



SEM Organization Handbook

Last Updated November 2020

This handbook is intended to be a source of information for all SEM members. The intent is to document the details of how the Society and its Committees and Divisions operate. As such, we earnestly solicit input from all Society members to ensure that the handbook reflects the manner in which SEM operates.

We encourage everyone to submit corrections, additions, clarifications, etc. to this handbook. All comments and suggestions should be sent to the attention of the Executive Director at director@sem.org

SEM ORGANIZATION HANDBOOK

CONTENTS	PAGE
SEM Mission and the Basics of SEM.....	5
Officer's Track: Progression of Roles and Responsibilities	6
Committee Reporting Checklist	7
 I. Organization	
1.0 Organization chart.....	8
2.0 Summary of Committee Officers and Terms	9
II. Headquarters Staff	10
III. Committee Procedures	11
1.0 Executive Board	11
2.0 Administrative Council.....	13
2.1 Intersociety Liaison Committee.....	14
2.2 Honors Committee	16
2.3 Membership Committee	18
2.4 Nominating Committee	20
2.5 Committee of Fellows	21
2.6 Finance Committee	23
2.7 Past Presidents' Committee.....	25
2.8 SEM Education Foundation	26
2.9 SEM Historian	30
3.0 Editorial Council	31
3.1 Experimental Mechanics Editorial Committee	34
3.1.1 EM International Advisory Board	36
3.2 Experimental Techniques Editorial Committee	37
3.2.1 ET International Advisory Board.....	39
3.3 Journal of Dynamic Behavior of Materials Editorial Committee.....	40
3.3.1 JDBM International Advisory Board.....	43

4.0 National Meetings Council	44
4.0.1 National Meetings Manual	45
4.0.2 Site Selection Criteria for National Meetings	46
4.1 Exhibits Committee	46
4.2 Technical Program Planning Committee	47
5.0 IMAC Organization	49
5.1 Background	49
5.2 IMAC Conference Planning and Organization	49
5.3 IMAC Conference Director	49
5.4 IMAC Advisory Board	50
5.5 Committees of the IMAC Advisory Board	51
5.5.1 IMAC Program Planning Committee	
5.2 Future Conference Committee	
5.3 Exhibitor Planning Committee	
5.6 SEM Technical Divisions at IMAC and IMAC Focus Groups	52
6.0 Technical Activities Council	53
6.1 Biological Systems and Materials Technical Division	55
6.2 Composite, Hybrid & Multifunctional Materials Technical Division	61
6.3 Dynamic Behavior of Materials Technical Division	64
6.4 Dynamics of Civil Structures Technical Division	66
6.5 Fracture and Fatigue Technical Division	70
6.6 Infrared Imaging & Thermomechanics Technical Division	72
6.7 Inverse Problem Methodologies Technical Division	75
6.8 MEMS and Nanotechnology Technical Division	77
6.9 Modal Analysis/Dynamic Systems Technical Division	80
6.10 Model Validation & Uncertainty Quantification Technical Division	86
6.11 Optical Methods Technical Division	89
6.12 Residual Stress Technical Division	91

6.13	Sensors and Instrumentation Technical Division.....	95
6.14	Time Dependent Materials Technical Division.....	99
6.15	Nonlinear Structures & Systems Technical Division	102
6.16	Data Science Technical Division.....	105
6.17	Computer Vision & Laser Vibrometry Technical Division	108
6.18	Western Regional Strain Gage Committee.....	111
6.19	Applications Committee	121
6.20	Education Committee.....	123
6.21	Research Committee	126
6.22	Michael Sutton International Student Paper Competition.....	127
IV.	Procedures	129
1.	Procedure for publishing in Experimental Mechanics.....	130
2.	Procedure for publishing in Experimental Techniques	132
3.	Procedure for publishing in Journal of Dynamic Behavior of Materials	134
4.	Manuscript Submission Requirements for EM, ET, and JDBM	136
5.	Proceedings Guidelines	148
6.	Procedure for Organizing Meetings	150
7.	Procedure for SEM Student Chapters	152
8.	Procedure to Form a New Technical Division.....	156

SEM Mission Statement

The Society for Experimental Mechanics is composed of international members from academia, government, and industry who are committed to interdisciplinary application, research and development, education, and active promotion of experimental methods to increase the knowledge of physical phenomena; further the understanding of the behavior of materials, structures and systems; and provide the necessary physical basis and verification for analytical and computational approaches to the development of engineering solutions.

SEM Basics:

- Founded in 1943
- Incorporated in the State of Delaware as a non-Profit 501-3 (c) Organization
- Constitution – States Purpose and Framework of SEM
 - Article 20 in the Constitution indicates how to modify the Constitution
 - Article 21 in the Constitution indicates how to modify the Bylaws
- Bylaws – detail procedural matters
-
- Handbook - documents the details of how the Society and its Committees and Divisions operate
- Two primary annual meetings:
 - IMAC - focus on research in the area of modal analysis
 - SEM Annual Conference - focus on more general mechanics and materials research
 - Congress years occur every fourth year.
- Fall meetings are Optional and typically focused, single-topic meetings.

Board Meetings:

- FEBRUARY: Executive Board Meeting at IMAC – typically Sunday before conference sessions begin
- JUNE: Closed Executive Board Meeting – Annual SEM Conference, typically Sunday afternoon before Conference
- JUNE: Open Executive Board Meeting – Annual SEM Conference, typically Wednesday afternoon
- NOVEMBER: Fall Officers Meeting – Held in November, typically before Thanksgiving. Also includes budget approval for following year and an Annual Meeting Program Planning discussion.

Flow of Authority:

- SEM members elect the Executive Board based on Nominating Committee's Recommendation (Article 9)
- Fifteen-member Executive Board manages the Society (Article 7)
- Executive Director reports to the Executive Board and enacts policy set by the Executive Board (Article 7, Section 8)
- SEM staff work at the Direction of the Executive Director
- Five Officers of the Society: President, President-Elect, Vice-President, Treasurer, Secretary
- The Executive Director serves also as the Secretary and Publisher.

To Affect Policy:

- Committees initiate action based upon thorough analysis and contact with a sufficient number of members. If an action impacts the budget, there must be a prior consultation with the Treasurer and Executive Director, a business case must be established, and the Finance Committee must approve the expenditure.
- A motion is brought before the appropriate council for a vote.
- The council chair proposes the approved motion to the Executive Board.

Officer's Track: Progression of Roles and Responsibilities

Note: The appointments for incoming officers and past presidents are also included in the documented and published remarks of the incoming president. See SEM Newsletters.

Two Parallel Tracks for SEM President:

Track 1: Becomes President in an Odd Year

Year 1	VP-odd	Exec. Board member, V-Chair of TAC
Year 2	Pres. Elect	Exec. Board member, Chair of TAC, V-Chair Membership, V-Chair Intersociety Liaison Committee (ILC)
Year 3	President	Presides over Exec. Board, Chair ILC & Membership
Year 4	Past President	Exec. Board member, Chair Admin, member Honors, Nominating & ILC
Year 5	Past President 2	Exec. Board, Chair Admin, Chair Honors, member Nominating & ILC
Year 6	Past President 3	Chair Nominating, member ILC
Year 7	-----	

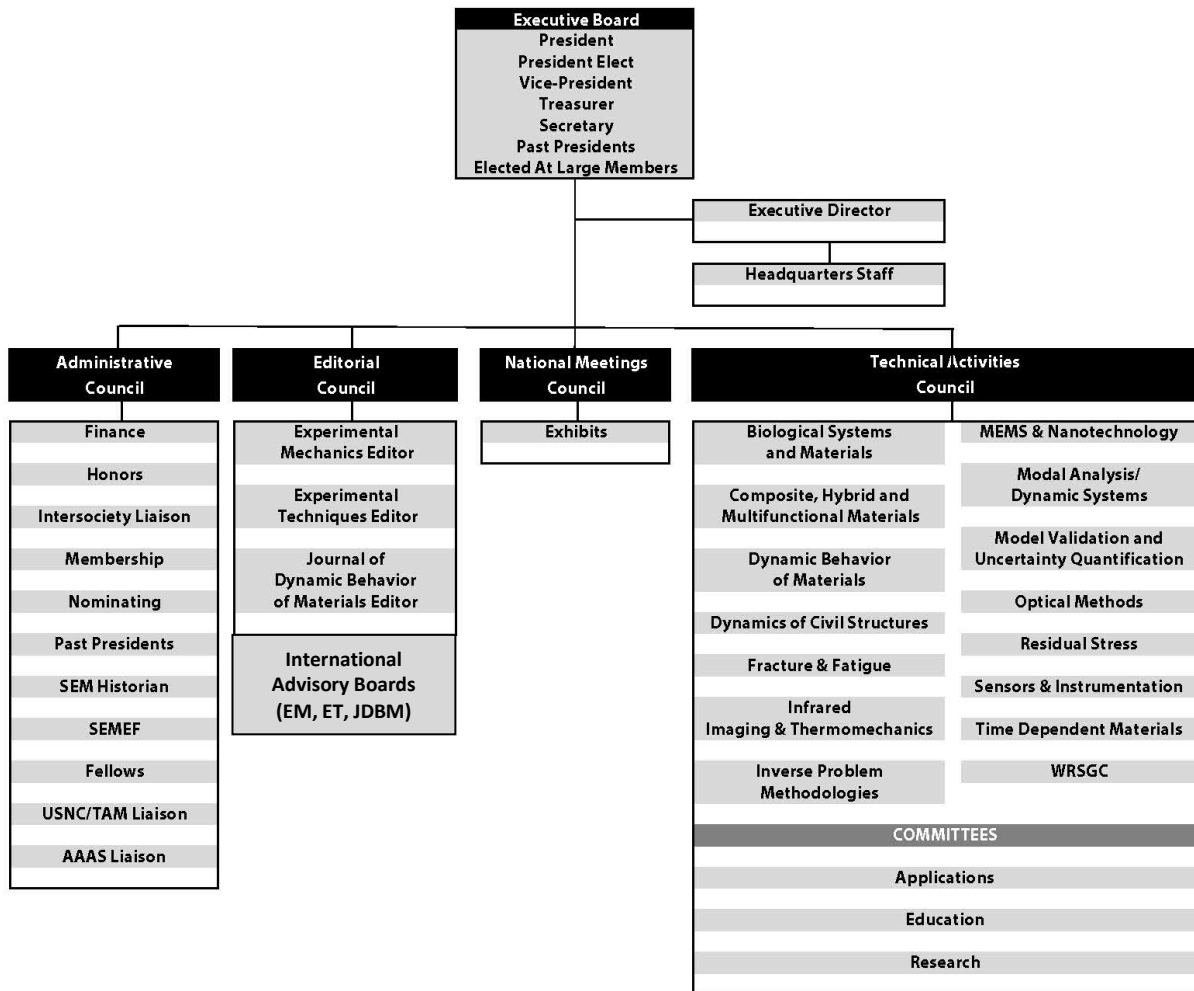
Track 2 Becomes President in an Even Year

Year 1	-----	
Year 2	VP-even	Exec. Board, Chair Nat. Meetings Council
Year 3	Pres. Elect	Exec. Board, Chair Nat. Meetings Council, V-Chair Membership, V-Chair Intersociety Liaison Committee (ILC)
Year 4	President	Presides over Exec. Board, Chair ILC & Membership
Year 5	Past President	Exec. Board, Chair Editorial, member Nominating, Honors & ILC
Year 6	Past President 2	Exec. Board, Chair Editorial, Chair Honors, member Nominating & ILC
Year 7	Past President 3	Chair Nominating, member ILC

Committee Reporting Checklist

Committee Chair	Reports Formally or Informally to the Committee(s) Listed
Intersociety Liaison	Administrative Council (member), National Meetings Council (member)
Honors	Administrative Council (member), Executive Board
Membership	Administrative Council (member), Executive Board
Nominating	Administrative Council (member), Executive Board
Fellows	Administrative Council (member), Executive Board
Finance	Executive Board
EM Editorial Committee	Editorial Council (member)
ET Editorial Committee	Editorial Council (member)
JDBM Editorial Committee	Editorial Council (member)
International Advisory Boards (EM, ET, JDBM)	Editorial Council (member)
MSSP	Editorial Council (member)
Exhibits	National Meetings Council (member)
Technical Program Planning Committee (TPPC/TAC)	National Meetings Council (member)
IMAC Advisory Board	National Meetings Council (member)
IMAC Technical Director	National Meetings Council (member)
Applications	Technical Activities Council (member), ET Advisory Group (member), All Technical Divisions, National Meetings Council, TPPC (member)
Education	Technical Activities Council (member), ET Advisory Group (member), All Technical Divisions, National Meetings Council, TPPC (member)
Research	Technical Activities Council (member), All Technical Divisions, National Meetings Council, TPPC (member)
All Technical Divisions	Technical Activities Council (member), Applications, Education, Research, National Meetings Council
SEMEF	Administrative Council (member)
International Student Paper Competition (ISPC)	SEMEF, Administrative Council
Past Presidents Committee	No Reporting Required
SEM Historian	Executive Board

