

**DESIGN ENGINEERING DIVISION BY-LAWS
AMERICAN SOCIETY OF MECHANICAL ENGINEERS
(ASME INTERNATIONAL)**

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."

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PREFACE

The provisions of the Constitution and By-Laws and Policies established by the Board of Governors of ASME International shall govern the procedure of all units of ASME International, but no action or obligation of such units shall be considered an action or obligation of ASME International as a whole. [Article C5.1.2, ASME Constitution and By-Laws]

ARTICLE I NAME

1. This division shall be known as the Design Engineering Division of The American Society of Mechanical Engineers (ASME International).
2. The Design Engineering Division (DED) shall hereinafter be referred to as the Division.
3. ASME International shall hereinafter be referred to as the Society.
4. This Division shall report to the Systems and Design Group (SDG) of the Society.

ARTICLE II OBJECTIVES

1. To constitute a professional division of ASME International in accordance with the By-Laws and Policies of the Society in the field of design engineering.
2. To be the leader, as a division of the Society, in covering the art, science, and application of design engineering.
3. To facilitate transfer of design engineering technology between industry, academe and government through programs and publications.

ARTICLE III MISSION STATEMENT

The mission of the Division is to develop, promote, encourage, and support our members and technical committees in their quest for technical excellence and professional success in their respective fields as regards to the art and science of mechanical engineering design. A key aspect of this mission is to provide necessary processes and mechanisms to launch and nurture new initiatives, and identify and develop new emerging technologies in design through technical meetings, publications, and member interest activities.

ARTICLE IV ACTIVITIES

1. Technical committees shall be maintained for designated fields of design engineering, in accordance with Article VI.
2. The Division shall participate in appropriate technical conferences that are aligned with the mission of the Division and will best serve its interests. All technical conferences must be organized or sponsored either entirely or in part by one or more technical committees. The conferences include:
 - a. the International Design Engineering Technical Conferences (IDETC) to be organized by one or more technical committees of the Division;
 - b. other ASME conferences and industry forums in which DED technical committees play either a primary or supporting organizational role in collaboration with other divisions; and
 - c. conferences sponsored by other societies in which DED technical committees play either a primary or supporting organizational role.
3. The Division shall facilitate the publication of archival-quality papers in the field of design engineering in journals of the Society including:
 - ***Journal of Computing and Information Science in Engineering***
(co-sponsored with Computers and Information in Engineering Division)
 - ***Journal of Computational and Nonlinear Dynamics***
 - ***Journal of Mechanical Design***
 - ***Journal of Mechanisms and Robotics***
 - ***Journal of Medical Devices***
(co-sponsored Bioengineering Division)
 - ***Journal of Vibration and Acoustics***

ARTICLE V EXECUTIVE COMMITTEE (ExComm)

1. The Executive Committee shall consist of nine members, elected in accordance with the section below. In summary these are: Chair, Vice Chair/ Treasurer, Conference Executive, Technical Committee Executive, Secretary, Publications Executive, Honors and Awards Executive, Long Range Planning Committee Chair and Immediate Past Chair.
2. Executive Committee members cannot serve as the chief editor of a Division sponsored journal or be Chair of any technical committee of the Division.

3. The members of the Executive Committee and their responsibilities shall include:
 - a. Chair: Chief officer of the Division; provides leadership and vision for the Division and is responsible for the day-to-day operations.
 - b. Vice-Chair / Treasurer: Planning; liaison with the Special and Advisory committees; treasurer and special projects coordinator; Approves expenditures on behalf of the Division, but these must be co-authorized by the Chair or the Secretary in the absence of the Chair. Expenditures from the Division's Custodian and Operating Funds require a two person authorization per Society Policy P-2.1, "Custodian and Operating Funds: Technical Divisions, Research Committees, Sections and Other Society Activities."
 - c. Conference Executive: Coordination of the International Design Engineering Technical Conferences (IDETC) and any technical conference or industry forums sponsored independent of the IDETC; review and evaluation of all ASME procedures and event planning guidelines related to conference execution. Division representative to the Systems and Design Group (SDG) Operating Board's Committee on Conferences, as required by the SDG By-Laws and Operation Guide; and Division's liaison to the International Mechanical Engineering Congress and Exhibition (IMECE).
 - d. Technical Committee Executive: Liaison with the technical committees.
 - e. Secretary: Prepares agendas, minutes from meetings, correspondence, and mailings; updates Division information on the Division's website.
 - f. Publications Executive: Oversight and coordination of the Division's publications and journals, Oversee Journals' finances and revenues, Coordination with ASME Publications committee, Division representative to the Systems and Design Group (SDG) Operating Board's Committee on Publications, as required by the SDG By-Laws and Operation Guide.
 - g. Long Range Planning Executive: Oversee the development of long-range strategic plan to further strengthen the Division and the technical committees. Serves as a liaison with ASME on strategic issues relevant to the mission of the Division.
 - h. Honors and Awards Executive: Oversight and coordination of the Division's and Technical Committees' Honors and Awards activities, Division representative to the Systems and Design Group (SDG) Operating Board's Committee on Honors and Awards, as required by the SDG By-Laws and Operation Guide.
 - i. Past Chair: Chair of the Advisory Committee and responsible for nominations to the Executive Committee, as described in the Operation Guide.
4. The Chair, Vice Chair/Treasurer, Conference Executive, Technical Committee Executive and Secretary will serve a six year rotational term as they advance through Division leadership. They each shall serve their first three years on the Executive Committee in an orderly succession as follows: The new member of the

Executive Committee shall be the Secretary. In alternating years, the previous Secretary shall become the Conference Executive for a two-year term. In the other alternating year, the previous Secretary shall become the Technical Committee Executive for a two-year term. In the fourth, fifth, and sixth years on the Executive Committee, the member shall be successively the Vice-Chair / Treasurer, the Chair of the Executive Committee, and the Past Chair of the Executive Committee.

