

# Operating Manual

**Executive Committee**

**Of the  
Materials Division**

**Of the  
American Society of Mechanical Engineers**

This manual is intended for use by ASME Materials Division Executive Committee members, and is meant to be a guide for administering the Division's activities. The latest revision of the manual should be passed on from the outgoing Chair of the committee to the incoming Secretary upon the annual cycling of duties. Changes to the manual should be reviewed and approved by the Executive Committee.

## CONTENTS:

- I. **Operating Guidelines** of the Materials Division Executive Committee
- II. **BY-LAWS** of the Materials Division of the Basic Engineering Technical Group of the American Society of Mechanical Engineers (Ratified by ASME)

**OPERATING GUIDELINES**

**MATERIALS DIVISION**

**OF**

**BASIC ENGINEERING TECHNICAL GROUP**

**OF THE**

**COUNCIL ON ENGINEERING**

**OF THE**

**AMERICAN SOCIETY OF MECHANICAL ENGINEERS**

Revised – November 11,2005

NOTE: It has been marked (\*\*) where these bylaws rely on Basic Engineering Bylaws which are, as of this writing, not yet in place.

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## **1. Cycle of Duties for the Executive Committee (EC) Members.**

Following election onto the EC, a member's duties change annually. By ASME rules, the change must be coordinated with the annual ASME summer meeting, which is usually held near July 1. The EC has historically considered changes effective either at the close of the EC meeting at a summer conference in which the Materials Division is participating, if there is one, or at the close of a teleconference in lieu of the summer meeting, or on July 1. (The Materials Division does not usually participate in or send representatives to ASME's annual summer meeting.)

The duties of an EC member from year to year are as follows:

- Year 1: Secretary And Treasurer  
Minutes  
Signatory For Custodial Account  
Member Of The Honors And Awards Committee
- Year 2: Program Chair  
Division Program Representative
- Year 3: Honors & Awards Chair  
Member Of The Nadai Medal Committee  
Chair Of The Honors And Awards Committee
- Year 4: Vice-Chair  
Member Of The Nadai Medal Committee  
Member Of The Honors And Awards Committee
- Year 5: Chair  
Chair Of The Nadai Medal Committee  
Member Of The Honors And Awards Committee  
Signatory For Custodial Account

After Leaving The EC, An Ex-Chair Retains The Following Duties For The Materials Division:

- Year 6: Member Of The Honors And Awards Committee  
Member Of The Nadai Medal Committee
- Year 7: Member Of The Honors And Awards Committee  
Member Of The Nadai Medal Committee
- Year 8: Member Of The Honors and Awards Committee  
Member Of The Nadai Medal Committee

## **2. By-laws and Minutes of the Executive Committee**

The By-laws of the Materials Division (MD) define the various offices of the MD and its technical committees and set bounds on what the EC may do. The By-laws can be modified by the EC, but ASME must ratify the modifications. The By-laws are reproduced in Section II.

The EC also establishes policies from time to time, which should be recorded in the minutes of meetings of the EC. As long as these policies are consistent with the By-laws, they should be considered binding on the division until such time as the EC formally revises them and records the revision in the minutes. The minutes of prior EC meetings have been accumulated and passed on in electronic form since 1996 to establish records of policies. **NOTE: As of this writing, no such secure storage place has been established at ASME.** It is not recommended that the minutes should be made available in to the Division's membership or anyone outside the EC, since many items refer to confidential discussions. When policies are queried, the EC should simply review the minutes internally and release a clear statement of the policy for general consumption.

## **3. The Custodial Fund**

The Custodial fund is maintained by ASME. Its funds may be used at the discretion of the EC.

The main income for the Custodial Fund is 1) an allocation from ASME to the fund from conference registration fees (the amount per head is negotiable, especially in jointly sponsored summer meetings); and 2) interest.

The main expenditures are usually 1) honorarium for the luncheon or dinner speaker, if required; 2) expenses for the Nadai Medalist; 3) refreshments at EC meetings; 4) complimentary meals at the MD dinner or luncheon at the IMEC&E; 5) expenses for an EC member attending the TEC meeting of ASME; 6) stationery; and 7) distribution of paper version of the MD Newsletter, if approved. Signature authority for the Custodial account resides with the EC chair and the secretary/treasurer of the EC (the first year member).