I. ORGANIZATION



See: <https://sem.org/pdf/SEMO-CommitteeStructure.pdf>

SUMMARY OF COMMITTEE OFFICERS AND TERMS

Council/Committee	Officer	Appointed by	Term
Administrative Council	Chair	Filled by Odd yr. Past President	2 yr
Finance Committee	Chair	Filled by Treasurer	N/A
Honors Committee	Chair	Filled by 2 nd Past President	1 yr
Nominating Committee	Chair	Filled by 3 rd Past President	1 yr
Fellows Committee	Chair	Fellows Committee	1 yr
	Perm. Secretary	Fellows Committee	N/A
Membership Committee	Chair	Filled by President	1 yr
	Vice Chair	Filled by President-Elect	1 yr
SEMEF	Chair	SEMEF Board	3 yr
	Chair-Elect	SEMEF Board	3 yr
	Treasurer	SEMEF Board	3 yr
	Secretary/Admin	SEMEF Board	3 yr
	Administrator	Filled by SEM Executive Director	
ISPC	Chair	Elected by the Executive Board	3 yr
Student Chapter Committee	Chair	Committee	
Intersociety Liaison Committee	Chair	Filled by President	1 yr
	Vice-Chair	Filled by President-Elect	1 yr
Past Presidents	None		
SEM Historian		President	indef
Editorial Council	Chair	Filled by Even yr. Past President	2 yr
EM Editorial	Editor-in-Chief	Chair Editorial Council	5 yr
ET Editorial	Editor-in-Chief	Chair Editorial Council	5 yr
JDBM Editorial	Editor-in-Chief	Chair Editorial Council, or past JDBM Editor	5 yr
International Advisory Boards (EM, ET, JDBM)	Chair	Chair Editorial Council	3 yr
National Meetings Council	Chair	Filled by Even yr. Vice-President	2 yr
	Vice-Chair	President-Elect from At-Large EB Members	2 yr
Exhibits Committee	Chair	President-Elect	2 yr
	Vice-Chair	President-Elect	2 yr
Technical Program Planning	Chair	Filled by National Meetings Council Chair	2 yr
IMAC Advisory Board	Chair	Committee	indef
	Secretary	Committee	indef
IMAC Technical Director		President	indef
Technical Activities Council	Chair	Filled by Odd-yr Vice-President	2 yr
	Vice-Chair	President-Elect from At-Large EB Members	2 yr
	Vice-Chair	President-Elect from At-Large EB Members	2 yr
Applications Committee	Chair	President-Elect	2 yr
	Exec. Board Representative	President-Elect from At-Large EB Members	2 yr
Education Committee	Chair	President-Elect	2 yr
	Exec. Board Representative	President-Elect from At-Large EB Members	2 yr
Research Committee	Chair	President-Elect	2 yr
	Exec. Board Representative	President-Elect from At-Large EB Members	2 yr
Technical Divisions	Chair	Committee	
	Vice-Chair	Committee	
	Secretary	Committee	

II. HEADQUARTERS STAFF

HEADQUARTERS STAFF

7.6 Members

The Headquarters Staff consists of an Executive Director and additional staff members consistent with the workload and budget. The Executive Director is responsible for the day-to-day operation of the Society and reports to the Executive Board. All other staff members report to the Executive Director.

For a complete listing of current staff members and their assignments, please refer to the SEM web site:
<http://sem.org/>

2.0 Duties

The duties of the Headquarters Staff are many and varied. In general, they can be grouped into the following categories:

1. Administrative – solicit and maintain membership and subscriptions, maintain SEM web site, keep the SEM financial books, maintain all SEM records, answer inquiries, prepare and distribute promotional material, prepare and distribute awards, etc.
2. Journals – handle all negotiations and day to day business with publishers and printers, receive technical submissions and forward to editors, assist in manuscript tracking. Perform all Managing Editor functions, etc. for *Experimental Mechanics*, *Experimental Techniques*, and the *Journal of Dynamic Behavior of Materials*.
3. Conferences – handle all arrangements and details, collect and organize all incoming material from authors (abstracts, papers, etc.), prepare and distribute all programs, prepare and distribute all promotional material, prepare and manage the publication of all conference proceedings, handle all registration matters, plan and arrange all social activities, be onsite for conferences, etc.
4. Other – work with authors, editors and printers for all SEM-sponsored books and monographs, sell advertising space and booth space, market SEM, etc.

This is not intended to be an exhaustive list. It is merely intended to indicate the areas where the staff contributes. In general, it is the staff's responsibility to assist the membership in all non-technical areas.

3.0 Inquiries

Inquiries to the Executive Director and SEM staff may be made via email, regular mail, fax, or by telephone. The business hours of the office are 8:30 a.m. to 4:30 p.m. ET, Monday-Thursday.

III. COMMITTEE PROCEDURES

1.0 EXECUTIVE BOARD

Executive Board

1.0 Name

This group shall be called the Executive Board.

2.0 Purpose

This group, which is the senior governing body of SEM, is responsible for the general management of the Society. (Henceforth the term the Society shall mean SEM).

The Executive Board's functions shall be as described in the Bylaws of the Society.

3.0 Organization

As stated in the Constitution, the Executive Board consists of the Society President, the President-Elect, the Vice-President, the Secretary, the Treasurer, the two most-recent Past Presidents of the Society who are able to serve, and eight additional members elected from the Individual Member Class.

The President presides over the meetings.

4.0 Duties

The duties of the Executive Board shall be as specified in the Constitution and Bylaws. Generally, these duties include:

- (a) Reviewing the Society's financial position.
- (b) Reviewing the efforts of the various committees of the Society.
- (c) Reviewing the plans for future meetings.
- (d) Reviewing the Society in regard to future plans and growth.

5.0 Officers

The officers of the Society, and their duties, are given in the Constitution. The Officers of the Executive Board are the Presiding Officer (the Society President), the President Elect, Vice-President, Treasurer, and the Secretary, who is the Secretary of the Society and the SEM Corporation.

Jointly sponsored Society foreign meetings shall be represented by the President of SEM.

The President shall be empowered to designate a representative, who shall travel at the Society's expense.

6.0 Meetings

6.1 Times of Meetings

The Constitution and Bylaws specify the rules for calling meetings. In addition, they require an Executive Board meeting at each Annual & IMAC Meeting. In practice there are usually two Executive

Board meetings at each Annual Meeting. The first is a closed Executive Board Meeting and the second is an open Executive Board Meeting.

Specific rules for the holding of meetings including quorum requirements are in the Constitution.

6.2 Conduct of Meetings

The conduct of the meeting shall be based upon, but not necessarily in strict accordance with, Robert's Rules of Order. The Presiding Officer shall determine the specific policies for running the meeting.

The Presiding Officer shall be a voting member of the Board.

The Secretary shall record and publish minutes of all Board meetings.

For sensitive matters the President shall call for an Executive Session of the Executive Board. Minutes shall be kept of Executive Sessions.

6.3 Order of Items in Agendas, Minutes and Bound Books of Committee Reports

Agendas for Business Meetings of the Society and meetings of the Executive Board, Minutes of these meetings, and the bound books of Committee Reports should follow a standardized format. The items should be organized in the same manner as the current official Committee Organization Chart of the Society.

7.0 Records

The Secretary shall record and publish minutes of all Board meetings. The minutes need not be a verbatim transcript of the meeting but should contain all significant discussion as well as all actions taken. All motions shall be transcribed verbatim.

The Secretary shall keep the minutes as a permanent record of the Society.

Minutes of "closed meetings", e.g. Executive Sessions, shall be recorded and maintained by the Secretary. Such minutes shall be available for inspection by any member of the Society upon request.

Copies of the minutes should be sent to the Board members and to those parties who have a need. The minutes shall be made available to any member upon request.

2.0 ADMINISTRATIVE COUNCIL

Administrative Council

1.0 Name

This group shall be called the Administrative Council

2.0 Purpose

The administrative Council was formed in May 1980 – upon the recommendation of the Ad Hoc Administrative Operations Committee.

The purpose of the Council is to coordinate the activities of the administrative committees, namely:

- Intersociety Liaison Committee
- Honors Committee
- Membership Committee
- Nominating Committee
- Committee of Fellows
- Finance Committee *
- SEMEF
- Past Presidents
- SEM Historian
- Executive Director
- USNC/TAM Liaison
- AAAS Liaison

*The Finance Committee although part of the Administrative Council will report directly to the Executive Board through the Treasurer.

3.0 Membership

The membership of the Council shall include the Chairs of the Committees, which comprise the Council and the odd-year Past-President of SEM, who shall be the Council Chair, a Vice-Chair, additional members from the Individual Member Class, and the Secretary of the Society (non-voting).

4.0 Officers and their duties

Chair – The Chair shall be responsible to:

- (a) Schedule, coordinate and organize the activities of the Council.
- (b) Act as spokesperson for the respective committees.
- (c) Provide the Executive Board with a synopsis of activities, problems and problem resolutions.
- (d) After review by the Council, if needed, arrange for presentation to the Executive Board of issues by the committee chair involved.
- (e) Inform members of the committee of meeting times and places.

2.1 INTERSOCIETY LIAISON COMMITTEE

Intersociety Liaison Committee

1.0 Purpose

To provide formal lines of communication between SEM and those societies and/or organizations involved in or concerned with the activities of SEM.

- (a) To promote technical exchange sessions between societies to develop cross-fertilization of technical information.
- (b) To make SEM better known among other societies.
- (c) To aid in development of meeting programs of more interest to the SEM membership.
- (d) To promote increased SEM membership.
- (e) To afford opportunity for SEM members to speak before other technical groups.
- (f) To increase prestige of SEM.
- (g) To act as liaison of technical information and/or any other special activities with other technical societies and trade associations.

2.0 Structure

- (a) The Intersociety Liaison Committee (ILC) is headed by a Chair (current SEM President), Vice-Chair (current SEM President-Elect), and Executive Board Representatives, all appointed by the President-Elect of SEM.
- (b) The membership should consist of past presidents for prestige purposes. Representatives will be appointed as the need for interaction between societies arises. This representative will then be the contact person with the society. If plans are being made for an exchange session, the representative should find a member of that other society who is also a SEM member, to act as chair of the exchange session. This person will become a member of the Committee.

Additional members at large: Interested members willing to accept assignments as representatives with other Societies and/or organizations.

- (c) The Intersociety Liaison Committee reports directly to the Administrative Council and the National Meetings Council and its Chair is a member of the Councils.
- (d) It is the responsibility of the Chair to inform the members of the Committee of meeting times and places.
- (e) Routine business of umbrella societies, such as BSSM, shall be handled in the following manner:

All such correspondence should be sent or forwarded to the Executive Director to determine if urgent administrative or Executive Board action is necessary. If so, the Executive Director should send a copy for review by the Administrative Council Chair with a copy to the President. If not urgent, the Executive Director should forward this type of mail to the Intersociety Liaison Committee for their review and comments. They, in turn, can decide if later specific recommendations should be made to the Executive Board. Other types of interaction should follow the guidelines given in Appendix B.

3.0 History of the Intersociety Liaison Committee

The following is an excerpt from the Executive Board Meeting of August 5, 1969, at which time this committee was established.

PROPOSAL FOR ESTABLISHMENT OF A STANDING COMMITTEE ON INTERSOCIETY LIAISON

President Barton referred the members present to the following statement provided by Chair Ferdi B. Stern of the NMC Sub-committee on Society Liaison:

"Some background information may be helpful to you when you consider the proposal to make this a standing committee"

"One of the items in the original long-range planning program was coordination with other technical societies. I initiated liaison between SEM and the ASNT and was appointed Chair of an Ad Hoc Committee in the National Meetings Committee to accomplish this initial technical exchange. I invited the immediate five past presidents of the SEM to join this committee and asked them to submit names of societies in which they were active. The past presidents were invited as they were familiar with SEM policy and would lend status to this committee's activity. Doctor Murray was an active member of this committee during the exchanges with the Society for Nondestructive Testing. His guidance and participation made this exchange a success."

