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BY-LAWS
OF THE
SOLID WASTE PROCESSING DIVISION
THE AMERICAN SOCIETY OF MECHANICAL ENGINEERS

ADOPTED November 17, 1972
AMENDED September, 1973
 February, 1977
 November, 1979
 September, 1985
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 March 6, 1992

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(February 24, 2002)

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THE AMERICAN SOCIETY OF MECHANICAL ENGINEERS

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I. NAME

The name of this organization shall be the Solid Waste Processing Division of the American Society of Mechanical Engineers. Also referred to as the SWPD or the Division in this document and elsewhere.

II. OBJECTIVES

The objectives of the ASME Solid Waste Processing Division are to:

- 1) Collect, correlate, peer review and disseminate accurate information developed by the engineering profession, industry and government. The Division will work toward this end through publications, seminars, ~~inspections~~, professional development and conferences.
- 2) Encourage and foster research and development which will result in improved design, construction and operation of solid waste processing and disposal facilities.
- 3) Cooperate with other established groups in the development of codes and standards.
- 4) Establish and maintain liaison with governmental, industry and environmental groups to help foster cooperation in matters of mutual concern.
- 5) Promote proper management practices for the ultimate disposal of solid waste materials, including thermal conversion, resource recovery, recycling and landfill, for the general benefit of society.

III ACTIVITIES

Specific areas wherein the Division shall concentrate its efforts are to include:

- 1) Compiling and correlating technical and other information of interest and benefit to the profession and the industry.
- 2) Encouraging and fostering research and development and the publication of significant data which will result in improvements in the design, construction and operation of facilities in ~~this specialized field that process solid waste.~~
- 3) Disseminating technical and industrial information through manuals, technical papers and other means. This information includes but is not limited to: facility compliance, good engineering practice, operational experiences, materials for applications, environmental performance, design and construction of solid waste processing facilities and components.
- 4) Organizing ~~inspections~~ tours of solid waste processing facilities, technical meetings, seminars and conferences, and publishing the transactions thereof. Upon the requests of facilities: organize inspections, training sessions and other site visits to assist the facilities with good operating practices or help to overcome specific problems.

- 5) Cooperating with other Divisions in the Society and other professional groups, Societies and Committees with respect to standardization, research, preparation of technical papers, and meetings so as to avoid duplication of effort.
- 6) Establishing and maintaining liaison with governmental groups with a view towards cooperating with them in all matters of concern to this field of endeavor.
- 7) Directing attention to outstanding engineering achievement in the field of solid waste processing for disposal, recovery, recycling and reuse and recommending suitable recognition for such achievement.
- 8) Assuring that the activities of this Division will be directed by members of the Society who have attained prominence and prestige in the field, and have shown, by activity in the Division, the necessary ability and willingness to discharge such responsibilities.

IV. ORGANIZATION

The Division shall be organized under the Constitution, By-Laws and Rules of THE AMERICAN SOCIETY OF MECHANICAL ENGINEERS. Any conflict between these By-Laws and the Constitution, By-Laws and Rules of the Society shall be resolved in favor of those of the Society.

The Division is heavily industry based. Member's and volunteer's time has become scarce as the industry is in the mist of a decade long environmental retrofit program and other major challenges. The Division has adopted a team based organization to ensure important functions of the Division can carry on in a more seamless manner. Each of the Division officers will team with another executive committee member and applicable standing committee members to ensure the Division achieves objectives while providing activities.

INSERT SWPD ORGANIZATION CHART HERE AT FINAL EDIT

V. PARTICIPATION

Participants in this Division shall be members of the Society and other persons involved in an executive, technical, research or operating function in the solid waste processing industry including thermal and other processing, disposal, recycling and energy recovery, or in the academic community. Participants from cooperating groups that attend the Annual North American Waste to Energy Conference will be considered participants in the Division. Representatives from operating solid waste processing facilities who attend Facility Operator Committee meetings will be considered participants in the Division. All participants will strongly be encouraged to become ASME members of the appropriate grade.

Only members of the ASME are eligible to hold Division or committee office.

