Article X. Interpretation

Provisions in this Constitution shall be interpreted by the Constitution and Bylaws Committee in accordance with the Constitution, Bylaws and Rules of the Society.

Article XI. Amendments

1. Amendments to the Constitution shall be acted upon at a meeting of the Division.
2. Proposed amendments to the Constitution shall be submitted in writing to the Chair of the Constitution and Bylaws Committee and to the Secretary and / or Chair of the Executive Committee three months prior to the meeting of the Division during which amendments are to be acted upon.
3. Once amendments are approved by the Constitution and Bylaws Committee, copies of the amended Constitution shall be submitted to members of the Executive, Advisory and General Committees thirty days prior to the meeting of the Division.
4. The Constitution of the Division may be amended by the approval of two-thirds or more of a quorum of the General Committee as defined in Article III, Section 2 of the Bylaws.
5. After approval by the Division, amendments shall be submitted to the Systems and Design Group Operating Board, for approval and publication.

Part II. Bylaws

Article I. Officers

Section 1. Executive Committee

1. The Executive Committee shall function in accordance pertinent directives of the Society.
2. Election procedures
 - (a) Prior to December of each year the Chair of the Executive Committee shall appoint a nominating committee consisting of: the Immediate Past Chair of the Executive Committee; another member from the Advisory Committee; and two members from the General Committee, representing a balance among education, industry and technical publication. The Immediate Past Chair shall be the Chair of the Nominating Committee.
 - (b) The Nominating Committee shall develop a pool of candidates in accordance with Article III, Paragraph 6 of the Constitution, encouraging nominations from all technical committees of the Division, thereby providing the opportunity for a diverse representation of technical committees on the Executive Committee. Current officers of Technical or Standing Committees, or current Technical Editors of DED sponsored or cosponsored journals are not eligible unless their terms end before the following July 1. Nominees must commit to a service obligation of six years (three years for Publications Executive and Honors and Awards Executive).
 - (c) The Nominating Committee shall provide for each candidate a brief vita (approximately three pages) and one or two nominating letters.
 - (d) The Nominating Committee shall select a Vote Counter for tallying confidential votes and maintaining voting records for one year. He/she shall not be a member of the Executive Committee.
 - (e) Confidential voting shall be done by a quorum of the Executive Committee.
 - (f) Sequential voting, with members in the active pool voting for only one candidate per round, will be conducted by the Nominating Committee. This process will be repeated, if necessary, after dropping the nominee with the smallest number of votes until a nominee has a majority of the votes cast from the active voting pool. E-mail and fax will be acceptable modes for confidential voting, but not the telephone.

- (g) The Division Chair shall inform each new member of his/her election and responsibilities.

Section 2. General Committee

1. All members of the General Committee shall be selected in accordance with Article III and IV of the Constitution.

Article II. Committees

Section 1. Standing Committees

1. The Chair of the Executive Committee shall appoint the standing committees which shall include but not be limited to the following:
 - Constitution and Bylaws
 - Government Relations
 - Broadening Participation
 - Honors and Awards
 - Information Management Committee
 - Publications
 - Nominating
 - Student Affairs and Young Professionals
 - U.S. Council for the Theory of Machines and Mechanisms
2. The Chair of the Executive Committee shall make all appointments to the standing committees and designate the chair of each standing committee sufficiently prior to taking office to permit discharge of obligations to the Society.
3. Constitution and Bylaws Committee
 - (a) The Constitution and Bylaws Committee shall consist of one or more members each of whom shall serve not more than three consecutive years on the committee.
 - (b) The committee shall be charged with keeping current and interpreting the Constitution, Bylaws and Operating Procedures of the Executive Committee of the Division and with keeping them in accordance with the Constitution, Bylaws and Rules of the Society.
 - (c) The committee shall review, rephrase if necessary and initially approve all proposed amendments to the Constitution, Bylaws and Operating Procedures of the Executive Committee in accordance with Article XI of the Constitution, Article VIII of the Bylaws and Article IX of the Operating Procedures of the Executive Committee.

- (d) The committee upon request shall make available to all members of the Division committees up-to-date copies of the Constitution, Bylaws and Operating Procedures of the Executive Committee.

