

~~OPERATION GUIDELINES BYLAWS~~ OF THE
HEAT TRANSFER DIVISION OF THE
AMERICAN SOCIETY OF MECHANICAL ENGINEERS
ESTABLISHED 1938

ARTICLE I. NAME

This Division of the American Society of Mechanical Engineers shall be known as the Heat Transfer Division.

ARTICLE II. OBJECTIVES

The objectives of the American Society of Mechanical Engineers (ASME) Heat Transfer Division (HTD) are:

- 1) To constitute a Professional Division of the American Society of Mechanical Engineers (ASME) in the broad field of heat transfer, in accordance with the Society's Constitution, Bylaws, and Rules. The HTD ~~resides under the Knowledge and Communities Sector of ASME~~ is one of the official groups on ASME.ORG ~~Technical Community Divisions~~.
- 2) To serve the Division membership, the Society, and Profession by encouraging and fostering experimentation, theoretical investigations, application studies, and the release of new data, techniques, and procedures to the end that reliable discussions, reports, and publications shall be effected for the advancement of knowledge in the field of heat transfer and improvement in equipment design procedures.
- 3) To promote the interchange of ideas, experiences, and evaluations among engineers and scientists through the organization of meetings, conferences, continuing education presentations, and other forums as deemed appropriate by the Division.
- 4) To interact and cooperate with other professional divisions, groups, and committees within the Society, and other societies; especially in matters related to standardization, research, papers and reports, meetings and special services, and the avoidance of duplicating or conflicting efforts.
- 5) To direct attention to commendable engineering achievement through presentation of or recommendation for suitable awards and recognition.

- 6) To promote the arts, sciences, and practice of engineering through those activities which are proper and which encompass all aspects of heat transfer and which aid in the compilation and dissemination of relevant information.

ARTICLE III. ACTIVITIES

Section 3.01 Conferences

- 1) The Division shall organize a technical conference with appropriate sessions at least once annually, for the presentation and discussion of acceptable papers and reports of investigations. These may be at the International Mechanical Engineering Congress and Exposition (IMECE) of the Society, the summer Heat Transfer Conference, or other venue approved by the Executive Committee and the ASME Board of Communications
- 2) The Division will, when appropriate and/or when asked, arrange for and participate in joint sessions with other qualified groups at meetings of the Society.
- 3) The Division will, subject to the approval of the Board of Communications, participate in joint meetings or affairs with other organizations when such is to the benefit of the Division, the Society, and the Profession.

Section 3.02 Committees

Technical and special committees shall be maintained for the collection and review of new information and for the sponsorship of technical sessions, symposia, professional development courses, and workshops containing reports, papers, or digests.

Section 3.03 Publications

- 1) The Division shall recommend and submit suitable papers, reports, and data of permanent value or exceptional interest and of reliable quality for publication by the Society.
- 2) The Division shall provide for the dissemination of technical information through a Society published Journal of Heat Transfer and other journals as appropriate and approved by the Executive Committee and the Society.

Section 3.04 Other Activities

The Division shall conduct such other activities as may be necessary and proper to realize the stated objectives.

ARTICLE IV. ORGANIZATION AND OPERATIONS

Section 4.01 General:

- 1) The activities of the Heat Transfer Division shall be directed by an Executive Committee consisting of six members including the Past Chair of the Division as ex-officio member. All shall be voting members.
- 2) The functional organization of the Division is summarized in Figure 1 and consists of the Executive Committee and all Technical, Administrative, and Conference Committees. The officers of the Division are defined to be the Chairs of all committees established by the Executive Committee in addition to those individuals appointed as Special Representatives or Assignees. The committee structure may be modified at any time by a majority vote of the Executive Committee.
- 3) The Heat Transfer Editorial Board shall be established by the Executive Committee to monitor and direct the Journal of Heat Transfer and other journals sponsored by the Division. The Technical Editors of the Journals shall report their Journal's status at least annually to the Executive Committee and shall supply a slate of nominations for Associate Technical Editor to the Past Chair of the Division.

Section 4.02 Committees

- 1) Diligent effort shall be maintained to ensure the membership of the various committees of the Division reflect a broad balance between the many domains and interests in the field of heat transfer.
- 2) The Executive Committee shall establish detailed responsibilities and schedules belonging to each officer within their stated scope of duties.
- 3) Unless an appointment is made for a different length of time, special committee chairs shall serve a three year term. Chairs of ~~the~~The Directions and Issues In Heat Transfer Committee, the Committee on Gas Turbine Heat Transfer (in conjunction with the Gas Turbine Institute) and the Committee on Heat and Mass Transfer in Biotechnology (joint with the Bio-Engineering Division) shall serve for two years. As requested by each technical committee, and approved by the executive committee, chairs for all other technical committees shall either serve a three year term or a

two year term with a vice chair as successor. Terms of all officers, committee members, and of the retiring member of the Executive Committee shall expire on the last day of the month before the Division's summer conference (e.g., the Summer Heat Transfer Conference, AIAA/ASME Thermo-physics and Heat Transfer Conference, etc) is scheduled or July 1 if no summer meeting is scheduled.