VI. EXECUTIVE COMMITTEE

1) The management of the business and affairs of the Division shall be vested in an Executive Committee composed of ~~five~~ **six** members of the Division. The ~~five~~ **six** voting members are appointed by the Vice-President of the Environment and Transportation Technical Group Operating Board upon the nomination of the Executive Committee, as follows: Prior to February 15th of each year, the Executive Committee of the Division shall nominate to the Operating Group Vice-President the name of the proposed new member. If confirmed by the Operating Group Vice-President, the new member will take office at the close of the Society's Summer Annual Meeting. Each member so nominated and appointed shall be appointed to serve for a period of ~~five~~ **six** years. Each year the Executive Committee shall normally nominate one member for a ~~five~~ **six** year term. Vacancies shall be filled by appointment of the Executive Committee subject to the approval of the Operating Group Vice-President. ASME members of the Division are encouraged to submit names of eligible candidates to the Executive Committee for consideration for nomination to the Executive Committee.

~~The Executive Committee shall obtain the advice of the Division Advisory Committee on all nominations to the Executive Committee. (See Sec. V111, A.1)~~

2) The new Executive Committee shall organize itself by electing its officers prior to May 15 each year, to take office at the close of the Summer Annual Meeting. The Executive Committee shall elect from its membership a Chairman; Vice-Chairman and Regional Chapter Coordinator; Secretary Treasurer; Technical Program Coordinator; and Standing Committee Coordinator. The Executive Committee Chairman, Vice Chairman and Secretary Treasurer shall also serve as Division Chairman, Vice Chairman and Secretary Treasurer, respectively. ~~The Chairman may appoint members of the Executive Committee to be responsible for other duties such as Treasurer, Meetings Coordinator or any other major activity of the Division.~~ **One other executive committee member will be assigned to team with each of the officers, helping to perform those duties assigned to that officer.** No one individual shall serve more than two (2) consecutive full one-year terms as Chairman or Vice Chairman.

3) ~~The Executive Committee, upon the advice of the Advisory Committee nominating committees of the various technical and standing committees received not later than January 1 of each year, shall appoint the officers of these standing and technical committees. The Division Chairman shall appoint members to fill any vacancy in these committees, subject to the approval of the Executive Committee.~~

4) The Executive Committee shall meet at least three times each year. In addition to the regular business of the Division, the Executive Committee shall provide an opportunity to any member of the Division who shall have petitioned the Chairman, to bring before it any matter of interest (and ruled in order) to the Division. Additional meetings may be called by the Chairman, or requested by two members of the Executive Committee. Robert's Rules of Order shall be followed at all business meetings of the Executive Committee.

5) ~~Four~~ **Three** members shall constitute a quorum, but at least three ~~(3)~~ **two (2)** of these members must be actually present and not represented by proxy. All actions of the Executive Committee shall be determined by a majority vote (the Chairman voting) of the members present and voting, except where specifically stated otherwise.

6) ~~The Executive Committee may meet and vote via tele-conference for action on specific issues that can not wait until the next regular meeting. In such case an agenda and all information shall be provided to members in advance. Order and minutes of such meetings will be kept as with the regular meetings~~

7) All withdrawals from the Custodian Fund must be countersigned by the Division Chairman and one other member of the Executive Committee, jointly. All other expenditures authorized by the Executive Committee must be approved by the appropriate Division officer or Committee Chairman. {Moved from X.6}

8) Appeal from Division Executive Committee Action

On petition, over signature of twenty-five ASME members identified with the Solid Waste Processing Division activities, any decision, action, or failure to act on an important matter by the Division Executive Committee may be referred to the Environment and Transportation Technical Group Operating Board for a hearing. {Moved from X.8}

VII. DUTIES OF OFFICERS

1) Division Chairman

The Division Chairman is the spokesman and official representative of the Division to any other Division, group, the public and to the ASME. The Division Chair will provide for effective Intra-Society and Inter-Society relations and partnerships. The Division Chair shall preside at all meetings of the Solid Waste Processing Division and the Executive Committee.

