

Tribology Division Bylaws

Article C5.1.2 Constitution of the American Society of Mechanical Engineers

"The provisions of the Constitution, By-laws and Society Policies established by the Board of Governors of the Society shall govern the procedure of all units of the Society but no action or obligation of such units shall be considered an action or obligation of the Society as a whole."

Table of Contents

Article I - Name

Article II - Purpose

Article III - Membership

Article IV - Division Activities

Article V - Administration of the Division

Article VI - Nominations and Oversight Committee

Article VII - Administrative Committees

Article VIII - Standing Committees

Article IX - Technical Committees

Article X - Amendments

Article I - Name

The Division, a unit of the Basic Engineering Technical Group, shall be known as The Tribology Division of the American Society of Mechanical Engineers (ASME).

Article II - Purpose

The Division is established to serve the members and associate members of the ASME who have designated their interest in the science and technology of Tribology. The field of Tribology includes the analysis of friction, wear, lubrication phenomena and application of such principles to mechanical design, product development, manufacturing processes and machine operation.

The scope of activity and the basis for the major committees of the Division include the following:

- a) Gathering and dissemination of knowledge in Tribology in all forms of publication.
- b) Organizing knowledge in Tribology for educational purposes.
- c) Exchange of knowledge in Tribology by personal interaction in technical expositions.

- d) Promoting the cooperation and exchange of ideas in Tribology between the industrial and academic communities.
- e) Informing the membership of opportunities to interact with the international Tribology community.
- f) Identifying, recognizing and publicizing the notable accomplishments of members of the Division.
- g) Aiding in setting directions in research and development in Tribology.

Article III - Membership

Membership in the Division is defined as those members of the ASME who have designated the Tribology Division as either their primary or secondary division.

Article IV - Division Activities

- a) The Division, in concert with appropriate organizations, gathers and disseminates knowledge in Tribology by:
 - 1) Sponsoring and supporting the ASME Journal of Tribology.
 - 2) Initiating, sponsoring and supporting any other special-focus technical publications, such as:
 - i) New technical publications in some branch of Tribology, when appropriate.
 - ii) Handbooks on some aspect of Tribology.
 - iii) Offerings to the popular press (media) and semi-technical popular magazines information on Tribology and the role of the Division in this field.
- b) The Division organizes knowledge in Tribology for educational purposes by:
 - 1) Determining the needs of the members for continuing education in Tribology.
 - 2) Organizing courses in Tribology in several locations, as well as at the Division conferences, and developing instructional materials for dissemination by all reasonable means.
 - 3) Publishing educational materials in Tribology.
 - 4) Aiding the ASME Board on Professional Development in its endeavors.
- c) The Division exchanges knowledge in Tribology by organizing, sponsoring and/or conducting:
 - 1) Each year, in cooperation with the Society of Tribologists and Lubrication Engineers, the ASME/STLE Tribology Conference.
 - 2) When appropriate, sessions at the ASME International Mechanical Engineering Congress and Exposition (IMECE).
 - 3) When appropriate, sessions and meetings with other Divisions of the ASME or with groups outside of the ASME, in consultation with the ASME Basic Engineering Technical Group.
- d) The Division recognizes members for specific accomplishments in Tribology. Notice of these awards and the significance of the accomplishments are publicized wherever helpful to the awardee and the Division.
- e) The Division actively seeks cooperation with other international groups by:

- 1) Generating a forum for international Division members for exchange of ideas and new knowledge in Tribology and related areas.
 - 2) Setting up a mechanism for regional workshops, short courses and educational activities.
 - 3) Seeking collaboration on funded joint projects and workshops.
 - 4) Participating in international activities (e.g. International Tribology Council) where Division participation may be appropriate or advantageous to the ASME.
 - 5) Soliciting international participation in selected Division activities.
- f) The Division aids in setting the directions of research and development in Tribology, and disseminating such information, through close cooperation with the ASME Center for Research and Technology Development, when appropriate.

Article V - Administration of the Division

Section 1 - The Division shall be organized under the Constitution and Bylaws of the Society and, in case of conflict between Division and Society Bylaws, those of the Society shall govern.

