

BY-LAWS

MATERIALS HANDLING ENGINEERING DIVISION

(Organized 1920)

1. **OBJECTIVES:**

- 1.1 To constitute a Professional Division of the American Society of Mechanical Engineers, in accordance with the Society's Constitution, By-Laws and Rules, in the field of Material Handling.
- 1.2 To promote the technology of mechanical engineering - in Material Handling.

2. **SCOPE:**

- 2.1 The Primary interest of the Materials Handling Engineering Division is the dissemination and application of the latest developments in the basic sciences of mechanical engineering, information technology, and computational sciences to the establishment of efficient, economical material handling equipment and practices in all areas of industry and commerce.
- 2.2 The Division considers the term "material-handling equipment" to include such items as conveyors, cranes, elevators and hoists, positioning, controlling and weighing equipment, industrial trucks, trailers and tractors, highway, rail, water and air transports and containers, pallets, and packaging equipment. Bulk transfer, loaders, unloaders, storage and warehouse equipment is included, as are robots, intelligent autonomous vehicles, other similar devices and the software required to make them effective.
- 2.3 The Division is deeply interested in developing sounder theory and better analytical techniques for material handling engineering and encourages the dissemination and exchange of information through the publication on papers, conferences, seminars, and other means of a national/international basis.
- 2.4 The Division also concerns itself with the layout and planning of plant facilities utilizing the foregoing equipment, and the problem of effecting a tie-in of those facilities with logistics systems and transportation systems such as highway, rail, marine, and air transportation systems. Another interest of the Division is the improvement of distribution through better methods of warehousing, packaging, packing and preparing for shipment.
- 2.5 The Division has a broad interest which, in part, coincides with and may overlap activities of other ASME Professional Divisions, so that the interface of such activities should be observed.
- 2.6 The Division coordinates portions of its programs with other organizations with common interests within those spheres and means approved by the Society.

3. **MEMBERSHIP:**

- 3.1 Members of the Division shall be active in the field of material handling and shall maintain ASME membership.

4. **ACTIVITIES:**

- 4.1 The Division, when desirable, will organize and/or sponsor and conduct one or more sessions at National Meetings of the Society, subject to the approval of the General Engineering Department Policy Board and the Policy Board, Communications.
- 4.2 The Division may, when desirable, organize a Division Conference upon an invitation of a Section of the Society, subject to the approval of the general Engineering Department Policy Board and the Policy Board, Communications.
- 4.3 The Division will, when appropriate, participate in Joint sessions with other Divisions or Committees at meetings of the Society, when such joint sessions are mutually desired by the participating Divisions or Committees.
- 4.4 The Division will participate in Joint sessions with other organizations when such is of benefit to the Division, to the Society, and to the Profession, subject to Clause 2.6 in these By-Laws.
- 4.5 Standing and special committees shall be maintained for the collection and review of new information and for the preparation of reports, digests, standards, hand books or monographs and publications as required.
- 4.6 The Division may submit papers, reports and data of permanent value or exceptional quality and interest for publication by the Society or in other suitable channels.

5. **ORGANIZATION:**

- 5.1 The Division shall be organized under the Constitution, By-Laws and Rules of the Society, and, in case of conflict between Division and Society By-Laws and Rules, those of the Society shall govern.
- 5.2 The Organization of the Executive Committee of the Division will be as follows:
 - 5.2.1 The duties and responsibilities of Officers and Committee Chair are as specified in these by-laws.
 - 5.2.2 The Executive Committee shall consist of from five (5) to seven (7) members, including the offices of Chair, Vice Chair, Secretary, and shall provide for Senior and Junior Program Committee Chair, and Technical Area Committee Chairs.
 - 5.2.3 Members of the Executive Committee, unless otherwise designated, shall serve as follows:

Unrestricted Terms:

Technical Area Chair: from among the Technical Area Chair each year will be selected a Junior Program Committee Chair who will succeed as follows:

- 1st Year - Junior Program Chair
- 2nd Year - Senior Program Chair
- 3rd Year - Secretary
- 4th Year - Vice Chair

5th Year - Chair

The above order of progression is preferred for the newly-elected Executive Committee Members. However, in special cases the term of office for any or all positions may be altered by unanimous vote of the Executive Committee. Barring unplanned changes due to unforeseen circumstances, an Executive Committee Member shall serve as Secretary, Vice Chair and Chair in his 3rd, 4th and 5th years of service on the committee.