## **4. The Nadai Medal**

The Nadai Medal committee has the responsibility of selecting a nominee for the Nadai Medal. The nominee is then considered by ASME's Committee on Honors, which makes the final determination.

In November, 1996, the EC determined in Atlanta that:

1. The medalist will receive a \$1000 honorarium from the Nadai Medal fund, up to \$1000 in travel expenses from the MD's Custodial fund, a plaque, and a medal at the annual meeting.

2. The medalist will give a technical lecture at the IMECE, to be scheduled at a time so as to conflict with the fewest possible MD technical sessions. It is expected that this session will be shared with the Orr Award "best paper" senior award, 60 min for Nadai, 30 min for Orr..

The Nadai Medal committee consists according to the MD By-laws of: the chair of the EC (committee chair), the EC vice chair and publications chair, the last three medal recipients, the last three chairs of the EC, and the chair of one of the technical committees of the MD, selected on an annual rotation among the technical committees. The award was raised to Medal status in 1998; the recent order and the planned order of rotation is as follows.

Medal for 2001:	Electronic Materials
Medal for 2002:	Materials Processing
Medal for 2003:	Metallic Materials
Medal for 2004:	Polymers
Medal for 2005:	AMD/MD Joint Committee on Constitutive Equations
Medal for 2006:	Composites and Heterogeneous Materials
Medal for 2007:	Electronic Materials.
Medal for 2008:	Materials Processing
Medal for 2009:	Multifunctional Materials
Etc.	

All candidates for consideration by the Nadai Medal committee must be nominated by December 1. This date is stipulated by ASME. Up until then, nominations can come from any source and may be sent directly to ASME rather than to the Nadai Medal committee. Assuming that this happens, ASME will (has in the past) sent such nominations on to the Nadai Medal committee for inclusion in its considerations.

On or soon after December 1, the Nadai Medal committee should determine its nominee by whatever voting method it prefers.

The chair of the Nadai Medal committee should then send the formal nomination package to ASME. ASME's Committee on Honors usually meets and passes its final resolution on the nomination in April. The nomination package should be submitted well in advance of April to allow time for revisions requested by ASME staff.

ASME will then notify the nominee of the award. When the Nadai Medal chair becomes aware that this has happened (he/she may need to check), he should then contact the

awardee and explain the terms. The nominee should not hear anything of the process until ASME contacts him.

The awardee and his/her spouse are usually offered seats on the head table at the Materials Division dinner or luncheon. Meal tickets required for this are paid out of the Custodial Fund and ordered from the ASME representative.

## **5. Duties of the Program Chair**

The Program Chair receives and coordinates the requests from symposium organizers for sessions at the IMECE. He/she may seek to combine requests in order to have larger, more significant symposia and will encourage organizers to seek sessions from other Divisions. The requests will be communicated to ASME on a timely basis. He/she is also responsible for organizing the Nadai/Orr lecture session and for planning the TC meetings and the EC open and closed sessions at the IMECE. He/she is also the ex-officio Program Divisional Representative for MD to the Congress.

## **6. Dinner or Luncheon Speaker**

The EC determined in November, 1996, in Atlanta that the dinner speaker, if any, should be allowed a fixed sum of \$1000 from the Custodial Fund as an honorarium. This money can be used by the speaker towards expenses or otherwise. No fee has been set for a Luncheon Speaker; the luncheon is normally an "Awards Luncheon" without a speaker.

## **7. Honors and Awards Committee**

Suggested procedure for ASME Fellow Grade from Materials Division's Honors and Awards Committee:

- a. Before September 1: Send to all members of the H&A committee a list of ASME members who claim Materials as their primary affiliation AND have been members or associate members who claim materials as their secondary affiliation and satisfy the other criteria. There are a couple of thousand names on each list. New versions should be obtained each year from the MD ASME representative. Send an e-mail to all primary and secondary MD members to solicit nominations, giving them the application website and details, and assist them as needed.
- b. Deadline October 15: Ask each H&A committee member to find a small number of potential candidates (perhaps five or six at most) either from the lists or from any other source.
- c. Deadline November 1: Compile table of all suggestions and then ask each H&A committee member to assess all the suggestions numerically or by ranking.