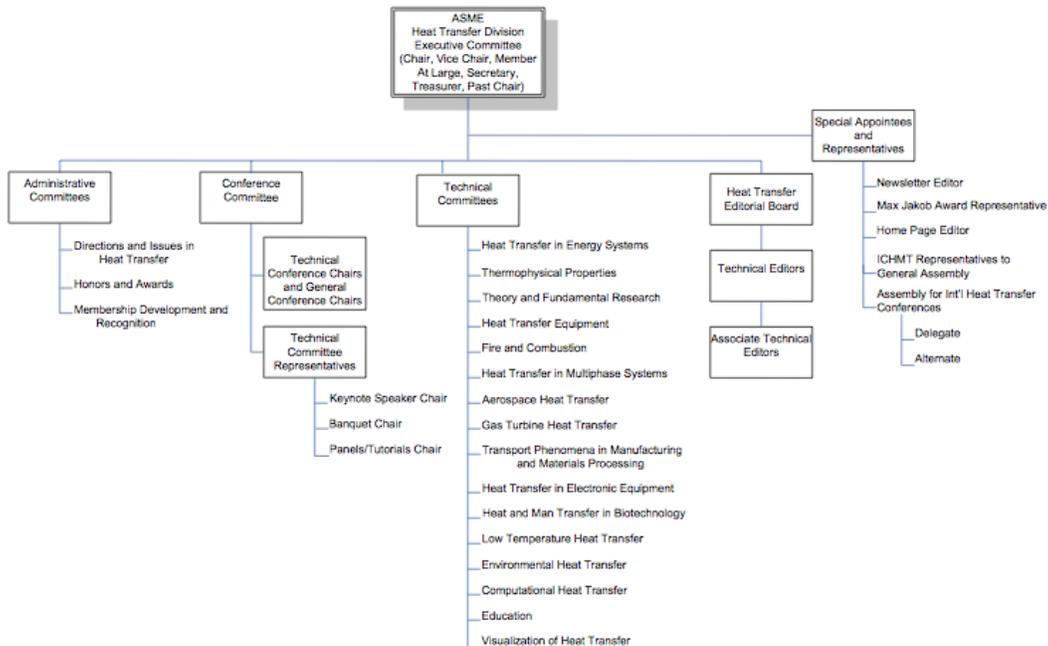


Fig. 1. Heat Transfer Division Organization Chart.

ARTICLE V. THE EXECUTIVE COMMITTEE

Section 5.01 Meetings of the Executive Committee

- 1) There shall be at least two meetings of the Executive Committee each year with meeting agendas distributed to Executive Committee members and technical and special committee chairs prior to each meeting.
- 2) The Chair will normally call for meetings of the Executive Committee and who will designate the place

and time of the meetings. Three members of the Executive Committee may request a special meeting of the Committee.

- 3) Four members of the Executive Committee shall constitute a quorum.
- 4) Except where specifically stated otherwise in these Bylaws, all actions of the Executive Committee shall be determined by majority vote of those voting.

Section 5.02 Membership

- 1) The Executive Committee, and such officers as the Division may require, shall be selected from the membership of the Society.
- 2) The tenure of each officer in the Division Executive Committee shall commence on the first day of the month in which the Division summer conference (NHTC, AIAA/ASME Thermo-physics and Heat Transfer Conference, etc. as appropriate) is scheduled or July 1 if no summer meeting is scheduled.
- 3) Membership on the Executive Committee shall be established as follows:
 - a) Prior to February 15 of each year, the Executive Committee through its Chair, shall nominate to the Society one or more individuals from whom the Council on Engineering shall appoint the new member(s) of the Executive Committee. Each appointment is for a six-year term.
 - b) Members may not be reappointed to the Executive Committee until a period of period of three years has passed since the end of their prior six-year term.
 - c) In case of resignation or vacancy for any reason, vacancies shall be filled according to Article IV, Section 4.03.
 - d) The membership of the Executive Committee shall represent a broad community of mechanical engineers, with a new member appointed from an academic institute and a non-academic organization in alternate years.
- 4) Each of the six members of the Committee will rotate through five of the following six roles: Treasurer or Secretary, Member At Large, Vice Chair, Chair, and Past Chair. When a newly appointed Committee member

begins their service on the Committee, they will serve as either Secretary or Treasurer for a two-year term. Consequently, each year either a new Secretary or new Treasurer will be appointed in a staggered way. After their two years service, they move to Member At Large, Vice Chair, Chair, and Past Chair, each a one-year term.

Section 5.03 Vacancies

- 1) A vacancy in the Executive Committee by reason of resignation, incapacity, or decease shall be filled by recommendation of the remaining members of the Executive Committee, subject to the approval of the Council on Engineering. In this case, all members of positions behind the vacated position in the five person rotation shall move ahead one position in responsibility, and the new member shall fill the open position created (Secretary or Treasurer). In case of a vacancy of the Past Chair position, the Chair shall assume the duties of both positions, and no new appointments will be made. The Chair shall have at least one year of experience on the Executive Committee.

Section 5.04 Duties of the Officers

- 1) The Division Chair
 - a) The Chair, as the Chief Administrative Officer, shall be responsible for policies, operations, and the general execution of decisions made by the Executive Committee.
 - b) General duties of the Chair are:
 - i) Call meetings of the Executive Committee.
 - ii) Preside at all meetings of the Executive Committee. In case of the absence of the Chair, the Vice Chair or the senior member (as listed in Figure 2) attending shall preside.
 - iii) Represent the Division in all official relations with the Society, and be responsible for Division interests and activities involving groups outside of the Society.
 - iv) Establish and maintain plans, and develop programs and activities involving groups outside of the Society.
 - v) Maintain liaison with all officers of the Division in relation to activities and accomplishments.

