

# **BY-LAWS**

## **RAIL TRANSPORTATION DIVISION**

### **THE AMERICAN SOCIETY OF MECHANICAL ENGINEERS**

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RAIL TRANSPORTATION DIVISION  
THE AMERICAN SOCIETY OF MECHANICAL ENGINEERS**

**I. NAME**

This Division, organized in 1920, shall be known as the "Rail Transportation Division" (RTD or the Division) of The American Society of Mechanical Engineers (ASME or the Society).

**II. MISSION STATEMENT**

The mission of the Rail Transportation Division of the ASME is to manage the effective dissemination of technical information by providing technical forums to discuss advances in the profession and to advance the art, science and practice of mechanical engineering and related disciplines aimed at improvements in safety and productivity of rail transportation systems.

**III. VISION**

The vision of RTD is to be the premier organization for the development and dissemination of technical knowledge concerning mechanical engineering and related practices in the field of mechanical engineering applied to the rail transportation industry.

**IV. SCOPE**

The RTD is composed of:

Officers - Chair and Secretary-Treasurer

Eight standing committees - Executive Committee, General Committee, Advisory Committee, Technical Program Committee, Progress Report Committee, Membership Development Committee, Honors and Awards Committee and Publicity Committee.

These officers and committees direct, supervise, recommend and monitor administrative activities in key operational areas of concern to the RTD.

**V. OBJECTIVES**

1. To constitute a professional Division in the field of rail transportation mechanical engineering within the Environment and Transportation Group (E&TG) of the Council on Engineering (COE) of ASME in accordance with the Society's Constitution, By-Laws, Policies and Rules.

2. To be the prime source of knowledge for Mechanical Engineering innovation and practice for rail industry mechanical engineering professionals around the world.

3. To achieve technical preeminence by maintaining an awareness of changes taking place in the engineering environment and by proactively addressing these changes to promote the art, science and practice of mechanical engineering in the rail transportation Industry.

4. To excel at identifying and encouraging research, innovation, development and testing in the diverse fields of mechanical engineering and at interfaces with other disciplines to benefit the rail industry, and to encourage the publication of significant data.
5. To encourage the interchange of ideas among engineers by providing a forum for the discussion and solution of the many problems encountered in the field of rail transportation mechanical engineering, which will be recognized as a major benefit to members and potential members of ASME and their employers.
6. To involve in all aspects of rail transportation including freight, passenger, rapid transit, locomotives, etc., and to involve with those industries and organizations which design, operate, maintain, manufacture test, and regulate rail transportation equipment and components within the field of mechanical engineering.
7. To cooperate with other Divisions within ASME and other organizations outside ASME in matters that are of joint interest.
8. To direct attention to outstanding engineering achievements in the field of rail transportation mechanical engineering and recommend suitable recognition for such achievements.
9. To provide that the activities of the Division shall be directed by members of the Society who have prominence and prestige in the field and who have shown, by activity within the Division, the necessary willingness and ability to discharge such responsibilities.

## **VI. MEMBERSHIP**

Any member of ASME who has designated RTD as one of their technical interests shall be a member of the Division.

## **VII. ACTIVITIES**

The Division will, when desirable, organize and/or sponsor and conduct one or more sessions at the ASME International Mechanical Engineering Congress and Exposition (IMECE), the winter meeting of the Society, usually held in November.

The Division may, when desirable, organize a Division conference, and may participate in joint sessions with other organizations when it is of benefit to the Division, to the Society and to the profession. Such activity may preclude participation in the IMECE.

The Division shall also participate in the administration of the Society, in particular through activities of the E&TG Operating Board and other boards and committees as appropriate.

## **VIII. EXECUTIVE COMMITTEE**

The administration of the Division shall be conducted by the Executive Committee (EC).

The EC shall consist of five rotating members plus the Manager of Divisional Affairs. Each of the five rotating members shall serve a five-year term, the term of one member expiring on June 30 each year. A five-year term may be adjusted up or down by the Executive Committee in the case of resignation of a member, in order to facilitate the orderly continuation of Division business.

The Manager of Divisional Affairs shall be appointed or reappointed by the Executive Committee each year and may serve as long as reappointed.

