I. NAME
This Division shall be known as the Manufacturing Engineering Division (MED or Division) of ASME International (hence forth referred to as Society).

II. MISSION AND OBJECTIVES
A) To constitute a professional division of ASME International in accordance with the Society's Constitution, By-Laws and Rules, in the field of manufacturing science and engineering.

B) To promote the art, science, and practice of mechanical engineering as applied to the field of manufacturing.

Division initiatives will cover the entire field of manufacturing engineering including:
1) Manufacturing Equipment
2) Manufacturing Processes
3) Manufacturing Systems
4) Life Cycle Engineering
5) Quality/Reliability
6) Nano/micro/meso Manufacturing
7) Biomanufacturing
8) Textiles/Composites
9) Manufacturing-related Social issues (EHS, Foreign competition and outsourcing, government policy and research funding, etc.)
10) Manufacturing workforce training and college education

These thrust areas will continuously evolve as technical fields develop and mature.

C) To encourage and foster research and development in all established and emerging areas of manufacturing engineering.

D) To support the publication and dissemination of significant advances in research and applications by publishing the Journal of Manufacturing Science and Engineering, Journal of Micro and Nano-Manufacturing, conference proceedings, and other publications.

E) To foster the transfer of technology related to manufacturing between industry, universities and government research laboratories both nationally and internationally.

F) To encourage the interchange of ideas among engineers by:
   1) Organizing programs in which ideas are presented and discussed, and in which all members of the society may meet on an equal basis to exchange experiences and technical data.
   2) Encouraging the preparation and publication of papers on manufacturing engineering developments.
   3) Cooperating with other Divisions, Groups, and Committees within the Society and with other national and international societies with respect to standardization, research, publications, meetings, seminars, tutorials, special services, and for the avoidance of duplication of efforts and conflicts.

G) To direct attention to outstanding achievements in the field of manufacturing engineering and to recommend suitable recognition for such achievements through division and society level awards.
H) To ensure that the Division shall be directed by members of the Society through an Executive Committee.

I) To extend the application of manufacturing engineering into the general populace by undertaking public relations and educational efforts.

J) To encourage and mentor the next generation of manufacturing engineering researchers and practitioners.

III. ACTIVITIES
Technical activities will be organized and conducted to respond to member interests.

A) The Division will organize an annual meeting, referred to as the International Manufacturing Science and Engineering Conference (MSEC) in June every year.

B) The Division may co-organize or co-sponsor annually one or more sessions at the ASME International Mechanical Engineering Congress and Exposition (IMECE).

C) The Division may, when desirable, organize or cooperate in the organization of additional Division Conferences or may participate in joint sessions or meetings with other organizations when participation is of benefit to the Division, Society, or Profession.

D) Administrative or Ad-hoc/special committees shall be maintained for the collection, review, and dissemination of new information, for the preparation of reports and digests, and for raising funds.

E) The Division shall critically review, recommend, and submit suitable papers, reports, and data of permanent value or exceptional interest for presentation at MSEC and/or publication in the Journal of Manufacturing Science and Engineering, Journal of Micro and Nano-Manufacturing, or other suitable journals and proceedings.

F) The Division shall identify and recommend to the Board on Professional Development suitable continuing education programs of interest to its members.

G) The Division shall hold general membership meetings at least one (1) time a year during MSEC in June.

The above activities of the Division will be coordinated and realized by an Executive Committee and other Administrative committees defined in the following sections.

IV. EXECUTIVE COMMITTEE
A) An Executive Committee of five (5) members (Chair, Vice-Chair, Program Chair, Secretary/Treasurer, and Incoming Member), selected from the membership of the Society, will be responsible for setting goals and policies of the Division and management of Division affairs. This committee shall be referred to as the MED Executive Committee in the following sections.

1) To aid in the conduct of Division activities, the MED Executive Committee shall appoint members to administrative and ad-hoc/special committees, and as representatives to other divisions and groups and associations as needed.
2) The term of committee appointments—other than the MED Executive Committee—shall be one (1) year with the members eligible for reappointment, unless specified otherwise within these By-Laws.

3) Where not provided for elsewhere in these By-Laws, the duties of officers and committee chairs are to be as specified in the Duties for the Officers of the Manufacturing Engineering Division.