- vi) Be responsible for actions taken by the Division, through the Technical Program Representatives, with respect to papers, reports, publications and conferences.
 - vii) Be responsible for appointments made by the Executive Committee.
 - viii) The Chair shall make appointments to perform such tasks as the Committee may specify
 - ix) Participate with the Past Chair on long range planning for the Division in coordination with the Committee on Long Range Directions and Issues in Heat Transfer (K-2).
 - x) Obtain Annual Reports from all committees and prepare the Annual Report of the Division for approval by the Executive Committee and submission to the Society.
 - xi) Preside at all Coordination Committee (K-5) meetings. In case of the absence of the Chair, the Vice Chair or the senior member (as listed in Figure 2) attending shall preside.
 - xii) Serve as a signatory for dispersing HTD funds.
 - xiii) Be responsible for the final approval of conference budgets as applicable.
 - xiv) Perform other duties as they arise.
- c) Specific duties of the Chair include:
- i) Prepare Chair's message for the HTD Newsletter and send it to the Media Editor by June 1. Work with past chair to minimize redundancy associated with the HTD Newsletter.
 - ii) Coordinate with Secretary to send out the EC and K-5 meeting announcements with agendas for the HTD summer conference (NHTC, AIAA/ASME Thermophysics Conference, etc. as appropriate) at least 30 days prior to the meeting.
 - iii) Conduct the EC and K-5 meetings at the NHTC.
 - iv) Coordinate with the Media Editor to forward the completed draft Newsletter to ASME by August 15. (Chair should review the entire Newsletter content prior to sending it to ASME.)
 - v) Coordinate with Secretary to send out the EC and K-5 meeting announcements with agendas for the IMECE at least 30 days prior to the meeting.
 - vi) Coordinate with Vice Chair to prepare for the HTD Award Banquet at the IMECE.
 - vii) Coordinate with Past Chair to prepare the final HTD appointment list for the EC Meeting at the IMECE.
 - viii) Conduct the EC and K-5 meetings at the IMECE.

- ~~ix)~~ ~~Attend the Basic Engineering Group Operating Board Meeting at the IMECE as Division Representative. (This meeting is held normally on Tuesday.)~~
- ~~x)ix)~~ Preside at the HTD Award Banquet at the IMECE.
- ~~xi)x)~~ In December, nominate the incoming EC member to ASME and also provide ASME with the list of HTD attendees, including the incoming member, for the next TEC meeting.
- ~~xii)xi)~~ Send official appointment letters to incoming Division officers in January.
- ~~xiii)xii)~~ Send ASME the official nominations for the Heat Transfer Memorial Awards Recipients in February.
- ~~xiv)xiii)~~ Send ASME the list of the incoming HTD K-3 Honors and Awards Committee members by March 15.
- ~~xv)xiv)~~ Coordinate with Treasurer to send ASME the HTD budget for the following year by due date specified by ASME.
- ~~xvi)~~ ~~Request technical and special committee chairs to submit their annual report by April 15.~~
- ~~xvii)~~ ~~Submit the HTD Annual Report to VP, Basic Engineering Group, by May 1.~~
- ~~xviii)xv)~~ Notify winners of the Best Paper Award and Classic Paper Award by July 1.
- ~~xix)xvi)~~ Check and update duties list for Division Chairperson by July 1.
- ~~xx)xvii)~~ Assume the Past Chair position on July 1 if HTD summer conference is scheduled on or after July 1, otherwise on the 1st day of the month in which HTD summer conference is scheduled.

2) Past Chair

- a) The Past Chair of the Division shall:
 - i) Coordinate the appointment process of the Division (see Article VIII).
 - ii) Make recommendations for all offices to be filled by appointment and election by the Executive Committee including liaisons with appropriate Operating Boards, Divisions, and Groups.
 - iii) Maintain delegate contact between all Division Committees and the Executive Committee in regard to personnel matters.
 - iv) Have responsibility for long range planning for the Division in coordination with the K-2 Committee.
 - v) Prepare a nomination for the Dedicated Service Award to be forwarded to the Vice President for Basic Engineering Technical Group by July 1.
 - vi) Check and update the duties list for Past Chairperson.

- vii) Work with incoming chair to minimize redundancy associated with HTD Newsletter.

3) Vice Chair

a) The Vice Chair shall:

- i) Serve as Technical Program Representative for the ASME IMECE which occurs during the Vice Chair's tenure.
- ii) Finalize program for the IMECE and identify speaker by August 1.
- iii) Chair IMECE HTD sessions at the IMECE in the year of Vice Chairmanship.
- iv) Work in an associate position with the Division Chairperson in the general administration of the Division. Act on behalf of the Division Chairperson when the Chairperson is not available.
- v) Solicit topic and speaker for the Invited Lecture at the Heat Transfer Banquet during the IMECE for transmittal to the Executive Committee for review and approval.
- vi) Arrange an awards reception held prior to the IMECE Banquet.
- vii) Check and update the duties list for the Division Vice Chair

4) Member At Large

a) The Member At Large shall:

- i) Maintain liaison with all groups and committees represented on the Coordination Committee.
- ii) Represent the Executive Committee in matters of committee activities and programs.
- iii) Be responsible for preparing evaluations and recommendations for the Executive Committee on intra-divisional affairs, as may be assigned by the Executive Committee.
- iv) The Member-at-Large is responsible for organizing and planning for the HTD part of the IMECE occurs during the Members term, beginning with the IMECE planning meetings held during the prior IMECE.
- v) Assume responsibilities as Vice Chairperson at the start of the next term year.
- vi) Check and update the duties list for Member-at-Large.

