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**BY-LAWS**

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**OF THE**

**SOLAR ENERGY DIVISION**

**OF THE**

**AMERICAN SOCIETY OF MECHANICAL**

**ENGINEERS**

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Editors

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Past and Current Chairs of SED

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# **BY-LAWS**

## ***OF THE SOLAR ENERGY DIVISION***

### ***OF THE ASME***

#### **ARTICLE I. NAME**

##### **Section 1. Solar Energy Division**

The name of this organization shall be the Solar Energy Division (herein after referred to as the Division) of the American Society of Mechanical Engineers (herein after referred to as the ASME).

##### **Section 2. Reporting Structure**

The Division shall report to the Energy Conversion Board (herein after referred to as the ECB) and the Technical Communities Operating Board (herein after referred to as the TCOB) of the ASME.

#### **ARTICLE II. PURPOSE AND SCOPE**

##### **Section 1. Purpose**

The purpose of the Division shall be

- a) to constitute a Technical Division of the ASME, in accordance with the Society's By-laws and Policies;
- b) to promote the art, science, and practice of mechanical engineering in the field of solar energy;
- c) to represent and support the interests of the Division's membership to the ECB, TCOB and ASME;
- d) to foster research, development and publication of information within the scope of the Division's activities; and
- e) to recognize and recommend suitable recognition for engineering achievements in the field of solar energy.

## **Section 2. Scope**

The scope of the Division shall encompass all areas of solar energy and the utilization thereof to include but not be limited to the following: the measurement of solar radiation, the simulation, testing or economic analysis of components and systems, water heating, heating and cooling of buildings, solar power systems, industrial processes, distillation, solar buildings, conservation, wind energy, ocean energy, photochemical processes, detoxification, bio-conversion, solar ponds, space power, photovoltaics, and solar-specific properties of materials.

## **ARTICLE III. ORGANIZATION**

### **Section 1. ASME By-laws, Rules and Policies**

The Division shall be constituted and operated within the Constitution, By-laws, Rules and Policies of the ASME. Whenever a provision of the Division's By-laws conflicts with the Constitution, By-laws, Rules or Policies of the ASME, it is invalid and the operative ASME policy shall govern. The invalidation of any section or provision of the Division's By-laws shall not affect the validity of the remaining sections and provisions of the SED By-laws.

### **Section 2. Division Management**

The affairs of the Division shall be managed by an Executive, which shall be designated as the Executive Committee of the Solar Energy Division.

### **Section 3. Composition of the Executive Committee**

The Executive Committee comprises:

- a) five (5) voting members, the Chair, Vice Chair, Secretary/Treasurer, immediate Past Chair, and one (1) incoming Member; and
- b) the Chairs of each of the duly-constituted Technical and Administrative Committees and the Editor of the Journal of Solar Energy Engineering (JSEE) as non-voting, ex-officio members.

### **Section 4. Technical and Administrative Committees**

Technical and Administrative Committees of the Division are constituted as follows:

- a) The Executive Committee shall create Technical and Administrative Committees as necessary and appropriate.

- b) A Technical or Administrative Committee shall be created or dissolved by a simple majority vote (3/5) of Executive Committee members.

### **Section 5. Selection and Terms of the Officers**

Membership and the terms of service of the Division's Executive Committee shall be as follows:

- a) One (1) new member shall be elected by the Executive Committee to the Executive Committee each year.
- b) Candidates for the Executive Committee may be nominated by any member of the Executive Committee.
- c) Each year the Past Division Chair shall rotate off the Executive Committee.
- d) Each member of the Executive Committee shall serve for a total period of five (5) years.
- e) The Division Chair shall be that member of the Executive Committee who has served on the Committee for three (3) years, unless a vacancy in office has occurred (refer to Article IV).
- f) The Division Vice Chair shall be that member of the Executive Committee who has served on the Executive Committee for two (2) years, unless a vacancy in office has occurred (refer to Article IV).
- g) The Division Secretary Treasurer shall be that member of the Executive Committee who has served on the Executive Committee for one (1) year, unless a vacancy in office has occurred (refer to Article IV).
- h) The term of office for each position on the Executive shall be for one (1) year starting at the close of the Summer Annual Meeting of the ASME and ending at the close of the following Summer Annual Meeting.
- i) Terms of office for the Chairs of Technical and Administrative Committee Chairs shall be for a period not to exceed three (3) years. Chairs may be elected to one (1) or more three-year terms.

## **ARTICLE IV. VACANCIES IN OFFICE**

### **Section 1. Executive Committee Member**

In the event that a member of the Executive is unable to complete the term of office,

- a) The Executive Committee shall elect a replacement from the Division, or
- b) The Executive Committee shall elect a new Member, and the remaining members of the Executive Committee shall ascend to the next office as appropriate.

**Section 2. Technical and Administrative Committee Chairs**

In the event that a Technical or Administrative Committee Chair is unable to complete the appointed term of office, the Executive shall solicit nominations for Chair from the appropriate committee and the Executive Committee, and elect a new chair.