4) Three (3) members of the MED Executive Committee constitute a quorum; these three members must be interactively present.

5) Actions of the MED Executive Committee shall be determined by a majority vote of those voting, except where actions are specifically stated to be determined otherwise.

6) Meetings of the MED Executive Committee will be held in person once each year at MSEC and monthly via teleconference. At each meeting, the Division Chair shall provide an opportunity for any member of the Society to bring matters concerning the Division before the MED Executive Committee.

7) Each year, the members of the MED Executive Committee shall also nominate and vote on recipients of the Outstanding Service Award.

B) The individual responsibilities of the MED Executive Committee (EC) Members shall be as follows:

1) The **Incoming Member** shall review the By-Laws and Operation Guide of the Manufacturing Engineering Division and the Duties for the Officers of the Manufacturing Engineering Division and identify and recommend modifications for approval at the MED Executive Committee. When deemed necessary by the MED Executive Committee Chair, the Incoming member shall coordinate the effort with EC members to revise the MED By-Laws. The Incoming Member shall attend the Leadership Training which is in conjunction with the ASME Congress of Divisions, work with the new MED Congress Program Committee incoming member to prepare the Call for Symposia for the Congress (2 years out), and be an ex-officio member of the MED Industrial Program Committee.

2) The **Secretary/Treasurer** shall take minutes of meetings, produce an Annual Report jointly with the MED Executive Committee Chair, provide appropriate meeting minutes to the newsletter committee for dissemination to the general membership via the MED On-line Newsletter and Division Webpage, arrange meeting rooms, update the Division directory, perform those duties necessary for monitoring and reporting the state of the Manufacturing Engineering Division budget/accounts, and perform the Division secretarial duties as specified in the Duties for the Officers of the Manufacturing Engineering Division. As the incoming Program Chair, the Secretary/Treasurer shall work with the MED Congress Program Committee Vice-Chair to develop symposia topics for MSEC (1 year out). The Secretary/Treasurer shall also be a Division Representative to the Society's Center for Research and Technology Development (CRTD). The Secretary/Treasurer shall also be responsible for organizing and conducting the Student Manufacturing Design Competition for the current year at the MSEC and shall submit to the MED Executive Committee MSEC the list of those students nominated to receive the Student Manufacturing Design Competition Award. The Secretary/Treasurer shall provide a report of the competition to the MED Executive Committee after MSEC. The Secretary/Treasurer shall oversee all division financial accounts and be the point person for all technical committee finances. The Treasurer is authorized to approve expenditures on behalf of the Division, but these must be co-authorized by the Chair or the Vice-Chair 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.”

3) The **Program Chair** shall be in charge of all technical programs and program initiatives for the Division and be the Chair of the MED Program Committee and shall secure time and facilities for Division technical activities at Society and Division conferences, work with the MED Technical Committee Chairs, and the Symposium Organizers in organizing and coordinating technical programs, and collect attendance statistics at the various sessions at Society and Division conferences other than MSEC and National Manufacturing Week (NMW). The Program Chair shall select and recommend Technical Sessions and Organizers to the MED Executive Committee for programs other than the MSEC and NMW. The Program Chair shall serve as an ex-officio member of the MED MSEC Program Committee and MSEC Program Committee and shall work with the MED MSEC Program Chair and Congress Program Chair to organize and recommend to the MED Executive Committee items concerning the current MSEC and Congress. The Program Chair shall also serve as an ex-officio member of the MED National Manufacturing Week Committee and shall work with the MED National Manufacturing Week Chair to organize and recommend to the MED Executive Committee those items concerning the current NMW.

4) The **Vice-Chair** shall assume the duties of the Chair in his/her absence, provide guidance to the Technical Editor of the *Journal of Manufacturing Science and Engineering and Journal of Micro and Nano-Manufacturing* as to Division interests, complete duties assumed as Program Chair, and serve as a Divisional representative to the Manufacturing Technical Group. The Vice-Chair shall also represent the MED Executive Committee to the Board of the M. Eugene Merchant Manufacturing Medal of the American Society of Mechanical Engineers/Society of Manufacturing Engineers (ASME/SME). The Vice-Chair shall seek consensus of the other MED Executive Committee members prior to the ASME Congress of Divisions (CoD) and exercise the Division's voting privilege for the Merchant Medal Award recipient. In addition, the Vice-Chair shall actively lead strategic planning of the Division. The Vice-Chair is to attend the CoD.

