ASME
Process Industries Division

By-Laws and Operation Guide

August 2013

PEM Division Approval: April, 2013
Technical Group Approval: August 22, 2013
TCOB Approval: September 17, 2013

Superseded Revisions
June 2007
earlier, unknown
PROCESS INDUSTRIES DIVISION (PID)

BY-LAWS AND OPERATION GUIDE

ARTICLE I: Name

This Division shall be known as the Process Industries Division (PID) of the Manufacturing Technical Group of the American Society of Mechanical Engineers.

ARTICLE II: Objectives

A. The objectives, in line with the global mission and vision of ASME\(^1\) and the PID, of this Division shall be:

1. To constitute a Division in accordance with the Constitution, By-Laws and Rules of the American Society of Mechanical Engineers
2. To promote generally the art, science, and technology of Mechanical Engineering through those activities which are related to Process Industries and their associated processes and systems
3. To encourage, promote and coordinate the activities of the technical committees which constitute the Process Industries Division with respect to their Organization, Publications, Technical Meetings, Member Interests, Membership Development, National Nominating Conference, Long Range Planning both of the Division and its Committees, liaison with other divisions, regions and sections of the Society, all within the policies and goals of the Society
4. To represent the interests of the Division and its committees to the Manufacturing Technical Group Operating Board, and to present to the Operating Board information appropriate to the needs and concerns of the Division and to relay the needs of the Operating Board and the Council on Engineers to Division members.

B. The mission and scope of activities of this Division are as follows:

1. The Process Industries Division is designed to serve mechanical engineers in the process industries. Our service should include the following:

   a) Enhance the technical knowledge of Division members and other engineers
   b) Provide a structure to support ASME technical areas
   c) Encourage research and development of new technology
   d) Provide an ASME structure and support for emerging technical areas.

\(^1\) **ASME Mission:** ASME’s mission is to serve diverse global communities by advancing, disseminating and applying engineering knowledge for improving the quality of life; and communicating the excitement of engineering.

**ASME Vision:** ASME aims to be the essential resource for mechanical engineers and other technical professionals throughout the world for solutions that benefit humankind.
2. The Process Industries community consists of all the enterprises involved in design and manufacturing of products of enhanced value. By definition, process industries are those industries where the primary production processes are either continuous, or occur on a batch of materials that is indistinguishable. PID will focus on the practical application of technology. This may address all phases of design, fabrication, installation, operations and maintenance - including safety and environmental considerations.

PID main branches include, but are not limited to: petrochemical, biochemical, energy (with focus on green energy), water processing, utilities and transportation, ceramics and plastics, food and pharmaceuticals.

ARTICLE III: Organization

A. Members of the Division shall be those members of the Society who have indicated the PID as their primary technical Division of interest. The affairs of the Division shall be managed by an Executive Committee designated as the Process Industries Division Executive Committee.

B. The PID Executive Committee shall be constituted and operated in accordance with the Constitution and By-Laws of the Society, K&C Sector Operating Guide Section 21 and TCOB & Society Policy P-4.12. Any provision of the PID By-Laws should not conflict with the Constitution and By-Laws of ASME.

C. Executive Committee

1. Officers
   The Executive Committee is composed of six officers. The positions are listed below:
   
   a) Chair
   b) Vice Chair
   c) Program Chair
   d) Secretary / Treasurer
   e) Communications Officer
   f) Member

2. The term of positions
   The term for each position is one-year, beginning on July 1 and ending on June 30th of the following year. In no event, will an executive committee officer serve for more than 2 consecutive terms in the same position or more than six consecutive years on the executive committee, unless approved by the advisory committee.

   The Chair candidate must have served on the executive committee for a minimum of two years immediately prior to assuming the Chair position.
After a period of five years of not serving actively in the EC, officers may be reelected for a new term.

3. Procedures for Elections of the Executive Committee Members

a) Any ASME member in good standing can nominate or be nominated for any EC position by submitting a nominating petition to the Chair of the PID Advisory Committee, no sooner than March 15, nor later than the April 15th,

b) After ensuring the eligibility and checking with the nominees, the Chair of the PID Advisory Committee shall send electronic ballots or email containing the names of all candidates and the executive committee positions they are nominated for to all electors by April 28th.

c) Electors are the current members of the PID Executive Committee and the PID Advisory Committee

d) Electors shall return their ballots no later than May 10 to the Chair of the PID Advisory Committee.

e) No late ballots shall be accepted or counted under any circumstances.

f) The Chair of the PID Advisory Committee shall count the ballots the day after the due date. In the event that ballots from all electors are received prior to the due date, they may be counted prior to the due date.

g) To be elected, a candidate must receive a majority of the votes cast. If, after the first ballot, no candidate receives a majority of the votes cast, a run-off shall be held between the two nominees who received the most votes. The Chair of the PID Advisory Committee shall send electronic ballots containing the names of the top two candidates to all electors by May 15. The electors shall return their ballots no later than May 25 to the Chair of the PID Advisory Committee.

h) The Chair of the PID Advisory Committee shall inform the candidates of the election results no later than June 1.

i) In the event of an Officer vacancy, a new Officer is elected by a simple majority to serve the remainder of the term by the electorate comprised of the General Committee.