5.2.4 All Executive Committee members shall have one (1) vote.

5.2.5 It is recommended that the Executive Committee meetings be scheduled at least (4) times per year. One meeting shall coincide with an Annual Meeting of the Society. The new terms of office shall start in June, except that the term of the outgoing Chair of the Executive Committee shall expire at the close of the final meeting of the MHED during his term of office.

5.2.6 Additional meetings of the Executive Committee may be called by the Chair at such places and times as he may deem advisable and shall be called if requested by at least two members of the Executive Committee.

5.2.7 A minimum of 60% of the members of the Executive Committee shall constitute a quorum. Meetings shall be conducted in accordance with Roberts Rules of Order.

5.2.8 Except where specifically stated otherwise, all actions of the Executive Committee shall be determined by a majority of those voting.

5.3 Officers, Secretaries, other Committees, Advisory Members, Liaison Representatives and Regional Representatives are elected or appointed by the Executive Committee.

5.4 Officers of the Executive Committee may be re-elected to serve for an additional year in the same capacity, provided it is done by unanimous written ballot.

Executive Committee meeting dates shall be decided, at least at a prior meeting, except as provided under clause 5.2.6 in these By-Laws. Minutes of the previous meeting, and agenda and copies of all proposals to be placed before the Executive Committee shall be distributed to all Executive Committee members, Advisory Committee members, Regional Representatives and Technical Committee Chair, in advance of every meeting.

5.6 Technical Committee Chairs will be designated by the Executive Committee. These Chairs will be expected to attend meetings of the Executive Committee.

5.7 NOMINATING COMMITTEE

5.7.1 The Executive Committee shall annually appoint a Nominating Committee of three members of the Division, one of whom shall be the incoming Chair of the Executive Committee. The Nominating Committee shall present a ballot containing only one name to members of the Executive Committee for the vacancy in the Executive Committee.

5.7.2 The Executive Committee will approve the nominee for the vacancy subject to council approval.

5.7.3 The Executive Committee nominee shall be preferably selected from among the members of the various Division Committees.

5.8 PLANNING COMMITTEE

5.8.1. The Executive Committee shall consist, if possible, of three (3) past or current members of the Division

5.8.2 Planning Committee members shall be appointed to serve for a period of one year, its Chair shall be an Executive Committee Member.

5.8.3 The duties of the Planning Committee are to submit a report to the Executive Committee at the International Mechanical Engineering Congress & Exposition (The Winter Annual Meeting of ASME). The report shall provide an outline of the Division's activities for the coming year, recommendations for the organizations of the Division Conferences for three years ahead for use in establishing guidelines for the Program Committee.

5.8.4 Division activities for the coming year shall include:

5.8.4.1 Summer Annual Meeting - to arrange for Division participation in all appropriate committee meetings and in any other Society functions.

5.8.4.2 The Congress - Number of technical sessions to be held and principal fields to be covered will be governed by Conference Chair.

5.8.4.3 Recommendations for co-sponsorship of our meetings with other Divisions or organizations to promote wider interest in our activities.

5.8.5.1 Division Conferences for time years ahead shall be outlined with recommendations for:

5.8.6.1 Fields of current interest

5.8.5.2 Location

5.8.5.3 Professional promoters

5.9 ADVISORY COMMITTEE:

5.9.1 The Advisory Committee shall consist (if possible) of one or more past members of the Executive Committee. The Regional Representatives are invited to assist the Advisory Committee.