- d. Deadline November 15: Form a short list of possible candidates and ask the H&A committee members to ratify the short list.
- e. Deadline December 1: Assign one H&A committee member to take on the paperwork for each candidate on the final list. Decide whether to let candidate know that the H&A committee is acting on his behalf. If so, a resume and other information can be solicited from the candidate to accelerate the process, but the assigned H&A committee member should be sure to do the paperwork himself and not assign it to the candidate!
- f. Deadline December 7: Ask ASME's MD staff person to send nomination packages for elevation to ASME fellow status to each H&A committee member who has been assigned a candidate.
- g. Deadline May 1: Formal submission to ASME. Bug the assigned H&A committee members to ensure that they are doing their jobs!
- h. Close out the process: Make sure that you as chair of the committee find out when fellow elevation has been formally approved or disapproved by ASME's Honors and Awards Committee (same name – different committee) and congratulate the candidate and relay the information to the division's newsletter editor if approved.

The deadlines have been chosen to allow the whole process to be completed in the year in which the committee exists with a single composition. ASME takes about three months to deal with the submitted application.

The process and identified candidates should remain strictly confidential.

A canvas of the EC and H&A committees revealed that five nominations per year would be about right.

## 8. Summer Meeting with ASME AMD

**Per an agreement between Carl Herakovich and Sia Nemat-Nasser in July 1997, AMD and MD will alternately take the lead in organizing a joint Summer Meeting of AMD and MD. These meetings will not take place when there is either a US National Congress (2002, 2006, etc) or an International Congress on Theoretical and Applied Mechanics (2000, 2004, 2008, etc). The MD Executive Committee will consider bids from proposed organizers when it is MD's turn to host and will decide which bid, if any, to accept. The meeting then proceeds under local organization. MD took the lead in 2001 and thus will lead in 2005 and 2009. AMD took the lead in 2003 and will lead in 2007.**

## 9. The Materials Division Web Page

## 10. Journal of Engineering Materials and Technology

## **11. Materials Division Newsletter**

The Materials Division newsletter is generally published just ahead of the annual IMEC&E, allowing sufficient time for its distribution to members prior to the conference. The primary method of distribution is electronic; the EC may approved distribution of a paper copy, but this expense would be paid by the Custodial Fund. The Newsletter usually runs six pages and contains reports from the chairs of the Technical Committees and articles by members of the EC. EC members should provide the following articles to the Newsletter editor three to four months prior to distribution.

- (a) Message from the outgoing Chair. This is usually brief.
- (b) Article on the Nadai Medal winner, including his or her picture and the abstract from the Nadai Medal lecture. This should be provided by the person who was chair of the Nadai Medal Committee during the election of the recipient.
- (c) Article on the Orr "best paper" senior award winner, including the reference for the winning paper.
- (d) Message from the new Chair, including the chair's picture.
- (e) An update on the upcoming IMECE, a schedule of events at IMECE, and an article on the after-dinner speaker, if any, for the Materials Division banquet or luncheon along with a picture of the speaker, all provided by the Outgoing Program Chair.

Newsletters from prior years, which contain examples of reports and articles, can be viewed at the web site <http://divisions.asme.org/materials/newsletter/index.html> .

## **12. Mission Statement of the Materials Division**

## **13. Materials Division History**

Vijay Stokes, past chair of the division, compiled a history of the division on its 75<sup>th</sup> anniversary in 1995. This was published as an ASME volume. An electronic copy has been passed down through the EC chairs and is posted on the ASME web site.