"It is recommended that five past presidents be a part of this committee for continued prestige purposes. The most immediate past president should serve as liaison with the Executive Board."

"The working committee should consist of the chair and two members at large. The chair serves as an appointee of the president of the Society and should assume the chair at the same time as the chair of their standing committees. Appointment of a Vice-Chair will ensure proper continuity of this committee."

"If plans are being made to exchange sessions with a certain society, then a member of that other society, who is also an SEM member, should be a part of the Intersociety Liaison Committee."

"Close liaison will be maintained with Ken Galione, National Meetings Committee and Applications Committee, the Education Committee, and the Papers Committee. This should be done through exchange of reports and through the Executive Board."

"Experience to date has shown that it requires at least a year and a half between initial contact and action on the first Society exchange."

"The Intersociety Liaison Committee must have the status of a standing committee if it is to function effectively with other standing committees to represent the Society in dealing with other societies. Please support this request and continue to support Intersociety Liaison work."

After lengthy consideration of the ramifications involved in the proposal made by Mr. Stern, the Executive Board gave its formal approval to the formation of a Standing Committee on Intersociety Liaison. The President then appointed Mr. Stern as Chair of this group and this action met with the unanimous support of the Executive Board.

In general discussion of intersociety relationships, the members present felt that the new standing committee should address itself to encouraging the participation of small technical "splinter groups" (such as Acoustic Emission Working Group) in SEM activities. In addition, the Executive Board affirmed its feeling that, while reciprocal exchanges of technical sessions with other societies are desirable, there is no reason for the SEM to hold back from "one way" exchanges; i.e., from presenting technical session at meetings of other societies.

2.2 HONORS COMMITTEE

Honors Committee

1.0 Name

The name of this Committee shall be the Honors Committee.

2.0 Purpose

The purpose of the Committee is to implement the honors and awards of the Society.

3.0 Membership

The Committee shall be comprised of:

- (a) Three members-at-large, one appointed by the Society President-Elect each year for a three-year term.
- (b) The three most recent living Past-Presidents.
- (c) The Executive Director of the Society.

4.0 Organization

The organization of the Committee shall be the responsibility of the Chair.

5.0 Officers

Chair. The Past President two years out of office, i.e., the senior Past President shall be the Chair.

The Chair shall inform members of the committee of meeting times and places.

6.0 Duties

The duties of the Committee shall be:

- a) To solicit nominations from SEM members for all SEM Awards.
- b) To select the award recipients based upon the criteria specified for the given award.
- c) To recommend new awards to the Executive Board.

7.0 Procedures

7.1 Nominations

All nomination information and forms will be available on the SEM website. In addition, periodic solicitations of nominations shall be published in the appropriate SEM publication. Such solicitations shall appear at least twice per year. Nominations for the Hetenyi, Harting, and Peterson awards will be supplied by the editor of the publication. The editor shall supply the Executive Director a ranked list of three nominations for each award as determined by the Editorial Committee for the publication.

A primary duty for members of the Honors Committee is to solicit nominations for the various SEM Awards. It is important that committee members actively involve the membership of the Society in the nomination process. Committee members, in their capacity as members of the Society, are

encouraged to submit nominations as well.

7.2 Award Criteria

Criteria for all awards will be maintained by Headquarters and supplied to members of the committee as required.

7.3 Balloting

The committee will vote on all awards during the SEM Annual Conference in June. With the exception of the Murray Award, voting should be for awards to be presented at the next SEM Annual Meeting. The Murray Award voting should be to determine the Murray Lecturer for the SEM Annual Meeting to be held in two years. Should circumstances prevent the selection of all awards at the meeting, the Chair shall determine the procedure to use to vote on any remaining awards. Balloting should be completed and the results sent to the Executive Director prior to the Fall meeting of the Officers. The committee may choose not to give an award in any particular year if they feel there are no nominees worthy of receiving the award.

7.6 SEM Awards

At the present time, the list of awards offered by the Society is:

Honorary Member

SEM Fellow – determined by the Fellows Committee

Honorary Member Award

Brewer Award

Cloud Scholarship – determined by the Cloud Award Board of Directors – awarded biannually

Dally Young Investigator Award

DeMichele Award

DeMichele Scholarship Award – determined by the IMAC Program Planning Committee

Durelli Award – normally awarded biannually

Frocht Award

Harting Award – best paper award for ET

Hetenyi Award – best paper award for EM

Knauss Young Investigator Award – given at the annual MTDM meeting and determined by MTDM Board

Lazan Award

Murray Lecture Award

Nemat-Nasser Award

Peterson Award – best paper award for JDBM starting in 2017

Tatnall Award

Taylor Award – normally awarded biannually

Theocaris Award – awarded biannually

Zandman Award

SAGE Publishing Young Engineers Lecture –Lecture given at IMAC starting 2017

Springer Young Investigator Lecture – Lecture given at Annual starting in 2017

Student Paper Competition Awards – determined by Competition judges

7.5 Notification to Recipients

The Chair of the Honors Committee is responsible for arranging that notifications be sent to all award recipients by the Executive Director. Headquarters will follow up with all recipients to ensure that all necessary information is received from the recipients.

7.6 Publicity

Headquarters will arrange for the preparation of the Awards Booklet to be distributed at the IMAC and Annual Meetings, as well as a listing in the issue following the Annual Meeting of the appropriate Society publication of all Award recipients for the year.

2.3 MEMBERSHIP COMMITTEE

Membership Committee

1.0 History

A review of the Bylaws reveals several salient points in regard to the Membership Committee and its functions. These points, though mentioned here, will be discussed more thoroughly in other sections as necessary.

- (a) The Membership Committee is a standing committee.
- (b) The Committee is made up of members appointed by the Chair.
- (c) The Committee, with approval of the Executive Board, is free to formulate its own policies.

2.0 Organization

2.1 Objectives

The following are the objectives of the Committee:

- (a) To conduct programs that will attract new members into SEM.
- (b) To conduct programs that will help retain present members in SEM.
- (c) To provide membership related services to members, in conjunction with headquarters.
- (d) To work with and advise Headquarters on membership related matters.
- (e) To provide for continuity of the Committee and its records.

2.2 Makeup of Committee

The Committee is an open one. All are invited to participate to whatever extent they can or wish.

2.3 Mode of Operation

The Committee is currently organized on a task basis. Specific tasks are assigned at or just after each semi-annual meeting to specific committee members. Progress is reviewed by the chair informally through the interim periods and formally by the entire committee at the next meeting.

2.3.1 Areas of Interest

The following areas are the major topics that should be considered by the committee:

- a) Membership Benefits – What benefits should the Society offer its members? This is an area that changes with time.
- b) Student Membership
- c) Life Membership
- d) Member Retention
- e) Attracting new members
- f) Prospecting of and marketing to potential members

2.4 Chair

The Chair of the committee is filled by a Past President. The required duties of the Chair are to provide the semi-annual reports to the Executive Board. In addition, the Chair generally organizes the overall operations of the committee including the scheduling of meetings, the formulation of meeting agenda, the appointment of committee members, the invitation of delegates and the keeping of records and procedures.

The Chair is responsible for inviting the members of the committee to the meetings.

2.5 Vice-Chair

The Vice-Chair is filled by the President-Elect. There are no required duties of the Vice-Chair. In general, the Vice-Chair will learn the operations of the committee and assist in organizing meetings and perform tasks requested by the Chair.

2.6 Executive Board Liaison

A member of the Executive Board is assigned by the President to act as liaison to the committee. In accordance with the tradition of the Society, the Executive Board Liaison will become a member of the committee and keep in close touch with the Chair.

2.7 Terms of Office

The Committee Chair is appointed or reappointed annually as specified in the Constitution and Bylaws. The Vice-Chair is appointed for two years. Past practice has been that the Chair and Vice-Chair each serve for two years with the Vice-Chair automatically becoming the new Chair. The Executive Board Liaison serves as assigned by the President.

2.4 NOMINATING COMMITTEE

Nominating Committee

1.0 History (citing Article IX, Sections 2 and 3 of the Constitution)

The Nominating Committee shall consist of the most recent three Past-Presidents of the Society who are able to serve. The senior Past-President (by term of office) shall act as chair, shall convene the Nominating Committee no later than the Annual Meeting of the Society, and adjourn it after transmitting the nominations to the Secretary.

The Nominating Committee shall make one nomination from the Individual Member Class for each elective position, which will become vacant at the close of the next Annual Meeting. Prior to making a nomination, the Nominating Committee shall secure from the person proposed consent to serve if elected. Generally, the nominee for Vice President shall have served a prior term as an At-Large Board Member.

2.0 Operating Procedures

The Executive Director shall maintain a list of candidates for the Executive Board. It is the responsibility of the Committee Members to supply Headquarters with the names of potential Executive Board Members. At the Annual Meeting, the Committee will meet and develop the proposed slate of Executive Board Members. The Chair will contact each nominee to determine their willingness to serve. Once all members have agreed, Headquarters should be informed. Headquarters will then arrange to obtain all necessary information and publish the appropriate nomination information as required by the Constitution.

2.5 COMMITTEE OF FELLOWS

Committee of Fellows

1.0 Name

The name of this committee shall be the Committee of Fellows.

2.0 Purpose

The purpose of the committee is to screen all nominations for the grade of Fellow and by two-thirds vote, elect future Fellows subject to confirmation by the Executive Board.

3.0 Organization

The Committee shall report to the Executive Board through the Administrative Council.

The Committee of Fellows shall consist of nine Fellows, three serving in each of three classes. The Committee of Fellows shall elect its own Chair. The Committee shall elect for each class, three successors for three-year terms. No member may succeed themselves as a member of the Committee.

4.0 Duties

The duties of the Committee are given below. The Chair is responsible for notifying members of the Committee of meeting times and places.

The Fellow grade of membership has been established on the basis of:

A Fellow shall be an individual who is distinguished in some field in which the Society has interest, who has been a Regular or Life Member of the Society for at least ten years, and whose contributions to the Society and the technical community have justified this honor.

Nominations of Fellows may be made by any local section by means of petition bearing the signatures of no less than 10 individuals who are bonafide members of the SEM and of the local section, by a majority vote of the honors Committee, or by a previously elected Fellow.

The Committee of Fellows will screen all nominations submitted and, by two-thirds vote, elect future Fellows subject to confirmation by the Executive Board. This confirmation shall be on the entire slate of elected Fellows.

Nomination of Fellow grade shall be on a form approved by the Executive Board providing a record of significant contributions to the field of experimental mechanics and to the Society.

The maximum number of Fellows that may be elected in any year shall be at the discretion of the members of the Committee.

In the event that a nominee is not elected, the nomination will be considered again each of the two following years, after which the paper will be destroyed. A new nomination may be submitted at any time for consideration on the same basis as if it were being presented for the first time. In the event that an elected Fellow is not confirmed by the Executive Board, this election must be reconsidered by the Fellows Committee at their next meeting.

5.0 Related Documents

Additional background on the Committee is contained in the Honors Handbook.

Committee of Fellows Calendar

Annual Meeting

1. Elect new Fellows and transmit documentation to the President of SEM for confirmation by the Executive Board.
2. Elect three new Fellows to serve on Committees of Fellows.
3. Elect a Chair, Vice-Chair and Permanent Secretary for the Committee of Fellows for the coming year (to take office at the close of Spring Meeting).

1 July

1. Chair of Fellows will notify SEM Headquarters announcing the new members.
2. Executive Director of the SEM will send an email notification to the new members by end of July.

Prior to 1 September

Chair of the Committee and Permanent Secretary will cause notice of election to be given and announce deadline of 1 December for receipt of nominations.

1 December

Nomination packages are to be in the hand of the Permanent Secretary and the Chair who will determine if any additional information is required and will obtain the same.

1 February

Send nominations packets to members of Committee of Fellows for first round of voting.

1 April

If necessary, send second mail ballot to Committee members and subsequently compile list of candidates selected for election at spring meeting.

2.6 FINANCE COMMITTEE

Finance Committee

1.0 Function

The functions of the Finance Committee (FC) are specified in the Bylaws of the Society. The Committee functions in accordance with the Article 5, Section 7 of the Bylaws.

2.0 Membership

In accordance with the Constitution of the Society, the Treasurer of the Society acts as Chair of the FC. The Chair appoints members to the Committee. The committee consists of all past presidents of the society who wish to serve, all officers of the Society and other members appointed by the Chair. Appointments are usually made for a two-year term and, in accordance with the Bylaws, cannot exceed three years. Reappointments to the Committee are often made.