5.9.2 Advisory Committee members shall be reappointed until they signify in writing, their desire to be removed from the committee.

5.9.3 The duties of the Advisory Committee are to assist, advise and counsel the Executive Committee in the conduct of the Division's activities.

5.9.4 Advisory Committee members will be invited to all Executive Committee meetings. At these meetings, matters of importance to the Division may be discussed and voted upon by both committees, but voting can be restricted by

the Executive Committee to its members in those cases which it may so determine.

5.9.5 Advisory Committee members of the Executive Committee shall:

5.9.5.1 be a member, associate member or affiliate member of the ASME.

5.9.5.2 have an interest in Material Handling Engineering because of their engineering work or other activity.

5.9.5.3 have the time, resources, and ability to ultimately serve on the Executive Committee.

5.9.5.4 shall be encouraged to attend at least one meeting of the Executive Committee each year.

5.9.6 The Advisory Committee members shall be chosen to give comprehensive coverage to the following fields:

Manufacturers or Users of Material Handling Equipment involved with:

Bulk Material Handling

Unit Handling (manufactured articles)

Packaging

Warehousing

Carrier Handling, (highway, rail, water and air)

Consulting, Teaching, and Publishing Professions.

5.9.7 Each year the Executive Committee shall examine the Advisory membership and shall drop from such membership those who have not shown an active participation in the work of the Division.

At the same time, the Executive Committee shall review nominations for membership on this Committee and shall elect those it deems qualified. Due regard should be given to the geographical distribution of the membership.

5.10 TECHNICAL CHAPTERS CHAIR:

5.10.1 Assist in forming Material Handling Technical Chapters in all Sections of the Society which have no such formal organizations.

5.10.2 Maintaining Section interest in Material Handling Engineering by providing program suggestions, speakers Lists, etc. (with the cooperation of the Program Committee).

5.10.3 Assist new Technical Chapters in the development of a Material Handling activity.

5.10.4 Maintain information on number and attendance of material handling meetings held by each Technical Chapter, and analyze, periodically, for the Executive Committee, the evident interest of the Society's membership in Material Handling.

5.10.5 The Technical Chapter Chair shall be in contact with all Regional Representatives.

It is desirable that the Chair of the Technical Chapter Committee shall have been an Advisory Member for at least one year and should have served as a Regional Representative.

5.11 PROGRAM COMMITTEE:

5.11.1 The Program Committee shall be responsible for:

- 5.11.1.1 Developing activities of the Division as directed by the Executive Committee.
- 5.11.1.2 Developing the Division's participation in all National and Regional Meetings as directed by the Executive Committee.
- 5.11.1.3 Obtaining approval of such plans from the appropriate established sectors of the Society.
- 5.11.1.4 Supplying Reporting Representatives for National and Regional Meetings.
- 5.11.1.5 Developing and maintaining a Speakers List for reference of Material Handling Committees of ASME Sections.

5.11.2 The Senior Chair of the Program Committee shall appoint Reporting Representatives for each National or Regional meeting during his term of office from the Advisory Committee. He shall provide liaison with Headquarters and the Reporting Representative in expediting the development of detailed programs for National and Regional Meetings during his term of office. He shall render a Quarterly Report to the Executive Committee of the Division's programming activities, attendance records, assistance to section, etc. He shall be responsible for preparation and publication of a volume in connection with the Congress.

5.11.3 The Junior Program Committee Chair shall appoint Reporting Representatives for each National or Regional meeting during his term of office from the Advisory Committee. He shall provide liaison with Headquarters and the Reporting Representative in expediting the development of detailed programs for National and Regional Meetings to take place during his term as Senior Chair of the Program Committee. He shall render a Quarterly Report to the Executive Committee of the Division's plans and progress in preparing for the next year's activities.