**BYLAWS**  
**MATERIALS DIVISION**  
**OF**  
**BASIC ENGINEERING TECHNICAL GROUP**  
**OF THE**  
**COUNCIL ON ENGINEERING**  
**OF THE**  
**AMERICAN SOCIETY OF MECHANICAL ENGINEERS**

Revised – November 11, 2005

Reviewed and approved by:

Materials Division:

Basic Engineering  
Technical Group:

\_\_\_\_\_  
(Robert Wetherhold, EC Chair)

\_\_\_\_\_  
(Richard Buckius, Group Leader)

\_\_\_\_\_  
Nov 11, 2005  
(Date)

\_\_\_\_\_  
Nov 11, 2005  
(Date)

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## ARTICLE I – NAME

### Section 1 - Name

The name of this division is the Materials Division of the Basic Engineering Technical Group of the Council on Engineering of the American Society of Mechanical Engineers (ASME).

### Section 2 - Authorization

Organized under the direction of the ASME. (Bylaws of the Basic Engineering Technical Group, Article III, Section 1, and Appendix I, Section 1, June 1995) \*\*

## ARTICLE II - OBJECTIVES

### Section 1 - Purpose

To constitute a technical division of the ASME in accordance with the Society's Constitution, Bylaws, and Rules in the field of materials technology as it relates to mechanical engineering.

### Section 2 - Scope

To promote the safe, efficient, and economical use of materials in mechanical engineering in accordance with the scopes of its constituent technical committees.

### Section 3 - Goal

To encourage and foster research and development, and the publication of significant technical information within the scope of the Division. This includes:

- a) Encouraging the preparation of and aiding in the publication of papers on materials engineering developments;
- b) Organizing conferences, symposia, and committees in which all members of the Society may meet to exchange experiences and technical data;
- c) Cooperating with others within and outside the Society with respect to standardization, research, preparation of papers, publications, meetings, special services, and consolidation of efforts;
- d) To honor outstanding mechanical engineers in the field of materials engineering; and
- e) To provide a forum for continuing education in the area of materials engineering.

## ARTICLE III - ORGANIZATION

### Section 1 - Membership

The Materials Division shall consist of members of ASME who have requested affiliation with the Division plus such others as shall be considered appropriate.

### Section 2 - Division Year

Because the Program Chair is still actively planning the IMECE, the Materials Division year shall begin October 1. At that point, the EC members shall move to the job indicated in Article IV Section 2. It is permitted to move this date if the EC so decides, but on no condition should a Division year exceed fifteen months.

### Section 3 - Quorum

Presence of at least fifty percent of the voting members of a committee constitutes a quorum for that committee.

### Section 4 - Administration

The Materials Division shall administer its functions by means of a group to be known as the Executive Committee of the Division.

## ARTICLE IV - GOVERNMENT AND OFFICERS

### Section 1 - Superiority of Bylaws and Rules

The Materials Division shall be organized and operated in accordance with the Bylaws and Rules of the Basic Engineering Technical Group, which is organized and operated in accordance with the latest version of the Constitution, Bylaws, and Rules of the ASME (Basic Engineering Technical Group Bylaws, Article IV, Section 1). \*\*  
Should any conflict arise between the Bylaws of the Materials Division and the Bylaws and Rules of the Basic Engineering Technical Group of ASME, the Bylaws and Rules of the Group shall govern.

### Section 2 - Executive Committee

The Executive Committee shall consist of five voting members. At the onset of a Division year, the former incoming member takes on the responsibilities of the Division's Secretary and Treasurer, the former Division Secretary and Treasurer takes on the responsibilities of the Division's Program Committee Chair, the former Division Program Committee Chair takes on the responsibilities of the Division's Honors and Awards Committee Chair, the former Division Honors and Awards Chair takes on the responsibilities of the Division's Vice Chair, and the former Division Vice Chair takes on the responsibilities of the Division's Chair. The Executive Committee shall call and govern all business meetings, initiate and supervise technical meetings, and control all activities of the Materials Division according to the rules, regulations and procedures of ASME.

