

Revised Oct. 9, 1996

Bylaws of the  
Information Storage and Processing Systems Division  
American Society of Mechanical Engineers

ARTICLE I: NAME

- Section 1. The name of this organization shall be the Information Storage and Processing Systems Division.
- Section 2. This Division shall report to the Systems and Design Technical Group (SDTG) of the American Society of Mechanical Engineers.

ARTICLE II: PURPOSE AND SCOPE

- Section 1. The purpose of this Division shall be to
- a. constitute a Technical Division in accordance with the Constitution, Bylaws and rules of the American Society of Mechanical Engineers;
  - b. promote the art, science and practice in the broad technical areas in information storage and processing systems development of mechanical engineering in accord with the statement of scope which follows;
  - c. encourage, promote, and coordinate the activities of the membership and technical committees which constitute the Information Storage and Processing Systems Division with respect to their organization, publications, technical meetings, member interests and development, long range planning, and liaison with other organizations, all within the policies and goals of the Society; and

- d. represent the interests of the Technical Committees of the Division to the Systems and Design Technical Group Operating Board, appropriate to the needs and concerns of the Division's Technical Committees and those of the Operating Board.

Section 2. The scope of interest of the Information Storage and Processing Systems Division shall include, but is not limited to, the application of mechanical engineering principles to magnetic and optical data storage devices with rigid disk, flexible disk, or tape media; and processing systems such as copiers, printers, and scanners. The following technical areas are relevant to storage and processing systems and are indicative of the Division's interdisciplinary scope: friction, wear, lubrication, contact mechanics, contamination, air flow, dynamics and vibration, head and suspension design, actuators, control, corrosion, and structure of thin films.

### ARTICLE III: ORGANIZATION

Section 1. The Information Storage and Processing Systems Division shall be organized and operated in accordance with the Constitution, Bylaws, and Rules of the Society. Should any conflict arise between the Constitution, Bylaws, and Rules of the Society and those of the Division, those of the Society shall govern.

Section 2. The affairs of the Division shall be managed by an Executive Committee which shall be designated as the Information Storage and Processing Systems Division Executive Committee.

Section 3. The Executive Committee shall consist of the Chair, Vice Chair, Secretary, immediate Past Chair, and three Members-at-Large, all selected from the Membership of the Society. The Division Chair shall serve as Chair of the Executive Committee. There will be a five year limit as voting members of the Executive Committee. Members can repeat after a break in service.

- Section 4.
- a. Prior to February first of each year, the Executive committee shall select and nominate to the **Systems and Design Technical Group Operating Board** an individual for appointment as the incoming Member-at-Large of the Executive Committee. The term of this office shall begin at the close of the Society's Summer Annual Meeting.
  - b. The Executive Committee, in making its selection for the incoming member, shall bear in mind the candidate's demonstrated performance within the Division, and his or her commitment to his serving a full term of service.
- Section 5. Prior to February first of each year, the Chair, Vice Chair and Secretary of the Division shall select an incoming Secretary of the Executive Committee from the Members-at-Large. Generally this person will be the member-at-large who has served for two years on the Executive Committee provided that the person has demonstrated, by previous participation in the operations of the Division, the willingness and capability to manage the affairs of the Division. The term of this office shall begin at the close of the Society's Summer Annual Meeting.
- Section 6. The term of office the Chair, Vice Chair, and Secretary shall normally be one year. Every year, the term of the current Division Chair shall expire at the close of the Society's Summer Annual Meeting; the Vice Chair shall assume the role of Chair, and the Secretary shall assume the role of Vice Chair at that time.
- Section 7. Vacancies resulting from reasons other than expirations of term of appointment shall be filled by the Executive Committee, subject to the approval of the SDTG Operating Board. If a vacancy occurs in the office of Chair, the replacement shall be chosen from those Committee members having served at least three years on the Committee. Preference shall be given to the Vice Chair and Secretary, in turn.
- Section 8. 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.

#### ARTICLE IV: MEETINGS

- Section 1. There shall be at least one meeting of the Executive Committee each year, and this shall normally be held in conjunction with the Society's International Mechanical Engineering Congress and Exhibition.
- Section 2. Additional meetings of the Executive Committee may be called by the Chair or by any two members of the Executive Committee at such times and places as they may select.
- Section 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, to the ASME Group Director, Technical Affairs, and to the Vice President, **Systems and Design Technical Group** not less than 15 days nor more than 30 days prior to the meeting.
- Section 4. Four members of the Executive Committee, including either the Chair or Vice Chair, must be present to constitute a quorum. Members not present may be represented by proxy.
- Section 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

- Section 1. The Executive Committee of the Division shall be constituted as specified in Article III, Section 3 of these Bylaws.
- Section 2. The General Committee of the Division shall

consist of the Executive Committee and the Chair of the Division's, Advisory, Technical, and Administrative committees.

- 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.

Section 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 activity.

Section 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.

Section 5. Administrative Committees may be formed, as appropriate by the Executive Committee to conduct the business of the Division.

- a. Administrative Committees will consist of a chair and as many other members as necessary to carry out the purpose of the committee. The Ad Committee Chair will report to the Executive Committee.
- b. Administrative Committees will contain the following: International Mechanical Engineering Congress and Exhibits (IMECE) Program Representative, Papers Review

Long Range Planning, Publicity, Constitution and Bylaws, Meeting and Paper Coordinator, Publications, Membership Development, International Liaison, Government and Industry Relations, Professional Development, and Honors and Awards.

Section 6. The Chair may appoint a Liaison Representative to other organizations. The term of office shall be one year; reappointments may be made for successive one-year terms.

#### ARTICLE VI: ACTIVITIES

Section 1. In fulfilling its role of communications, the Division shall organize, promote and conduct technical programs, either separately or with other technical organizations or Divisions of the Society:

- a. The Division will organize and conduct technical sessions annually at the IMECE or at other appropriate Society meetings or conferences.
- b. The Division will participate in joint sessions with other organizations when beneficial to the Division, Society, or profession and approved SDTG Operating Board and the Board on Communications Conferences Committee.

Section 2. The Division shall recommend and submit suitable papers, reports, and data of permanent value or exceptional interest for publication by the Society or through other suitable channels. Standing and special committees shall collect and review new information and prepare appropriate reports and digests.

Section 3. The Division shall maintain its efforts to direct attention to outstanding engineering achievement in the applications of Mechanical Engineering to the broad technical areas of information storage and

processing systems development and recommend suitable recognition for such achievement through its awards program.

#### ARTICLE VII: AMENDMENTS

Section 1. These Bylaws may be amended by a two-thirds majority vote of the Executive Committee of the Information Storage and Processing Systems Division. Amendments shall be subject to the approval of the SDTG Operating Board.