

# **Electronic and Photonic Packaging Division**

## **By-Laws**

DATE: October 9<sup>th</sup> 2008

## **PREFACE**

The provisions of the Constitution and By-Laws and Society Policies established by the Board of Governors of the Society shall govern the procedure of all units of the Society, but no action or obligation of such units shall be considered an action or obligation of the Society as a whole. [Article C 5.1.2, ASME Constitution and By-Laws]

### **Article I – NAME**

1. This Division shall be known as the Electronic and Photonic Packaging Division (EPPD) of the American Society of Mechanical Engineers (ASME).
2. The EPPD shall report to the Systems and Design Technical Group (SDTG) of the ASME.
3. The Electronic and Photonic Packaging Division shall hereinafter be referred to as the Division.
4. The American Society of Mechanical Engineers shall hereinafter be referred to as the Society.

### **Article II – PURPOSE AND SCOPE**

1. The purpose of this Division shall be to:
  - a. Constitute a professional division of the Society in accordance with the Constitution, By-Laws and Rules of the Society, in the field of electrical, electronic, and photonic packaging.
  - b. Promote the art, science, and practice of electrical, electronic, and photonic packaging and related emerging technologies.
  - c. Encourage and foster research, development, and dissemination of reliable data and results of engineering importance pertaining to subjects within the Division's scope of activities.
  - d. Encourage the interchange of ideas among professionals by encouraging the preparation and publication of papers in the field of electrical, electronic, and photonic packaging and encourage collaborations between academia, industry and national labs.
  - e. Encourage the formation of technical Chapters of the Division in the global Sections and Subsections of the Society such that the local membership may conduct the activities of the Division on the geographical area of the societal unit.
  - g. Direct attention to outstanding engineering achievements in the field of electrical, electronic, and photonic packaging and to recommend suitable recognitions by the Division and/or the Society for such achievements.



2. The affairs of the Division shall be managed by the Executive Committee of the Division, which shall hereinafter be designated as the EPPD Executive Committee. The EPPD Executive Committee shall hereinafter be referred to as the Executive Committee.
3. The Executive Committee shall consist of five elected members with voting power and three ex-officio members to be determined by the Executive Committee and appointed by the chair of the Division. The ex-officio members may include any of the following: the editor of the Journal of Electronic Packaging, the immediate past chair of the Executive Committee, the current EPPD track chair at IMECE, or any other EPPD member that the Executive Committee feels can help the Division through his/her membership in the Executive Committee.
4. The Executive Committee members with voting power are as follows:
  - a. Chair (also serves as Chair of the Division)
  - b. Vice Chair (also serves as Vice Chair of the Division)
  - c. Treasurer (also serves as Treasurer of the Division)
  - d. Secretary (also serves as Secretary of the Division)
  - e. Member-At-Large
5. Each year an open nomination shall be conducted within the Division to elect the new Member-At-Large of the Executive Committee. The Member-At-Large elect shall commit to serve for a five-year term with annual rotation through the following seniority ladder: Member-At-Large→Secretary→Treasurer→Vice Chair→Chair.

The Executive Committee should try to maintain a membership balance to ensure that the areas of thermal management and applied mechanics are both well represented. The Executive Committee should also try to maintain good representation and balance between academic and industrial members.

6. Fifty percent of the Executive Committee (that includes three voting members) shall constitute a quorum, providing one of these members is the chair or chair designee, designated by the chair in writing to act for the chair.
7. The Chair, Vice Chair, Secretary, Treasurer and the immediate past Chair of the Division shall give a written and/or oral report to the Executive Committee and/or the general membership at the Congress and at the close of the administrative year. In addition, the editor of the JEP should submit a written report as well as present it at the Congress and at the close of the administrative year.
8. The chair of the Division shall appoint prior to January 1 a Nominating Committee consisting of one member from the Executive Committee, one member from the Advisory Committee, and two members from the General Committee, typically representing a balance among industry, research, and education. The Executive Committee member shall be chair of the Nominating Committee. The function of the Nominating Committee shall be to solicit nominations, evaluate nominees, and recommend a slate of candidates to the Executive Committee, for election and appointment to the Member-At-Large position of the Executive Committee in accordance with Article III, Clause 5 of the By-Laws. Every member of EPPD in good standing is eligible to submit nominations (including self-nominations) to the chair of

the Nominating Committee. All nominations must be accompanied by a resume and one page summary of achievements and ASME related activities. The processes of selection, nomination and voting to elect the new Member-At-Large should be completed before June of each year.

#### **Article IV: MEETINGS**

1. There shall be at least one meeting of the Executive Committee each year.
2. Additional meetings of the Executive Committee may be called by the chair or by any three members of the Executive Committee at such times and places as they may select.
3. Notice stating the time, place and agenda for all meetings of the Executive Committee shall be given in writing by the secretary to each member of the Executive Committee no less than 15 days and no more than 30 days prior to the meeting.
4. One half of the voting Executive Committee members (three), including either the chair or his designee must be present to constitute a quorum. Proxy may represent members not present.
5. Except where specifically stated, otherwise all actions of the Executive Committee shall be determined by a simple majority of those members voting.