5.1.2 SECRETARY:

5.12.1 The Secretary will be responsible for:

- 5.12.1.1 Preparation and distribution of Executive Committee meeting notices, agendas and minutes.
- 5.12.1.2 Maintenance of the Division correspondence files.
- 5.12.1.3 Carry on such formal correspondence as directed by the Executive Committee Chair.
- 5.12.1.4 Arrange for scheduled meetings of the Executive Committee.

- 5.12.1.5 Maintain Executive Committee meeting attendance records. Periodically provide summary attendance records to the Executive Committee.
- 5.12.1.6 Prepare the Annual Newsletter and supervise its production and mailing by ASME Staff.
- 5.12.1.7 Maintenance of Division finances.

5.13 VICE CHAIR:

5.13.1 The Vice Chair shall be responsible for:

- 5.13.1.1 Committee Membership development, i.e. -
 - 5.13.1.1.1 By soliciting and handling recommendations for Advisory Members.
 - 5.13.1.1.2 Soliciting suggestions from above and issuing the necessary invitations.
- 5.13.1.2 Improving attendance at Executive Committee meetings by personal follow-up on absentees, arranging for time off for Juniors, etc.
- 5.13.1.3 Conducting executive committee meetings in the absence of the Chair.
- 5.13.1.4 Assisting the Chair in furthering the work of the Committee.
- 5.13.1.5 Coordinating the activities of all the Executive Committee's Sub-Committees.
- 5.13.1.6 Chairing the Nominating Committee.

5.14 MEMBERSHIP COMMITTEE:

- 5.14.1 Duties shall consist of contracting non-members who are qualified for ASME Membership, actively encouraging existing members to upgrade themselves and preparing a slate of candidates for recommendations to the grade of Fellow.
- 5.14.2 See the current issue of the Professional Division manual for further details.

5.15 PUBLICITY COMMITTEE:

- 5.15.1 Strive to increase the standing of the Division and the Society before the public by continued publicity, working through the existing facilities of the Society.
- 5.15.2 This committee also encourages attendance at the Division's activities.
- 5.15.3 The engineer's standing in the community is strongly influenced by the respect accorded him by the public. See current issue of the Professional Division's manual for further details.

5.16 HONORS COMMITTEE:

- 5.16.1 Duties shall consist of considering Division-sponsored papers and other engineering achievements and selecting worthy recipients for recommendation for Society Honors, either independently or jointly.
- 5.16.2 Awards a number of honors, some to older members in recognition of their contributions to the profession, and some to younger men as a means of encouraging them to make further contributions.

5.17 **PAPER REVIEW COMMITTEE:**

- 5.17.1 Shall assume the responsibility of insuring that papers sponsored by the Division meet ASME standards. Technical papers presented under Society sponsorship are the evidence on which its professional standing and leadership are judged.
- 5.17.2 See the current issue of the Professional Division's manual for further details.

6. **EXPENDITURES:**

- 6.1 Any expenditure for the purpose of the Division, chargeable to the Society, must be authorized by the Secretary of the Society, before it is incurred, and must be provided for in the annual budget approved by the Council on Engineering. Any liability otherwise incurred shall not be binding on the Society.
- 6.2 All contemplated expenditures for the purpose of the Division, must be submitted to the Secretary of the Division by Executive and Advisory Members prior to April 15th preceding the fiscal year (July 30 to June 1) in which the expenditure is to be incurred.
- 6.3 All expenditures from the Custodial Fund must be signed by the Chair and the Secretary of the Executive Committee and submitted to Headquarters for distribution.
- 6.4 All requests for reimbursements from the Society's funds must be submitted through the Secretary of the Division and be accompanied by suitable bills.

7. **AMENDMENTS:**

- 7.1 Amendments to these By-Laws shall have the affirmative vote of at least sixty (60) percent of the members of the Executive Committee.
- 7.2 The By-Laws may be amended at any time by the Executive Committee by due process providing amendments conform to the Constitution subject to the approval of the General Engineering Department Policy Board.
- 7.3 Changes in these By-Laws shall be made only after consideration and approval of the Executive Committee at a regular meeting and preceded by announcement to Committee membership.