5) Treasurer

a) The Treasurer shall:

- i) Prepare and distribute the Division Roster of the Division Officers and Committees and issue corrections thereto throughout the year. Distribution shall be to Society Headquarters by the deadline specified

by Headquarters each year, to the HTD website, and then to all officers and committee members of the Division (revise by IMECE).

- ii) Serve as coordinator of any special Division development committees, which may be appointed by and report to the Executive Committee whenever a matter arises dealing with broad matters of Division development or relations with other groups. When the task is completed, the committee is dissolved.
- iii) Conduct Division training for new and current Division members as defined by the Executive Committee (IMECE/SHTC).
- iv) Coordinate the approval of all conferences and meetings with official Heat Transfer Division or Technical Committee participation (work with the ASME technical representative).
- v) Prepare the pamphlet for the Honors and Awards Banquet at the IMECE (work with ASME technical representative), based on input received from K-3 and other members of the Executive Committee.
- vi) Serve as the Division financial officer and propose an annual budget for the Division to the Executive Committee by the IMECE.
- vii) Review and expedite the distribution of Division funds approved by the Executive Committee and serve as one of the Division account signatories.
- viii) Prepare and distribute current financial reports prior to each Executive Committee meeting.
- ix) Pursue resource development activities as directed by the Executive Committee.
- x) Check and update the duties list for the Division Treasurer.

6) Division Secretary

a) The Division Secretary shall:

- i) Prepare and distribute minutes for Executive Committee Meeting and Coordinating Committee Meeting within 30 days after the meeting.
- ii) Distribution shall include the Executive Committee, Coordination Committee, the Division Representative to the Basic Engineering Group, and the staff representative for BEG at ASME Headquarters.
- iii) Serve as Division Historian, maintaining the permanent files and records of Division affairs, including records of papers, programs, and publications.
- iv) Conduct general secretarial duties for the Division.
- v) Distribute a copy of the duties of the Executive Committee members at the HTD summer conference.

- vi) Keep the Division Bylaws up to date with respect to the activities of the Society and HTD.
- vii) Update the historical list of Division officers and committee chairs each year.
- viii) Check and update the duties list for the Secretary.

ARTICLE VI. ADMINISTRATIVE COMMITTEES

Section 6.01 General

The Executive Committee shall establish such administrative committees as deemed necessary to support the membership of the Division through strategic planning, recognition and honors, communications, and other activities.

Section 6.02 Long Range Directions and Issues in Heat Transfer

- 1) The Committee on Long Range Directions and Issues in Heat Transfer shall work with the Division and the heat transfer community to define problem areas, identify opportunities, focus on issues, and recommend approaches to permit the Division and heat transfer community to continue to grow, serve the engineering profession, and better meet the Division Objectives.
- 2) Membership on the Committee shall consist of seven members including:
 - a) A Chair appointed by the Executive Committee every two years and who may be reappointed once.
 - b) Two academic members, two industrial members, and two at-large members each serving a single four year term. One new member from each of academia, industry, and at-large groups shall be appointed by the Executive Committee every other year. Members may not succeed themselves.
- 3) The Committee shall make at least one report to the Executive Committee each year including recommendations for future action by the Division.
- 4) The Committee shall perform other related duties as assigned to it by the Executive Committee from time to time.

Section 6.03 Honors and Awards

- 1) The Executive Committee shall nominate for subsequent appointment by the Committee on Honors properly qualified persons to serve on the Honors and Awards

Committee and shall appoint one of the senior members of the committee as Chair. Membership shall include seven members.

- 2) All members of the Honors and Awards Committee are appointed for a term of three years. Two new members are appointed each year with a third new member to be appointed every third year.
- 3) The Chair of the Honors and Awards Committee shall:
 - a) Recommend nominations for honors and awards from members of the Committee to the Executive Committee for approval.
 - b) Obtain the vote of the Executive Committee to establish the Division nominees for Honors and Awards. Affirmative majority vote by the members of the Executive Committee shall be necessary for a nomination.
 - c) Transmit Division nominations to the Committee on Honors of the Society, complete with proper and detailed documentation in accordance with Society procedures, prior to the Society deadline each year.

Section 6.04 Membership Development and Recognition Committee

- 1) The Executive Committee shall appoint a Membership Development and Recognitions Committee to actively promote the nomination of Heat Transfer Division members for Fellow Grade and other national and international Awards and Honors, and deal with broad matters of Division development, membership development, and regional development.
- 2) This Committee shall consist of a Chair appointed for a three-year term plus at least three other individuals. The Committee may be expanded at the recommendation of the Committee Chair and with the approval of the Executive Committee.

ARTICLE VII. TECHNICAL COMMITTEES

Section 7.01 General

- 1) Technical Committees shall be established in appropriate areas of Heat Transfer as approved by the Executive Committee.

- 2) New Technical Committees, or changes to an existing committee may be proposed by the membership of the Division or the Executive Committee. In either case, a formal proposal shall be presented to the Executive Committee which contains at least
 - a) A proposed title of the committee which represents the committee's role within the division.
 - b) A description of the technical niche served by the committee
 - c) A description of how the committee will fill an unmet need of the division.
 - d) A proposed committee chair and secretary
- 3) The Technical Committees shall be reviewed at least every five years by the Directions and Issues in Heat Transfer Committee. The review will assess the relevance and viability of each Committee. Recommendations for alterations will be presented to the Executive Committee for action.