5) The **Chair** of the MED Executive Committee, also referred to as the Division Chair, shall chair and prepare the agenda for all meetings and activities of the Division, be an ex-officio member of all Division Committees, represent the Division's interest in the Society and other functions by attending Group and Society meetings, set directions for Division development (e.g., new programs, short courses, and committee activities), and take a proactive role in supporting new Division initiatives. The Chair shall also be a Divisional representative to the Manufacturing Technical Group, and call and chair emergency meetings at time of contingencies (e.g., resignation of MED Executive Committee Member) and interface with the Advisory Committee as and when needed.

C) The selection of MED Executive Committee Members shall be as follows. Prior to February fifteenth (15th) of each year, the MED Executive Committee shall nominate to the Council on Engineering the individual(s) as the Incoming Member of the MED Executive Committee for a five (5) year term. That same year, the term of one current MED Executive Committee member shall expire at the end of the ASME Summer Annual Meeting. In general, this member will be the senior member (Chair) of the MED Executive Committee.

1) The method of selecting the Incoming Member to be nominated by the MED Executive Committee to the Council on Engineering shall be as follows:
   a) Each year a slate of members, nominated by either the MED Executive Committee or by the general membership, shall be considered by the MED Executive Committee for nomination as the Incoming Member.
b) Selection of the Incoming Member from those nominated shall be made by the MED Executive Committee.

2) The following information shall be determined prior to the final selection of the Incoming Member:
   a) That each member suggested is willing to serve five years progressing through all positions on the MED Executive Committee. This information shall be determined by a designated member of the MED Executive Committee.
   b) That each member suggested have the necessary resources available to them to be able to attend all MED Executive Committee meetings and perform writing and secretarial work required without cost to the Society. The responsibility of determining this information shall be the responsibility of ASME International.

3) Subject to the approval of at least three (3) members of the MED Executive Committee, the Incoming Member will be selected to join the MED Executive Committee for a term of five (5) years. He/She will serve the Division as Secretary/Treasurer during the second year followed by Program Chair, Vice-Chair and Chair during the third, fourth and fifth year, respectively. No one shall be eligible for Division Chair who has not been a member of the MED Executive Committee for two (2) or more years.

4) Vacancies on the MED Executive Committee shall be filled by member appointment made by the MED Executive Committee subject to the Council on Engineering approval and may be for a period of less than the normal five (5) years.

V. ADMINISTRATIVE COMMITTEES
   A) The MED Executive Committee shall establish Administrative Committees as necessary to conduct Division operations. Each of these committees shall have a Chair and may have one or more Vice-Chairs and a Secretary depending on the scope and activity of the committee. The number of additional members will vary with each particular Administrative Committee.

   B) Except as otherwise stated herein, the Administrative Committee Chair shall be appointed by the Division Chair with the approval of the MED Executive Committee. When officers other than the Chair are desired, they shall be elected by majority action of the Administrative Committee members at a meeting called and presided over by the Administrative Committee Chair. All elections of officers and appointments are subject to MED Executive Committee approval. In general, the Administrative Committee officer’s and member’s term shall be two (2) years, and they may be re-elected to serve an additional term. Upon approval from the MED Executive Committee of a new Chair for one of the Administrative Committees, an official letter of appointment shall be provided by the MED Executive Committee to the appointee. This letter shall clearly state the duties expected of the Chair, the starting and ending dates for the Chair’s appointed term, information regarding the policy of reappointment to the position, and any information regarding the policy for appointing other members to the Administrative committee. The starting and ending dates for the appointee shall also be provided to the Communications Committee for posting on the MED Webpage and other forms of dissemination. The list of the appointment dates shall be maintained by the MED Executive Committee Chair and this list shall be delivered to the next chair upon the termination of the current chair’s appointment. This shall be considered the only official list of the current appointments. ..

   C) Administrative Committees should be organized by their Chairs to support all of the areas of responsibility of the committee.