Section 2. Technical Committees

Technical committees shall promote the advancement of technical knowledge in design engineering.

The Division's Technical committees are:

- Design Automation
- Design Education
- Design for Manufacturing
- Design Theory and Methodology
- Fastening and Joining
- Mechanisms and Robotics
- Micro/Nano Systems
- Multibody Systems and Nonlinear Dynamics
- Power Transmission and Gearing
- Reliability, Stress Analysis and Failure Prevention
- Vehicle Design
- Vibration and Sound

1. Technical Committee Formation

- (a) A prospective new technical committee must function as a sub-committee under an existing technical committee for at least one year.
- (b) A request for formation of a new technical committee is made by petition of responsible members to the Chair of the Division. The petition shall include operating procedures and the names of no fewer than 12 individuals to be members of the proposed committee.
- (c) A petition for a new technical committee shall be subject to review by the Executive Committee before it is accepted by the Chair.
- (d) A new technical committee is formed upon approval of its petition by a majority vote of the Executive Committee.

2. Technical Committee Membership

- (a) Each committee shall have no fewer than 12 members. No fewer than two members shall be active in, or be recognized authorities in, designated industries such as but not limited to those identified in Article II, Section 2, Paragraph 1.

- (b) Each committee chair shall submit for approval the name of a nominee for committee chair for the following administrative year to the Technical Committee Executive. The names of nominees for technical committee chairs must be received prior to the spring meeting of the Executive Committee. Nominees for technical committee chairs are approved by a majority vote of the Executive Committee.
- (c) Each committee shall appoint new officers or re-appoint current officers prior to the beginning of each administrative year (July 1).
- (d) Committee officers shall not serve more than four consecutive years in the same office.

4. Technical Committee Termination

- (a) Termination of a technical committee may be proposed at a regularly scheduled meeting of the Executive Committee.
- (b) The Chair of the Division shall be responsible for evaluating the status of a committee proposed for termination and reporting the status at the next scheduled meeting.
- (c) The Executive Committee shall review the report of the Chair and vote to retain or terminate the committee. Termination is approved by a majority vote of the Executive Committee.

- 5. Each committee shall encourage the presentation of technical papers and information and shall cooperate with the IDETC Executive in obtaining outstanding presentations.

Section 3. Special Committees

- 1. Special committees may be appointed in accordance with Article VII, Paragraph 3, of the Constitution for a term of one year. The committee may be re-appointed as often as necessary to accomplish the purpose of the committee.
- 2. The Chair of the Division shall make all appointments to the special committees and designate the chair of each special committee.

Section 4. Advisory Committee

1. The Advisory Committee shall be composed of the five immediate past Chairs of the Division.
2. The immediate past Chair of the Division shall be the Chair and Secretary of the Advisory Committee.
3. The Advisory Committee shall meet as necessary in conjunction with one of the meetings of the Division.
4. The Advisory Committee shall provide input as requested to the Chair and to the Executive Committee of the Division.

Section 5. Finance Committee

1. The Finance Committee shall be composed of the Vice-Chair of the Division, the Chair of the Division and the immediate past two chairs.
2. The Chair of the committee shall be the Vice-Chair of the Division.
3. The Finance Committee shall:
 - (a) Meet at least once each year in conjunction with one of the meetings of the Division.
 - (b) Review the income and projected expenses of the Division and make recommendations to the Executive Committee.
 - (c) Review and evaluate criteria policies for the allocation of funds to the technical and standing committees. Policy recommendations will be made to the Executive Committee.

Article III. Committee Functions

Section 1. Executive Committee Quorum

Five members shall constitute a quorum providing one of these members is the Chair or Vice-Chair or a member of the Executive Committee designated by the Chair in writing to act on behalf of the Chair.

Section 2. General Committee Quorum

An Executive Committee quorum plus the General Committee members in attendance shall constitute a quorum.

Section 3. Vacancies on Committees

1. A standing, special, Advisory or Finance committee having a vacancy may submit nominees to the Chair of the Division for the Chair's approval or request the Chair of the Division to make an appointment.
2. The Chair of the Division shall attempt to fill all standing, special, Advisory or Finance committee vacancies within ninety days.
3. Technical committee vacancies shall be filled in accordance with the operating procedures of the affected committee.

