

## THE MAX JAKOB MEMORIAL AWARD

The Charter, an agreement between the American Society of Mechanical Engineers (ASME) and the American Institute of Chemical Engineers (AIChE), as Sponsors states the policies governing the Max Jakob Memorial Award, establishes the Max Jakob Board of Award, and delegates to it authority to adopt and amend Rules-of-Procedure to carry out the Charter provisions. The Award may be terminated at any time by consent of the Sponsors.

### CHARTER

#### 1) Purpose of the Award

The Award has been established by the Sponsors to honor Max Jakob, pioneer in the science of heat transfer, to commemorate his outstanding contributions as a research worker, educator, and author. The Max Jakob Memorial Award shall be bestowed not more than once each year to a person who meets the qualifications set forth in this Charter and who is selected by the Max Jakob Board of Award as further specified in this Charter. The Award shall be bestowed in recognition of eminent achievement or distinguished service in the area of heat transfer.

#### 2) The Award

The Award shall consist of a bronze plaque, an honorarium (of \$1,000.00), a limited travel cost reimbursement (up to \$1,000.00) and a suitably engraved certificate. The amount of the honorarium shall be established by agreement of the governing bodies of both Sponsors. Funding for the honorarium and the limit on the travel reimbursement shall also be established by agreement of the governing bodies of both Sponsors. The Award recipient will be required to prepare a written review dealing with an area of heat transfer for which the Award is bestowed. This review will be published as further established by the Charter.

The Award certificate shall be signed by the Chairman of the Board of Award, by the President and the Secretary of both Sponsors as well as the Chairman of the Heat Transfer Division of ASME or its successor and the Chairman of the Heat Transfer and Energy Conversion Division of AIChE or its successor.

#### 3) Published Review

The written review required of the recipient shall be a critical review of the subject selected. The review shall be submitted to the Max Jakob Board of Award at least two months prior to presentation of the Award

The review shall be published in a medium accessible to the members of the Sponsors. The recommended vehicle for publication is the *Journal of Heat Transfer*. If it is not possible for publication in the preferred vehicle or if the Max Jakob Board of Award feels other publications are more suitable for the review, the Board of Award shall arrange for publication in a suitable medium. The review may also be published as part of the Conference Proceedings at which the Award is presented.

4) The Award Lecture

The written review required as part of the Award shall be presented as an invited lecture at the National Heat Transfer Conference during the year in which the recipient receives the award. In those years in which the National Heat Transfer Conference is not held and it, which the International Heat Transfer Conference convenes, the review shall be presented as an invited lecture at the International Heat Transfer Conference if possible. If this cannot be achieved, the forum for the invited lecture will be selected by the Board of Award.

5) Board of Award

The Max Jakob Board of Award shall consist of the Past Chairman and six Members, three named by each Sponsor. Members will serve a term of three consecutive years with the terms of one of each Sponsor's appointees expiring each year. A Member shall serve for no more than two consecutive terms.

The Officers of the Board of Award shall be a Chairman and a vice Chairman. These offices shall alternate between Members of each Sponsor. The Chairman shall be the Member from one Sponsor who is serving the third year of a term on the Board of Award. The Vice Chairman shall be the Member from the other Sponsor who is serving the second year of a term on the Board of Award. The Vice Chairman becomes Chairman in the third year of a term on the Board of Award.

The Secretary of the Board of Award shall be appointed by the Executive Director and Secretary of the American Society of Mechanical Engineers. The Secretary shall have no vote.

Succession of Officers shall occur on July 1 of each year. In the transition after this Charter is approved and the previous Charter is rescinded, the terms of office for all members of the Board of Award at the approval date shall be extended for a period-sufficient, but not longer than six months, to permit the succession of Officers to meet the provisions of this Charter. This is a one-time extension.

A person who has been nominated for the Award shall not serve on the Board of Award. Should one of the designated members, other than the current Chairman or Past Chairman, be nominated for the Award the governing body of the Member's Sponsor shall designate a replacement Board of Award Member. If the current Chairman or Past Chairman of the Board of Award is nominated, the nomination shall be held for consideration after the nominee's term of office has ended. The Chairman or Past Chairman may resign from the Board of Award if that person wishes to have the nomination considered before the nominee's term of office ends. The governing body of the resigning Member's Sponsor will appoint a replacement.