   D) The Administrative Committee Chair shall maintain an adequate and active committee membership and report in writing on the activities of the committee at the annual in-person
meeting of the MED Executive Committee at MSEC. The Administrative Committee Chair shall provide a list of the committee membership to the Communications Committee (including years of appointment) and shall be responsible for providing the Communications Committee with a written report of the activities of the committee prior to the annual in-person meeting of the MED Executive Committee at MSEC.

E) Administrative Committees recognized as necessary for proper conduct of the business of the Division are as follows:

1) **Honors Committee**: The Honors Committee shall consist of a Chair and five other members nominated by the MED Executive Committee and appointed by the Society Committee on Honors for a period of three (3) years. Members are eligible for reappointment but may not serve more than two (2) consecutive terms. A member of the Honors Committee can be appointed as Chair for only one (1) three year term. The MED Honors Committee shall suggest nominees for the Blackall Machine Tool and Gage Award, the M. Eugene Merchant Manufacturing Medal, the William T. Ennor Manufacturing Technology Award, the Milton C. Shaw Manufacturing Research Medal, the Chao and Trigger Young Manufacturing Researcher Award, and shall provide the MED Executive Committee with a list of those MED members eligible for nomination as Fellows each year at MSEC. The Honors Committee may also suggest nominees for Society Awards to the Society Committee on Honors. The MED Honors Committee Chair should also provide a list of the suggested nominees for Society Awards to the MED Executive Committee. The MED Honors Committee shall be responsible for considering literature and engineering achievement awards and personal honors. To obtain recommendations for persons to be considered for literature awards, the MED Honors Committee Chair may contact the Technical Editor and Associate Editors of the *Journal of Manufacturing Science and Engineering* and *Journal of Micro and Nano-Manufacturing* and prominent people in the field of manufacturing engineering. The MED Honors Committee may, with approval of the MED Executive Committee, develop new Division awards. Actions of the MED Executive Committee on matters relating to Division awards shall be reported to the Manufacturing Technical Group and the Society Committee on Honors. The MED Honors Committee shall provide the MED Executive Committee a written (and oral, if possible) report during the MED Executive Committee meeting held at MSEC and shall also submit a written version of the report to the Communications Committee prior to MSEC. The operations of the MED Honors Committee shall follow procedures prescribed in ASME Manual MS-71-Honors Manual.

2) **Newsletter Committee**: The Newsletter Committee shall consist of an Editor and Assistant Editors. The Newsletter Editor is appointed by the MED Executive Committee for a term of two (2) years and is eligible for reappointment. The Newsletter Editor may appoint Assistant Editors for terms that coincide with his/her term with the approval from EC. Assistant Editors are eligible for reappointment. This committee shall strive to increase the stature of the Division and the Society before the public by publishing one or more on-line newsletters each year, and by ensuring dignified publicity working through the existing facilities of the Society headquarters. This committee shall also stimulate attendance at Division activities by providing advance notification of meetings and/or reports on past meetings. The operational procedures of this committee shall be as prescribed in the Society’s TEC’s Division Operations Manual. This committee shall provide the MED Executive Committee a written (and oral, if possible) report during the MED Executive Committee meeting held at MSEC and shall also submit a written version of the report to the Communications Committee prior to MSEC. The previous Chair of this committee will serve as an advisory member to this committee for at least one year following the end of his/her term as Chair.

3) **Research Committee**: Appointed by the MED Executive Committee, when required, for a period of two (2) years, the Research Committee shall consist of a Chair and other members. The Secretary/Treasurer (incoming Program Chair) of the MED Executive Committee shall be
an ex-officio member of this committee. Members are eligible for reappointment. This committee shall alert the Division, and hence the Society, to areas of research necessary for enhancing the field of manufacturing engineering. In doing so it shall:
   a) identify high impact and potential research directions for the Division;
   b) select projects suitable for Society sponsorship;
   c) develop preliminary plans of action; and
   d) suggest areas of manufacturing engineering to be upgraded to Technical Committee status.

In addition, the Committee Chair shall provide the Secretary/Treasurer (incoming Program Chair) of the MED Executive Committee symposia topics for Division supported Technical Meetings other than MSEC and NMW. The Secretary/Treasurer will in turn present the topics to the MED Executive Committee for approval. The Chair and MED Secretary/Treasurer shall be the Division's representatives to the Society's Center for Research and Technology Development (CRTD). This committee shall provide the MED Executive Committee a written (and oral, if possible) report during the MED Executive Committee meeting held at MSEC.