Section 7.02 Membership

- 1) Technical Committee Chairs shall be appointed to three year terms for the Committee on Gas Turbine Heat Transfer and the Committee on Heat and Mass Transfer in Biotechnology where the appointment is for a period of two years for joint coordination with International Gas Turbine Institute and Bioengineering Division, respectively. As requested by each technical committee, and approved by the executive committee, chairs for all other technical committees shall either serve a three year term or a two year term with a vice chair as successor.
- 2) Appointment and Committee membership shall follow Section 7.05 - Guidelines for Technical Committee Membership. Committee members will be selected to cover fundamental and applied heat transfer interests in varied engineering activities.
- 3) The Committee Chair appoints members to their Committee, following Committee procedures if such are in place.
- 4) The Chairs shall be members of the Heat Transfer Division as either the primary or secondary division of the ASME.

- 5) The Chairs shall not be eligible for immediate reappointment, except in special circumstances approved by the Executive Committee.
- 6) Member reappointment is subject to the membership guidelines as appended to these Bylaws.

Section 7.03 Responsibilities

- 1) Technical Committees shall be responsible, under the leadership of their Chair, for carrying out the objectives of the Division in their respective fields.
- 2) Chairs shall be responsible for:
 - a) Recommending the technical content of each conference to the Conference Coordination Committee. Such content includes symposia, forums, clinics, technical session topics, expedited sessions, etc.
 - b) Recommending session chairs and co-chairs for the proposed sessions.
 - c) Recommending a technical program representative to the Conference Committee when participating in the conference.
 - d) Coordination with other groups in the Division and Society.
 - e) The Annual Report of the Committee.
 - f) Appointing Committee personnel in accordance with the Committee Membership Guidelines.
 - g) Meetings of committees are desirable at least once each year and shall be called by the Chairs.
 - h) Chairs shall be responsible for reports on committee meetings, which shall be submitted to the Executive Committee.
 - i) The Executive Committee may at any time assign particular tasks to a Technical Committee.

Section 7.04 Technical Sessions

- 1) Each Technical Committee organizing sessions in the area of its responsibilities shall forward session titles or themes to the Conference Committee Chair. The list is to include proposed Session Organizers or Session Organizers are to be supplied immediately after the abstract submission deadline has passed so that abstract acceptance can be evaluated by the

Session Organizers. Reviews, etc. will then be the responsibility of the Session Organizers.

- 2) Authors of papers suitable for publication in any of the HTD journals should be encouraged to submit their presented papers to the Technical Editor of the journal by the Session Organizers. The Session Organizers' review findings should be forwarded to the Technical Editor for consideration.

Section 7.05 Guidelines for Technical Committee Membership

- 1) The efficient and active functioning of Technical Committee operations is the key for the success of the Heat Transfer Division (HTD), making the HTD one of the most active divisions of the ASME. We have a very active membership and would like to continue recruiting even more dynamic and enthusiastic members. Here are some basic guidelines for the Technical Committee Chairs to develop strong, diversified, and dynamic membership.
- 2) Membership Identification
 - a) Committee membership should have balanced representation from academic institutes, industries, research laboratories, and government.
 - b) Committee membership should represent all-important subtopics of the heat transfer field of specific Technical Committee Charter.
 - c) The Committee Chair shall be a member of the Heat Transfer Division as the either primary or secondary division of the ASME.
- 3) Selection
 - a) Members should be technically qualified with willingness to participate in work within the scope of the committee.
 - b) Selection of new members should be based on proper and balanced representation from academic institutes, industries, research laboratories, and the government, and should fill the gaps in any major topics of the committee functions.
 - c) It is recommended that potential members attend one or two committee meetings to become familiar with the working of the committee; at the same time the Committee Chair should evaluate the potential

members' interest, participation, and qualifications before a decision is made to offer membership on the Committee.

- d) Committee members shall belong to ASME. They should be encouraged to become members within six months if they are currently not members.

4) Committee Size

- a) The involvement and participation of new members should be encouraged and actively pursued
- b) Members should be given an opportunity to organize one session at least every two or three years for active participation. If they cannot get that opportunity, the committee is too large.
- c) If most members are involved in organizing sessions every year, or even more frequently, the committee is too small

5) Committee Function

- a) The membership must be dynamic, enthusiastic and participative, since it is a working committee and not an honorary one.
- b) To provide opportunities for the largest number of members, each individual may be a member of only one technical committee, except as approved by the Executive Committee in unusual circumstances.
- c) Session organizers for conferences should be members of one of the Technical Committees. On an ad hoc basis, the Committee Chair can select an outside expert for session organizing. This should be an exception rather than a rule.
- d) Members should be dropped from the Committee if absent for two consecutive meetings unless the Chair is informed of the member's inability to attend through prior communication. The member should also be dropped from the Committee for failure to attend four consecutive regular meetings of the Committee even if the Chair or the Secretary is notified. Failure to contribute to the Technical Committee activities over a three-year period will also disqualify Technical Committee Membership. The Committee Chair has the final authority on the decision regarding any specific membership.