### Section 3 - Duties of the Members of the Executive Committee

- a) The Division Executive Committee Chair shall call and preside over all Executive Committee meetings. By charge from the Executive Committee, the Division Chair will make all Division appointments (except for incoming member to the Executive Committee where the Chair nominates a candidate to the Group Vice President) and will form and discharge Technical and Standing Committees to implement the activities of the Division. The Division Chair will have signature authority for the Division's ASME custodial account and will serve as the chair for the Nadai Medal Committee.
- b) The Division Vice Chair shall preside over meetings in the absence of the Chair and will serve as a member of the Nadai Medal Committee.
- c) The Honors and Awards Committee Chair will serve as the chair of the Division's Honors and Awards Committee.
- d) The Division Program Committee Chair will be responsible for organizing the Division's technical sessions and all other Division related matters at the annual IMEC&E such as meeting rooms for TC meetings, EC meetings, and the dinner or luncheon speaker, if any. The Program Committee Chair will also serve as a member of the Division's Honors and Awards Committee.
- e) The Division Secretary and Treasurer will be responsible for recording minutes of all Division Executive Committee meetings and telecons and to keep a permanent record of all prior meetings. The Secretary and Treasurer will serve as a member of the Division's Honors and Awards Committee and will have signature authority for the Division's ASME custodial account.

### Section 4 - Business Meetings

The Executive Committee shall hold at least one meeting and up to two meetings each year at the following events: a Summer Annual Meeting that may be held in conjunction with another division of the Society or another society as appropriate, and the IMEC&E of the ASME. A quorum is required for voting on any issue. The most senior member present from the Executive Committee shall preside over the meeting. (Note - A teleconference held between each meeting for the purpose of conducting Division business is encouraged.)

### Section 5 - Selecting Incoming Member

Nomination for incoming member of the Executive Committee shall be made by the Executive Committee Chair no later than February 1 of the year prior to becoming active. Nomination requires a majority vote of the full Executive Committee. Appointment will be confirmed by the Basic Engineering Technical Group. \*\* When nominating an individual, the Executive Committee will address the following issues:

- a) Qualifications of the candidate
- b) Willingness and ability to serve
- c) Leadership capabilities
- d) Diversity of the Executive Committee with respect to employment (academic, business, and government) and area of expertise within the materials community of mechanical engineering.

#### Section 6 - Vacating a Seat

When a member of the Executive Committee vacates his/her seat, a replacement member shall be expeditiously selected by a quorum of the Executive Committee. At the discretion of the Executive Committee, the replacement member may simply complete the term of the vacating member. Nomination shall be made by the Division Chair. Confirmation will be made by the Council on Engineering. \*\*

#### Section 7 – Removing a member

If it is decided that a member of the EC is not performing his/her duties and should be replaced, this can be done by unanimous vote of the other EC members. The non-performing member and the Basic Engineering Group Leader will then be informed of the decision. Replacement of the member will then proceed as in Section 6.

### ARTICLE V - STANDING COMMITTEES

#### Section 1 - Honors and Awards

The Honors and Awards Committee is created to gain recognition for the accomplishments of the MD's members: The Honors and Awards Committee will

- a) Select members from the Division worthy of becoming an ASME Fellow and appoint an individual to champion the cause,
- b) Identify awards and honors available to members of ASME,
- c) Identify people within the Materials Division who are deserving of such awards and honors, and
- d) Work to get the awards bestowed on these deserving individuals.

The committee is made up of three members of the Executive Committee (Honors and Awards Committee Chair, Vice-Chair and the Secretary), the three past chairs of the Executive Committee, and the current chairs of the Division's Technical Committees (of which there are six). This committee is chaired by the Honors and Awards Committee Chair.

## Section 2 - Young Engineers

**Note:** This activity is INACTIVE as of the time of this writing. The Young Engineers Committee is charged with providing a forum for students and young engineers to exchange ideas and information pertaining to the use of materials in mechanical engineering. The Division's Vice Chair and a person from ASME staff are appointed members of this Committee for the purpose of overseeing and planning its activities. Student Chapters and Local Sections in the vicinity of an upcoming meeting are to be encouraged to plan sessions and activities suitable to their interests through this Committee.