4) **Nominating Committee:** When required, the Nominating Committee shall consist of a chair and two members appointed by the Division Chair for a period of one (1) year. The Vice Chair of the Division chairs the Nominating Committee. This committee shall select, when required, a slate of two or three members for consideration for nomination as Technical Editor of the *Journal of Manufacturing Science and Engineering* or *Journal of Micro and Nano-Manufacturing* and provide this slate to the MED Executive Committee. This committee shall also prepare the Division's recommendations for candidates for Society Officers, Directors, and other Society positions for which the recommendations of the Division have been sought.

5) **Advisory Committee:** The Advisory Committee shall consist of the five most recent past Division Chairs and be chaired by the most recent past Division Chair. This committee shall provide the MED Honors Committee with a list of nominees for the Blackall Machine Tool and Gage Award and the William T. Ennor Manufacturing Technology Award by December 1st and submit the complete package by January 15th of each year, help stimulate nominations of Fellows, and serve as technical and administrative advisors to the MED Executive Committee. This committee shall provide the MED Executive Committee a list of those MED members eligible for nomination as Fellows each year at MSEC.

6) **Long Range Planning Committee:** The Long Range Planning Committee shall consist of the two most recent past Division Chairs. This committee shall identify, prioritize, and recommend long range plans and directions for the Division and provide a report (written or oral) at the MED Executive Committee meeting during MSEC. The committee shall also submit a written version of the report to the Communications Committee prior to MSEC.

7) **Technical Committees:** Technical Committees shall consist of a Chair, Vice-Chair, and other members. The Chair is appointed by the MED Executive Committee for a period of two (2) years and may be reappointed. The Vice-Chair of the Technical Committee shall become the committee Chair upon the termination of the current Chair's appointment (or reappointment). The current Chair and Vice-Chair of the committee shall submit to the MED Executive Committee a list of potential Vice-Chairs to fill the position upon the termination of the current Chair's appointment. The Vice-Chair is appointed by the MED Executive Committee for a period of two (2) years and may be reappointed. If necessary, the MED Executive Committee shall make the final decision on terms.

Anyone who organizes an activity (e.g., symposium, panel, review article, program chair, host) at any ASME-sponsored meetings on behalf of a TC will be eligible to become a TC member upon application by contacting the current TC chair and co-chair. If granted, the term will be four years starting in the year the activity is conducted. If any current TC member organizes such an activity, they will have their term automatically renewed for 4 years starting in the year...
the activity is conducted. A member of a Technical Committee can be a member of at most one other Technical Committee simultaneously. The Technical Committees shall be responsible for issues relating to the technical content of the Division thrust areas defined in Article II.B above. They shall assist with symposium activities and support conference organization. They shall also propose symposium topics and panels for MSEC and other Division supported Technical Meetings. The Chair of each Technical Committee shall serve as an ex-officio member on the MED MSEC Program Committee, the MED National Manufacturing Week Committee, and the Program Committee. Technical Committees will provide advice on technical issues and other relevant topics when requested by the Program Chair and the MED Executive Committee. Each of these committees shall provide the MED Executive Committee a written (and oral, if possible) report during the MED Executive Committee meeting held at MSEC and shall also submit a written version of the report to the Communications Committee prior to MSEC.

Each Technical Committee shall provide a state-of-the-art paper every seven years, describing the prominent works in the field over the last few years. The state-of-the-art paper will be submitted for review as part of the MSEC proceedings. The state-of-the-art paper should also be submitted to review for inclusion in the Journal of Manufacturing Science and Engineering and Journal of Micro and Nano-Manufacturing.

8) **Communications Committee**: The Communications Committee shall consist of a Chair and ex-officio members who will be either Chairs/Editors or duly appointed representatives of the following areas: the Newsletter, the On-Line Newsletter (if acting separately from the newsletter committee), the webpage, and the *Journal of Manufacturing Science and Engineering* and *Journal of Micro and Nano-Manufacturing*. The Chair of the Communications Committee and those members not serving as chairs/editors listed above shall be appointed for a period of two (2) years. Members are eligible for reappointment. All forms of communication to the general membership (except for the *Journal of Manufacturing Science and Engineering* and *Journal of Micro and Nano-Manufacturing*) must be cleared through the Communications Committee and the Division Chair. The Communications Committee shall be responsible for coordinating the various Division Publication forums to ensure the complete and efficient dissemination of Division Activities. The Communications Committee shall also distribute the various committee reports to the appropriate venues for dissemination. The Committee shall provide a report (written or oral) at the MED Executive Committee meeting during MSEC, and written report(s) in the Newsletter and/or On-Line Newsletter as needed.