Section 2 - The administration of the Division shall be conducted by an Executive Committee (EC).

a) The EC shall consist of the following seven voting members plus the Chairs of the Standing Committees as non-voting members:

- 1) The EC Chair
- 2) The Secretary/Treasurer
- 3) The Chair of the Publications Committee
- 4) The Chair of the Education Committee
- 5) The Chair of the Technical Exposition Committee
- 6) The Chair of the Research Committee on Tribology
- 7) One Member-At-Large

b) Manner of choosing the voting members of the EC:

All voting members of the EC are nominated to specific positions by the Nominations and Oversight Committee (NOC, see Article VI below). Nominations are listed on a ballot and sent to Division members for approval. Recommendations for nominations shall be accepted from the Division membership. All appointments to the EC are submitted to the VP of BETGOB for approval.

c) Qualification of the EC members:

The members of the EC are to be nominated on the basis of their ability to lead their designated committees to the highest possible accomplishments.

d) The term of service of the EC members:

The term of office for each voting position on the EC shall be one year ending on June 30 or until a successor is elected. After successful completion of one term, an EC member is eligible for nomination by the NOC for re-election to the same position or another position on the EC. If an EC

member cannot fulfill his/her assigned duties for any reason, a new member is nominated by the NOC to fill the vacant position. The maximum term of office on the EC is five years. After a three-year hiatus, members are eligible to serve again on the EC.

e) The EC may form new Ad Hoc technical and administrative committees when such committees are suggested by Division membership and/or are needed to carry out the functions of the Division. The Ad Hoc committees can be discharged by the EC after the committees have fulfilled their objectives or when the functions of the committees are no longer justified.

f) The Chair of the EC calls the EC meetings, prepares an agenda for the meetings and presides over the meetings. The Chair shall be an ex-officio member of all committees except the NOC. The Chair further serves as liaison with all other functioning bodies in the ASME, as outlined in the ASME Bylaws.

g) The Secretary/Treasurer:

- 1) Is responsible for preparation of the Division's annual report and other obligations to the ASME.
- 2) Remains apprised of the financial position of the Division and regularly sets plans in motion to improve its financial position.

h) The Member at Large coordinates the activities of the technical committees.

i) The Member-At-Large is assigned certain responsibilities and special assignments as deemed necessary by the Division Chair.

j) All EC members shall have full and equal participation in all EC business. Five voting members of the EC constitute a quorum for the conduct of business in scheduled meetings. Major decisions that require balloting shall be open to discussion by all EC members, but only the voting members can participate in balloting.

k) The dispersal of funds from the Division Custodial Account and any other funds must be approved by the EC and authorized by the signatures of the Chair and Secretary/Treasurer of the EC.

l) The EC shall appoint a Division member in alternate years to the Joint ASME/STLE Tribology Conference Planning Committee.

m) The EC shall appoint a new member to the Honors and Awards Committee on an annual basis.

n) The EC shall appoint the Chairs of all standing and technical committees.

o) The EC shall appoint the ASME representative to the International Tribology Council.

p) Copies of notices of regular meetings of all administrative, standing, and technical committees shall be sent to all members of the EC at least one month prior to each meeting.

q) The EC members may be reimbursed from the Tribology Division custodial account for their travel expenses connected with attending more than one meeting per year, subject to written approval by the EC and according to the Society Policy 4.5 Travel Expense Contribution.

Article VI - Nominations and Oversight Committee (NOC)

Section 1 - The NOC shall consist of five senior members of the Division representing the topical breadth of the Division. The term of office shall be five years, with staggered terms such that one member retires each year. This Committee shall select its own members to maintain a membership of five.

Section 2 - Responsibilities of the NOC include:

- a) Nominating members of the EC.
- b) Overseeing the functioning of the Division, providing advice and guidance to the EC and attending EC meetings (without vote).
- c) Overseeing the bylaws, rules and regulations of the Division.