#### **Article V – COMMITTEES**

1. The Executive Committee of the Division shall be constituted as specified in Article III of the By-Laws
2. The General Committee shall consist of the Executive Committee and the chairs of Advisory Committee, Technical Committees, other Standing Committees, Special Committees, and Liaison Representatives appointed by the Chair of the Division and such other members as the Chair may designate..
  - a. The General Committee shall assist the Executive Committee in the conduct of the Division's activities. The members shall represent the various interests of the Administrative and Technical committees and shall communicate the actions of the General Committee to their constituencies.
  - b. The Chair of the Division shall make appointments or reappointment to the General Committee annually at the beginning of the administrative year of the Society.
  - c. The Chair, Vice Chair, Secretary, and Treasurer of the Division shall be respectively the chair, vice chair, secretary and treasurer of the General Committee.
  - d. An Executive Committee quorum plus a simple majority of the General Committee membership shall constitute a quorum.
  - e. All members of the General Committee must be members of the Society.

3. The Advisory Committee shall consist of the five most recent past chairs of the Division, and its members shall serve five year terms.
  - a. The immediate past chair shall serve as chair of the Advisory Committee.
  - b. The Advisory Committee shall assist, advise, and counsel the Executive Committee in the conduct of the Division's activities.
4. Technical Committees shall be formed as appropriate to represent the interest of the membership within the scope of the Division's activities. Petitions for new technical committees shall be presented to the Executive Committee for approval. The Petition shall describe the development plan for the Committee and shall list the membership of the proposed Committee.
5. Administrative Committees may be formed by the Executive Committee to conduct the business of the Division.
  - a. Administrative Committees shall consist of a chair and as many other members as necessary to carry out the work of the Committee. The Administrative Committee chair will report to the Executive Committee.
  - b. Administrative Committees may include the following activities:
    - International Mechanical Engineering Congress and Exhibits (IMECE)
    - Program Representative
    - Papers Review
    - Long Range Planning
    - Publicity
    - Constitution and By-Laws
    - Meeting and Paper Coordinator
    - Publications
    - Membership Development
    - International Liaison
    - Government and Industry Relations
    - Professional Development
    - Honors and Awards
6. The chair may appoint a liaison representative to other organizations. The term of office shall be one year; reappointment may be made for successive one-year terms.
7. A Committee having a vacancy may submit nominees to the Chair of the Division for approval or request that the Chair of the Division make an appointment.
8. The Chair of the Division shall fill all committee vacancies within 90 days.
9. Chairs of all Committees shall submit written reports of their committee activity to the secretary of the Division at the Congress and at the close of the administrative year, and at other times if requested by the chair of the Division. The close of the administrative year report shall be at least 30 days prior to the Summer Annual Meeting of the Society.

10. Technical Committees shall not be limited in their depth and breadth, but shall cover all areas of electronics and photonics.
11. Each Technical Committee shall organize sessions and review abstracts and papers submitted in response to Call for Abstracts/Papers in its technical interest areas.
12. Each Technical Committee shall have no fewer than three members. At least two members shall be active in, or be recognized authorities in, the industries appropriate to the activities of the Committee.
13. Each Committee shall initiate additional and future appointments in the following manner:
  - a. Each Committee chair shall submit for approval names of candidate members to the Division chair prior to the Congress.
  - b. Each Committee shall select new officers or reappoint current officers and submit the slate for approval to the Division chair prior to the Congress.
14. Administrative and Technical Committees of the Division shall be created at the discretion of the Executive Committee as necessary to conduct the affairs of the Division. The Technical Committees are Standing Committees, and members of each Technical Committee are required to elect a new chair and co-chair every two years. In the event this does not happen, the Executive Committee should intervene and conduct an election, or re-organize that Technical Committee. Upon the creation of a new Administrative Committee, the Executive Committee shall designate the operation period of that committee. At the end of the designated period of such a committee, if the Executive Committee does not grant an extension, then that committee will cease to exist.
15. Any technical committee that is inactive at the Congress for two consecutive years can be dissolved by the Executive Committee at the Congress in that second year.

## **Article VI – ADMENDMENTS**

1. Amendments to the By-Laws shall be acted upon at one of the Division meetings.
2. Proposed amendments to the By-Laws shall be submitted in writing to the Chair of the Division and the Division Secretary at least one month prior to the meeting of the Division during which the amendments are to be acted upon.
3. The Chair of the Division shall form an *ad-hoc* Consitution and By-Laws Committee to review the proposed admendments. Once the amendments are recommended by the Constitution and By-Laws Committee, copies of the amended By-Laws shall be submitted to the Executive Committee, Advisory Committee and general members 30 days prior to the meeting of the Division.
4. The recommended admendments of By-Laws of the Division shall be implemented with the approval of two thirds or more of the Executive Committee, Advisory Committee and general members in attendance in a properly constituted meeting of the Division.