

**BYLAWS**  
**MATERIALS AND STRUCTURES TECHNICAL GROUP**  
**OF**  
**THE COUNCIL ON ENGINEERING**  
**THE AMERICAN SOCIETY OF MECHANICAL ENGINEERS**

**Revised - November 1996**

**Reviewed and approved by Materials  
and Structures Technical Group:**

\_\_\_\_\_  
*(Signature of V.P.)*

\_\_\_\_\_  
**(Date)**

**Reviewed and approved by the  
Council on Engineering:**

\_\_\_\_\_  
*(Signature of Senior V.P.)*

\_\_\_\_\_  
**(Date)**

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**BYLAWS--MATERIALS AND STRUCTURES TECHNICAL GROUP OF THE  
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## ARTICLE I - NAME

### Section 1 - Name

The name of this group is the Materials and Structures Technical Group of the Council on Engineering of American Society of Mechanical Engineers.

### Section 2 - Authorization

Organized under the direction of the ASME (Constitution and Bylaws Article B5.8).

## ARTICLE II - OBJECTIVES

### Section 1 - Purpose

To constitute a Technical Group of the ASME in accordance with the Society's Constitution, Bylaws and Policies in the fields of materials, nondestructive examination, offshore mechanics and arctic engineering, pressure vessels, piping and other structures. The Group's interest areas include design analysis and criteria, structural reliability and service performance and their relationship to material properties, fabrication processes, examination and testing.

### Section 2 - Scope

To promote the art and science of mechanical engineering applied to systems, structures and components in accordance with the scopes of the constituent divisions and committees.

### Section 3 - Goal

To maintain current knowledge of and to provide guidance for the activities of the divisions and committees of the Group with respect to: (a) the publication of papers, periodicals, journals, special volumes and reports; (b) the organization and direction of technical meetings, conferences and symposia; (c) the coordination of these activities with other groups and their divisions, and other segments of the Society; (d) the support and coordination of ASME activities in the areas of research, national technical codes and standards, continuing professional development, public affairs, and recognition of achievement; and (e) the coordination of these activities with organizations external to the Society.

## ARTICLE III - ORGANIZATION

### Section 1 - Technical Divisions

The Materials and Structures Technical Group shall be comprised of the Technical Divisions as assigned by the Council. Appendix I, though not an official part of the Bylaws, provides the scope of each Technical Division in the Materials and Structures Group.

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## ARTICLE IV - GOVERNMENT AND OFFICERS

### Section 1 - Superiority of ASME Society Bylaws and Policies

The Materials and Structures Technical Group shall be organized and operated in accordance with the Constitution, Bylaws, and Policies of the ASME Society. Should any conflict arise between the Constitution, Bylaws, or Policies of the ASME Society and those of this Technical Group, the Constitution, Bylaws, and Policies of the ASME Society shall govern.

### Section 2 - Operating Board Members

The Group shall be administered by an Operating Board consisting of the Vice President, the Vice President elect, and the most recent past Vice President of the Materials and Structures Technical Group, if available, four Members-at-Large, a staff member of ASME headquarters, and the chair and vice-chair from each of the Divisions and Subdivisions in the Group. The Vice President of Materials and Structures Technical Group shall be the Chair of the Operating Board.

### Section 3 - Vice-President of M&S Group

The Vice President of Materials and Structures Technical Group shall serve a three-year non-renewable term. The Vice President of Materials and Structures Group shall be elected by the ASME membership upon nomination by the Nominating Committee. The Materials and Structures Operating Board Nominating Conference shall nominate at least two candidates in accordance with established procedures as described in Appendix II. In the event that an elected Vice President of Materials and Structures Technical Group is unable to take office, or once in office is unable to serve the full term, an interim Vice President of Materials and Structures Technical Group shall be appointed by the Board of Governors in consultation with the current Operating Board, to serve out the term.

### Section 4 - Past Vice-President of M&S Group

If available, the past Vice President shall serve on the Operating Board for at least one year immediately following the term as Vice President of the Group.