Article VII - Administrative Committees

Section 1 - General items

- a) Members of administrative committees shall be nominated by the chairs of the committees and approved or appointed by the EC, as specified below.
- b) Actions taken by administrative committees are decided by majority vote of the committee membership.
- c) Each of the administrative committees shall draft its philosophy, rationale and goals of operation for approval by the EC.
- d) Each of the administrative committees shall regularly report its new initiatives for the expansion of its scope and ways in which it is aiding the Division to be a leader in Tribology.
- e) Yearly reports of the committees are due in the hands of the Secretary of the EC by June 15, unless otherwise stated.

Section 2 - Publications Committee

The Publications Committee shall be responsible for monitoring the publication of the ASME Journal of Tribology, arranging for the publication of the Division Newsletter, maintaining and updating the Division Web Page, and such other technical publications in any format, i.e., print or

electronic as may be deemed appropriate and approved by the EC.

a) The Editor of the Journal of Tribology shall be a member of this Committee. The Editor is appointed by the EC for a term of five years, and is approved by the ASME Board on Communications. The Editor shall nominate Associate Editors for approval by the Publications Committee and the EC, and may appoint panels, committees and other groups to assist in the editing process.

b) This Committee shall include at least two additional members.

Section 3 - Education Committee

The Education Committee shall be responsible for the development, organization and execution of special meetings, education programs, and other appropriate venues for the dissemination of basic and/or specialized tribological knowledge. The Committee shall promote, conduct, oversee and/or monitor such programs in the areas of university engineering undergraduate and graduate education, and in the area of continuing education for engineering practitioners. The Committee shall use appropriate means of communication, including satellite systems. This Committee shall be composed of the Committee Chair and at least two additional members.

Section 4 - Technical Expositions Committee

This Committee shall be composed of the Committee Chair and at least four other members, as follows:

a) Two of the members shall be the two most senior ASME representatives to the ASME/STLE Tribology Conference Planning Committee, whose activities are specified by the ASME/STLE Tribology Conference Rules and Operating Guide. Every two (2) years, the EC shall appoint a representative to the Tribology Conference Planning Committee to replace the outgoing ASME member of that nine (9) member body.

b) Two others who shall develop ideas and plans for new topics to incorporate into Division expositions, e.g., at the IMECE.

Article VIII - Standing Committees

Section 1 - General Items

a) Chairs of standing committees, except the Honors and Awards Committee, shall be elected for a renewable two year term beginning on July 1 by majority vote of the committee membership, subject to approval of the EC.

b) Members of the standing committees, except the Honors and Awards Committee, shall be nominated by the chairs of the committees and appointed by the EC, as specified below.

c) Actions taken by standing committees are decided by majority vote of the committee membership.

d) Each of the standing committees shall draft its philosophy, rationale, and goals of operation for approval by the EC, and these shall become appendices to these bylaws.

- e) The Chair of each standing committee shall regularly report the committee's new initiatives for the expansion of its scope and ways in which it is aiding the Division to be a leader in Tribology.
- f) Yearly reports of the committees are due in the hands of the Secretary of the EC by June 15, unless otherwise stated.

Section 2 - Honors and Awards Committee

This Committee shall be composed of five members. The term of office on the Honors and Awards Committee is five years. Each year, the member with the longest service on the Committee shall be appointed by the EC as the Chair beginning on July 1.

The Honors and Awards Committee is responsible for:

- a) Choosing the recipient of the ASME Best Paper in Tribology Award in conjunction with the Editor and Associate Editors of the Division publications.
- b) Choosing the recipients of the Mayo D. Hersey, Burt L. Newkirk, Marshall B. Peterson, and Donald F. Wilcock Awards.
- c) Identifying and preparing documentation for elevation of members for nomination to ASME Fellow grade and other honors and awards.
- d) Developing funding, and advising on proper apportioning of funds, for the present and new awards.
- e) Developing and preparing documentation for new awards for approval by the EC and appropriate ASME organizational units.