A Vice- Chair should be appointed by the Chair to serve in the absence of the Chair and assist with other responsibilities of the FC. A member of the Committee may be asked to report to the Executive Board (EB) at the IMAC or Annual meetings and at the Fall Officer Meeting when the Chair and Vice-Chair are unable to attend.

The Chair has generally appointed members to the Committee who have a long and close association with SEM, thus most members are past presidents. The Chair has appointed, and will continue to appoint to Committee membership, those members of the Society who by experience would appear to contribute to the Committee and who express a strong desire for Committee membership.

The size of the Committee is not fixed. The Chair, as a goal, has maintained the Committee with a minimum of seven and a maximum of 10 members. For purposes of conducting business, a quorum shall consist of 8 voting members, including the Chair.

3.0 Operating Procedures

3.1 **Meetings**. The Committee meets formally once a year - at the Annual Executive Board Meeting of the Society. The Chair notifies the committee members of meeting time and place. The Committee, following a previously prepared and distributed agenda, reviews the financial aspects of Society operation. The usual agenda items for each of these meetings are as follows:

(a) Annual Meeting

- (1) Review of final results of fiscal year just completed.
- (2) Review of status of fiscal operations for current fiscal year.
- (3) Report of the Investments Subcommittee.
- (4) Other financial matters.

(b) Fall Executive Board Meeting

- (1) Review of status of fiscal operations for current fiscal year.
- (2) Review of proposed budget for next fiscal year.
- (3) Report of the Investments Subcommittee.

(4) Other financial matters.

The Chair of the Committee (or a replacement designated by the Chair) attends the EB meeting and, as appropriate, brings FC recommendations to the EB for their action. Minutes of each FC meeting are prepared by the Chair and distributed to all FC members and to Headquarters.

The Treasurer, as Chair of the FC, also reports to the Officers during their Fall meeting and to the Executive Board at IMAC.

3.2 Budget Review. By early October of each year, the Executive Director prepares a draft budget for review by the Treasurer covering the coming fiscal year (January 1 to December 31). The Treasurer or Executive Director sends copies of the draft budget to the Officers in preparation for the Fall Meeting of the Officers. The Executive Director and Officers review and approve the budget. The budget is then presented at the IMAC Executive Board meeting the following year.

4.0 Appointment of the Treasurer

At the Annual Meeting (June Meeting) of the Society, the Treasurer is appointed for a one-year term by the President, (upon recommendation by the Executive Board), in accordance with the Constitution. It has been the custom to reappoint the Treasurer each year for several years. This is considered desirable because of the need of the Treasurer to develop an understanding of the budgeting process and to develop a close relationship with the Executive Director and an understanding of fiscal habits. The Executive Board decided at the Annual 1983 meeting that a normal duration in office for the Treasurer should be three years.

2.7 PAST PRESIDENTS' COMMITTEE

The Past Presidents Committee consists of all living Past Presidents of the Society. They gather each year at the Annual Meeting. The Committee does not offer unsolicited advice to the current Executive Board but serves as a resource for assistance should their services be requested.

2.8 SEM EDUCATION FOUNDATION

Education Foundation

SOCIETY OF EXPERIMENTAL MECHANICS EDUCATIONAL FOUNDATION

CONSTITUTION

ARTICLE I. NAME

SECTION 1. The name of this corporation shall be "Society for Experimental Mechanics Education Foundation", hereinafter called "Foundation".

ARTICLE II. PURPOSES

SECTION 1. The Foundation shall be a voluntary and non-profit corporation. Its general purposes shall be to provide financial support for a variety of educational activities important to the development of the field of experimental mechanics and to do such other legal acts as may further the Foundation's aims on a national and international basis as identified by the Board of Directors of the Foundation (see Article III, Section 1).

SECTION 2. No substantial part of the Foundation's activities shall consist of carrying on propaganda or otherwise attempting to influence legislation; and the Foundation shall not participate in, nor intervene in (by publishing or distributing statements or in any other way), any political campaign on behalf of any candidate for public office.

ARTICLE III. BOARD OF DIRECTORS, OFFICERS, AND OTHER POSTS

SECTION 1. DIRECTORS. The Foundation shall be governed by a Board of Directors ("Board") consisting of at least eight but not more than fifteen members.

SECTION 2. ELECTION OF DIRECTORS. The Chair shall appoint a three-member Nominating Committee consisting of current or past members of the Board. The Committee shall solicit names of prospective Board members, screen, and vote upon the nominees at least one year in advance of a term's expiration. A nominee's credentials will be formally presented to the Board for election at the Annual Meeting.

SECTION 3. TERM OF SERVICE. Board members shall serve a three (3) year term and may serve additional terms. For the first term, one-half of the Board will serve a two-year term and the other half a three-year term.

3.1 VACANCIES. If a Board member is unable to complete a full term, the vacancy may be filled by election by the Board at any meeting. The person chosen shall serve until the end of the vacated term.

SECTION 4. PROXY. Board members may designate a proxy by notifying the Chair in writing five (5) days in advance of a duly called meeting of the Board.

SECTION 5. OFFICERS. The officers of the Foundation shall consist of the Chair, the Vice Chair, the Treasurer, and the Secretary, all of whom must be members of the Board of Directors, and a (non-voting) Administrator. Officers will be elected at the annual meeting of the Board and shall serve for a term of three years.

SECTION 6. OTHER POSTS. Subject to confirmation by the Board, the Chair shall make (or revoke) appointments for terms up to one year to special posts in the service of the Foundation, including the Administrator. Confirmation shall require an affirmative vote of two-thirds of the full Board membership.

SECTION 7. VOTING. Elections and confirmations by the Board shall require a two-thirds affirmative vote by the full Board membership.

ARTICLE IV. MEETINGS

SECTION 1. MEETINGS. The Board of Directors of the Foundation shall hold at least one meeting each calendar year designated as the annual meeting (typically held at the Annual June Meeting). The election of Officers and Board members will occur at the annual meeting. Special meetings may be called at other times by the Chair or by written request to the Chair of at least one half the members of the Board.

SECTION 2. NOTICE OF MEETINGS. Notices of all meetings shall state the purpose for which the meetings are to be held and shall be sent to each Board member at least twenty (20) but not more than sixty (60) days prior to the meeting.

ARTICLE V. DUTIES OF OFFICERS

SECTION 1. DUTIES OF CHAIR. The Chair shall:

- a. Preside at all business meetings of the Board
- b. Assure that all actions of the Board are carried into effect; and
- c. Perform such other duties as the Board may assign.

SECTION 2. SUCCESSION OF THE DUTIES OF THE CHAIR. In the absence of the Chair at any duly called meeting of the Board, the duties of the Chair shall be performed by the Vice Chair, or in the absence of the latter, by the Secretary, or in the absence of the latter, by the Treasurer. In the absence of all four of the above officers, the duties of the Chair shall be performed by a Chair pro tem, elected from and by the Board of Directors on the basis of a two-thirds affirmative vote of those present at the meeting.

SECTION 3. DUTIES OF THE VICE CHAIR. The Vice Chair shall perform such duties as the Board may assign.

SECTION 4. DUTIES OF THE TREASURER . The Treasurer shall:

- a. Prepare a brief summary of the financial condition of the Foundation for distribution to the Board at least once a year at or prior to the annual meeting.
- b. Arrange, or assist the Administrator in arranging for fiscal audit of the Foundation's books of account and review the audit and submit it to the Board.
- c. Maintain or cause to be maintained, financial records according to accepted accounting practice.
- d. Perform such other duties as the Board may assign.

SECTION 5. DUTIES OF THE SECRETARY. The Secretary shall:

- a. Inform the members of the Board of the activities of the Foundation and shall, as required, distribute to the proxy ballots, letter ballots, and notices of meetings of the Board.
- b. Advise each member of the Board of Directors of proposed amendments or revisions of this Constitution within fifteen (15) days from receipt of such proposed amendments or revisions signed by at least two-thirds of the Board members.
- c. Keep minutes of all meetings and distribute them prior to the succeeding meeting.
- d. Perform such other duties as the Board may assign.

SECTION 6. DUTIES OF THE ADMINISTRATOR. The Administrator shall:

- a. As directed by the Treasurer, arrange for a fiscal audit of the Foundation's books of account, and review the audit and submit it to the Board.
- b. Cause to have checks made out in payment of service, as directed by the Chair.
- c. Collect funds and manage finances of the Foundation.
- d. As directed by the Treasurer, maintain or cause to be maintained financial record according to accepted accounting practice.
- e. Make arrangements and prepare for meetings of the Board.
- f. Prepare financial statements.

- g. Perform such other duties as the Board may assign.

ARTICLE VI. MANAGEMENT

SECTION 1. POWERS. The general management of the Foundation shall be vested in the Board of Directors. The board may exercise all such powers of the Foundation and do all such lawful acts and things as are not prohibited by statute or by the Certificate of Incorporation or by the Constitution. The members of the Board shall act only as a committee and the individual members thereof shall have no power as such unless specifically designated by the Board.

SECTION 2. QUORUM AND ACTION. At any meeting of the Board of Directors, one half plus one of the members thereof (rounding upwards in the case of an odd number of Board members) shall constitute a quorum for the transaction of business. If a quorum shall not be present at any Board meeting, the members present may adjourn the meeting from time to time, without notice other than the announcement at the meeting, until a quorum shall exist. Except as otherwise provided by the statute, the affirmative vote of at least two-thirds of the Board members present at a meeting at which there is a quorum shall be an act of the Board.

SECTION 3. MEETINGS. Meetings of the Board of Directors may be held at the business office of the Society for Experimental Mechanics, Inc., or at such other places as the Chair may from time to time designate.

SECTION 4. MANAGEMENT OF FUNDS. Funds may be disbursed upon authorization of the Board of Directors, through its elected Treasurer, only for the purposes stated in Article II, Section 1 of this Constitution.

ARTICLE VII. AMENDMENTS

SECTION 1. This Constitution may be amended or revised upon a two-thirds affirmative vote of the full Board membership following service of notice in accordance with Article V, Section 5, paragraph b.

DRAFT 6-14-88
REV1 6-15-88
REV2 5-31-98
REV3 6-06-05

Guidelines for Requesting: Foundation Support of a Graduate Student Conference and other projects.

Foreword: A primary responsibility of the Foundation is "...to provide financial support for a variety of educational activities important to the development of the field of experimental mechanics..." Because the Foundation's resources are limited, it is imperative that funds be used as efficiently as possible. Regional graduate student conferences generally benefit a large number of students for a reasonable cost and are looked upon favorably by the Foundation. Universities located near each other are encouraged to organize graduate conferences and to apply to the Foundation for partial sponsorship. These conferences emphasize graduate students, but advanced undergraduates are also usually invited to participate.

ALL PROPOSALS MUST BE RECEIVED AT LEAST 90 DAYS PRIOR TO THE EVENT.

Contents of a Proposal:

The following items should be included:

1. Approximate dates of the activities
2. An outline of the proposed program
3. Statement about the impact of the activity on SEMEF's goals
4. A budget, including the amount requested from SEMEF
5. Plans for a follow-up report

The Foundation will endeavor to provide matching funds for up to a maximum of \$1,000 per event :

1. Meals (breakfast, lunches, and dinners)
2. Coffee breaks
3. Other

The Foundation will NOT provide or match funds for:

1. Charges for the use of university classrooms or meeting rooms
2. Funds for prizes at graduate symposia. (Where cooperation and friendship are the key words, and not competition. The Foundation does provide funds for prizes at the Annual Student Paper Competition sponsored by the SEM Education Committee at the Annual Meeting.)

Evaluation Criteria:

Proposals will be evaluated by the number of students benefited, and clarity of presentation.

Other Proposals

Requests for Foundation funds for activities other than Graduate Student Conferences need not follow this format. However, they should be submitted before the Nov. 1st or May 15th deadlines so that they can be acted upon promptly.

2.9 SEM HISTORIAN

SEM Historian

The SEM Historian is appointed by the President of the Society. There are no formal duties associated with the position. However, it is intended that the Historian will engage in activities such as:

1. Documenting past events or people associated with the Society. This may include preparing material suitable for inclusion in the Society Newsletter or other Society publications.
2. Serving as a resource to assist in answering questions about the Society.
3. When appropriate suggest speakers and topics for Society Anniversary events.

3.0 EDITORIAL COUNCIL

Editorial Council

1.0 Name

This group shall be called the Editorial Council.