Section 4. Committee Reports

1. The chairs of all committees shall annually submit written reports of their committees' activity and / or progress to the Secretary of the Executive Committee to be included in the minutes for the Executive Committee or General Committee meetings held during the IDETC, and at other times if requested by the Chair of the Division.
2. The chair of each standing and special committee shall annually submit to the Secretary of the Executive Committee the names, contact information and the duration of the terms for all committee officers, to be included in the minutes for the Executive Committee or General Committee meetings held during the IDETC, and updated as necessary.
3. The chair of each technical committee shall annually submit to the Technical Committee Executive the names, contact information and the duration of the terms for all committee officers, members, and chairs of current and future technical conferences, to be included in the minutes for the General Committee meeting held during the IDETC, and updated as necessary.

Article IV. Division Reports

1. The Chair and Secretary of the Division shall submit written reports to the Executive and General Committees at the close of the administrative year and at other times as appropriate.
2. The Chair of the Division shall submit written reports to the Vice-President of the Systems and Design Group at the close of the administrative year and at other times as appropriate.

Article V. Conference

Conferences sponsored in accordance with Article IV, Paragraphs 4 and 5 of the Constitution shall generally follow the current guidelines published by ASME.

Article VI. Editors

1. The Editors shall act as liaisons between the Executive Committee and the journals associated with the Division.
2. At least six months prior to the completion of the Editor's term, he/she may submit the names of up to three candidates for a successor to the Executive Committee, after consultation with the Technical Committees. The candidate who receives a majority vote of the Executive Committee will be selected and his/her name will be forwarded to the ASME Publications Committee for approval. If there is no majority then the nomination process will become open, the Executive Committee will seek nominations from the Technical Committees and others in the DED community, and the selection will again be made by majority vote of the Executive Committee.
3. On years prior to the completion of the term of one or more Associate Editors, the Editors shall submit for approval names of candidate Associate Editors to the Chair of the Division. Nominations for Associate Editors shall be submitted prior to the meeting of the Executive Committee held at the International Design Engineering Technical Conferences. Nominees for Associate Editor are approved by majority vote of the Executive Committee. Following approval by the Chair of the Division, the Editor(s) shall forward the candidate's name(s) to the ASME Publications Committee for approval.
4. The Editors shall report on the status of journals associated with the Division at meetings of the Executive and General Committees.
5. The Editors shall establish policy for forwarding papers submitted to the International Design Engineering Technical Conferences to the journals associated with the Division. The Editors shall communicate this policy to the IDETC Executive and / or the conference chairs.

Article VII. Interpretation

Provisions in these Bylaws shall be interpreted by the Constitution and Bylaws Committee in accordance with the Constitution, Bylaws and Rules of the Society.

Article VIII. Amendments

1. Amendments to the Bylaws shall be acted upon at a meeting of the Division.
2. Proposed amendments to the Bylaws shall be submitted in writing to the Chair of the Constitution and Bylaws Committee and to the Secretary and / or Chair of the Division three months prior to the meeting of the Division during which the amendments are to be acted upon.

3. Once amendments are approved by the Constitution and Bylaws Committee, copies of the amended Bylaws shall be submitted to members of the Executive, Advisory and General Committees thirty days prior to the meeting of the Division.
4. The Bylaws of the Division may be amended by the approval of two-thirds or more of a quorum of the General Committee as defined in Article III, Section 2.
5. After approval by the Division, amendments shall be submitted to the Systems and Design Group Operating Board, for approval and publication.