The Division Chair will take overall charge of the Divisions management, finances and programs. The Chair will help to facilitate meetings, paper reviews and reports. The Division Chair will be a major contributor of articles for the newsletter.

2) Division Vice Chairman

In the absence of the Division Chairman, The Division Vice Chairman assumes all the duties of the, Chairman. In the event of a vacancy in the office of Chairman, he will assume the duties of the office until a new Chairman is elected as heretofore provided. He shall also coordinate the activities of the regional chapters of the Division.

The Division Vice Chair will work with members and ASME International Staff to plan and manage Division programs, committee programs and meetings of the Division. The Division Vice Chair will work with members of the Advisory Committee to evaluate proposals and applications for training and scholarships, and make recommendations for funding and approval to the Executive Committee.

3) Division Secretary Treasurer

The Division Secretary Treasurer shall work with ASME International staff to keep accurate records of the Division and its finances, conduct its correspondence and any other similar duties the Division Chairman may assign. The Secretary Treasurer shall be the member of the Executive Committee that serves as the recording secretary of the Executive and Administrative Committees and is the custodian of the Division By-Laws and Manual of Practices.

Secretary Treasurer will work with the Division Chair, another member of the Executive Committee and the ASME International Staff to process expenses and revenues, execute contracts and assure all expenditures are properly approved by the Executive Committee and co-signed by the Division Chair and one other member of the Executive Committee. The Secretary Treasurer will review the accounts kept by ASME International and submit the reports to the Executive Committee.

The Secretary Treasurer will provide for the publicity of the division, serving as Newsletter

Editor and Webmaster. Secretary Treasurer will initiate and facilitate membership programs to attract and retain members, and develop members to take on leadership roles within the Division and the Society. The Secretary Treasurer may appoint a Newsletter Editor, Webmaster or assistants for specific functions subject to Executive Committee approval.

The Secretary Treasurer will work with members of the Advisory Committee to evaluate proposals and applications for awards and honors, and make recommendations for approval to the Executive Committee and the Society.

4) ~~Technical Program Coordinator~~

~~The Technical Program Coordinator shall be a member of the Executive Committee. He shall coordinate the activities and programs of the technical committees and such other committees as the Executive Committee may designate. He shall prepare an outline of the Division's technical program for Executive Committee approval one year in advance and shall coordinate its implementation.~~

5) ~~Standing Committee Coordinator~~

~~The Standing Committee Coordinator shall be a member of the Executive Committee. He shall coordinate the activities and programs of the standing committees and such other committees as the Executive Committee may designate, excepting only those standing committees which are specifically designated as reporting directly to the Division Chairman.~~

6) ~~Division Treasurer~~

~~The Division Treasurer shall be appointed by the Division Chairman subject to the approval of the Executive Committee. He shall be a voting member of the Administrative Committee. His duties are to keep accurate financial records of the Division, prepare an annual budget for submission to the Executive Committee for its approval at the last meeting in the Spring, keep its funds in a safe depository and receive contributions. He shall transmit to the Division Custodian Fund such monies as are directed by the Executive Committee to be transferred. He shall keep for the Division and disburse for it all other funds as directed by the Executive Committee. He shall keep accurate records of membership contributions. He shall maintain contact with and receive statements from assistant treasurers for regional chapters. He may appoint other assistants, subject to the approval of the Executive Committee.~~

4) Group Operating Board Representatives

The Division Chairman and Division Vice-Chairman shall serve as the Division's Representative to the Environment and Transportation Technical Group Operating Board. They shall represent the Division on all matters of concern to the Division that might come before the Group Operating Board and shall report on such matters back to the Division.

VIII REGIONAL CO-CHAIRS

Regional Co-Chairs will be appointed by the Executive Committee to serve a non-specific terms. Initially three Co-Chairs will be appointed to represent each of the existing regional chapters which will cease to exist as entities with this revision of the Division bylaws. Regional Co-Chairs can be added or reduced by the Executive Committee as deemed needed to achieve the Divisions mission.