2.0 History

The Editorial Committee has undergone several changes of names, mergers and other reorganizations over the years. Its earliest antecedent in SEM was the Policy Committee on Papers and Publications, which met in 1947 and 1948. In 1951 a Publications Committee was formed. This committee merged with the Papers Committee in 1955 to become the Papers and Publications Committee. In 1957 the Papers and Publications Committee was divided into three committees: a Papers and Publications Committee, a Newsletter and Publications Committee, and a Publications Committee. The Newsletter and Publications Committees were merged into the Journal Advisory Committee in 1960 to prepare for the publication of EXPERIMENTAL MECHANICS, which began in January 1961. In 1965 the Journal Advisory Committee was renamed the Editorial Committee and the Papers and Proceedings Committee was renamed the Papers Committee. At this time the Editorial Committee was given overall responsibility for all Society publications. In 1982 the name was changed to the Editorial Council.

3.0 Purpose

The Editorial Council coordinates the activities of all committees and individuals who produce SEM publications. The following list of current SEM publications includes the committee or individual responsible for initiating the publication.

4.0 Organization (citing Article III, Section 6 of the Bylaws)

All Committees formed to oversee Society publications, including electronic publications, shall report to the Editorial Council. The Editorial Council shall:

- Consist of the Chair; the Publisher, who shall serve as Secretary of the Editorial Council; the Secretary and the Treasurer of the Society; the Chairs of all relevant Committees; the Editor-in-Chief(s) of all Society publication(s); and additional members from the Individual Member Class. The Secretary shall be a nonvoting member of the Editorial Council. In selecting the additional members, due consideration shall be given to providing adequate representation for all aspects of Society publications.
- Establish the duties and responsibilities of the Publisher.
- Advise and assist the Publisher in establishing the overall standards and typographical, advertising and fiscal policies of Society publications.
- Advise and assist the Editor-in-Chief(s) in the establishment of the editorial policy for each Society publication.
- Appoint the Editor-in-Chief for each Society publication subject to approval by the President of the Society.
- Appoint the Chair(s) of any publication advisory board(s) subject to approval by the President of the Society.

The Chair of the Editorial Council shall be the even-year Past-President. The Chair serves a two-year term. The Publisher and the Secretary of the Society is the same person, the Executive Director of SEM.

5.0 Duties

5.1 Editorial Council

The Editorial Council shall:

- (a) Advise and assist the Publisher in establishing the overall standards and typographical, advertising and fiscal policies of Society publications and review these policies and their implementation periodically, so that the Society's objectives may best be served. The Council, through its Chair, shall report its policy recommendations to the Executive Board and seek its approval prior to enacting them; and
- (b) Establish the duties and responsibilities of the Publisher.
- (c) Serve as the focal point for all Society publications as well as prepare recommendations to the Executive Board on any additional publications and, upon approval, establish appropriate committees to implement the proposals.

5.2 Publisher

The Publisher of the Society Publications shall;

- (a) Be responsible to and prepare periodical reports for the Editorial Council.
- (b) Be responsible for maintaining the set standards, schedules and fiscal aspects of the Society's regular and special publications.
- (c) Be responsible for developing advertising and proposing rates and ethical standards thereof.
- (d) Be responsible for the setting up, printing and mailing of Society publications.
- (e) Have the right to submit to the Executive Board any unresolved policy matter regarding duties and responsibilities.

6.0 Society Publications

6.1 EXPERIMENTAL MECHANICS is the founding Journal of the Society for Experimental Mechanics. This peer-reviewed Journal represents one of the major professional services of the Society reflecting to members and nonmembers alike an outward manifestation of the purposes and goals of the Society. The journal addresses research in design and implementation of novel or enhanced experiments and methods to characterize materials, structures, and systems. Articles extending the frontiers of experimental mechanics at both large and small scales using prevailing methods are also emphasized." This journal's coverage extends from research in solid and fluid mechanics to fields at the intersection of disciplines such as physics, chemistry, and biology. The development of new devices and technologies for metrology applications in a wide range of industrial sectors is also covered. In addition to primary research articles, Experimental Mechanics publishes review articles and brief technical notes that discuss important emerging technologies and a number of perspectives and reviews of general interest to the readership of EM.

6.2 EXPERIMENTAL TECHNIQUES is a peer-reviewed Applications Journal of the Society for Experimental Mechanics focusing on the development, application and tutorial of experimental mechanics techniques. The purpose for EXPERIMENTAL TECHNIQUES is to promote pedagogical, technical applications and practical advancements in experimental mechanics while supporting the Society's mission and commitment to interdisciplinary application, research and development, education, and active promotion of experimental methods to: Increase the knowledge of physical phenomena; Further the understanding of the behavior of materials, structures, and systems; Provide the necessary physical observations necessary to improve and assess new analytical and computational approaches.

6.3 The JOURNAL OF DYNAMIC BEHAVIOR OF MATERIALS is a peer-reviewed Journal profiling international developments in the study of dynamic behavior of materials and covers the science and engineering of material and structural response to dynamic loading focused on high strain-rate, impact, blast, penetration, shock response, and extreme conditions. The Journal includes new results on material response and development of techniques, methods, and diagnostics for the study of materials in the dynamic regime. The JOURNAL OF DYNAMIC BEHAVIOR OF MATERIALS is an archival journal on the science and engineering of material and structural response to dynamic loading focused on high strain-rate, impact, blast, penetration, and shock response. The journal publishes experimental, theoretical, modeling and simulation, and interdisciplinary work focused both on advancement of new techniques and application of techniques to new materials and structures. Experimental techniques will include, but not be limited to, small-scale tests for constitutive response of material such as Split Hopkinson Pressure Bar, Kolsky Pressure Bar, gas-gun and powder-gun driven plate impact, direct and flier plate drive high-explosive experiments, direct and flier plate drive laser experiments, and drop tower; small-scale integrated tests for validation of material constitutive models such as Taylor Anvil, Dynamic-Tensile-Extrusion, high-explosive driven perturbed plate experiments, shock tube loading; and integrated structure level experiments as blast, impact, crash, and penetration mechanics. The journal also covers diagnostics for dynamics experiments to include but not be limited to high-speed photography, dynamic radiography, velocimetry (PDV, mPDV, VISAR, lineVISAR, etc), gages, pins, etc. Hybrid experimental-computational papers are also encouraged. In addition to primary research articles, The Journal publishes review articles, brief technical notes, and applications articles that discuss important emerging technologies.

6.4 All archival publications of the Society shall contain papers consistent with the Editorial Policy of the journal.

6.5 All papers shall be reviewed, evaluated and approved by designated reviewers prior to publication in all of the Societies periodical publications.

6.6 Papers presented before the Society's Meetings become the property of the Society. All material published in Society Journals unless otherwise noted, becomes property of the Society and shall be protected by copyright.

6.7 Although not under editorial control of the Society, the Elsevier journal Mechanical Systems and Signal Processing (MSSP), the SAGE Journal of Vibration and Controls (JVC) and all other Springer Journals are journals made available to the membership.

3.1 EXPERIMENTAL MECHANICS EDITORIAL COMMITTEE

Experimental Mechanics Editorial Committee

Experimental Mechanics welcomes for review original articles reporting on the fundamentals of experimental mechanics. Emphasis is on development of experimental methods and improved analysis of experiments of these experimental/analytical tools for understanding technological phenomena such as material response, structural reliability, or device performance. Articles addressing novel methods that extend the frontiers of experimental mechanics from macro- to nanoscale are highly encouraged.

Experimental Mechanics Editorial Committee. The committee consists of an Editor-in-Chief, Associate Editors, the Publisher of the Society, and SEM editorial staff.

Editorial Committee Function. This committee is responsible for providing an overview of the articles that are to appear in upcoming issues. This committee is to provide a forum for SEM members, authors, and EM Editorial Committee to discuss problems related to EM. This committee shall meet once per year at the SEM Annual Meeting.

Selection of Associate Editors. The Editor-in-Chief shall appoint the Associate Editors based on the recommendations of the EM International Advisory Board (herein after called the Advisory Board or IAB) and the EM Editorial Committee. Individuals appointed as Associate Editors should have demonstrated a clear understanding of the intent and focus of EM and a willingness to perform the function of Associate Editor, for example, by the previous service as a reviewer for EM.

Selection of Editor-in-Chief. The Chair of the Editorial Council with the approval of the SEM President shall appoint the Editor-in-Chief from past and present Associate Editors based on the recommendation of the Advisory Board.

Term of Editor-in-Chief. The Editor-in-Chief shall serve a five-year term.

Term of Associate Editors. The Associate Editors shall serve renewable, staggered three-year terms.

Responsibilities of the Editor-in-Chief:

- Receive all new submitted articles, screen, and forward to the Associate Editors.
- Initiate special issues when appropriate (typically no more than two per year) on current and emerging topics by identifying a team of guest editors and offering coordination through to publication.
- Check with the appropriate Associate Editor on articles that are older than six weeks or its present status.
- Work with Headquarters to maintain a smooth flow of articles.
- Work with Headquarters to insure/establish themes and maintain a balance of articles within the publication.
- Mentor the new Associate Editors to help maintain the intent of Experimental Mechanics, tracking Associate Editors' article flow.
- Be a member of the International Advisory Board (IAB). Inform the IAB of any potential problems or on-going problems, which might impact the publication.
- Bring potential Associate Editor candidate names forward to the IAB for action.
- Work with the Associate Editors to maintain an active reviewer pool. Each new reviewer added to this pool should be formally invited (by electronic mail) to become a reviewer of EM, providing a current and active address list in addition to covering basic intent of Experimental Mechanics.
- Attend meetings of the IAB and the EM Editorial Committee.
- Ultimately, the Editor-in-Chief is responsible for the technical content of Experimental Mechanics and maintaining the focus of the publication.

Responsibilities of the Associate Editor:

- The online submittal system used by SEM's publisher is called Editorial Manager. The processes and guidelines for the authors, reviewers and editors within Editorial Manager are set up by the Editor-in-Chief. The system allows for the following correspondences from the Associate Editor to occur in a timely manner:
 - Contact reviewer if "return by" date is exceeded.
 - Contact author with all review inputs and/or necessary corrective suggestions.
 - When review is accepted, the Editor-in-Chief is informed, then the author is informed, and the electronic system, called editorial manager sends author information forms and final submittal needs (artwork, photographs, etc.).
- Inform Editor-in-Chief and/or IAB of any potential or on-going problems, which might impact the publication.
- Mentor reviewers and authors to ensure that articles are appropriate and accurate.
- Bring nomination forward to the Editor-in-Chief for a vacant Associate Editor position.
- Attend all meetings of the EM Editorial Committee.
- Responsible for technical review of their assigned articles.

Reviewers

Reviewers. These volunteers are drawn from the SEM membership-at-large and the experimental mechanics community. The prime selection criteria should be that the individual has the expertise needed in the subject area of the article. Each Editor-in-Chief and Associate Editor may select these individuals and they should be added to the reviewers' pool by a particular Associate Editor or the Editor-in-Chief.

Responsibilities of Reviewers:

- Need to ensure that the articles are appropriate for Experimental Mechanics, are technically accurate and maintain the focus of the publication.
- Need to complete the review within the given time period.
- Immediately inform the Associate Editor if the article does not seem appropriate for EM.
- Need to complete all forms, provide written review of the article.

3.1.1 EXPERIMENTAL MECHANICS INTERNATIONAL ADVISORY BOARD (IAB)

International Advisory Board (IAB). This group consists of the Editor-in-Chief of EM, the Chair of the Editorial Council, the Publisher of the Society, and nine members-at-large.

International Advisory Board Function. The mission of the (IAB) is to:

- provide oversight in the review and selection of manuscripts for publication in Experimental Mechanics (EM).
- provide an oversight function. The IAB provides advice to the EM Editorial Committee and the Editorial Council.
- reflect through its membership, the global character of the research findings that are published in EM.
- assist the Editor-in-Chief with (a) special issue concept papers, and (b) Associate Editor selection.

Selection of Members-at-Large. The members of the committee shall appoint the members-at-large based on the recommendation of the Editor-in-Chief of EM, the Chair of the Editorial Council, and the Publisher of the Society.

Chair Selection. The Chair is appointed by the Chair of the Editorial Council with the approval of the SEM President from among the at large members and serves a three-year term.

Term of Office of Members-at-Large. The members-at-large will serve renewable, staggered three-year terms.