Part III. Operating Procedures of the Executive Committee

Article I. Chair

1. The Chair shall communicate with members of Executive Committee and the Chairs of the standing, technical, special and Advisory committees on matters of interest to the Division.
2. The Chair shall communicate with members of ASME Headquarters Staff on matters of interest to the Division.
3. The Chair shall call meetings of the Division and coordinate with the Secretary to establish meeting agendas.
4. The Chair shall preside at all meetings of the Executive and General Committees of the Division.
5. The Chair shall serve as delegate to the Systems and Design Technical Group Operating Board and provide reports to the Group.
6. The Chair shall provide status reports of the division as a whole to members of the Executive Committee and the standing, technical, special and Advisory committees.
7. The Chair shall authorize payment of invoices in conjunction with the Vice Chair/Treasurer of the Design Engineering Division and coordinate payments through ASME Headquarters Staff.
8. The Chair shall appoint standing committees and technical committee chairs prior to taking office.
9. The Chair shall make special committee and liaison representative appointments.
10. The Chair shall approve Associate Editors of the Division's journals in accordance with Article VI, Paragraph 3 of the Bylaws.

Article II. Vice Chair/Treasurer

1. The Vice Chair/Treasurer shall assume responsibilities of the Chair when the Chair is unavailable.

2. The Vice Chair/Treasurer shall serve as an alternate for the Division at meetings of the Systems and Design Technical Group.
3. The Vice Chair/Treasurer shall head the Finance Committee. The Vice Chair/Treasurer shall establish policy in consultation with the Executive Committee related to the Division's custodial account.
4. The Vice Chair/Treasurer shall maintain records for the Division related to income and expenses. The Vice Chair/Treasurer shall report on the status of the custodial account at meetings of the Division.
5. The Vice Chair/Treasurer shall maintain a roster of members of the standing, special and Advisory committees of the Division.
6. The Vice Chair/Treasurer shall attend meetings of the standing, special and Advisory committees of the Division and maintain an awareness of the Division.
7. The Vice Chair/Treasurer shall prepare a list of incoming chairs and appointees to technical and standing committees three months prior to taking the office of Chair.

Article III. Design Engineering Technical Conference Executive

1. The Design Engineering Technical Conference (IDETC) Executive shall act as the liaison between the Executive Committee and the Chair(s) of the International Design Engineering Technical Conferences. The IDETC Executive shall also act as the liaison between the Executive Committee and the Chair of each individual conference participating in the Design Engineering Technical Conference.
2. The IDETC Executive shall solicit reports from the Chair(s) of the International Design Engineering Technical Conferences for reporting at meetings of the Executive and/or General Committees. The IDETC Executive shall coordinate Chairs for past, current and future conferences.
3. The IDETC Executive shall act as the liaison between the Executive Committee and the Chair of any technical conference sponsored by the Division but independently of the IDETC.
4. The IDETC Executive shall solicit reports from the Chair of any technical conference sponsored by the Division, but held independent of the IDETC, for reporting at meetings of the Executive and/or General Committees.
5. The IDETC Executive shall call meetings for those interested in planning conferences.
6. The IDETC Executive shall coordinate with the Technical Committee Executive to determine the needs of the standing, technical, special, Advisory and Finance committees

in scheduling meetings at the International Design Engineering Technical Conferences. The IDETC Executive shall coordinate a meeting schedule with the IDETC conference chair(s) and communicate these needs to ASME Headquarters Staff three months prior to the conferences so that meeting times and rooms can be arranged.

7. The IDETC Executive shall attend as many meetings of the technical, standing, and special committees as possible.

Article IV. Technical Committee Executive

1. The Technical Committee Executive shall coordinate the divisional needs of the technical committees and communicate them to the Chair.
2. The Technical Committee Executive shall attend as many meetings of the technical committees as possible.
3. The Technical Committee Executive shall coordinate activities of the Division at the International Mechanical Engineering Conference and Exhibition (IMECE). The Technical Committee Executive shall attend the general planning meeting held annually at the IMECE for future IMECEs and requests sessions for the Division. The Technical Committee Executive shall set deadlines for technical committees to submit session titles, session chairs and papers for IMECE sessions sponsored by the Division.
4. The Technical Committee Executive shall establish a calendar for all current year and future conferences. The calendar shall identify conference chairs and participation by divisions. The Technical Committee Executive shall distribute the conference calendar to members of the Executive, standing, technical, special, and Advisory committees and conference chairs.
5. The Technical Committee Executive shall contact standing, technical, special, Advisory and Finance committee chairs three months prior to the National Design Engineering Conference to determine the needs of the committees for scheduling meetings at the NDEC. The Technical Committee Executive shall forward this information to the Chair of the NDEC Committee.