Regional Co-Chairs will work with the Division Chair and the Executive Committee to ensure programs and activities are provided at a level needed to support the Division's members and the industry in that region of North America and abroad. Region Co-Chairs will act as a liaison for the Division with local ASME Sections, universities and solid

waste processing facilities throughout their region. Regional Co-Chairs will search out and contact new facilities and academic programs to offer specific help and participation with the Division.

Regional Co-Chairs will serve with the Secretary and Treasurer as the Membership Committee. This committee is charged with the responsibility of recruiting new participants in the Division among ASME members and other engineers, technicians and persons in the field of solid waste disposal. It shall maintain a current roster and mailing list of Division participants. It shall also endeavor to bring qualified individuals into the Society. {this was moved from VII.8.3}

IX. NORTH AMERICAN WASTE TO ENERGY CONFERENCE CHAIR (NAWTEC)

The NAWTEC Conference Chair will be appointed by the Executive Committee for a non-specific period. The Conference Chair will act as ASME's representative to the NAWTEC Committee. The Conference Chair will work with the Executive Committee, the Papers and Professional Development Committee and ASME International Staff to ensure the continuing success of this conference.

The Conference Chair will work with the NAWTEC partners to develop a conference budget for future NAWTECs, and will report to the Executive Committee on NAWTEC conference finances.

The Conference Chair will work with NAWTEC Partners, the Papers and Professional Development Committee and ASME International Staff to ensure a professional conference proceedings that meets the standards and needs of ASME and the NAWTEC partner societies, groups and agencies.

VII. ADMINISTRATIVE COMMITTEE

- ~~1) The Administrative Committee is to assist the Executive Committee in the conduct of Division activities. The committee shall be composed of members of the Executive Committee, the chairmen of all standing and technical committees and regional chapters and the Division Treasurer. All shall be voting members. Its members shall represent the Division in the Regions in which they reside, particular in connection with activities of Sections of the Society and other local associations.~~
- ~~2) The Administrative Committee shall meet in September each year and at other times as called by the Division Chairman. Notices of Administrative Committee meetings shall be in writing and shall be mailed at least two weeks prior to the date set for the meeting. Other members of the Division may attend meetings of the Administrative Committee without voting rights. The meeting shall be presided over by the Division Chairman or in his absence by the Division Vice Chairman. In the absence of both officers, a Chairman pro tem shall be elected by the members present. The business of this Committee shall be determined by a majority vote of the members present and voting. The Executive Committee shall submit the annual budget to the Administrative Committee for approval at the September meeting each year.~~

3) & 4) Moved to Advisory Committee section.

X. COMMITTEES

Standing, technical and special committees shall be maintained and constituted from time to time to carry out the objectives of the Division. A new technical committee may be constituted by an action of the Executive Committee on its own initiative or upon petition, in writing, by 25 ASME members of the Division. Similarly an existing technical committee may be abolished or merged with another technical committee. Special committees other than purely technical in nature shall be created and may be abolished by an appropriate action of the Executive Committee. Vacancies due to any reason resignation, incapacity or death shall be filled by appointment by the Executive Committee Chairman, for the unexpired term.

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The Executive Committee shall appoint the officers and members of all standing and special committees and the chairmen of all technical committees. Division members may choose the technical committees they wish to join. Except as otherwise provided by these By-Laws the terms of office of all standing and technical committee officers and of all standing committee members shall begin at the close of the Society's Summer Annual Meeting and shall terminate at the corresponding meeting of the following year.

A. Standing Committees

~~All Standing Committees report to the Standing Committee Coordinator member of the Division Executive Committee except as otherwise provided. Additional details may be obtained in reference to duties of Standing Committees and committee officers in ASME Manual MS-11, Professional Divisions Manual.~~

~~For proper conduct and viability of this Division, the following Standing Committees are constituted:~~

A. Advisory Committee

The Advisory Committee shall be composed of the five most recent past Division Chairs, Regional Co-Chairs, standing and technical committee chairs. The immediate past Division Chair shall be the Chair of this Committee. The duties of this Committee shall be to assist, advise and counsel the Executive Committee in the conduct of the Divisions' activities. The Advisory Committee shall report directly to the Division Chair.