6) Nomination for the Award

Candidates for the Award may be nominated by anyone who provides the information specified below. Nominations for the Award shall be solicited from members of the Sponsors. Nominations must be received by June 1 to be considered by the Board of Award in any year.

The nomination material shall conform to the Nomination Form. Included must be a brief professional history of the nominee, a discussion of the areas of heat transfer from which the nominee has achieved eminence or performed distinguished service, and at least three supporting letters from references familiar with the contributions of the nominee.

Nominations will be valid for consideration by the Board of Award for three consecutive award years after receipt of the nomination. If the current Chairman or Past Chairman of the Board of Award is nominated for the Award, such nomination will be held until the nominee's term of office expires and the nominations will then be valid for three consecutive award years following the expiration of the nominee's term of office.

The Board of Award may reject nominations which do not provide the information above or may return the nomination to the person presenting the nomination for completion or additional information.

The nomination material may be updated each year by the person who presented the nomination.

Candidates may be nominated again by the same or another person after having been considered by the Board of Award for three consecutive Award years.

All nomination material shall be mailed to each member of the Board of Award at least three weeks in advance of a Board Meeting.

7) Selection of Recipient

The Board of Award will select the recipient from among those candidates whose nominations meet the requirements above. Nationality or Society membership shall not be considered when evaluating qualifications of candidates. A candidate must be living at the time of designation as recipient of the Award. A posthumous award shall be bestowed only if the candidate signified acceptance before death.

The Board of Award may vote to forego the Award in any year when, upon consideration by the Board, no nominee meets the requirements of the Award.

The selection may take place at a meeting of the Board of Award if at least five members are present, provided that each Sponsor is represented by at least two members. A letter ballot should be conducted if preceding quorum is not convened. Each member of the Board of Award has one vote. The Secretary shall tally votes during a board meeting. The Chairman should tally all votes by letter ballot.

The recipient will be the candidate who receives a majority of the votes of the Board quorum or a majority of the votes of all Board members if a letter ballot is required. If two or more Board members vote their dissent or disapproval for a candidate, that candidate may not be the recipient of the Award. A dissent vote must be stated to be unequivocal disapproval of a candidate. Preference of one candidate over another is not a dissent vote unless the vote is so cast.

The selection and notification of the recipient shall be timely and forthwith. The Chairman of the Award Committee shall inform the recipient of selection for the Award. If the recipient declines the Award, another ballot shall be conducted.

8) Board of Award Meetings

The Board of Award shall hold an annual meeting at a time and place determined by the Chairman. Other meetings may be called by the Chairman or by a majority of the Board members. A simple majority of Board members shall constitute a quorum for conducting all business of the Board except for selection of recipients of the Award as specified above.

9) The Award Funds

The Award Funds shall be established by consent of the Sponsors. The Award Funds shall be in the custody of the American Society of Mechanical Engineers which shall administer the Award funds as instructed and supervised by the Board of Award. ASME shall establish separate accounts for the Award Funds; one account to be the ASME/AIChE Max Jakob Memorial Award Endowment Fund Account to create income for the funds; and one account to be the Max Jakob Memorial Award Account to provide operating expenses. The Chairman of the Board of Award may authorize ASME to transfer funds from the former to the latter account if operating expenses exceed the funds available in the Max Jakob Memorial Award Account.

10) Charter Revisions

Revisions to this Charter must be approved by the governing bodies of both Sponsors. The Board of Award can recommend or propose revisions to the Charter. Either Sponsor may propose Charter revisions which must then be accepted by the Board of Award with subsequent approval by the governing bodies of both Sponsors. The Board of Award shall coordinate and expedite all proposed revisions to the Charter.

11) Rules-of-Procedure

The attached Rules-of-Procedure governs details of operation of the Board of Award. The Board of Award shall adopt, revise or amend by majority vote Rules-of-Procedure in consonance with this Charter.

## RULES OF PROCEDURE

### 1) Nominations for the Award

A special form will be provided for nomination of candidates for the Award. The form shall state the purpose of the Award, request the information required for nomination, and provide the addresses and telephone numbers of both the nominee and the person presenting the nomination. A form is included with these Rules-of-Procedure. The form may be modified by majority vote of the Board of Award, but must include the information required by the Charter.