- e) Technical Committee Meetings are open to all interested guests
- 6) Commitment from Members
The Technical Committee Chair should preferably obtain a written commitment from all newly appointed members that they will be able to attend at least one Committee meeting per year, and they should have secretarial, telephone and other services available at their organization to conduct the committee business. If the new member desires, the Committee Chair should write a letter to the member's organization for this purpose.

ARTICLE VIII. SPECIAL COMMITTEES AND SPECIAL DIVISION REPRESENTATIVES

Section 8.01 General

- 1) The Executive Committee may, at any time, appoint special committees or special representatives as needed to carry out the objectives of the Division.
- 2) Minimum appointments shall include the following each year:
- 3) Two representatives to the Basic Engineering Technical Group (BETG) of the Society and its Nominating Committee. The two representatives shall be the Chair and Vice Chair of the Division.
- 4) A liaison to the Technical Publications Board of the Technical Community Operating Board.
- 5) Representatives to other Divisions, Groups, or organizations outside of the Society who may request such representation.

Section 8.02 Media Editor

- 1) The Executive Committee shall appoint a Media Editor whose principal assignments shall be to assemble the Division Newsletter, coordinate input for the HTD webpage, and perform such tasks as the Executive Committee may specify. The term of office shall be three years. The Executive Committee may appoint one or more Associate Newsletter Editors, as support for the Editor and may provide a stipend for administrative support.
- 2) The HTD Media Editor shall:

- a) Prepare the Heat Transfer Division Newsletter on general-interest matters of Division activities, programs, papers, and newsworthy items. The copy of the Newsletter shall be forwarded to ASME Headquarters for distribution prior to the IMECE.
- b) Forward newsworthy items of general interest to the appropriate Society editors for possible publication.
- c) Be responsible for maintaining the content of the HTD home page.
- d) Be responsible for maintaining links to the ASME home page.

Section 8.03 The Max-Jakob Memorial Award Representatives

The Max-Jacob Memorial Award Committee consists of seven (7) members. Three members are appointed by each of the sponsoring societies (ASME and AIChE) and the past-Chairperson is also a member of the Committee. The Chairperson is rotated between the two societies and is generally the senior-most member of the Committee. The Award lecture is presented at a conference decided by the Committee. It could be a meeting sponsored by either of the two societies, the International Heat Transfer Conference, or other such appropriate venue. The Award will also be submitted to the ASME Journal of Heat Transfer for publication.

Section 8.04 Representatives to the General Assembly of the International Center for Heat and Mass Transfer (ICHMT)

Section 8.05 Delegate and Alternate to the Assembly for International Heat Transfer Conferences

ARTICLE IX. THE CONFERENCE COMMITTEE

Section 9.01 General

The Conference Committee shall be responsible for all conference scheduling, planning, and all decisions on the conference technical content, publications, and financial interactions with ASME.

Section 9.02 Membership

- 1) The Conference Committee Chair, appointed by the Executive Committee to serve a three-year term.
- 2) The Executive Committee's IMECE Technical Program Chair and Summer Conference General and Technical Program Chairs for the current and next year (i.e., three persons per year)
 - a) The Executive Committee shall appoint the Vice Chair of the Division to be TPR for the ASME IMECE which occurs during the Vice-Chair's term. The TPR for the Summer conference will be appointed by the Executive Committee. TPRs for other special conferences shall be appointed as needed.
 - b) For the Summer conference in a given year, the Executive Committee shall appoint as the General Conference Chair the person who will be Executive Committee Chair during that year.

Section 9.03 Organization

- 1) The Conference Committee will establish sub-Committees to specifically focus on each upcoming conference. These sub-Committees will be chaired by the IMECE TPR or SHTC General Chair.
- 2) Each sub-Committee may appoint s a Keynote Speaker Chair, a Banquet Chair, and a Panels/Tutorials Chair who are responsible for the success of these events.

Section 9.04 Duties

- 1) Selection of a conference manager and venue
- 2) Conference scheduling
- 3) Conference advertising
- 4) Conference budget management
- 5) Review and evaluation of conference publications and copyright requirements
- 6) Management of awards and certificates
- 7) Formation of the technical program
- 8) Acceptance and publication format of conference publications.
- 9) To report annually to the Executive Committee on the status of all current and future conferences

ARTICLE X. THE HEAT TRANSFER EDITORIAL BOARD

Section 10.01 Background

The Heat Transfer Editorial Board is responsible for the publication of the technical journals supported by the Division through ASME.

Section 10.02 The Journal of Heat Transfer

- 1) *The Journal of Heat Transfer* disseminates information of permanent interest in the area of heat transfer. Contributions to the journal consist of research on energy transfer in equipment and applied thermodynamic processes in all fields of mechanical engineering and related industries. Topic areas include, but are not limited to, aerospace heat transfer; environmental heat transfer; gas turbine heat transfer; heat and mass transfer in biotechnology; heat transfer in electronic equipment; heat transfer in energy systems; heat transfer in fire and combustion systems; heat transfer in manufacturing and materials processing; low temperature and arctic region heat transfer; nucleonics heat transfer; thermo-physical properties; and theory and fundamental research.
- 2) The Journal Editorial Board is responsible for the operation of the Journal, subject to appropriate Executive Committee approval. The Board consists of a Technical Editor appointed for a five-year term and three staggered classes of at least six Associate Technical Editors in each class making at least eighteen Associate Technical Editors in place at any time. Each class serves for a term of three years.