Article V. Secretary

1. The Secretary shall communicate with members of the Executive Committee and Chairs of the standing, technical, special and Advisory committees to compile potential agenda items for meetings of the Executive and General Committees. The Secretary shall confer with the Chair to establish meeting agendas. The Secretary shall distribute agendas two months prior to the meetings.
2. The Secretary shall take minutes of the Executive and General Committee meetings.

3. The Secretary shall request and collect committee reports for inclusion with the minutes of the meetings.
4. The Secretary shall distribute meeting minutes to all members of the Executive and General Committees within 30 days after the meeting.
5. The Secretary shall maintain a roster of members from each technical committee of the Division. The Technical Committee Executive shall distribute the roster of technical committee members to all members of the Executive Committee.
6. The outgoing Secretary shall coordinate with the incoming Secretary in establishing agendas and taking and distributing minutes. The outgoing Secretary shall invite the incoming Secretary to participate in Executive and General Committee Meetings prior to taking office.
7. The Secretary shall attend meetings of the standing, technical, and special committees as often as possible.
8. The Secretary shall serve as apprentice for the Design Engineering Technical Conference Executive or the Technical Committee Executive according to the next position that will be assumed by the Secretary. As apprentice for the Technical Committee Executive, the Secretary will also be an alternate representative to the international Mechanical Engineering Congress and Exposition.

Article VI. Publications Executive

1. The Design Engineering Publications Executive shall act as the liaison between the Executive Committee and the Journal Editors. The Publications Executive shall also act as the liaison between the Executive Committee and other publications activities of the Division where appropriate.
2. The Publications Executive shall solicit reports from the Division's Journal Editors for reporting at meetings of the Executive and/or General Committees.
3. The Publications Executive shall facilitate communication and sharing lessons learned among the Division's journals.
4. The Publications Executive shall monitor the Division Journal's revenue and the revenue distribution formulas.
5. The Publications Executive shall be the representative to the Systems and Design Group (SDG) Operating Board's Committee on Publications as required by the SDG.
6. The Publications Executive shall coordinate Divisions activities and communications with the ASME Publications Committee.

Article VII. Honors and Awards Chair

1. The Design Engineering Honors and Awards Executive shall oversee and coordinate all of the Division's and Technical Committees' honors and awards activities.
2. The Design Engineering Honors and Awards Executive shall chair the Honors and Awards Committee.
3. The Honors and Awards Executive shall maintain a complete and up-to-date list of all of the Division's and Technical Committees' honors and awards and the corresponding accounts and their current balances.
4. The Honors and Awards Executive shall develop plans to enhance Divisions activities in Honors and Awards.
5. The Honors and Awards Executive shall be the representative to the Systems and Design Group (SDG) Operating Board's Committee on Honors and Awards as required by the SDG.

Article VIII. Immediate Past Chair

1. The Immediate Past Chair shall chair the Nominating Committee to select incoming members of the Executive Committee according to Article I, Paragraph 2 of the Bylaws.

The Immediate Past Chair shall report results of Advisory Committee functions to the Executive Committee.

Article VIII. Interpretation

1. Provisions in these Operating Procedures shall be interpreted in accordance with the Constitution, Bylaws, and Rules of the Society.
2. Provisions in these Operating Procedures shall also be interpreted in accordance with the Constitution and Bylaws of the Division.

Article IX. Amendments

1. Amendments to the Operating Procedures shall be acted upon at a meeting of the Division.

2. Proposed amendments to the Operating Procedures shall be submitted in writing to the Chair of the Constitution and Bylaws Committee and to the Secretary and/or Chair of the Executive Committee three months prior to the meeting of the Division during which the amendments are to be acted upon.
3. Once amendments are approved by the Constitution and Bylaws Committee, copies of the amended Operating Procedures shall be submitted to members of the Executive, Advisory, and General Committees thirty days prior to the meeting of the Division.
4. The Operating procedures of the Division may be amended by the approval of two-thirds or more of a quorum of the General Committee as defined in Article III, Section 2 of the Bylaws.
5. After approval by the Division, amendments shall be submitted to the Systems and Design Group Operating Board, for approval and publication.