The five rotating members of the EC are:

1. The Division Chair, who is also the EC Chair and whose term will expire June 30.
2. The Secretary-Treasurer.
3. The Technical Program Chair
4. The Assistant Technical Program Chair, who will be the next Technical Program Chair.
5. The Publicity Chair who will be the next Secretary-Treasurer.

The Secretary-Treasurer is usually a member from the supply side of the rail transportation industry and shall serve for the two years immediately prior to becoming Division Chair. The Secretary-Treasurer shall perform the duties under the direction of the EC and its Chair.

The Technical Program Chair is usually a member from the operating side of the rail transportation industry, and shall serve for two years immediately prior to becoming Division Chair. The Technical Program Chair shall perform the duties under the direction of the EC and its Chair, and the requirements of ASME Technical Program guidelines.

The method of selecting the new member of the Executive Committee shall be as follows:

- On or before October 1st each year, the Advisory Committee shall submit to the EC, candidates for consideration as the new member of the EC.
- Selection of the new member shall be made at a meeting of the EC held prior to the end of the year.
- The selection of the incoming member of the EC shall alternate each year between the supply and the operating side of the industry, providing such candidates are available.
- Vacancies by resignation or any cause shall be filled by the EC.

Three members of the EC shall constitute a quorum when present in a meeting or teleconference. Except where specifically stated otherwise, all actions of the EC shall be determined by a majority of those voting.

There shall be at least two regular meetings of the EC during the Society year (July 1 – June 30), to coincide with technical conferences in which the RTD participates. These are the Joint Rail Conference (JRC), and the ASME IMECE or an alternative Division conference such as the Fall Technical Conference (FTC). Meetings of the EC may be called by the Chair at such times and places as convenient or as teleconferences, and must be called if requested by at least two members of the EC. The Chair shall schedule periodic teleconferences as necessary to facilitate conducting the business of the Division.

The Chair or his designate and the Manager of Divisional Affairs should attend E&TG Operating Board meetings.

The EC may appoint working committees and representatives as needed to aid in the conduct of the Division's activities.

## **IX. GENERAL COMMITTEE**

The General Committee (GC) shall consist of:

1. The Executive Committee (6 members).
2. The Advisory Committee (5 members + Honorary Members appointed by EC).
3. Not more than twenty (20) members at large selected from the membership of the Division. Each member shall be nominated by the Advisory Committee and appointed by the EC to serve for a period of five years.

GC members at large who are not Executive or Advisory Committee members may be reappointed for subsequent terms of office. It is desirable to appoint (or reappoint) four members to the GC each year.

Vacancies by resignation or any cause shall be filled by the EC.

The GC is to assist the EC in the conduct of Division activities.

There shall be at least two regular meetings of the GC during the Society year (July 1 – June 30), to coincide with technical conferences in which the RTD participates. These are the Joint Rail Conference (JRC), and the ASME IMECE or an alternative Division conference such as the FTC. The two regular GC meetings shall be scheduled to follow each of the two regular EC meetings. The Division Chair may schedule teleconferences if necessary to facilitate conducting the business of the Division.

## **X. ADVISORY COMMITTEE**

The Advisory Committee (AC) shall consist of the first five immediate past Chairs of the Division who are willing to serve in that capacity. The term of one of the five members will expire each year, being replaced by the immediate Past-Chair of the Division.

The primary duties of the AC are:

1. To assist, advise, and counsel the EC.
2. To recommend a slate of candidates for nomination to the Executive and General Committees. These recommendations shall be presented to the Executive Committee on or before October 1 of each year.

AC members may attend meetings of the EC.

‘Honorary’ members may be appointed to the AC by the EC. They are selected for their special expertise and experience in the Division and a desire to remain active. The term of Honorary members will be five years, but they may be reappointed by the EC.

## **XI. ANNUAL DIVISION JOINT RAIL CONFERENCE (JRC)**

It is desirable to hold a Spring Joint Rail Conference each year in order to stimulate interest in the work of the Division and the Society. The JRC should be held in a different city each year, giving consideration to past attendance, travel convenience and cost. The conference may be held jointly with other Divisions of ASME, organizations or societies.