3.2 EXPERIMENTAL TECHNIQUES EDITORIAL COMMITTEE

Experimental Techniques Editorial Committee

Experimental Techniques welcomes for review original articles reporting on the application of experimental mechanics. Emphasis is on development of experimental methods and applications for understanding technological phenomena such as material response, structural reliability, or device performance. Articles addressing novel applications that extend the frontiers of experimental mechanics are highly encouraged.

Experimental Techniques (ET) Editorial Committee. The committee consists of an Editor-in-Chief, Associate Editors, the Publisher of the Society, and SEM editorial staff.

Editorial Committee Function. This committee is responsible for providing an overview of the articles that are to appear in upcoming issues. This committee is to provide a forum for SEM members, authors, and ET Editorial Committee to discuss problems related to ET. This committee shall meet once per year at the SEM Annual Meeting.

Selection of Associate Editors. The Editor-in-Chief shall appoint the Associate Editors based on the recommendations of the ET International Advisory Board (herein after called the ET- IAB and the ET Editorial Committee. Individuals appointed as Associate Editors should have demonstrated a clear understanding of the intent and focus of ET and a willingness to perform the function of Associate Editor, for example, by the previous service as a reviewer for ET.

Selection of Editor-in-Chief. The Chair of the Editorial Council with the approval of the SEM President shall appoint the Editor-in-Chief from past and present Associate Editors based on the recommendation of the International Advisory Board (IAB).

Term of Editor-in-Chief. The Editor-in-Chief shall serve a five-year term.

Term of Associate Editors. The Associate Editors shall serve renewable, staggered three-year terms.

Responsibilities of Editor-in-Chief/Editor in Chief:

- Receive all new submitted articles, screen, and forward to the Associate Editors.
- Initiate special issues when appropriate (typically no more than two per year) on current and emerging topics by identifying a team of guest editors and offering coordination through to publication.
- Check with the appropriate Associate Editor on articles that are older than six weeks or its present status.
- Work with Headquarters to maintain a smooth flow of articles.
- Work with Headquarters to insure/establish themes and maintain a balance of articles within the publication.
- Mentor the new Associate Editors to help maintain the intent of Experimental Techniques, tracking Associate Editors' article flow.
- Be a member of the ET-IAB. Inform the IAB of any potential problems or on-going problems, which might impact the publication.
- Bring potential Associate Editor candidate names forward to the IAB for action.
- Work with the Associate Editors to maintain an active reviewer pool. Each new reviewer added to this pool should be formally invited (by electronic mail) to become a reviewer of ET, providing a current and active address list in addition to covering basic intent of Experimental Techniques.
- Attend meetings of the ET-IAB and the ET Editorial Committee.
- Ultimately, the Editor-in-Chief is responsible for the technical content of Experimental Techniques and maintaining the focus of the publication.

Responsibilities of the Associate Editor:

- The online submittal system used by SEM's publisher is called Editorial Manager. The processes and guidelines for the authors, reviewers and editors within Editorial Manager are set up by the Editor in Chief. The system allows for the following correspondences from the Associate Editor to occur in a timely manner:
 - Contact reviewer if "return by" date is exceeded.
 - Contact author with all review inputs and/or necessary corrective suggestions.
 - When review is accepted, the Editor-in-Chief is informed, then the author is informed, and the electronic system, called editorial manager sends author information forms and final submittal needs (artwork, photographs, etc.).
- Inform Editor-in-Chief and/or ET-IAB of any potential or on-going problems, which might impact the publication.
- Mentor reviewers and authors to ensure that articles are appropriate and accurate.
- Bring nomination forward to the Editor-in-Chief for a vacant Associate Editor position.
- Attend all meetings of the ET Editorial Committee.
- Responsible for technical review of their assigned articles.

Reviewers

Reviewers. These volunteers are drawn from the SEM membership-at-large and the experimental mechanics community. The prime selection criteria should be that the individual has the expertise needed in the subject area of the article. Each Senior and Associate Editor may select these individuals and they should be added to the reviewers' pool by a particular Associate Editor or the Editor-in-Chief.

Responsibilities of Reviewers:

- Need to ensure that the articles are appropriate for Experimental Techniques, are technically accurate and maintain the focus of the publication.
- Need to complete the review within the given time period.
- Immediately inform the Associate Editor if the article does not seem appropriate for ET.
- Need to complete all forms, provide written review of the article.

3.1.1 EXPERIMENTAL TECHNIQUES INTERNATIONAL ADVISORY BOARD (IAB)

International Advisory Board (IAB). This group consists of the Editor-in-Chief of ET, the Chair of the Editorial Council, the Publisher of the Society, and nine members-at-large.

International Advisory Board Function. The mission of the IAB is to:

- provide oversight in the review and selection of manuscripts for publication in Experimental Techniques (ET).
- provide an oversight function. The IAB provides advice to the ET Editorial Committee and the Editorial Council.
- reflect through its membership, the global character of the research findings that are published in ET.
- assist the Editor-in-Chief with (a) special issue concept papers, and (b) Associate Editor selection.

Selection of Members-at-Large. The members of the committee shall appoint the members-at-large based on the recommendation of the Editor-in-Chief of ET, the Chair of the Editorial Council, and the Publisher of the Society.

Chair Selection. The Chair is appointed by the Chair of the Editorial Council with the approval of the SEM President from among the at large members and serves a three-year term.

Term of Office of Members-at-Large. The members-at-large will serve renewable, staggered three-year terms.

3.3 JOURNAL OF DYNAMIC BEHAVIOR OF MATERIALS EDITORIAL COMMITTEE

Journal of Dynamic Behavior of Materials Editorial Committee

Journal of Dynamic Behavior of Materials: Focuses specifically on the research and application of the dynamic behavior of materials segment of the field of experimental mechanics.

Journal of Dynamic Behavior of Materials (JDBM) Editorial Committee. The committee consists of an Editor-in-Chief, Associate Technical Editors, the Publisher of the Society, and SEM editorial staff.

Editorial Committee Function. This committee is responsible for providing an overview of the articles that are to appear in upcoming issues. This committee is to provide a forum for SEM members, authors, and JDBM Editorial Committee to discuss problems related to JDBM. This committee shall meet once per year at the SEM Annual Meeting.

Selection of Associate Technical Editors. The Editor-in-Chief shall appoint the Associate Technical Editors based on the recommendations of the JDBM Advisory Board and the JDBM Editorial Committee. Individuals appointed as Associate Technical Editors should have demonstrated a clear understanding of the intent and focus of JDBM and a willingness to perform the function of Associate Technical Editor, for example, by the previous service as a reviewer for JDBM.

Selection of Editor-in-Chief. The Chair of the Editorial Council with the approval of the SEM President shall appoint the Editor-in-Chief from past and present Associate Technical Editors based on the recommendation of the International Advisory Board (IAB).

Term of Editor-in-Chief. The Editor-in-Chief shall serve a five-year term.

Term of Associate Technical Editors. The Associate Technical Editors shall serve renewable, staggered three-year terms.

Responsibilities of Editor-in-Chief/Editor in Chief:

- Receive all new submitted articles, screen, and forward to the Associate Editors.
- Initiate special issues when appropriate (typically no more than two per year) on current and emerging topics by identifying a team of guest editors and offering coordination through to publication.
- Check with the appropriate Associate Editor on articles that are older than six weeks or its present status.
- Work with Headquarters to maintain a smooth flow of articles.
- Work with Headquarters to insure/establish themes and maintain a balance of articles within the publication.
- Mentor the new Associate Editors to help maintain the intent of JDBM, tracking Associate Editors' article flow.
- Be a member of the JDBM-IAB. Inform the IAB of any potential problems or on-going problems, which might impact the publication.
- Bring potential Associate Editor candidate names forward to the IAB for action.
- Work with the Associate Editors to maintain an active reviewer pool. Each new reviewer added to this pool should be formally invited (by electronic mail) to become a reviewer of JDBM, providing a current and active address list in addition to covering basic intent of JDBM.
- Attend meetings of the JDBM-IAB and the JDBM Editorial Committee.

- Ultimately, the Editor-in-Chief is responsible for the technical content of JDBM and maintaining the focus of the publication.

Responsibilities of the Associate Editor:

- The online submittal system used by SEM's publisher is called Editorial Manager. The processes and guidelines for the authors, reviewers and editors within Editorial Manager are set up by the Editor-in-Chief. The system allows for the following correspondences from the Associate Editor to occur in a timely manner:
 - Contact reviewer if "return by" date is exceeded.
 - Contact author with all review inputs and/or necessary corrective suggestions.
 - When review is accepted, the Editor-in-Chief is informed, then the author is informed, and the electronic system, called editorial manager sends author information forms and final submittal needs (artwork, photographs, etc.).
- Inform Editor-in-Chief and/or JDBM-IAB of any potential or on-going problems, which might impact the publication.
- Mentor reviewers and authors to ensure that articles are appropriate and accurate.
- Bring nomination forward to the Editor-in-Chief for a vacant Associate Editor position.
- Attend all meetings of the JDBM Editorial Committee.
- Responsible for technical review of their assigned articles.

Responsibilities of the Associate Technical Editor:

- Select and invite reviewers.
- Contact reviewer if "return by" date is exceeded.
- Based on reviewer input (typically two to three reviewers) make a recommendation to the Editor-in-Chief
- Associate Technical Editors can make a determination to reject a paper or require major revision without sending out for review.
- Inform Editor-in-Chief and/or JDBM- IAB of any potential or on-going problems, which might impact the publication.
- Mentor reviewers and authors to ensure that articles are appropriate and accurate.
- Bring nomination forward to the Editor-in-Chief for a vacant Associate Technical Editor position.
- Attend all meetings of the JDBM Editorial Committee.
- Ultimately, responsible to the Society for all their assigned articles.

Reviewers

Reviewers. These volunteers are drawn from the SEM membership-at-large and/or the broader international scientific community. The prime selection criteria should be that the individual volunteered and that their area of expertise is needed. The Editor-in-Chief and each Associate Technical Editor may invite these individuals.

Responsibilities of Reviewers:

- Need to ensure that the articles are appropriate for JDBM, are technically accurate and maintain the focus of the publication.
- Need to complete the review within the given time period.
- Immediately inform the Associate Technical Editor if the article does not seem appropriate for JDBM.
- Need to complete all forms, provide written review of the article.

3.1.1 JOURNAL OF DYNAMIC BEHAVIOR OF MATERIALS INTERNATIONAL ADVISORY BOARD (IAB)

International Advisory Board. This group consists of the Editor-in-Chief of JDBM, the Chair of the Editorial Council, the Publisher of the Society, and nine members-at-large.

International Advisory Board (IAB) Function. The mission of the IAB is to:

- provide oversight in the review and selection of manuscripts for publication in the Journal of Dynamic Behavior of Materials (JDBM).
- provide an oversight function. The IAB provides advice to the JDBM Editorial Committee and the Editorial Council.
- reflect through its membership, the global character of the research findings that are published in JDBM.
- assist the Editor-in-Chief with (a) special issue concept papers, and (b) Associate Editor selection.

Selection of Members-at-Large. The members of the committee shall appoint the members-at-large based on the recommendation of the Editor-in-Chief of JDBM, the Chair of the Editorial Council, and the Publisher of the Society.

Chair Selection. The Chair is appointed by the Chair of the Editorial Council with the approval of the SEM President from among the at large members and serves a three-year term.

Term of Office of Members-at-Large. The members-at-large will serve renewable, staggered three-year terms.

4.0 NATIONAL MEETINGS COUNCIL

National Meetings Council

1.0 Name

The name of this group shall be the National Meetings Council.

2.0 Organization

2.1 Chair

The Chair shall be the incoming Vice-President of the Society elected in the even-number years. The Chair shall serve a two-year term.

The Council Chair shall act as spokesman for the respective committees. The Chair should provide the Executive Board with a synopsis of activities, problems and problem resolutions. Each issue should be presented to the Executive Board by the Council Chair after review at the respective council meeting. The committee chair should be available to provide additional data or insight into subjects introduced by Council Chairs.

The Council Chair is responsible for notifying the council members of the time and place of meetings.

2.2 Council

The Council shall consist of a Chair, as described in Section 2.1 and the following member Chairs of the following committees (Vice-Chair in the absence of the Chair) - Exhibits, Technical Program Planning, Intersociety Liaison, IMAC Advisory Board; Chair of the Technical Activities Council, IMAC Technical Director; the Executive Director or an appointed representative from the Headquarters staff.