D. PID Advisory Committee

The PID Advisory Committee is composed of past Officers of the PID Executive Committee. Their function shall be to help develop long range plans, offer procedural advice, mediate issues where there is no executive committee consensus, serve as a steering committee, and as Division historians. The members of the Advisory Committee are nominated by any current or former EC member and elected by the Executive Committee. They serve for a 2-year renewable term.
The PID Advisory Committee shall elect a Chair to serve for a two year terms, using a procedure developed by the advisory committee.

E. Committee Chairs & Members

1. PID shall form committees to respond to the interests and needs of its membership. Examples include, but are not limited to, Technical Committees, Honors and Awards committee, Membership Development committee, etc.

2. Selection of Committee Chair & Vice Chair - The Committee Chairs and Division Representatives to the Manufacturing Technical Group are nominated by the PID Chair and approved by the PID Executive Committee to serve for a two-year term, starting July 1. The Committee chairs select a vice chair and inform the EC of their selection no later than September 1 of the year of their appointment.

F. Terms of Appointment: The Officers of the Executive Committee, Chairs & Vice-Chairs of the Technical and Administrative Committees, and Members of the Advisory Committee shall hold office for the term specified by these By-Laws until their successor shall be elected and/or appointed.

1. In the event that the Executive Committee Chair is unable to serve, the Vice-Chair shall complete the term as Chair.

2. A vacancy occurring during the term of other Executive Committee Officers shall be filled for the remainder of the term by the Executive Committee, by appointment or election process.

3. In the event that a Technical Committee Chair is unable to serve, the Vice-Chair shall complete the term as Chair.

G. General Committee: The General Committee is composed of members of the Executive Committee, Technical Group Chairs, and Standing Committee Chairs. The General Committee serves as the electorate for Division Officers

ARTICLE IV: Duties of Division Executive Committee Officers

The Officers of the Executive Committee shall be a Chair, a Vice Chair, a Program Chair, a Secretary/Treasurer, a Communications Officer and a Member. Officers serve a one year term starting at the beginning of the Society year July 1.

A. The Chair shall perform the following duties:

1. Represents 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."

2. Schedule and preside at all meetings and conducting the prescribed order of
business of the Division;

3. Represent the Division’s interest in Society and other functions by attending Group and Society meetings;

4. Be a Divisional representative to the Manufacturing Technical Group Operating Board;

5. Establish and appoint members of the standing and ad-hoc committees;

6. Be an ex-officio member of all Division Technical Committees;

7. Oversee the Division’s activities associated with the Operating Board Nominating Conference in accordance with the Manufacturing Technical Group Operating Board By-Laws;

8. Prepare the PID Annual Plan, Report and Strategic Plan that covers the period from June (SAM) to June (SAM) of the preceding year and send to the Chair of the Manufacturing Technical Group by May 15.

B. The Vice Chair shall perform the following duties:

1. Assume the duties of the Chair in his/her absence;

2. Represent the Division’s interest in Society and other functions by attending Group and Society meetings;

3. Be a Divisional representative to the Manufacturing Technical Group Operating Board;

4. Perform as the Honors and Awards committee chair

5. Together with the current and past chair, develop strategic and annual plans and Reports that he/she would implement during his/her respective Chair term.

C. The Program Chair shall perform the following duties:

1. Select and recommend technical program organizers to the executive committee;

2. Work with program organizers in developing / coordinating / expanding technical programs and conference sessions;

3. Serve as the Division IMECE Program Representative;

4. Encourage members to publish papers/articles in appropriate ASME publications technical journals (Journal of Manufacturing Science and Engineering), general interest (ME Magazine), conference proceedings, and in PID Newsletter;

5. Take a proactive role in suggesting new programs, evaluating existing programs and exploring possibilities for expanding into new technical areas and other program venues.
D. The Secretary/Treasurer shall perform the following duties:

1. Assist the chair to prepare agenda for PID Executive Committee meetings;

2. Prepare and distribute minutes of Executive Committee Meetings within two weeks of the meetings;

3. Maintain PID Executive Committee member data base and submit updated information as requested by headquarters for directory and Division Letterhead;