### Section 5 - Member-at-Large

A Member-at-Large shall serve one three-year term. The terms will be staggered to provide for continuity in coverage. A Member-at-Large is nominated and selected at the same meeting where the group's Nominating Committee has convened.

### Section 6 - Division and SubDivision Representatives

Division and Subdivision representatives shall be nominated to the Operating Board by the Executive Committees of the respective Divisions and Subdivisions. They shall be considered and appointed to the Operating Board by the Chair of the Operating Board.

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## **Section 7 - Nominating Committee Participation**

The Group shall participate on the ASME Nominating Committee (NC) and be represented on NC by an ASME member who has been selected in accordance with ASME policies and the Materials and Structures Technical Group Nominating Conference procedures as described in Appendix II of these Bylaws. The Materials and Structures Technical Group Nominating Conference Chair shall be the Group's Representative on the NC. In case the Representative cannot serve, the first alternate and the second alternate, in that order, shall serve at the NC meeting.

## **Section 8 - Member-at-Large Vacates Before Term Ends**

When a Member-at-Large vacates the position before normal expiration date, the term shall be filled by an interim appointee selected by the Operating Board and approved by the Council on Engineering.

## **Section 9 - ASME Staff Member is Secretary of Group**

The staff member of ASME headquarters organization, as appointed by the Executive Director or the Director's designate, will be Secretary of the Group. The Staff Secretary has no vote but is a member of the Group. The Staff Secretary is charged with preparing, issuing, and discussing at the meeting when requested all Materials and Structures Technical Group Operating Board meeting minutes and with pursuing any action directed by the Vice-President, Materials and Structures Technical Group.

The Staff Secretary shall furnish each incoming member of the Operating Board with a copy of the Group Bylaws, including the scope of each Division (Appendix I), a current roster of the Operating Board, and other documents related to the activities of the Group.

## **ARTICLE V - VOTING, APPOINTMENTS, AND OTHER ACTIVITIES**

### **Section 1 - Eligible Voters and Quorum**

Except for the Staff Secretary, all members of the Operating Board, including members-at-large and appointed members, are eligible to vote. One-half of the members of the Operating Board shall constitute a quorum. Proxies may be used to constitute the quorum for voting on agenda items; however, the proxies shall be limited to 10% of the eligible voters establishing that quorum as decided by the Chair and the remaining 90% of the eligible voters establishing that quorum shall actually be present including the Chair (Vice-President) or their designated alternate.

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**Section 2 - Majority Vote**

Actions of the Operating Board shall be determined by a majority of those voting, unless special situations require a higher proportion that may be stated in superseding rules of the ASME.

**Section 3 - Appointment of Special Committees and Committee Members and Representatives to Operating Board**

The Operating Board shall appoint committees and committee members, representatives and associates as needed to conduct the affairs of the Group. The Board may delegate this power to the Chair of the Board. Appointees need not be members of the Operating Board unless specifically required by these Bylaws.

**Section 4 - Appointment of Representatives to Other Groups of the Society**

The Operating Board shall nominate or appoint representatives to other units of the Society as required.

**Section 5 - Establish or Abolish Divisions and Subdivisions in Group**

Upon proper application and review, the Board may recommend to the Council on Engineering establishment or abolishment of Divisions and Subdivisions in the Group.

**ARTICLE VI - SPECIAL COMMITTEES AND REPRESENTATIVES TO OTHER GROUPS**

**Section 1 - Establishment of Special Committees**

The Operating Board shall establish special committees for (a) Meetings and Publications, (b) Research and Education, (c) Bylaws and Long-Range Planning, (d) Professional Development, (e) Honors and Awards, and (f) such other activities as are needed to carry out the objectives of the Materials and Structures Technical Group. The chairs of these committees report to the Board and are members of the Board.

**Section 2 - Meetings and Publications Committee**

**A. Members**

This committee shall consist of a member of a Division in this Group who shall serve as Chair of this committee for a term to be determined by the Operating Board. Additional members may be appointed by the Chair of the Operating Board upon recommendation by this committee chair.