Section 10.03 The Journal of Thermal Science and Engineering Applications

- 1) *The Journal of Thermal Science and Engineering Applications* focuses on the dissemination of information of permanent interest in applied thermal sciences and engineering and is intended to be complementary to the *ASME Journal of Heat Transfer*, which focuses on fundamental research. Contributions should describe research in applied areas pertaining to thermal energy transport in equipment and devices, thermal and chemical systems, and thermodynamic processes, with an emphasis on application of the fundamentals to the solution of problems faced by industry. Topical areas include, but are not limited

to, applications in: aerospace systems, gas turbines, biotechnology, defense systems, electronic and photonic equipment, energy systems, manufacturing, refrigeration and air conditioning, homeland security systems, micro- and nanoscale devices, petrochemical processing, medical systems, energy efficiency, sustainability, solar systems, and combustion systems. Discussions of problems, issues, or solutions in established industries are welcome; however, the emphasis will be on new and emerging technologies, significant questions, pressing problems and concerns, and new methods and approaches that can be applied to industrial problems

- 2) The Journal Editorial Board is responsible for the operation of the Journal, subject to appropriate Executive Committee approval. The Board consists of a Technical Editor appointed for a five-year term and three staggered classes of at least three Associate Technical Editors in each class making at least nine Associate Technical Editors in place at any time. Each class serves for a term of three years.

Section 10.04

Technical Editors

- 1) The Heat Transfer Division shall nominate on the basis of demonstrated expertise in the broad field of Heat Transfer in accordance with Society Guidelines a Technical Editor for each journal supported by the HTD subject to Board on Communications appointment.
- 2) The tenure of office of the Technical Editor will be one five-year term.
- 3) Duties of the Technical Editor
 - a) Be responsible for the paper review process and has the final authority to approve papers for publication.
 - b) Shall receive all papers submitted for publication and shall submit them to the appropriate Associate Technical Editor for review and recommendation as to publication. The Technical Editor shall maintain the records of the progress and action on all papers and may personally conduct the review of a portion of the papers.
 - c) Shall cooperate with the Technical Program Representatives for all meetings in which the Heat

Transfer Division is sponsoring technical sessions for the purpose of obtaining candidate papers.

- d) Shall prepare an operating budget from general Society funds to cover the necessary expenses involved with communications, general supplies, and secretarial assistance.
- e) Will serve as the Division's representative at the meetings of the Board of Editors.
- f) Will issue such reports as may be called for ~~by~~ the Executive Committee concerning the status of papers and reports received for review. Reports on publications activities shall be submitted through the Technical Editor to the Executive Committee.
- g) Will be available to advise and help the Associate Technical Editors in difficult review decisions. The Technical Editor will sign all letters rejecting papers, even though the Associate Technical Editor recommends the review decision.
- h) Shall be responsible for all correspondence and liaison with ASME headquarters staff in all matters dealing with publication. This shall include the responsibility of cooperating with the editor of the ASME in establishing the arrangement and scheduling of the published papers. ~~—~~

Section 10.05 Associate Technical Editors

- 1) The Associate Technical Editors shall in general be selected in accordance with Society guidelines on the basis of their areas of competence and technical expertise in order to cover the various aspects of heat transfer science and technology.
- 2) Associate Technical Editors shall be recommended by the Technical Editor, in consultation with the Executive Committee, to the Publications Committee of the Board on Communication for appointment.
- 3) The Associate Technical Editors must have attained a rank of professor if from academia and a position substantially equivalent to a rank of professor if from a non-academic organization. In general, the Editorial Board shall not have more than one Associate Technical Editor from the same organization. Exceptions require approval of the Executive Committee.

- 4) The Associate Technical Editors shall be appointed for a period of three years and may be reappointed one time. Staggered appointments shall be made.
- 5) Duties of the Associate Technical Editors
- 6) The Associate Technical Editors shall conduct the review and publication recommendations of papers and shall:
 - (i) Maintain files and review records covering all papers received for review.
 - (ii) Review or arrange for the review of all papers received. Reviewers may be anyone who in the opinion of the Associate Technical Editor has the necessary experience, competence, and judgment.
 - (iii) Conduct correspondence with authors taking particular care to avoid inconclusive or conflicting statements covering the review of papers.
 - (iv) Return the authors' papers judged to be possibly acceptable with suggestions as to desirable revisions and an invitation for resubmission.
 - (v) Transmit accepted papers and reports to the Technical Editor, with an official recommendation letter.
 - (vi) Return to the authors, through the Technical Editor, papers that are rejected with a digest or excerpts of reviewers' comments supporting the rejection.

Section 10.06 Publication Procedures

- 1) All papers accepted for publication or presentation shall be transmitted to Society Headquarters in compliance with Society requirements, including preprinting.
- 2) Authors who may be dissatisfied with a non-acceptance recommendation shall have the option of withdrawing their papers.
- 3) As the technical data that are collected and systematically analyzed by committees may warrant, the committees should prepare formal recommendations of acceptable relations, design methods, or constants in the form of convenient data sheets or charts. Such material should be submitted to the Executive Committee with recommendations as to appropriate

publication and an estimate as to the field of utility encompassed. The Executive Committee shall determine the course to be followed in each instance; and when publication involving a definitive item is in question, affirmative action shall require unanimous vote by letter ballot.