## Section 3 - Nadai Medal

This Committee is charged with an annual nomination for the Nadai Medal (a Society medal sponsored by the Materials Division) to the Honors and Awards Committee of ASME who will announce the recipient. The committee is composed of:

- a) The three past medalists, each serving no more than three years,
- b) The three most recent past chairs of the EC, each serving three year,
- c) The current Executive Committee Chair, Vice-chair, and Honors and Awards Committee Chair, and
- d) One Technical Committee Chair determined by rotation, serving no more than one year in a seven year cycle.

The order of rotation shall be alphabetical based on the name of the committee (AMD-MD Joint Committee on Constitutive Equations, Composites and Heterogeneous Materials, Electronic Materials, Materials Processing, Multifunctional Materials, and Polymers). The current Executive Committee Chair will serve as the Nadai Medal Committee chair.

## Section 4 – Orr Awards

There are two Orr awards to be given annually: a senior “best paper” award and an Early Career (young investigator) award. Details of these awards can be found at <http://divisions.asme.org/materials/awards/index.html?IMAGE.X=0&IMAGE.Y=0>

### **Best Paper Award**

Schedule:

Jan 1-March 31 Nominations

April 1–April 30 Rating of papers by active JEMT Board members

May 1-May 31 Submission of proposed award paper to ASME Materials Executive Committee

June 1-June 15 Acceptance/Denial by ASME Materials Executive Committee

Summer ASME Meeting: Announcement of Orr Award

Winter ASME Meeting: Conferral of Orr Award

The process of selection is carried out by the Editor of JEMT in conjunction with the Associate Editors. The Orr Best Paper Award will be conferred at the MD Honors and Awards Luncheon at the annual ASME IMECE meeting in the calendar year following publication of the associated papers in ASME JEMT. Multiple authors on each paper will share the stipulated total amount of (\$4,000 plus \$1,000 travel) for the award, and each will receive a certificate. The author, or one representative author from multi-author papers, will be invited to attend IMECE and to share a session with the Nadai medal winner of that year.

**Early Career (young investigator) Award:**

Selection Criteria: Any researcher within 5 years of terminal degree working in experimental, computational, or theoretical fatigue, fracture, or creep can be considered for the EC Orr Award. Nominations will come from members of the Materials Division Executive Committee, the editor of the Journal of Engineering Materials and Technology, and the Chairs of the ASME Technical Committees or their designees. The nominator must name the proposed young investigator, briefly describe the importance of the work by the early-career investigator in a paragraph, and give the nominee's full contact information to the MD EC Awards Chair. The Awards Chair person will present the nominees to the Materials Division Executive Committee for a final vote.

Schedule:

May 31 Nominations due

June 1-June 15 Selection committee decision by ASME Materials Executive Committee

Summer ASME Meeting: Announcement of Orr Award

Winter ASME Meeting: Conferral of Orr Award

The Orr Award will be conferred at the Materials Luncheon at the annual ASME IMECE meeting in the calendar year following his/her selection. The awardee will receive the stipulated total amount of (\$4,000 plus \$1,000 travel) for the award and will receive a certificate.

## ARTICLE VI - TECHNICAL COMMITTEES

### Section 1 - Purpose

To constitute technical committees of the ASME in accordance with the Society's Constitution, Bylaws, and Rules in the field of materials technology as it relates to mechanical engineering.

### Section 2 - Goal

Technical Committees shall:

- a) Develop technical programs regarding the behavior, properties, manufacture, and environmental effects in the use of materials in mechanical engineering;

- b) Serve as a resource for the review of technical papers, codes, and standards pertaining to the Committee's scope;
- c) Develop liaisons with other ASME divisions and other organizations for the purpose of disseminating information and ascertaining what the needs of the materials community are - joint committees formed with other ASME divisions are encouraged; and
- d) Provide a forum for continuing education in the Committee's area of expertise.

### Section 3 - Administration

Technical Committees shall nominate a Chair and a Vice Chair. Appointments will be made by the Chair of the Executive Committee after a majority vote of its members. The Technical Committee Chair shall present a written annual report to the Executive Committee at the International Mechanical Engineering Congress & Exposition of ASME. (Note: It is recommended that Executive Committee members not chair Technical Committees.)