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**B. Functions**

1. Review division plans and make recommendations for meetings, conferences, and symposia for technical scope, scheduling, and budgeting.
2. Review and recommend division publication strategies including those for transaction journals, special publications, and other information dissemination media.
3. Establish and maintain liaison with the Board on Communications.

**Section 3 - Research and Education Committee**

**A. Members**

This committee shall consist of a member of a Division in this Group who shall serve as Chair of this committee for a term to be determined by the Operating Board. Additional members may be appointed by the Chair of the Operating Board upon recommendation by this committee chair.

**B. Functions**

1. Recommend areas of research and educational interest to the Society.
2. Recommend needed educational topics for short courses and seminars and suggest them to Professional Development Committee.
3. Establish and maintain liaison with the Council on Education.

**Section 4 - Bylaws and Long-Range Planning Committee**

**A. Members**

This committee shall consist of a member of a Division in this Group who is appointed to serve as Chair of this committee for a term to be determined by the Operating Board or by the Chair of the Operating Board on its behalf. Additional members may be appointed by the Chair of the Operating Board upon recommendation of this committee chair.

**B. Functions**

1. Review and recommend updates of Bylaws and operating procedures of the Group.

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2. Review requests and make recommendations to establish or to abolish Divisions or Subdivisions.
3. Review Bylaws, Scopes, and other organizational policies of Divisions and make recommendations for changes.
4. Establish long-range planning criteria and recommend methods for improvement of both short- and long-range planning where appropriate.
5. Assume responsibility for special projects as assigned by Operating Board or Chair of the Operating Board.

**Section 5 - Professional Development Committee**

**A. Members**

This committee shall consist of a member of a Division in this Group who is appointed to serve as Chair of this committee for a term to be determined by the Operating Board or by the Chair of the Operating Board on its behalf. Additional members may be appointed by the Chair of the Operating Board upon recommendation of this committee chair.

**B. Functions**

1. Review and coordinate professional development and related educational activities within the Group including such activities as tutorial sessions, special presentations and publications, and other activities which are of benefit to the Group.
2. Coordinate Group professional development activities with Society Professional Development Department when appropriate.
3. Develop and recommend policies to Board on changes, fees and costs for tutorials and other special sessions.
4. Recommend action to the Board regarding any income from these activities.

**Section 6 - Honors and Awards Committee**

**A. Members**

This committee shall consist of a member of a Division in this Group who is appointed to serve as Chair of this committee for a term to be determined by the Operating Board or by the Chair of the Operating Board on its behalf.

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Additional members may be approved by the Chair of the Operating Board upon recommendation of this committee chair.

**B. Functions**

1. Review and coordinate honors and awards activities within the Group.
2. Coordinate Group honors and awards activities with ASME Honors and Awards Committee when requested.

**Section 7 - Representative to Committee on Technology Development (CTD) of Board on Research and Technology Development (BRTD)**

**A. Representative**

A member of a Division in this Group may be appointed as a representative to the Committee on Technology Development of the Board on Research and Technology Development for a three-year term. The member may be reappointed for one additional three-year term.

**B. Duties**

1. Establish and maintain liaison with the Committee on Technology Development.
2. Assist Divisions in this Group where contact with CTD is beneficial.
3. Report on CTD activities when appropriate as determined by representative, but at least once per year.

**Section 8 - Representative to Board on Metrication (BoM) of Council on Codes and Standards (CCS)**

**A. Representative**

A member of a Division in this Group may be appointed as a representative to the Board on Metrication of the Council on Codes and Standards on an annual basis. The member may be reappointed.

**B. Duties**

1. Establish and maintain liaison with Board on Metrication of CCS.
2. Provide information to this Group (M&S) on activities related to conversion to metric units within Society.

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3. Report on BoM activities when appropriate as determined by representative, but at least once per year.

**Section 9 - Representative to Nominating Committee**

**A. Representative**

A member of a Division in this Group shall be appointed as Representative to the Nominating Committee and shall chair the Materials and Structures Technical Group Nominating Conference according to the procedures and details given in Article VI, Section 7, and in Appendix II of these Bylaws. 1st and 2nd Alternates are also appointed to serve if the Representative or 1st Alternate can not serve. They may be reappointed.