9) **MED MSEC Program Committee**: The MED MSEC Program Committee shall consist of a Chair, Vice Chair, New Member and other members (as necessary) appointed by the MED Executive Committee for a period of three (3) years. All of the current Technical Committee Chairs shall serve as ex-officio members on the MED MSEC Program Committee. The Program Chair of the MED Executive Committee shall serve as an ex-officio member of this committee. The past Chair of this committee shall also serve as an advisor for this committee for a period of one (1) year. The MED MSEC Program Committee shall be responsible for organizing the MED activities at MSEC. The MED MSEC Program Committee Chair shall work with the Program Chair of the MED Executive Committee to organize and recommend to the MED Executive Committee those items concerning the current MSEC. The MED MSEC Program Committee Chair shall also select and recommend Technical Sessions and Organizers to the MED Executive Committee. The MED MSEC Program Committee Chair shall also submit each year to the MED Executive Committee at MSEC the list of nominees for the Best Organizer of Symposia and Session (BOSS) Award and the Best Paper Award. In addition to helping to organize the current year’s MSEC, the Vice Chair and New Member shall prepare for organizing MSEC one and two years out, respectively. The Technical Committee Chairs shall be responsible for proposing symposia topics to the Vice-Chair of this committee (for 1 year out), helping to identify potential symposia organizers (for 1 year out), helping to identify reviewers and organizing the submitted papers (for the current MSEC). The
Chair and Vice-Chair of this committee shall serve as members on the MED Program Committee. The Vice-Chair and the Secretary/Treasurer of the Division shall work with the Technical Committee Chairs to develop symposia topics for MSEC (1 year out), shall present the proposed symposia topics to the MED Executive Committee, and shall prepare the Call for Papers for MSEC (1 year out). The New Member shall work with the Incoming Member of the MED Executive Committee to prepare the Call for Symposia for MSEC (2 years out) and shall submit a draft of the Call for Symposia to the MED Executive Committee by April 15th. The finalized Call for Symposia should be voted on by the MED Executive Committee no later than May 1st. The Incoming Member shall submit a copy of the Call for Symposia to the Communications Committee. Proposed Symposia shall be submitted on or before July 15th, with the final approval to be made by the MED Executive Committee on or before Aug. 15th, after which the Call for Papers should than be submitted to the Communication Committee for broader distribution to Division members.

When selecting the New Member for this committee, the MED Executive Committee shall determine:

a) That the proposed member has the necessary resources available to them to be able to attend all MSEC and NAMRC meetings during their three year term without cost to the Society.

b) That the proposed member is willing to serve three years progressing through all positions on the MED MSEC Program Committee

The committee shall provide a report (written or oral) at the MED Executive Committee meeting during MSEC and shall also submit a written version of the report to the Communications Committee prior to MSEC.

10) MED National Manufacturing Week Committee: When required, the MED National Manufacturing Week Committee shall consist of a Chair, a Vice-Chair, and other members. The Vice-Chair shall be appointed by the MED Executive Committee for a period of two (2) years with the Vice-Chair progressing to the Chair of the MED National Manufacturing Week Committee in the second year. All of the current Technical Committee Chairs shall serve as ex-officio members on the MED National Manufacturing Week Committee. Other committee members shall be appointed by either the Chair of this committee or by the MED Executive Committee. Members are eligible for reappointment. The Program Chair of the MED Executive Committee shall serve as an ex-officio member of this committee. This committee shall be responsible for organizing and proposing to the MED Executive Committee all Division activities pertaining to the NMW conference. The Chair of this committee shall serve as a member on the MED Program Committee. The committee shall provide a report (written or oral) at the MED Executive Committee meeting during MSEC and shall also submit a written version of the report to the Communications Committee prior to MSEC.