Nominations may be solicited by the Board of Award from past recipients of the Award, from current and past members of the Board, and from the Chairman of the ASME Heat Transfer Division and the Chairman of the AIChE Heat Transfer and Energy Conversion Division. Nominations may also be solicited by publication in newsletters or other member communication media of either or both Sponsors. The Board of Award may also solicit nominations from appropriate Societies in countries other than the United States of America.

### 2) Presentation of the Award

The Award shall be presented at the National Heat Transfer Conference Awards Dinner when this Conference convenes. During those years in which the International Heat Transfer Conference convenes and no National Heat Transfer Conference is held, the Award shall be presented, if possible, at the International Heat Transfer Conference. If this cannot be accomplished, the Board of Award shall select an appropriate forum for presentation of the Award. If the National Heat Transfer Conference is not convened during an Award year, the Award may be bestowed at one forum and the Award Lecture delivered at another, both of which have been selected by the Board of Award.

The Award shall be presented by the President of either Sponsor or by the Chairman of the AIChE Heat Transfer and Energy Conversion Division or the Chairman of the ASME Heat Transfer Division. The Chairman of the Board of Award, the Chairman of the ASME Heat Transfer Division or the Chairman of the AIChE Heat Transfer and Energy Conversion Division shall introduce the Award recipient when the Award Lecture is delivered.

The Chairman of the Board of Award at the time a recipient is selected shall be responsible for making arrangements for the bestowal ceremony for the Award.

### 3) Selection of Recipient

If a quorum is not present at a Board Meeting, a letter ballot will be conducted. To facilitate a letter ballot, those members who are present at a Board meeting shall designate not more than four nominees to be included on a letter ballot. Letter ballots shall be mailed by the Chairman to all Board Members, who will then designate in order their choices. If no candidate receives a majority vote on the first ballot, the Chairman shall mail another ballot which contains the names of only the two candidates who received the highest scores. Scores shall be tallied by assigning a value of 4 for a first-place vote, 3 for a second-place vote, 2 for a third-place vote, and 1 for a fourth-place vote. The recipient will be the candidate who receives a majority vote.

Letter ballots must be received from all Board Members. Ballots are to be returned no later than three weeks after mailing.

A Board of Award Member who will not be present at a Board Meeting may, at the member's option, designate to the Chairman, in advance of the meeting, a ranking of all candidates for the Award. This ranking will be used, only when a quorum is not present, for selecting the candidates to be included in a letter ballot.

4) Records

The Secretary shall record the minutes for all meetings. The records and minutes of the Board of Award shall be confidential to the members of the Board. Nominations for the Award shall also be confidential to the members of the Board.

The Secretary shall maintain a complete set of minutes of all Board meetings and records of all presentation ceremonies.

5) Award Brochure

An Award Brochure shall be available to those in attendance at the Award Presentation Ceremony. The Award Brochure shall include a description of the Award, biographical information about Max Jakob, biographical information about the recipient, a list of previous recipients, a list of the members of the Board of Award at the time the recipient was selected, and a citation prepared, if possible, by the person who placed the recipient in nomination. The Award Brochure shall also acknowledge any financial supporter of the Award. Information for the Award Brochure shall be assembled by the Chairman of the Board of Award.

6) Referral of Nominations

Nominations shall be referred from year to year as established by the Charter. The Chairman of the Board of Award shall notify each person who submitted a nomination of the disposition of the nomination after the recipient for the year has been designated. This notification shall also request any updates or revisions of the nomination.

7) Award Administration

The Secretary shall be responsible for administration of the Award with approval of the Board of Award. Nominations shall be forwarded to the Secretary who shall assemble all nominations and mail a copy of all material to each Board member by the deadline established by the Charter. The Secretary shall also prepare the Award Plaque, obtain all signatures required for the Award Certificate, have the Award Certificate suitably framed, arrange for the Award Brochure to be printed, and arrange for the honorarium check to be issued in advance of the Award Presentation Ceremony. The Secretary shall also notify both Sponsors when contributions to the Award Funds are due.

The Chairman of the Board shall ensure new members of the Board of Award are appointed by the Sponsors as provided by the Charter and that new members receive all communications necessary to conduct the business of the Board.

The Secretary shall be responsible for processing the Nomination Form and for providing copies to those who request it.

8) Revisions of Rules-of-Procedure

These Rules-of-Procedure may be amended or revised by a majority vote of the members of the Board of Award at any Board meeting.