**B. Duties**

Represent Group on NC as detailed in Appendix II of these Bylaws.

**ARTICLE VII - OPERATING BOARD MEETINGS**

**Section 1 - Number of Meetings Per Year**

There shall be three regular meetings of the Operating Board each year. Additional special meetings may be called according to the procedures in Section 2.

**Section 2 - Special Meetings**

Special meetings of the Operating Board shall be called by the Vice President of Materials and Structures Technical Group or when requested by at least three members of the Operating Board.

**Section 3 - Vice-President Unable to Chair Meeting**

In the event that the Vice President is unable to chair a meeting of the Board, a member of the Board shall be appointed by the Vice President to chair the meeting.

**ARTICLE VIII - CHANGE IN BYLAWS**

**Section 1 - Voting Procedure**

Additions and/or amendments to the Bylaws shall be adopted by a two-thirds (2/3) majority vote of the entire Operating Board, preferably by letter ballot.

## **APPENDIX I**

### **SCOPE/OBJECTIVES OF DIVISIONS OF MATERIALS & STRUCTURES TECHNICAL GROUP**

- 1. Materials Division (MTLS)**
- 2. NDE Engineering Division (NDE)**
- 3. Offshore Mechanics and Arctic Engineering Division (OMAE)**
- 4. Pressure Vessels and Piping Division (PVP)**

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**MATERIALS DIVISION**  
**ORGANIZED IN 1920**

**OBJECTIVES**

1. To constitute a technical division of the American Society of Mechanical Engineers in accordance with the Society's Constitution, Bylaws, and Policies, in the field of Materials Engineering.
2. To promote the safe, efficient, and economical use of materials in the design of mechanical engineering structures. The scope is two-fold:
  - a. The mechanical and material science aspects of engineering materials, to include:
    1. Engineering properties of all structural materials,
    2. Effect of environment and surface preparation on properties,
    3. Effect of joining on properties,
    4. Relationship between fabrication and properties (including primary working and heat treatment);
  - b. The economic and performance aspects of engineering materials, to include:
    1. Design methods (including practical stress analysis),
    2. Service experience,
    3. Failure analysis,
    4. Test methods, including nondestructive testing and evaluation,
    5. Interpretation of test data
3. 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 engineering materials developments;
  - b. Organizing programs and committees in which all members of the Society may meet to exchange experience and technical data;
  - c. Cooperating with others within and without the Society with respect to standardization, research, preparation of papers, publications, meetings, special services, and consolidation of efforts.

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4. To honor outstanding engineers in the field of materials engineering.
5. To provide a forum for continuing education in the area of materials engineering.

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**NONDESTRUCTIVE EVALUATION ENGINEERING DIVISION (NDE)  
ORGANIZED IN 1983**

**SCOPE**

1. To promote the exchange and dissemination of technical information relating to the engineering application of NDE.
2. To serve ASME technical divisions and the ASME Boiler & Pressure Vessel Committee as the principal forum for the exchange and debate of NDE-related information.
3. To maintain a strong liaison, including the cosponsoring of technical activities with professional groups such as ASNT, ASTM, PVRC, AWS, etc., for the purpose of accomplishing items 1 and 2.

**OBJECTIVES**

The NDE Engineering Division shall constitute a technical division of the American Society of Mechanical Engineers in the field of nondestructive examination of engineering structures in accordance with the Society's Constitution, Bylaws, and Policies.