Prior to November 15 each year, the Advisory Committee shall recommend to the Executive Committee one or more ASME members of the Division for nomination as the incoming member of the Executive Committee for the following year.

The Advisory Committee will work with the Secretary Treasurer to initiate, review and recommend to the (ASME) Committee on Honors, nominations for Society honors and awards. It shall also administer all Division awards. It shall actively seek out Division Members deserving of being recommended for promotion to Fellow.

The Advisory Committee will work with the Vice Chair to initiate, review and recommend funding approval for scholarships for college students and industry training. Such scholarships should integrate funding with participation in industry and division activities. The Advisory Committee will seek out industry support for such.

The Executive Committee shall consult with the Advisory Administrative Committee regarding the sponsoring and conduct of technical sessions; scheduling of meetings; Division Conference; participation in joint sessions, activities or actions with other groups, Divisions, or Committees of the Society or with other societies; and publication of papers, reports and suitable data permanent value or exceptional quality and interest.

The voting members present in person at an Advisory Administrative Committee meeting called as herein before provided shall constitute a quorum. Robert's Rules of Order shall govern the conduct of all Advisory Administrative Committee meetings.

B. Paper Review and Publishing Committee

The Papers Review Committee shall consist of a Chairman and other members, appointed by the Executive Committee of the Division for a non-specific period of one year. The Committee shall review papers, reports and other publications, other than for the National Conference, submitted to the Division to ensure insure maintaining quality consistent with Society

standards. The Committee shall make recommendations as to disposition of papers, reports, etc. by the Division and the Society. It shall be responsible for Division publications including the NAWTEC Proceedings, the Division newsletter, professional development publications and short courses, and the Division web site information.

The Executive Committee may appoint a Newsletter Editor, a NAWTEC Paper Chair and a Webmaster for non-specific periods to this committee, so to work with the Secretary Treasurer to help provide the best communications possible will members of the Division.

~~_____ The Advisory Committee shall be composed of the five most recent past Division Chairmen. The immediate past Division Chairman shall be the Chairman of this Committee. The duties of this Committee shall be to assist, advise and counsel the Executive Committee in the conduct of the Divisions' activities. The Advisory Committee shall report directly to the Division Chairman.~~

~~_____ Prior to November 15 each year, the Advisory Committee shall recommend to the Executive Committee one or more ASME members of the Division for nomination as the incoming member of the Executive Committee for the following year. The Advisory Committee shall also recommend individuals to fill any vacancies on the Executive Committee.~~

~~_____ 2) Honors Committee~~

~~_____ The Honors Committee shall consist of a Chairman and other members appointed by the Executive Committee of the Division for a period of three (3) years with the terms so staggered as to provide for continuity in the Committee effort. This Committee will initiate, review and recommend to the (ASME) Committee on Honors, nominations for Society honors and awards. It shall also administer all Division awards. It shall actively seek out Division Members deserving of being recommended for promotion to Fellow. {Moved to Section VIII.A.1}~~

C. Membership Development Committee

The Membership Development Committee shall consist of a Chairman and other members appointed by the Executive Committee of the Division for a period of one year. This Committee is charged with the responsibility of recruiting new participants in the Division among ASME members and other engineers, technicians and persons in the field of waste disposal. It shall maintain a current roster and mailing list of Division participants. It shall also endeavor to bring qualified individuals into the Society. {Moved to Section VII}

~~_____ 4) Publicity Committee~~

~~_____ The Publicity Committee shall be composed of a Chairman, appointed for a period of one year by the Executive Committee, and at least two other members, as approved by the Executive Committee. One of the members shall be designated as Newsletter Editor. The Publicity Chairman shall be responsible to the Executive Committee for coordinating and planning all Division publicity efforts.~~

D. Facilities Operator Committees

The Division has long provided these forums for open communication and sharing of best practices among the operating facilities of the solid waste processing industry. Committees will be established for Waste to Energy Plant Operators and Solid Waste Processing Facility Operators. These committees will meet together or separately as needed. The committees will help with training development, peer reviews and best practice guidance.