**ARTICLE V. OFFICERS OF THE EXECUTIVE COMMITTEE****Section 1. Chair**

The Chair shall be responsible for the conduct of all of the Division's business. The Chair shall preside at SED Executive Committee meetings, Planning Committee meetings, and other special meetings of the Executive Committee. The Division Chair shall also serve as a representative to the Energy Conversion Board (ECB).

**Section 2. Vice Chair**

The Vice Chair shall preside at Executive Committee meetings in the Chair's absence and serve as the SED's General Program Chair. The Vice Chair shall also serve as a representative to the ECB

**Section 3. Secretary/Treasurer**

The Secretary/Treasurer shall perform the duties of secretary and treasurer under the direction of the Executive Committee.

**Section 4. Past Division Chair**

The Past Division Chair shall serve on the Executive Committee to provide continuity in the Division's leadership.

**Section 5. Member**

The SED Committee Member is the newest member of the Executive Committee. It is the new Member's responsibility to learn about the operation of the Division and serve on designated Committees.

## **ARTICLE VI. MEETINGS**

### **Section 1. Meetings of the Executive Committee**

- a) There shall be at least **one** face-to-face meeting of the Executive Committee each year held at a time and place determined by the Division Chair. Usually, this meeting is held during the Division's Annual International Solar Energy Conference (ISEC). Further, there shall be at least two teleconference calls each year to conduct the Division's business.
- b) Special Executive Committee meetings may be called at the discretion of the Division Chair.
- c) Special Executive Committee meetings shall be called if requested by at least two members of the Executive Committee.
- d) All Executive Committee business, except for amendment of the Bylaws, may be conducted by teleconference or mail ballot.

### **Section 2. Notice of the Meetings**

The Division Chair shall prepare an agenda for the Executive Committee and Planning Committee meetings and schedule Technical Committee meetings at the ISEC. The Chair shall provide the agendas and meeting schedules to the members of the Executive Committee and to the Technical and Administrative Committee Chairs at least one (1) month prior to the meeting.

### **Section 3. Identification of a Proxy**

When a member of the Executive Committee is unable to attend a meeting of the Committee, they may identify another person from the Division to represent them at the meeting. The absent member will inform the Division Chair of the proxy prior to the meeting. At the beginning of the Executive Committee meeting, the Division Chair shall identify the absent member of the Committee and the proxy. The proxy shall have all the rights and privileges, including the vote, of the person they are representing.

### **Section 4. Definition of a Quorum**

Three voting members of the Executive Committee shall constitute a quorum. At least two (2) of these members must be present at the meeting and not represented by proxy.

## **Section 5. Passing of a Motion**

Except where stated otherwise in these By-laws, all actions of the Executive Committee shall be determined by a majority vote.

## **ARTICLE VII. JSEE EDITOR**

### **Section 1. Nomination of the JSEE Editor**

- a) The Executive Committee shall nominate the Technical Editor for the Journal of Solar Energy Engineering (JSEE) to the ASME Board of Technical Publications.
- b) The JSEE Editor shall be appointed for a five (5) year term starting January 1<sup>st</sup>, and may serve no more than two (2) consecutive terms.

### **Section 2. Duties of the Editor of the JSEE**

The duties of the JSEE Technical Editor are to conduct all of the administrative activities of a technical editor including but not limited to: soliciting papers for the Journal, coordinating the review of papers for publication, and selecting Associate Technical Editors.

## **ARTICLE VIII. LIAISON REPRESENTATIVES**

### **Section 1. Energy Conversion Board**

The Executive Committee shall appoint the Division Chair and the Vice Chair as the Division's representatives to the Energy Conversion Board. The Past Division Chair will be an ex officio representative. The terms of the respective appointments shall be one year.

### **Section 2. Other Liaison Representatives**

Liaison representatives to other divisions of ASME and to other organizations may, when desirable, be appointed by the Executive Committee.

## **ARTICLE IX. AMENDMENTS TO THE BY-LAWS**

### **Section 1. Amendment of Division By-laws**

- a) These By-laws may be amended, altered, repealed and new By-laws established within the Constitution, By-laws, Rules and Policies of the ASME.
- b) A four-fifths (4/5) majority vote of the Executive Committee shall be required to amend, alter, or repeal these By-laws or establish new ones. Proxy votes shall not be allowed for the purpose of amending, altering, or establishing new Division By-laws.
- c) Amendments, alterations, repeal and replacement of these By-laws shall be subject to the approval of the Energy Conversion Board of the ASME.

## APPENDIX I

### ACRONYMS USED

|       |  |
|-------|--|
| ASME  | American Society of Mechanical Engineers                     |
| ATE   | Associate Technical Editor                                   |
| ECB   | Energy Conversion Board                                      |
| IMECE | International Mechanical Engineering Congress and Exposition |
| ISEC  | International Solar Energy Conference                        |
| JSEE  | Journal of Solar Energy Engineering                          |
| SED   | Solar Energy Division  |
| TCOB  | Technical Communities Operating Board                        |
| TE    | Technical Editor   |

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