The major objectives of the Division are to :

1. Provide a forum for presentation and discussion of technical subjects at meetings, conferences and symposia;
2. Encourage and support the publication of technical information related to NDE engineering as applied to engineering materials and structures;
3. Promote the recognition of outstanding engineering achievement and significant individual contributions to the field of NDE engineering;
4. Encourage and support the continuing education and professional growth of mechanical engineers in the area of NDE engineering; and
5. Promote technical activity related to the establishment and assessment of reliable NDE systems. Other objectives are to:
6. Provide liaison with other ASME technical divisions, committees, and groups, and collaborate with these segments of the Society in joint meetings, conferences,

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symposia and other activities;

7. Complement and support engineering interests in other segments of the Society, particularly those related to Codes and Standards activities:
8. Encourage the exchange of information and the interaction between the ASME and other engineering societies and organizations, including contributions to public information; and
9. Encourage and promote research activities associated with the field of NDE engineering , as applied to engineering structures, both with the ASME and by other professional organizations, such as the Pressure Vessel Research Council (PVRC) and the Materials Properties Council (MPC).

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**OFFSHORE MECHANICS AND ARCTIC ENGINEERING DIVISION (OMAE)  
ORGANIZED IN 1984**

**SCOPE**

Offshore mechanics and arctic engineering are interdisciplinary technical fields. The scope of the Offshore Mechanics and Arctic Engineering Division (OMAE) is as follows:

**Offshore Mechanics:** Hydrodynamics, Structural Mechanics, Systems Control, Computational Methods, Offshore Materials Science, Fatigue/Fracture Control, Hydrodynamic Forces/Motion, Fluid-Solid-Soil Interactions, Vortex Shedding/Vibrations, Deepwater Platforms, Marine Risers/Cable Dynamics, Submarine Pipelines, Sensors/Measurements, Robotics/ Remote Control, Offshore Inspection-NDT, Offshore Drilling/Production Mechanics

**Arctic Engineering:** Permafrost Engineering and Heat Transfer, Frost Heave, Arctic Materials Science, Computational Methods, Ice Mechanics/Properties, Ice Forces/Motions, Ice-Structure-Soil Interactions, Artificial Islands, Fixed and Mobile Structures, Arctic Exploration, Drilling/Production, Arctic Pipelines, Arctic Sensors/Measurements, Arctic Offshore Inspection, Robotics/Remote Control

The Division further promotes emerging topics of interest to the ASME membership, whenever appropriate.

**OBJECTIVES**

1. Constitute a technical division of the American Society of Mechanical Engineers in the fields of Offshore Mechanics and Arctic Engineering in accordance with the Society's Constitution, Bylaws, and Policies.
2. Promote technological progress and the international cooperation in the areas of offshore mechanics and arctic engineering.
3. Provide timely and in-depth exchange of technical information among researchers and engineers.
4. Provide strong leadership and liaison, including the promotion of technical activities and conferences within ASME and with international organizations.

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**PRESSURE VESSELS AND PIPING DIVISION  
ORGANIZED IN 1966**

The Pressure Vessels and Piping Division shall constitute a technical division of the American Society of Mechanical Engineers in the field of pressure vessels, piping, and associated systems in accordance with the Society's Constitution, Bylaws, and Policies.

**OBJECTIVES**

The major objectives of the Division are to:

1. Provide a forum for presentation and discussion of technical subjects at meetings, conferences, and symposia;
2. Encourage and support the publication of technical information related to pressure vessels and piping;
3. Promote the recognition of outstanding engineering achievement and significant individual contributions to the field of pressure vessels and piping; and
4. Encourage and support the continuing education and professional growth of mechanical engineers in the area of pressure vessels and piping.

Other objectives are to:

5. Provide liaison with other ASME technical divisions, committees, and groups, and collaborate with these segments of the society in joint meetings, conferences, symposia, and other activities;
6. Complement and support pressure vessel and piping interests in other segments of the Society, particularly those related to domestic and international codes and standards activities;
7. Encourage the exchange of information and the interaction between the ASME and other engineering societies and organizations, including contributions to public information; and
8. Encourage and promote research activities associated with pressure vessels and piping technology, both within the ASME and by other professional organizations, such as the Pressure Vessel Research Council (PVRC) and the Materials Properties Council (MPC).