3.0 Operating Procedures

3.1 Activities concerned with the solicitation and coordination of papers for presentation at meetings and/or publication should continue to be handled in a matrix fashion across Council lines by direct coordination with the technical committees, the EM Editorial Committee and the Technical Program Planning Committee.

3.2 All national meeting schedules for paper sessions, seminars, technical committees, standing committees and social events will be subject to approval by the Council Chair.

3.3 At the national meeting, committees that report to the National Meetings Council directly or indirectly will meet in the sequence indicated on the flow chart (figure NMC-1).

3.4 The Chairs of the Exhibits and Technical Program Planning Committees will send copies of their written reports to the NMC Chair at the same time they submit them to the Executive Director.

3.5 Requests to host national/international or regional meetings shall be formally submitted to the Executive Director who will place them on the Agenda for the next meeting of the Council.

3.6 All Workshops sponsored by the Society shall be approved by the Council. (Workshops can also be approved by the Education Committee).

4.0.1 National Meetings Council

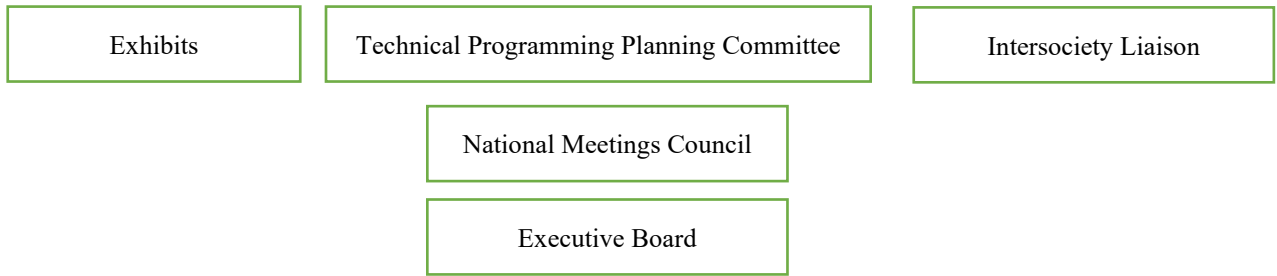


Figure NMC-1: National Meetings Council Process Flow: Flow from Top to Bottom

4.0.2 SITE SELECTION CRITERIA FOR NATIONAL MEETINGS

Site Selection Criteria for National Meetings

The following are to be taken into consideration when meeting sites are selected:

1. Ready accessibility by airplane.
2. Geographic location.
3. Social/leisure time activity potential for the area.
4. Availability of low-cost ground transportation.
5. Location of hotel relative to downtown area.
6. Reasonable cost of food and lodging in attractive hotel.
7. Sufficient capacity for all SEM functions.
8. Attendance at previous meetings held at the location.
9. Results of evaluations for previous meetings held at that location.

4.1 EXHIBITS COMMITTEE

Exhibits Committee

1.0 Name

The name of this group shall be the Exhibits Committee.

2.0 Purpose

2.1 To design effective exhibit functions at both the IMAC and Annual Meetings.

2.2 To monitor exhibit effectiveness and report back to the NMC.

3.0 Organization

The committee consists of a Chair, Vice-Chair, Executive Board Liaison, and members at large.

The Chair, and Executive Board Liaison are appointed by the President-Elect of the Society. The Vice-Chair is appointed by the President-Elect of the Society with approval of the Chair. The members-at-large are appointed by the Chair.

The Exhibits Committee Chair reports to the National Meetings Council.

4.0 Duties

Few of the duties of committee members actually exist in specific form. They are generally determined by past practice or by common procedures.

4.1 **Chair** - The duties of the Chair are to provide the annual reports to the Executive Board via the National Meetings Council, organizes the overall operations of the committee including the scheduling of meetings, the formulation of meeting agenda, the appointment of committee members, the invitation of delegates, and the keeping of records and procedures. The Chair informs committee members of meeting dates and locations.

4.2 **Vice-Chair** - There are no required duties of the Vice-Chair. In general, the Vice-Chair will learn the operations of the committee, assist in organizing meetings and perform tasks requested by the Chair.

5.0 Term of Office

The Committee Chair is appointed or reappointed annually. The Vice-Chair is appointed for two years. Past practice has been that the Chair and Vice-Chair each serve for two years with the Vice-Chair automatically becoming the new Chair. The Executive Board Liaison serves as assigned by the President.

4.2 TECHNICAL PROGRAM PLANNING COMMITTEE

Technical Program Planning Committee

1.0 History

At the 1974 SEM meeting in New Haven, the Executive Committee, acting on recommendations from LRPC II and the Ad Hoc Adams Committee, adopted a plan to separate the two major activities of the Society - the planning of the national meetings and the publishing of papers in EXPERIMENTAL MECHANICS. As a result of this two new committees were formed.

The Papers Review Committee (formerly the Papers Committee) was given the responsibility of reviewing all technical papers submitted for publication in EXPERIMENTAL MECHANICS. This committee would have no involvement in the selection of papers for presentation.

The Technical Program Planning Committee, operating under the National Meetings Committee*, was created to formalize the planning and preparation of the technical program for the SEM national meetings. Previously, this work was performed on an informal basis by a number of individuals.

2.0 Organization

The Chair of the Technical Program Planning Committee is filled by the National Meetings Council Chair and Serves two years. Also serving on the committee are the Chairs of the Applications, Research, and Education. The Chair of the Technical Activities Council serves as an ex-officio member. The Technical Program Planning Committee does not at this time accept voluntary requests for membership from the general SEM membership. However, other members may be appointed by the National Meetings Council, if deemed necessary.

The Chair informs committee members of the time and place of meetings.

3.0 Operation

The major functions of the Technical Program Planning Committee are as follows:

- (a) Issue the call for papers for the SEM Spring Meeting.
- (b) Organize the technical program in such a manner as to provide a broad appeal to potential attendees. Consideration must be given to the overall format of the program including special sessions, number of simultaneous sessions, arrangement of session topics and the overall impact of the program on the general meeting.
- (c) Abstracts of all contributed papers, in response to the call for papers or otherwise, are submitted to the Chairs of the Research or Applications Committees, based on the author's designation of the type of paper. Other committees or interested parties may also ask to sponsor research or application sessions by contacting the appropriate committee Chair. This includes the various SEM Technical Divisions, who must make this request through the Technical Activities Council Chair.

* National Meetings Council

The research and applications programs together with all other sponsored or invited sessions are submitted to the Chair of the Technical Program Planning Committee and the final program is formulated.

Most of the above comments pertain to the IMAC and Annual Meetings where a full technical program is offered. The Fall Meeting, having undergone some format changes in recent years, has now taken the form of a one-or two-day specialty conference or seminar. These conferences have in the past been assembled by one or more of the SEM Technical Divisions at the request of the Technical

Program Planning Committee. Input from various individuals and the Local Arrangement Committee has been helpful in the selection of topics for these seminars.

4.0 Timetable

For the Annual Meetings the following timetable applies:

- (a) Fifteen months prior to meeting - Call for papers is issued.
- (b) Twelve months prior to meeting (Annual Meeting in May/June) - Initial planning of the technical program begins. Tentative time schedule of events (technical sessions, workshops, theme sessions, etc.) is discussed. Special sessions are identified.
- (c) September 22 timeframe - Deadline for submission of abstracts representing unsolicited papers.
- (d) Six months prior to meeting (Fall Meeting in October at SEM Headquarters) - Technical program finalized. All research and applications sessions identified. Depending on the number of sessions and the topics, additional invited papers or sessions may be suggested to the appropriate committee. The Technical Program Planning committee suggests possible sessions chair to the National Meetings Council.

No specific timetable is used for the Fall Meetings. Ideas for seminar topics are discussed one year prior to the meeting. A minimum of six months is necessary for the working committees or other organizing group to assemble this type of program.

5.0 Constraints on Schedule of Committee Meetings

- (a) All Councils must meet before the open Executive Board meeting.
- (b) All Committees must meet before the Council meeting, which they report to.
- (c) The Technical Activities Council and the Applications, Education, and Research Committees must meet before the meeting of the Technical Program Planning Committee.
- (d) The Nominating Committee meeting must be held at a different time than the meeting of the Honors, and Membership Committees.

5.0 IMAC CONFERENCE ORGANIZATION

IMAC Conference Organization

1.0 Background

The IMAC Conference was created by Dick DeMichele and Peter Juhl. The first conference was held in 1982. Until 1986 the conference was sponsored by Union College. From 1987 to 1991 the conference was co-sponsored by Union College and SEM. In 1991 SEM assumed total responsibility for the organization and management of IMAC and Union College agreed to the role of consulting partner. In 1996 Union College ceased any participation with IMAC. During the initial planning for IMAC, the organizers quite understandably sought the support and advice of the leading United States and international individuals working in the field of modal testing and analysis. These selected individuals then became the IMAC Advisory Board in 1982. Their function was to provide to the IMAC staff advice, suggestions and support in the planning, promotion and administration of the technical program for the annual IMAC Conference. The prestige and recognition of the IMAC Advisory Board by the modal community has been a major factor in the continued success of IMAC. Since 1982, the recognition and support given to IMAC by the universities, industry and government agencies as the foremost international Conference devoted to modal testing and analysis has also been tantamount to its success. In 1995 Dick DeMichele resigned as IMAC Technical Director and Prof. Al Wicks, Virginia Polytechnic Institute and State University who had worked closely with Dick for a number of years assumed the position. Al Wicks, current Technical Director works closely with Raj Singhal, David Taylor Laboratory of the Canadian Space Agency in planning the IMAC Conference. SEM provides the financial backing and administrative staff for organizing and promoting the IMAC conferences. Staff is directly responsible to the SEM Executive Board for the prudent financial management of IMAC.

As the sponsoring organization, SEM assumes all financial responsibility for the conference. In addition, the SEM Staff is responsible for executing the plans devised and administering all matters related to the conference. Therefore, the ultimate authority for all matters affecting the IMAC Conference rests with the SEM Executive Board which is the legal governing body of SEM. The general policy of the SEM Executive Board is to remain in an oversight position for all Society activities but to delegate the planning and execution of the activity to appropriate committees of interested parties.

2.0 IMAC Conference Planning and Organization

The IMAC Conference planning and organization is the responsibility of the groups listed below. The duties and responsibilities of each group are discussed in the following sections, which include IMAC Conference Director, IMAC Advisory Board, SEM/IMAC Technical Divisions, and IMAC Focus Groups.

3.0 IMAC Conference Director

The IMAC Conference Director reports to the IMAC Advisory Board and is the final authority for all matters relating to the technical program for IMAC conferences.

(a) **Selection**

Upon Completion of their three-year term, the Chair of the IMAC Advisory Board transitions to Conference Director.

(b) **Term**

The term of appointment is 3 (three) years. It is recommended but not required that any individual serve no more than one term.

(c) **Duties**

- (1) Chair IMAC Program Planning Committee Meetings
- (2) Solicit papers and sessions for IMAC
- (3) Identify and appoint focus groups
- (4) Finalize keynote speakers

- (5) Finalize luncheon speaker
- (6) Approve program layout as determined by the IMAC Program Planning Committee
- (7) Identify exhibitors for the IMAC exhibition

4.0 IMAC ADVISORY BOARD

The IMAC Advisory Board has two roles. The primary role is to plan and oversee future IMAC conferences. Another important role is as the official voice of the IMAC community to the SEM Executive Board.

(a) Organization

The group consists of the IMAC Conference Director, the Executive Director of the Society (SEM), and nine members-at-large, one of whom shall be elected as Chair. The Chair will serve for a three-year term. The members of the IMAC Advisory Board shall elect the members-at-large. Nominations to the Board will consist of a letter of nomination endorsed by at least three people, one of which is a current or past IMAC Advisory Board member, who have attended two of the prior three IMAC conferences at the time nominations are made. The members-at-large will serve staggered, three-year terms. Members-at-large may serve up to two consecutive terms. Prior members who have been off the Board for at least one year are eligible for re-election. A member of the SEM staff shall serve as permanent secretary with no voting rights. The IMAC Advisory Board should strive for a balance of members representing academic, industry, government and, exhibitor backgrounds.

(b) Meetings

The Board shall meet at least once per year during the IMAC Conference. Attendance by six members shall constitute a quorum.