Section 3 - Membership Development Committee

This Committee shall be composed of the Committee Chair and at least two other members. The functions of this Committee shall include:

- a) Maintaining membership records for the use of ASME and maintaining knowledge of qualifications of Division members for nomination to various committee positions in the Division.
- b) Developing plans for submission to the EC for increasing the number and involvement of Division members.
- c) Preparing publicity brochures, in cooperation with the Publications Committee, to attract new members to the Division.
- d) Developing and implementing plans and strategies to attract members from various specialties within the broad subject area of Tribology.

Section 4 - International Coordination Committee

This Committee shall be composed of the Committee Chair and at least four other members. One member shall be the Division representative to the International Tribology Council. Other members shall be selected to represent various regions around the globe. This Committee shall be responsible for coordinating international activities of the Division and promoting collaboration among the international Division members. The Committee shall meet at least once per year at a time and place most convenient for the international Division members.

Section 5 - Research Committee on Tribology

This Committee shall be composed of the Committee Chair, Vice-Chair, Secretary, and up to twelve other voting members. This Committee shall be responsible for suggesting directions for research and development in Tribology by identifying research needs and potential opportunities. The Committee shall meet at least once per year at a time and place most convenient for the Committee members. The Committee may at its discretion invite selected non-voting members to participate in its meetings and its other activities.

- a) The Committee Secretary shall keep an updated roster of the Committee membership and their subcommittee assignment(s).
- b) The Committee shall consist of subcommittees representing primary technical areas within the broad subject of Tribology. The Committee Chair shall assign each member to a subcommittee and the Committee will elect subcommittee chairs. The subcommittees shall keep abreast of recent developments in their technical areas.
- c) Periodic oral and/or written technical reports shall be prepared for presentation at either the Committee meetings or relevant conferences as appropriate.
- d) The Committee shall organize special workshops or sessions at ASME Conferences as needed.
- e) The Committee shall provide periodic assessments of recent developments in science and technology that relate to Tribology and recommend new approaches that merit consideration by the scientific and technical community, as well as government funding agencies.
- f) The Committee shall select recipients of the Innovative Research Award given to an individual or a group for a recent major contribution to Tribology.

Article IX - Technical Committees Section 1 - Ad-Hoc Technical Committees

The purpose of the ad-hoc technical committees is to promote interest in and advance the science and technology of their respective fields through workshops, symposia, technical sessions, panels, and wherever beneficial. The chairs of the technical committees shall be elected for a renewable two year term, by majority vote of the committee membership, subject to approval of the EC.

- a) Membership on the ad-hoc technical committees shall be open to all those willing and able to participate actively in the work of the committees. Each year, the technical committees shall scan their membership with a view to dropping those who have been inactive as indicated by their continued lack of participation or interest, and new members shall be added. A complete list of members including their titles, addresses, and grade of membership on the committees and in the Society must be in the hands of the Chair of the EC by June 15.
- b) Each ad-hoc technical committee shall hold at least one meeting each year and may hold the

meetings at the discretion of the ad-hoc technical committee chair or at the request of a majority of the committee. Copies of notices of meetings of all ad-hoc technical committees shall be sent to all members of the EC.

c) The author of reports and correspondence with an ad-hoc technical committee shall furnish those interested with copies. This may include ASME headquarters, Chair of the EC, Chair of the Research Committee on Tribology, chairs and secretaries of interested technical and administrative committees of the Division.

d) The ad-hoc technical committees shall carry on such activities in Tribology as fall within the province indicated by their mandates. New ad-hoc technical committees may be formed by an interested group of Division members by presenting the EC with a proposal indicating the scope of activities and prospective membership.

e) Each ad-hoc technical committee shall adopt a brief statement of Objectives and Scope, subject to approval of the EC, and these shall become appendices to these Bylaws.

Article X - Amendments

Section 1 - Amendments to these Bylaws may be requested by at least three members of the Division. The NOC is responsible for initiating action to revise the Bylaws.

Section 2 - Amendments to these Bylaws must be approved by the Division membership. Additionally, amendments shall be subject to the approval of the Basic Engineering Technical Group.

Revised : October 2003

Approved by Membership & COE : May 2004