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## **SCOPE**

The Division shall promote the art and science of mechanical engineering in the field of pressure vessels, piping, and associated systems in accordance with the following scope:

1. Design and analysis of all types of pressure vessels and piping, including not only conventional metal vessels but also those constructed of reinforced and prestressed concrete and of composite materials. Areas of current interest include design for evaluated temperature service and design for undersea application.
2. Design, operation and application of components, such as those used at high pressures.
3. Development and use of materials for this industry including the control of fatigue and fracture, the development of high strength materials, and of materials for unusually high and low service temperatures.
4. Fabrication techniques and problems.
5. Inspection, nondestructive testing and quality assurance.
6. Applications of computer technology to the industry, including program and user qualification and verification and special areas such as three dimensional and thermoelastic problems.
7. Support of the work of the ASME Boiler and Pressure Vessel and Piping Code Committees by providing a forum for presenting the technical bases for Code improvements and by educational activities.

**APPENDIX II**

**Materials and Structures Technical Group**

**Nominating Conference Procedures**

**Issued by the Operating Board,  
Materials and Structures Technical Group**

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Article C5, Sec. 2, Constitution of The American Society of Mechanical Engineers.

The Provisions of the Constitution, Bylaws and Policies of the Society shall govern the procedure of all components of the Society but no action or obligation of such components shall be considered an action or obligation of the Society as a whole. This provision shall be imprinted on any publication issued by such components.

**MATERIALS AND STRUCTURES TECHNICAL GROUP  
NOMINATING CONFERENCE PROCEDURES**

**I. TERMINOLOGY**

**A. Abbreviations**

1. ASME: American Society of Mechanical Engineers
2. COE: Council on Engineering
3. MSTGNC: Materials and Structures Technical Group Nominating Conference
4. MSTGOB: Materials and Structures Technical Group Operating Board
5. MSTGVP: Materials and Structures Technical Group, Vice President
6. NC: Nominating Committee

**B. Definitions**

To avoid confusion of terms the following definitions will be used to describe the successive steps by which a person is eventually chosen as an official:

1. **Nominate:** to place name before the MSTGNC
2. **Propose:** to transmit a name from the MSTGNC to the appropriate higher echelon (NC or COE)
3. **Select:** to place a name before the ASME membership by the NC
4. **Elect:** to choose an official by the membership
5. **Appoint:** to choose an official by an agency of ASME

**II. MEMBERSHIP**

- A. The MSTGNC Chair shall be the Group's current representative to the NC.
- B. The voting membership shall consist of two delegates from each Division. Each Division shall adopt its own procedures for choosing the delegates. No later than July 1, the Chair of each Division shall inform the MSTGNC Chair and the

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MSTGVP the names of the designated Division delegates.

- C. The following shall be non-voting members of the Conference:

The MSTGNC Chair; the MSTGVP, MSTGVP-elect (if any), and most recent past MSTGVP; and the current alternate Members of the NC. Other non-voting Members may be invited at the discretion of the MSTGNC.

- D. A Division may change one or both of its delegates at any time prior to the beginning of the Nominating Conference. The new delegate shall have the same rights and constraints as any other delegate, and the replaced delegate shall have none of the rights or constraints of a delegate. Once the conference has been called to order a delegate cannot resign or be replaced.
- E. Neither the MSTGNC Chair, nor any Voting Member shall be eligible for nomination to the offices of MSTGVP, President of ASME, or Member-at-Large of MSTGOB. If non-voting Members are nominated for any of the above offices, they shall leave the meeting during the discussion and voting for that office. The above restrictions on nomination shall not apply to offices on the NC.

### **III. MEETINGS**

The MSTGNC shall meet once each year at the Winter Annual Meeting, preferably early in the week. The MSTGNC Chair shall be responsible for arranging the meeting and shall notify all Delegates, all non-voting members, and all Division Chairpersons of the arrangements.

### **IV. ORDER OF BUSINESS**

- A. Propose to the NC two persons for MSTGVP (at the WAM prior to the Nomination meeting of the NC).
- B. Propose to the NC one or more persons for President of ASME (optional).
- C. Propose to the NC one or more persons for the Board of Governors (optional).
- D. Propose to the COE two new Members-at-Large of the MSTGOB.
- E. Propose to the Business Meeting a Member of the NC to serve as the Group's representative for two years beginning at the SAM of the next even year (odd years only).