Operator Committee Co-Chairs will be appointed by the Executive Committee for a non-specified period. The Co-Chairs will plan annual open meetings of the Operator Committees; funding of such meetings is subject to approval of the Executive Committee. The agenda and program of the meetings should reflect the current interest and needs of the Operators.

E. Long Range Planning Committee

The Long Range Planning Committee shall consist of the members of the Executive and Advisory Committees ~~a Chairman and other members, each appointed by the Executive Committee, to serve for a period of one year.~~ The Long Range Planning Committee is to assess the strengths and weaknesses of the Division's organization, programming and membership on a current basis, recommend valid long range goals or objectives for the Division and evaluate how best to achieve these goals within a realistic timetable utilizing money and manpower resources available to the Division. The Long Range Planning Committee shall report directly to the Division Chairman.

~~8) Education Committee~~

~~The Education Committee shall consist of a Chairman and other members appointed by the Executive Committee of the Division for a period of one year. The Education Committee shall encourage and provide guidance in the training of operating personnel; serve in an advisory capacity for courses and programs in solid waste processing and disposal including materials and energy recovery; and review and approve contents and programs of any training courses or programs conducted by others before Division participation or support is authorized.~~

F. By-Laws Committee

The By-Laws Committee shall consist of the members of the Executive and Advisory Committees ~~a Chairman and other members appointed by the Executive Committee of the Division for a period of one year.~~ The By-Laws Committee shall formulate, and recommend, for Executive Committee consideration, any amendments deemed necessary to periodically update the Division By-Laws including the objectives, scope, organization and operation of the Division.

G. Technical Committees

New technical committees may be established or existing ones dissolved or merged with other committees and committee chairmen shall be appointed by the Executive Committee as hereinbefore provided. Each technical committee Chairman shall appoint other officers, with the approval of the Executive Committee, and other members of his committee from among Division participants who have expressed interest in the committee's area of interest.

Each technical committee Chairman shall be responsible for maintaining adequate and active participation by the committee membership. He shall also, with the assistance of his committee members, conduct technical sessions at Division meetings as directed by the Executive Committee. Each technical committee shall endeavor to bring before the ASME Winter Annual Meeting or biennial Division National Conference, papers relating to the latest developments in the Field in the subject matters of its area of interest.

~~No individual shall serve more than two (2) consecutive one-year full terms as Chairman of a technical committee or shall serve as Chairman of more than one technical committee at a time.~~

H. Special Committees

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Special or ad hoc committees for specific purposes and tenures may be established from time to time by the Executive Committee. Officers and members shall be appointed by the Executive Committee.

~~IX. REGIONAL ORGANIZATIONS~~

~~Regional chapters may be organized by the Executive Committee, with approval of the Administrative Committee, to promote and conduct Division activity in various geographical areas, in cooperation with local sections of the Society wherever possible.~~

~~Each regional chapter shall have a Chairman, Vice Chairman and Secretary; they shall be nominated by the chapter and appointed by the Executive Committee.~~

~~Upon recommendation of each regional chapter, the Executive Committee will appoint an Assistant Division Treasurer to handle funds associated with the chapter's activities. The Assistant Division Treasurer shall prepare an annual financial report for submission to the Executive Committee, through the Division Treasurer, not later than June 30 of each year.~~

XI. AMENDMENTS

These By-Laws may be amended from time to time by four-fifths vote of the Executive Committee's membership (the Chairman voting) after a proposed amendment has been read at a prior meeting before both the Executive Committee and the Administrative Committee. Any member of the Executive Committee or petition of twenty-five members of the ASME and the Division may propose amendments. Amendments are subject to the approval of the Environment and Transportation Technical Group Operating Board.

XII. MANUAL OF PRACTICES OF THE DIVISION

A manual of established practices of the Division and the various committees hereof is appended hereto for the guidance of officers and members. The manual is to be kept current by the Secretary Treasurer who is the custodian of these By-Laws.