4. Serve as the Newsletter Editor and be responsible for other Division publications such as the Division brochure;

5. Assist the Chair in making arrangements for Executive Committee meetings.

6. Act as the Division treasurer
   a) Maintain a positive balance in the account. Prepare a quarterly fiscal report at the ASME request.
   b) Maintain the checks and balance.
   c) Prepare the Division’s financial prize for the recipients of the PID Best Paper Award
   d) Prepare the annual budget and submit to the EC for approval.
   e) Make sure all the Division receives the correct revenue from the PID sponsored events.
   f) Approving expenses on behalf of the Division after authorized by the Chair. Expenses from the Division’s Custodian and Operating Funds require a two person authorization per Society Policy P-2.1

E. The Communications Officer shall perform the following duties:

1. Be responsible for sending the ASME liaison updates regarding the web-content (home-pages) associated with the Division and the technical committees;

2. Advise the Executive Committee on new IT updates, tools and resources that can help to reach out to the Division membership;

3. Assist the Secretary in developing the Division publications and coordinate with ASME for publication

4. Assist the program chair and the technical session chairs for online program session setups and other conference details;

5. Together with the Secretary, be responsible of updating promotional material including Newsletter, PID poster for Leadership Training Conference (when necessary)

F. The Member shall perform the following duties:
1. Assume the duties of the Secretary at meetings where the Secretary in not in attendance;

2. Assist the Program Chair in his/her duties when requested;

3. Assist the Secretary in developing the Division publications;

4. Assist the Communications Officer in his/her duties when requested;

5. Assume responsibility for special projects assigned by the PID Chair, e.g. membership survey, Division booth, etc.;

6. Become familiar with the Division By-Laws and operations and work with the Executive Committee members to keep the By-Laws current.

G. Technical Committee Chairs and Vice Chairs shall coordinate their activities with the Executive Committee and perform the following duties:

1. Develop programs for technology transfers in their specific technical area;

2. Actively pursue finding new forums for successful technical programs;

3. Work with the Program Chair, Secretary and the Communications Officer to disseminate technical information, resources and other tools to the Division members and the Process Industries community in their area of expertise; annually provide a list of TC members together with a succession plan to the EC.

4. Recommend critical technologies and important research topics in the committee’s particular area of the process industries to the Executive Committee for special programs (e.g. workshops, short courses, seminar series, etc.);

5. Encourage interested colleagues to become technical committee members.

The TC chairs are elected by the Executive Committee for a renewable term of 2 years.

ARTICLE V: Meetings

A. Schedule for Meetings

1. There shall be a monthly meeting of the Division’s Executive Committee if schedule permits, with at least four meetings per year which may be held as teleconferences. Insofar as practicable, the following schedule will be followed:

   a) Teleconference at least every other month.
   b) Meeting in person (Summer Annual Meeting (SAM) or National Heat Transfer Conference)
   c) Meeting in person during International Mechanical Engineering Congress &
2. Meetings of the Division Executive Committee may be called at any time by the Executive Committee Chair or two members of the executive committee.

   a) Procedure

      i) A notice stating time, place, and purpose of all meetings of the Division Executive Committee shall be given via email by the Secretary to each Officer at least fifteen days prior to the meeting.

      ii) A majority vote of the voting Officers present at a meeting where there is a quorum shall be sufficient for any action to be taken by the Division Executive Committee, except as otherwise provided by these By-Laws of the Constitution and By-Laws of the Society (or the Manufacturing Technical Group).

   b) Quorum

      Three members of the Executive Committee constitute a quorum. These members must be present in person or be participating via phone for the whole duration of the Division Executive Committee meeting. Unless agreed to the contrary by the executive committee, the Technical Committee Chairs and Advisory Committee members should also be invited to Division Executive Committee meetings as non-voting guests.

   c) Adjourned Meetings

      The Officers and Members of the Division present at any meeting may by a majority vote, adjourn the meeting, and such adjourned meeting may be reconvened without further written notice. If a quorum is present at such a reconvened meeting, any business may be transacted which legally could have been transacted at the meeting originally scheduled.

B. All the Officers of the Executive Committee are expected to attend in person or participate by phone at all Executive Committee meetings.

ARTICLE VI: Interpretation and Amendments

Provisions in these By-Laws shall be interpreted by the Executive Committee within the framework of the By-Laws and Policies of the Society.

These By-Laws may be altered, amended or repealed as follows:

   a) New By-Laws within the Constitution and By-Laws of the Society or the Manufacturing Technical Group By-Laws may be adopted by affirmative vote of not less than two-thirds of the voting members of the Division present at any regular or special meeting of the Division at which a quorum is present
b) Once the amendments are approved by the Executive Committee, these shall be submitted to members of the General Committee thirty days prior to the meeting of the Division.