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F. Propose to the Business Meeting first and second alternate Members of NC.

V. VOTING

A. On all Ad Hoc procedural motions, each Division shall have one vote; a majority vote of those present shall be necessary to pass a procedural motion.

B. On all ballots, each Delegate shall have one vote.

VI. NOMINATIONS FOR MSTGVP

A. Automatic Nomination

1. Prior to the Conference, the MSTGNC Chair shall send the form letter attached as Appendix A to each of the following:

- a. all persons who have been proposed but not elected as MSTGVP at the three most recent previous elections;
- b. the two senior Members-at-Large;
- c. the four most recent ex-Members-at-Large.

2. All of the above who shall have returned an affirmative response to the MSTGNC Chair shall automatically be placed in nomination.

B. Each Division shall nominate one person who has completed or is in the final year of service on the Division Executive Committee; preferably the person shall have been a member of MSTGOB but this is not a requirement. The Division shall signify that the person is definitely willing and able to serve.

C. Each Division may nominate an additional person who shall have served on MSTGOB or on the Executive Committee of some Division of the Group. The nominator shall signify that the person is definitely willing and able to serve.

D. After all nominations are recorded, each Member may make a brief supporting statement for one or more nominees.

VII. PROPOSALS FOR MSTGVP

A. Balloting

1. The first ballot shall be taken for which each delegate shall write the names of his two first choices, without preferential order. The Chair shall publicly

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record the number of votes received by each nominee.

2. If two nominees each receive six (6) or more votes, these two nominees shall be proposed and the conference shall proceed to the selection of alternates.
  3. If no nominee receives six (6) or more votes, then a second ballot (and if necessary third, fourth, etc. ballots) shall be taken under the same rules as the first.
  4. If only one nominee receives six (6) or more votes, that nominee shall be proposed and voting shall continue for the other proposee. Each delegate shall now vote for only one nominee, and five (5) votes shall be required for proposal.
- B. If fewer than eight (8) delegates are present, then at any time after the first ballot a procedural motion may be made that the numbers six (6) and five (5) above be replaced by smaller numbers, but the number must be greater than  $2N/3$  when two nominees are to be proposed and greater than  $N/2$  when one nominee remains to be proposed, N being the number of delegates present.
- C. At any time after the first ballot, a procedural motion may be made that the nominee (or nominees) receiving the smallest number of votes be temporarily removed from the list of nominees to be restored before the ballot for alternates.
- D. After two nominees have been proposed, a procedural motion shall be made to instruct the Chair as to the degree of preference between them.
- E. A final ballot shall then be taken in which each delegate votes for two of the remaining nominees as alternates. The two nominees receiving the largest number of votes shall be ranked in order as alternates. In case of ties, a procedural motion shall be made for breaking them.

**VIII. PROPOSAL FOR PRESIDENT AND FOR GOVERNORS**

- A. Any delegate may suggest a candidate for President and for Governors.
- B. Each suggestion shall be voted on independently, and each one receiving a majority of votes shall be proposed.
- C. If more than one candidate is proposed a procedural motion may be made for limiting and/or ranking the number to be proposed.

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**IX. PROPOSAL FOR MEMBERS-AT-LARGE**

- A. Nominations shall be made as in Article VI, Paragraphs B, C and D.
- B. A ballot shall be taken in which each delegate votes for two of the nominees. The two nominees receiving the largest number of votes shall be proposed.
- C. Procedural motions may be made as in Article VII, Paragraphs B and C.
- D. The procedure with regard to alternates shall be as in Article VII, Paragraph E.

**X. PROPOSAL FOR MEMBER OF NC (odd years only)**

- A. If the person is willing and able to serve, the current first alternate shall be placed in nomination and voted on. If that person receives a majority of the votes, he/she shall be proposed.
- B. If the first alternate is not willing to serve, any delegate may nominate any person who is serving or has served as alternate.
- C. After the nominations have been closed, voting shall be as in Article IX, Paragraphs B and C.