### Section 4 - Creation

A Technical Committee may be nominated by written request to the Executive Committee of the Division from its membership, signed by a minimum of 15 Division members. Creation of a new committee will be made by the Executive Committee Chair upon a vote of approval from a quorum of the Executive Committee, which must take place at the next regular meeting.

### Section 5 - Termination

A Technical Committee may be disbanded after one year of inactivity by vote of the Executive Committee. After one year of inactivity, the Executive Committee shall consider termination or reorganization, or some positive action.

### Section 6 - Committees Formed

Technical Committees of the Materials Division are: AMD-MD Joint Committee on Constitutive Equations, Ceramics, Composites and Heterogeneous Materials, Electronic Materials, Materials Processing, Multifunctional Materials, and Polymers.

## ARTICLE VII - NEWSLETTER

### Section 1 - Editor

The Executive Committee Chair shall appoint a Division Newsletter Editor. This editor is responsible for the publication of at least one Division Newsletter per year.

## ARTICLE VIII - JOURNAL OF ENGINEERING MATERIALS AND TECHNOLOGY

### Section 1 - Executive Committee Representation

The Editor of The Journal of Engineering Materials and Technology (JEMT) shall be a

non-voting ex-officio member of the Executive Committee. This membership position is in addition to the five regular positions on the Executive Committee.

#### Section 2 - Term

The term of the Editor of JEMT shall be five years.

#### Section 3 – Selecting the Editor

Editorial management of the *Journal* is provided by a Editor. The Editor is an individual member of ASME who is responsible for the technical content of the *Journal*.

The Editor shall be nominated by the Executive Committee of the Materials Division for a term not to exceed five (5) years, unless recommended for reappointment for an additional term by the Division. The recommendation for reappointment shall be accompanied with appropriate justification for such reappointment. The nomination shall be accompanied by a detailed resume of the nominee; and the proposed Editor, together with the Chairman of the Materials Division, shall be invited to come before the publications Committee of the Board on Communications for a review of his plans and the Editorial Policies supported by the Materials Division.

At the IMEC&E of ASME prior to the expiration of the Editor's term, the Editor of JEMT shall recommend a successor to the Executive Committee. At its option, the Executive Committee may also elect to form a search committee. The Executive Committee shall be responsible for approval of the succeeding Editor.

#### Section 4 – Selecting the Associate Editors

The current Editor nominates Associate Editors as required and submits the nomination(s) to the Chair of the MD Executive Committee, who then approves or rejects them. The Chair may choose to consult other members of the Executive Committee in reaching this decision.

#### Section 5 – Operating and Review Policies

Pertinent information and operating and review policies can be found on the ASME web site <http://ww2.asme.org/techpubs/template.cfm?title=Journal%20of%20Engineering%20Materials%20and%20Technology> Some additional information may be found in ASME-MS-11, "Professional Divisions Manual," or in Policy statements by the Council of the American Society of Mechanical Engineers or by the Board on Communications of the Society.

### ARTICLE IX - MATERIALS DIVISION WEB SITE

### Section 1 - Executive Committee Representation

The individual in charge of the Materials Division Web Site , known as the website editor, is the chairman of the Executive Committee, working through a designated agent of the ASME. The purpose of the website is to provide an up-to-date repository of pertinent division information easily accessible by all Division members, both primary and secondary, and give public access to division leaders. The site is intended to improve communication within the division by improving awareness of division activities among members, present abstracts of recent publications, identify recipients of Honors and Awards

### Section 2 - Term

The term of the website editor of MD shall be one year.

### Section 3 - Selecting the Webmaster

The Materials Division website is hosted and maintained by ASME which assigns a webmaster responsible for making changes to the website on a timely basis. The Chair of the Materials Division Executive Committee is responsible for editing the website information and communicating changes from the Division to the webmaster.

## ARTICLE X - CHANGE IN BYLAWS

### Section 1 - Voting

Additions and/or amendments to these Bylaws shall only be adopted after majority approval from a vote where all five voting members of the Executive Committee participated.

### Section 2 - Petition

Additions and/or amendments requested by written petition of five members from the Division's membership must be considered by the Executive Committee at its next regular meeting.