11) MED Industrial Program Committee: When required, the MED Industrial Program Committee shall consist of a Chair appointed by the MED Executive Committee for a period of two (2) years who will be eligible for one reappointment. The Chair of this committee shall serve as a member on the Program Committee. The MED Executive Committee Incoming Member will serve as an ex-officio member on this committee. All other members shall be appointed by either the MED Executive Committee or by the current chair of the committee. This committee shall:

a) Promote activities in conferences and other venues designed to benefit the non-research oriented members of the Division.

b) Determine, implement, and promote means of disseminating new technological advances, techniques, and procedures to practicing engineers within the field of Manufacturing.
The committee shall provide a report (written or oral) at the MED Executive Committee meeting during MSEC and shall also submit a written version of the report to the Communications Committee prior to MSEC.

12) **MED Program Committee:** The MED Executive Committee Program Chair shall serve as the ex-officio member and chair of this committee. Other members shall include the Chair of the MED Industrial Program Committee, the Chair of the MED National Manufacturing Week Committee, the Chair and Vice-Chair of the MED MSEC Program Committee, and additional members nominated by either the MED Executive Committee or the chair of this committee. All Technical Committee Chairs shall serve as ex-officio members on the Program Committee. This committee shall work to coordinate and organize all programs that MED is participating in within the current year. The committee shall provide a report (written or oral) at the MED Executive Committee meeting during MSEC and shall also submit a written version of the report to the Communications Committee prior to MSEC.

**VI. MANUFACTURING TECHNICAL GROUP REPRESENTATIVES**

The current Division Chair and Vice-Chair shall serve as the Manufacturing Technical Group Representatives. They shall attend the Manufacturing Technical Group meetings held during the Congress of Divisions, give a report on the activities of the Division to the Board, present concerns and needs to the Board, and report back to the MED Executive Committee and Division membership.

**VII. DIVISION ASSOCIATES**

With the approval of the MED Executive Committee, the Chair may appoint Division Associates, who are not members of the Society, to cooperate in the work of the Division and to attend panel and committee meetings without the right to vote. These appointees shall serve for a term of two (2) years and shall be eligible for reappointment.

**VIII. DIVISION PUBLICATIONS**

The major publications of the Society in which the Manufacturing Engineering Division participates are the *Journal of Manufacturing Science and Engineering* and the *Journal of Micro and Nano-Manufacturing*, Meetings and Conference Proceedings, Division Newsletter and On-Line Newsletter, Division Webpage, and an Annual Report of Division Activity.

A) **Journal of Manufacturing Science and Engineering** and **Journal of Micro and Nano-Manufacturing:** According to its constitution, the Society shall "promote the exchange of information among engineers and others". The Division's main effort in this area is to support the production of the *Journal of Manufacturing Science and Engineering* and *Journal of Micro and Nano-Manufacturing* by recommending to the Board on Communications a Technical Editor for the Journal, suggesting Associate Editors, and supplying reviewed papers and a list of reviewers for the Journals. The Technical Editor shall ensure that papers proposed for sponsorship by the Division for Journal publication are of a sufficiently high caliber (as set forth in ASME Manual MS-4 -- An ASME Paper) to warrant Division sponsorship and that accepted papers appear in a timely manner. In executing these duties, the Technical Editor may call on Associate Editors. The Associate Editors shall solicit and review papers in their areas of manufacturing engineering which will, in general, correspond to the areas listed in Article II.B of these By-Laws.

1) The MED Executive Committee shall recommend a nominee for Technical Editor to the Society's Board on Communications from a list of two or three candidates suggested by the Nominating Committee. The Technical Editor shall serve for a term of five (5) years and shall be eligible for one (1) additional term.

2) The Technical Editor shall select Associate Editors subject to the approval of the MED Executive Committee.
3) The Technical Editor shall screen recommendations for the Blackall Machine Tool and Gage Award submitted by Associate Editors and submit up to three (3) recommendations and supporting documents to the MED Honors Committee for final selection.

4) The Vice-Chair of the MED Executive Committee shall provide guidance to the Technical Editor as to Division interests in the subject matter and quality of papers appearing in the Journal. The handling of papers, reviews, and publications rests with the Technical Editor.