ARTICLE XI. APPOINTMENTS AND ELECTIONS

Section 11.01 Appointments

- 1) Appointive offices in the Division shall be:
 - a) Executive Committee
 - b) Chairs of all Technical Committees
 - c) Technical Program Representatives for the Conference Coordination Committees
 - d) Membership Development and Recognition Committee
 - e) Media Editor
 - f) Honors and Awards Committee
 - g) All other special committees.
- 2) Appointments to membership in Technical and Special Committees shall be subject to the approval of the Chairs involved and are further subject to Executive Committee approval unless specified in other parts of the Bylaws.
- 3) Appointments shall be considered, as appropriate, at each meeting of the Executive Committee. These matters for the ensuing year shall be the main order of business at the Executive Committee meeting at the IMECE. If such a meeting cannot be held, the Chair and the Vice Chair shall arrange a satisfactory means of transacting this business.

Section 11.02 Nominations

- 1) Nominations to elective offices shall be made by the Executive Committee.
- 2) All members of the Division shall assist in soliciting nominations for new members of Technical Committees.
- 3) Nominations to appointive positions may be made by any member of the Society in writing, and shall be received by the Past Chair for referral to the Executive Committee. Such appointments are subject to Executive Committee approval.

- 4) Notification of tenders-of-appointment shall be transmitted to the appointee by the Chair in the name of the Executive Committee. Written acceptance shall be required. In case of refusal, a new nomination shall be made.

Section 11.03 Vacancies

In case of a vacancy in any appointive office, excluding the Executive Committee, a new appointee may be named by the Division Chair for the balance of the year, subject to the approval of the Council on Engineering if warranted.

ARTICLE XII. BUDGET AND EXPENDITURES

Section 12.01 Procedures

- 1) The Treasurer shall prepare and submit to the Executive Committee a draft budget for the subsequent fiscal year during the IMECE.
- 2) The Chair shall submit the Division's budget to the Society in a timely fashion as requested by ASME Headquarters.
- 3) Any expenditure of Society funds for a purpose of the Division chargeable to the Society shall be approved by the Division Chair, Treasurer, and the Secretary of the Society. Vouchers covering reimbursements to individuals for approved expenditures shall be submitted to the Society by the Division Chair or Treasurer.
- 4) Any expenditure from such funds as may be accumulated by or in the name of the Division, such as a Custodial Fund, shall be made only on specific approval by the Chair and the Treasurer. Distribution of any funds can only be made following written authorization from the Division Chair or Treasurer.

ARTICLE XIII. GENERAL PROVISIONS

Section 13.01 General Rules

In all respects not specifically covered in these Bylaws, the general rules of the Society governing the conduct of Professional Divisions shall apply with equal force as if included in these Bylaws.

ARTICLE XIV. AMENDMENTS

Section 14.01 Procedures

Amendments to these Bylaws may be initiated by a vote of five members of the Executive Committee by letter ballot. This amendment then shall be submitted to the Operating Board of the Basic Engineering Technical Group for approval, and shall become effective upon such approval. In general, the Division Secretary shall be responsible for keeping these Bylaws up-to-date with respect to the activities of the Society and the activities of the Heat Transfer Division.

ARTICLE XV. APPENDICES

Section 15.01 HEAT TRANSFER DIVISION ADMINISTRATIVE GUIDELINES

- 1) GUIDELINES FOR APPROVING HTD PARTICIPATION IN CONFERENCES
 - a) The content/purpose of the conference should be consistent with the goals of HTD and should be of benefit to the heat transfer community
 - b) There should be no significant overlap, in time (generally less than a month), with other conferences approved by HTD.
 - c) One complimentary registration should be provided for someone to be designated by HTD and the ASME representative. This person will attend the conference and represent HTD at the conference.
 - d) A copy of the conference proceedings be provided free of cost to the HTD
 - e) A copy of the attendee list should be provided to HTD
- 2) BANQUET TICKETS/DRINKS

One banquet ticket will be provided to each of the winners of the Heat Transfer Memorial Award, the Best Paper Award and the Classic Paper Award. Tickets for the spouse will be provided only to the winners of the Memorial Award. One or two tickets will also be provided to the Banquet speaker. No ticket for drinks will be provided.
- 3) FOOD/BEVERAGE AT COMMITTEE MEETINGS

No food or beverages will be provided at the Committee Meetings, except for the Executive Committee Meeting, where only soft drinks and coffee will be provided for the members of the Committee and the visitors who attend the meeting.

4) EXTENDED ABSTRACTS

Extended abstracts or short papers, with specified length restrictions, may be used at the discretion of the session chair, with approval of the Conference Technical Program Representative. At least two reviewers, who may be the chair and co-chair of the session, must review each extended abstract before it is accepted for publication/presentation. These papers will follow the format set down by the ASME for conference proceedings and will be treated, in terms of copyright and presentation, as a longer or full-length paper.

Revised: December 1984
Submitted by J. R. Lloyd and J. M. Chenoweth

Revised: August 1988
Submitted by J. B. Kitto, Jr. and J. M. Chenoweth

Revised: June 1994
Submitted by J. B. Kitto, Jr., R. Greif, and R. O. Buckius

Revised: February 1997
Submitted by R. O. Buckius and S. M. Cho

Revised: July 2007
Submitted by R.W. Douglass and T. Tong

Revised: July 2009
Submitted by L.A. Gritz and C. Oh

Revised: October 2011
Submitted by L.A. Gritz and James Klausner

[Revised: December 16, 2014](#)
[Submitted by Yong X. Tao](#)