5. The Publications Executive, Long Range Planning Executive, and the Honors and Awards Executive will serve three year terms; renewable for a second three years.
6. The Division's two representatives to the Systems and Design Technical Group Operating Board shall be the current Chair and the Past Chair.
7. The Chair, Vice-Chair / Treasurer and Secretary of the Executive Committee shall be respectively the Chair, Vice-Chair / Treasurer and Secretary of the Division.
8. The terms of office of the members of the Executive Committee shall expire coincident with the close of the administrative year of the Society (June 30).
9. All members of the Executive Committee are voting members.
10. Vacancies on the Executive Committee shall be filled by a special election conducted by the Executive Committee in accordance with the Operation Guide and Rules of the Society.
11. Members of the Executive Committee must be members of the Society.

ARTICLE VI TECHNICAL, ADVISORY AND SPECIAL COMMITTEES

1. Technical committees to represent the major fields of design engineering activity in industry shall be established and maintained in accordance with the Operation Guide.
2. The Executive Committee shall establish an Advisory Committee formed in accordance with the Operation Guide.
3. The Chair of the Executive Committee shall appoint special committees, as necessary, in accordance with the Operation Guide, to aid in accomplishing the Mission of the Division.

ARTICLE VII EDITORS AND ASSOCIATE EDITORS

1. New Editors and Associate Editors of the Division's journals shall be nominated in accordance with the Operation Guide for appointment by the ASME Publications Committee. All Editor and Associate Editor appointments shall be made consistent with the policies and guidelines of the Society.

2. A vacancy of an Editor or Associate Editor shall be filled by special election conducted by the Executive Committee in accordance with the Operating Guidelines and Rules of the Society. Following election by the Executive Committee, the nominee's name shall be forwarded for approval to the ASME Publications Committee.

ARTICLE VIII GENERAL COMMITTEE

1. The General Committee shall consist of all members of the Executive Committee, all members of the Advisory Committee, all chairs of all Technical and Special Committees, all Journal Editors, all liaison representatives, and all chairs of conferences sponsored by the Division that are scheduled by the Division, as defined in the Operation Guide.
2. The Chair, Vice-Chair / Treasurer and Secretary of the Executive Committee and of the Division shall be respectively the Chair, Vice-Chair / Treasurer and Secretary of the General Committee.
3. All members of the General Committee must be members of the Society.

ARTICLE IX MEETINGS

1. The Executive Committee of the Division shall meet at least twice per year. One meeting shall be held at the International Design Engineering Technical Conferences. Additional face-to-face or teleconference meetings may be called at the discretion of the Chair of the Division.
2. The General Committee of the Division shall meet at least once per year. This meeting will be held at the International Design Engineering Technical Conferences. Additional meetings may be called at the discretion of the Chair of the Division.
3. Five members shall constitute an Executive Committee quorum providing one of these members is the Chair or Vice-Chair or a member of the Executive Committee designated by the Chair in writing to act on behalf of the Chair.
4. An Executive Committee quorum plus the General Committee members in attendance shall constitute a General Meeting quorum. At least one General Committee member who is not a member of the Executive Committee must be in attendance to constitute a quorum.
5. Except where specifically stated otherwise, all actions shall be determined by a simple majority of those members voting at a Division meeting.

ARTICLE X INTERPRETATION

1. The incoming Technical Committee Executive shall biennially nominate a Parliamentarian, subject to the approval of the ExComm, whose function will be to advise and assist the ExComm with procedural matters.
2. The Parliamentarian may not serve more than two consecutive terms.
3. The Parliamentarian must be a member of the Society and may not be a member of the ExComm, but may be a member of the General Committee.
4. The Chair must include the Parliamentarian on the distribution list for any Executive or General Committee meeting of the Division.
5. Provisions in these By-laws shall be interpreted within the framework of the By-laws and Policies of the Society

ARTICLE XI AMENDMENTS

1. Amendments to the By-Laws shall be acted upon at a General Committee meeting of the Division.
2. Proposed amendments to the By-Laws shall be submitted in writing to the Parliamentarian and the Secretary at least three months prior to the General Committee meeting of the Division during which amendments are to be acted upon.
3. Once amendments are finalized by the Executive Committee, as overseen by the Parliamentarian, copies of the amended By-Laws shall be submitted to members of the General Committee at least thirty days prior to the General Committee meeting of the Division during which the amendments are to be acted upon.
4. The By-Laws of the Division may be amended by the approval of two-thirds or more of a quorum of the General Committee as defined in the By-Laws.
5. After approval by the Division, amendments shall be submitted to the Operating Board, Systems and Design Group, and the Technical Communities Operating Board for approval and publication. Approvals of Unit Guidance Documents, revisions, and amendments are defined in the Knowledge and Community (K&C) Sector Operation Guide.