B) Meeting and Conference Proceedings: In general, technical materials presented at meetings and conferences shall be of a quality warranting, at the author's discretion, publication in bound proceedings, digital format, abstract book or in a Journal. The formatting of the proceedings of papers is the responsibility of the Organizers of the Technical Panels/Symposia since they will have organized the meeting sessions and symposia at which the papers first appeared. The Technical Symposia Organizers shall determine the form in which the papers will appear and shall review and edit the papers and/or bound volumes so that they are available at the meeting. The Technical Symposia Organizers shall consult with the Program Chair in deciding the format of the proceedings and peer review requirements, and abide by relevant Society rules.

C) Division Newsletter: The Division shall produce both a Newsletter and/or an On-Line Newsletter at least once a year. The responsibility for compiling the Newsletters rests with a Newsletter Editor and Newsletter Committee members selected by the Editor. The contents of the Newsletters should be approved by the Division Chair. The Newsletter and/or On-Line Newsletter production should be scheduled such that a Newsletter reaches the membership in the late fall. Additional On-Line Newsletters may be published at other times in the year as determined by the Editor, the Communications Committee and the MED Executive Committee.

D) Division Webage: The Division shall work with the ASME staff to help maintain a current and up-to-date webpage that disseminates to the general membership important Division information, including upcoming Division sponsored events and programs, the Division’s student competition, recent General Membership Meeting minutes, Technical Committee information and reports, a listing of current Division Officers, the current Division Newsletter/On-line Newsletter and an archive of previous Division Newsletters, and information pertaining to the Journal of Manufacturing Science and Engineering and Journal of Micro and Nano-Manufacturing.

E) Annual Report: The Division Secretary shall prepare, prior to June 1st of each year, an Annual Report covering the activities and notable accomplishments of the Division during the prior Society year. The operations for this activity shall follow procedures prescribed in the Society’s TEC’s Division Operations Manual.

F) Special Publications: The production of publications not included in Items A), B), C), D) and E) is the responsibility of the MED Executive Committee. The initiation of such publications shall come from a Society member. The MED Executive Committee shall determine the desirability of a Special Publication and shall assign production to an Ad Hoc Committee with members chosen in consultation with the interested membership.

IX. AWARDS
A) Society Awards: Nominees for the Society Awards listed below shall be recommended by the Division to the Society Committee on Honors as described in Article V.E.1. These awards are described in the ASME Manual MS-71 – Honors Manual. Award recipients shall be recognized during MSEC:
   1) Blackall Machine Tool and Gage Award
   2) M. Eugene Merchant Manufacturing Medal
(Co-sponsored with the Society of Manufacturing Engineers)

3) William T. Ennor Manufacturing Technology Award
4) Milton C. Shaw Manufacturing Research Medal

B) **Division Awards:** Division awards are described below. Award recipients shall be recognized at the MED Dinner at the Congress.

1) Student Manufacturing Design Competition
2) Best Organizer of Symposium and Session
3) Best Paper Award
4) Outstanding Service Award
5) Chao and Trigger Young Manufacturing Researcher Award

X. **CORRESPONDENCE**

When appropriate, copies of all correspondence on division affairs should be sent to the Secretary of the Manufacturing Technical Group, ASME Technical Affairs Department Staff who is the Division’s support person, and all members of the MED Executive Committee. Suitable Division stationery shall be made available by ASME Headquarters to those members designated by the Division Chair. Division stationery shall be used for letters concerning Division affairs. The Division Chair is the spokesperson and official representative of the Division to any other Division, group, the public and to the ASME in accordance with ASME Policy P 15.1, “Public Affairs and Public Statements for the creation and issuance of position-statements and Board on Technical Communities Operation Guide, Section 2.3.

XI. **APPEAL**

Any decision, action or failure of action on an important matter taken by the MED Executive Committee may be referred to the Manufacturing Technical Group for review. A request for such a review shall be submitted to the MED Executive Committee on petition by at least twenty-five members of the Division.

XII. **AMENDMENTS**

Amendments to these By-Laws may be proposed by a four-fifths (4/5) majority vote of the MED Executive Committee. Proposed amendments shall be made known to the Division membership and shall be subjected to the approval of the Manufacturing Technical Group. In any case of conflicts between these By-Laws and the Constitution, By-Laws or Rules of the Society, the latter shall govern.