**XI. PROPOSAL FOR ALTERNATE MEMBERS OF NC**

- A. In odd-numbered years only, nominations for first alternate shall be as follows:
  - 1. Each of the current and most recent first and second alternates who are willing and able to serve shall be automatically nominated.
  - 2. Each Division may nominate an additional person who has previously served as alternate or as a voting member only if the new term will begin one year or more after the ending of the term in which the person served as a voting member.
  - 3. After the nominations are closed, voting shall be as in Article IX, Paragraphs B and C.
- B. To propose the remaining alternates (two in odd-numbered years, one in even-numbered years) incumbent alternates shall be nominated automatically if willing and able to serve, and each Division shall nominate one person who is not serving and who has not served as alternate or delegate during the preceding 5 years.

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- C. Each delegate shall vote for as many nominees as there are alternates to propose. The nominees receiving the largest number of votes shall be proposed, in order, as alternates. In case of ties, a procedural motion shall be made for breaking them.

**XII. PROPOSERS**

- A. The Chair of the MSTGNC shall appoint a Delegate other than himself/herself to act as Proposer for each person to be proposed for office as President or Vice President.
- B. The Proposer shall ascertain if the assigned candidate is willing and able to serve and shall notify the Chair of the result.
- C. The Proposer shall be responsible for all details of preparing an official nomination for the NC.

**XIII. NOTIFICATION**

The Chair of the MSTGNC shall be responsible for notifying the Chair of the NC of all names proposed for President, Vice-President, and Member and Alternates of the NC; he shall notify the Council on Engineering of the persons proposed for the new Members-at-Large. All notifications shall be in writing with copies to the MSTGVVP, to all Division Chairpersons, and to appropriate Staff Members.

**XIV. AMENDMENTS**

These procedures may be amended only with the approval of two-thirds of the members present and voting at a regularly scheduled meeting of the MSTGOB.

**XV. CONFLICTS**

If any provisions of these procedures shall conflict with the Bylaws of the MSTG or with the Constitution, Bylaws, or Policies of the Society, the latter shall prevail.

**XVI. PROPOSALS FOR OTHER VICE PRESIDENTS**

- A. A proposal for Vice Presidents of other Boards, Regions or Groups may be made following the procedures of Article VIII.
- B. If any names are proposed under this article, the current Vice President of that Board shall be immediately notified in writing.

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- C. The Supervisor for each such candidate shall, in addition to the Secretary of the NC, also send a copy of the proposal documents to the Vice President of the activity involved.

**XVII. VACANCIES AND REPLACEMENTS**

- A. To whatever extent the filling of a vacancy or the replacement of an individual for any office covered by this manual rests with the Technical Group, the responsibility for such action shall rest with the current Vice President of the Group.
- B. The Vice President may consult with any present or past members of the MSTGOB or MSTGNC with regard to vacancies or replacements.
- C. The Vice President may delegate to the current MSTGNC full or partial responsibility for any specific vacancy or replacement.

**XVIII. RECORDS**

- A. The Chair shall be responsible for keeping records and for transmitting them to the successor.
- B. Records shall include the names of all candidates and the results of their proposal. They shall not include the results of any votes or ranking by MSTGNC.

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**APPENDIX A**

Form Letter. Two copies to be sent to all persons listed in Article VI.  
Paragraph A1.

Dear :

By virtue of your previous service to the Materials and Structures Technical Group, our nominating procedures call for your name to be automatically considered for possible nomination as Vice President, Materials and Structures Technical Group for 19\_\_\_\_-19\_\_\_\_.

More than a dozen names will probably be considered by the next Group nominating conference of whom only two will be presented to the Nominating Conference next summer, and only one of those will be proposed to the ASME membership for election. However, we obviously wish to consider only people who will be willing and able to serve in the event they are elected. If you are willing to be considered for possible nomination to this office and are willing to serve if elected, please sign and return the enclosed copy of this letter.

Sincerely, yours,  
Chair, Materials and Structures Technical Group  
Nominating Conference