The JRC location and dates shall be selected in cooperation with other sponsoring organizations and shall be approved by the EC.

## **XII. DIVISION FALL TECHNICAL CONFERENCE (FTC)**

When not participating in the ASME IMECE, it is desirable to hold a Fall Technical Conference. The FTC should be held in a different city each year, giving consideration to past attendance, travel convenience and cost.

The FTC location and dates shall be selected by the EC.

## **XIII. TECHNICAL PROGRAM COMMITTEE**

The Chair, Vice-Chair and members of the Technical Program Committee shall be appointed by the EC to serve two-year terms. This Committee shall issue a call for papers and secure all the papers for presentation at Division meetings and conferences.

Subject to the approval of the EC, the committee will organize sessions, select session chairs and vice-chairs and work with other Divisions and organizations in the planning of joint sessions and conferences.

This Committee shall arrange to have all papers which are submitted to the Division reviewed to assure quality consistent with Society standards.

The Committee will work under the criteria, schedules and guidelines of the Society. The Committee may make recommendations as to the disposition of papers by the Society.

## **XIV. PROGRESS REPORT COMMITTEE**

The Progress Report Committee shall consist of three Co-Chairs appointed each year by the EC. Each of the Co-Chairs shall prepare one of three annual (or as adequate new information is available) reports for presentation at a Division technical conference covering new and outstanding international developments in rail transportation mechanical engineering. Presentation of reports is preferred at the FTC.

Suggested titles for the three reports are:

1. Progress and developments in locomotive operation, design and maintenance engineering.
2. Progress in freight equipment and other freight rail transportation mechanical engineering.
3. Progress in passenger and commuter equipment and other passenger rail transportation mechanical engineering.

## **XV. MEMBERSHIP DEVELOPMENT COMMITTEE**

The Membership Development committee shall consist of a Chair and other members appointed each year by the EC. The Membership Development Committee shall endeavor to bring into the Society qualified individuals interested in the work of ASME and the Division.

## **XVI. HONORS AND AWARDS COMMITTEE**

The Honors and Awards Committee shall consist of a Chair and up to five other members appointed by the EC. The term of each member of the Honors and Awards Committee shall be three years, and two of the members of the Committee shall be appointed each year. Any member may be reappointed by the EC.

The Honors and Awards Committee operates in accordance with the ASME Committee on Honors and makes recommendations to that Committee of worthy candidates for Society honors. The Honors and Awards Committee shall inform the Executive Committee of its recommendations. The Honors and Awards Committee shall designate candidates for RTD divisional awards: The Stucki Award, Distinguished Service Award and the Rail Transportation Award (best paper award.)

## **XVII. PUBLICITY COMMITTEE**

A Publicity Committee shall be appointed each year by the EC. It shall consist of a Chair, Newsletter Editor and as many members as are required to carry out its functions. The Chair shall serve for two years. The Newsletter Editor may be reappointed annually by the EC.

## **XVIII. OTHER**

Other Committees may be established by the EC for specified periods as necessary to meet particular needs of the Division activities.

## **XIX. LIAISON REPRESENTATIVES**

Liaison representatives with other divisions of the Society may be appointed by the EC for a period of two years. Such representatives are eligible for reappointment.

## **XX. ASME INTERFACE**

The ASME sponsored Leadership Training Conference (LTC) is an important interface and training tool for the Division. It is recommended that a member attend the LTC before assuming the position of Division Chair. At least two of the following EC members should plan to attend the LTC if possible:

1. Next Division Chair.
2. Most recent appointment to the RTD Executive Committee.
3. Secretary-Treasurer.
4. Technical Program Chair.
5. Manager of Divisional Affairs.
6. Others as determined by the Executive Committee.

**XXI. AMENDMENTS**

These By-Laws may be amended by a four-fifths (4/5th's) vote of the Executive Committee of the Division. Proposed amendments must be submitted to the EC with enough time for review prior to the meeting or teleconference during which the vote will be taken.

**XXII. CONSTITUTION, BY-LAWS, POLICIES AND RULES OF THE SOCIETY**

In the case of any conflict between these By-Laws and the Constitution, By-Laws, Policies or Rules of the Society, the latter shall govern.

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