(c) Duties

- (1) Recommend to the SEM Executive Board a nominee for IMAC Conference Director when required.
- (2) Nominate two people each year to serve on the SEM Executive Board as At-Large Members.
- (3) Select the members of the IMAC Committees.
- (4) Recommend to the SEM Executive Board and/or the IMAC Conference Director any actions needed to insure the health of the IMAC Conference.
- (5) Identify new Focus Groups areas and possible new Technical Divisions. Encourage IMAC Focus Groups to become Technical Divisions (TDs).
- (6) Assist the IMAC Conference Director as required in the solicitation of conference participants, keynote and luncheon speakers, IMAC Conference themes, etc.

5.0 Committees of the IMAC Advisory Board

5.1 IMAC Program Planning Committee

The IMAC Program Planning Committee is responsible for the IMAC technical program. The committee consists of three IMAC Advisory Board members and the IMAC Conference Director who Chairs the Committee as a non-voting member. The members serve staggered, three-year terms and are appointed by the IMAC Advisory Board. For continuity purposes, the IMAC Advisory Board should appoint one member each year. Initially the Board should appoint three members for one, two-and-three-year terms.

(a) Duties

- (1) Implement the theme of the meeting.
- (2) Chair two meetings at IMAC to which the Chairs of the Technical Divisions (TDs) and Chairs of any current Focus Groups are invited. The first meeting held early in the IMAC Conference schedule (Sunday or Monday) to explain to the TD and Focus Group Chairs the information needed to be developed and returned to the Committee by the end of the IMAC Conference.

The second meeting should be held on the last day of the IMAC Conference to collect the input from the TD's and Focus Groups

- (3) Review any abstracts not assigned for review to TDs or Focus Groups and arrange such abstracts in sessions
- (4) Schedule all sessions and other conference activities
- (5) Approve all tutorials
- (6) Solicit sessions and papers
- (7) Work with SEM staff as required on changes to the program
- (8) Serve as selection board for DJ DeMichele Scholarship
- (9) The Committee is required to meet one other time each year for the purpose of preparing the preliminary program. This meeting will be held at SEM Headquarters (or another mutually agreeable location) after abstracts have been submitted – generally mid to late July.

5.2 Future Conference Committee

The IMAC Future Conference Committee is responsible for the site, theme and speakers for future IMAC Conferences. The Committee will focus on IMAC Conferences two or more years ahead of time. The goal is for the Theme and general structure of the IMAC Conference to be ready for the Programming Planning Committee prior to next year's IMAC Conference. The Committee consists of three IMAC Advisory Board members, the IMAC Conference Director and the Executive Director of SEM. The members will select a chair from among their group. The members serve staggered, three-year terms and are appointed by the IMAC Advisory Board. For continuity purposes, the IMAC Advisory Board should appoint one member each year. Initially the Board should appoint three members for one, two-and-three-year terms.

(a) Duties

- (1) Determine the theme of the meeting
- (2) Identify keynote speakers
- (3) Identify a luncheon speaker
- (4) Work with the IMAC Program Planning Committee on any general program planning structure that needs to be improved.
- (5) Identify and appoint new Focus Groups
- (6) Identify new exhibitors for the IMAC Exhibition

5.3 Exhibitor Planning Committee

The IMAC Exhibitor Planning Committee is responsible for assisting the SEM/IMAC Exhibit Manager in the development of the IMAC Exposition. The Committee consists of three IMAC Advisory Board members and the SEM/IMAC Exhibit Manager. The members will select a chair from among their group. The members serve staggered, three-year terms and are appointed by the IMAC Advisory Board. For continuity purposes, the IMAC Advisory Board should appoint one member each year. Initially the Board should appoint three members for one, two-and-three-year terms.

(a) Duties

- (1) Meet one time each year at the IMAC Conference to plan for growth of the exhibition.
- (2) Talk to each exhibitor to thank them for their participation and solicit ideas for future growth and/or concerns about current operation.
- (3) Identify new exhibitors
- (4) Identify methods for increasing traffic in the exhibit area.
- (5) Identify sponsorship opportunities and associated costs.
- (6) Meet at least one other time during the year to develop additional strategies for future development of the exhibition.

6.0 SEM Technical Divisions at IMAC and IMAC Focus Groups

The Technical Divisions (TDs) and Focus Groups are considered together since their functions with regard to IMAC and the IMAC Program Planning Committee are identical. The IMAC Programming Planning Committee will depend upon the TDs and Focus Groups to provide session organization.

(a) **Organization**

SEM TDs are organized based upon published SEM procedures. IMAC Focus Groups are organized by individuals selected by the IMAC Conference Director and/or the IMAC Program Planning Committee.

(b) **Meetings**

Groups meet each year at the IMAC conference.

(c) **Duties**

The Chairs of the TD's and Focus Groups are expected to supply information to be used by the IMAC Program Planning Committee in the development of the technical program for the next year's IMAC Conference. With regard to IMAC programming, at their meeting every year, each group is expected to complete the following activities: i. Develop a plan for any organized sessions or other activities (tutorials, workshops, short courses, etc.) the group wishes to incorporate at the next meeting.

- (1) Approve short courses in their areas of expertise and work with the IMAC Program Planning Committee on the implementation.
- (2) Assign an individual who will be responsible for seeing that all abstracts submitted relating to their area of expertise that are not part of organized sessions are reviewed and grouped in logical sessions.
- (3) Make recommendations regarding future IMAC conferences themes, tracks and sessions.
- (4) Complete the documentation supplied by SEM staff so that information is available for action by the IMAC Program Planning Committee and their follow up.

6.0 TECHNICAL ACTIVITIES COUNCIL

Technical Activities Council

1.0 Name

The name of the group shall be the Technical Activities Council.

2.0 Organization

2.1 Chair

The Chair is filled by the odd-year Vice-President. There are two Vice-Chairs, appointed by the President-Elect who are at-large Executive Board members. The Chair and Vice-Chair serve two-years.

The Council Chair shall act as spokesman for the respective committees and provide the Executive Board with a synopsis of activities, problems and problem resolutions. Each issue should be presented to the Executive Board by the Council Chair after review at the respective council meeting. The committee chair should be available to provide additional data or insight into subjects introduced by the Council Chair.

The Council Chair is responsible for notifying the Council members of the time and place of meetings.

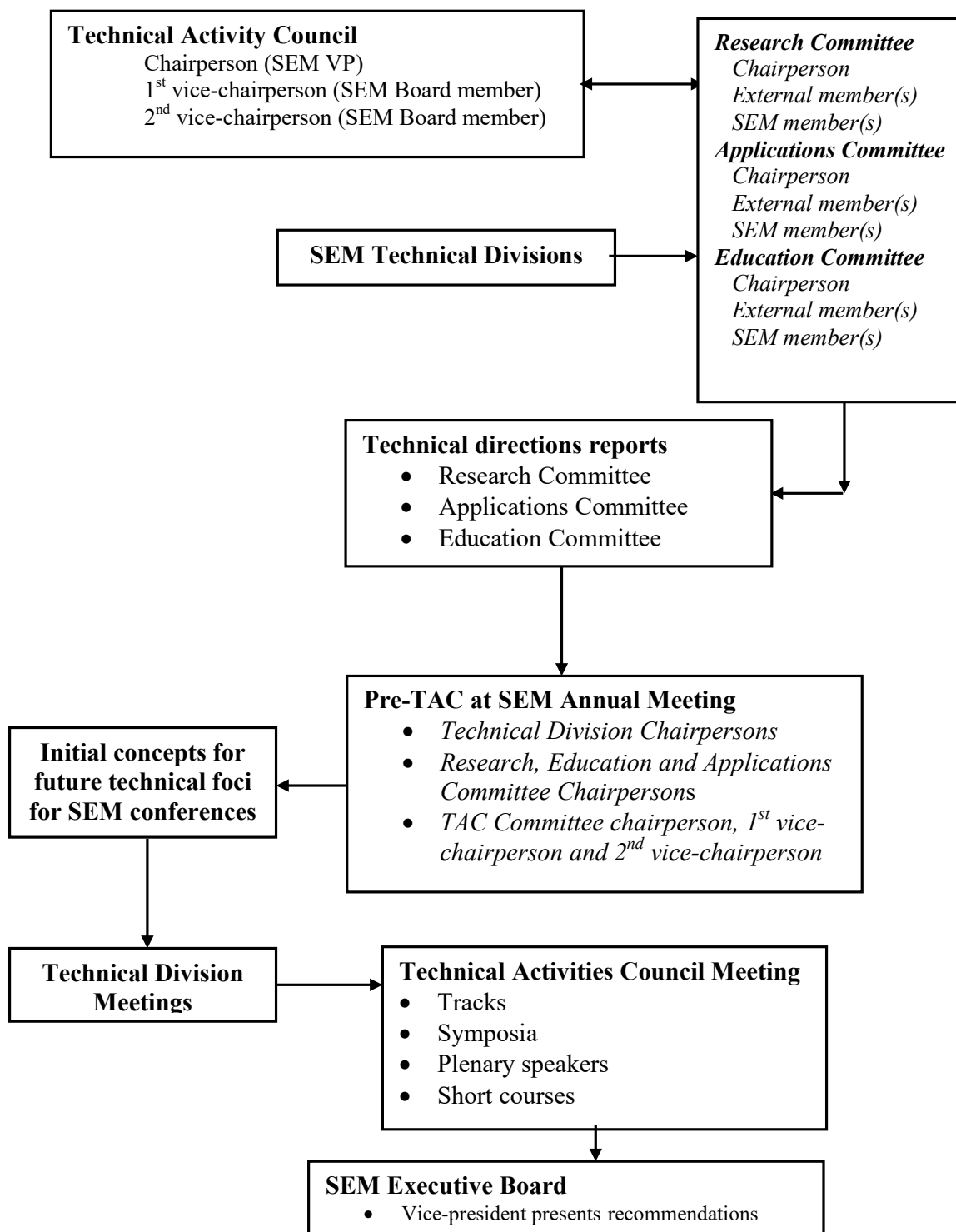
2.2 Council

The Council shall consist of the Chair and Vice-Chairs as described in Section 2.1 and of the Chairs of the various Technical Divisions. The Technical Division Chairs including the following committees: Education, Applications, and Research shall report to the Technical Activities Council for purposes of internal coordination and for reporting to the Executive Board. Activities concerned with the solicitations and coordination of papers for presentation at meetings should be handled as shown in Flow Chart (Figure TAC-1) and as specified in the Procedures section of this book.

2.3 Technical Divisions Process

Consistent with the role of the Technical Activities Council (TAC) in SEM, the TAC Chairperson (SEM Vice President), 1st Vice Chairperson (SEM Board member) and 2nd Vice-Chairperson (SEM Board member) will be responsible for overseeing the process of defining technical divisions and ensuring the transfer of this information to our membership. Figure 1 shows the information transfer process graphically.

Technical Divisions Process



Responsibilities of Individuals

The following list of individuals and their responsibilities in the information transfer process is shown in the following paragraphs.

Chairperson of TAC (SEM VP)

- Overall responsibility for coordinating the process.
- Oversees activities of Research Committee, working with Research Chairperson to ensure completion of yearly review and Pre-TAC report.
- Assists research chairperson in identifying external consultants for identifying future technical divisions and their potential impact on experimental mechanics
- Directs 1st Vice chairperson and 2nd Vice chairperson to oversee either the Research or Applications Committees, depending upon preference.
- Collects recommendations from TAC meeting, collates and submits to SEM Executive Board at Wednesday meeting, along with personal suggestions regarding implementation.

1st Vice-chairperson of TAC (SEM Board member)

- Oversees the activities of either Applications or Education Committee, working with committee chairperson to ensure completion of yearly review and Pre-TAC report.
- Ensures that pre-TAC report is presented at appropriate time during Annual Meeting
- Performs such additional duties as are assigned by TAC chairperson

2nd Vice-chairperson of TAC (SEM Board member)

- Oversees the activities of either Education or Applications Committee, working with committee chairperson to ensure completion of yearly review and Pre-TAC report.
- Ensures that pre-TAC report is presented at appropriate time during Annual Meeting
- Performs such additional duties as are assigned by TAC chairperson.

Research Committee chairperson

- Oversees activities of research committee
- With assistance from the TAC Chairperson, identifies and recruit external research consultants to provide input regarding future technical divisions
- Identify and recruit research committee members to assist in defining future technical divisions for SEM
- Direct research committee members to perform such duties as required to define future technical divisions for SEM
- Develop and present pre-TAC report at SEM Annual meeting, outlining research committee recommendations regarding future technical foci for SEM

Applications Committee chairperson

- Oversees activities of applications committee
- With assistance from the TAC Chairperson, identifies and recruit external consultants to provide input regarding future technical divisions
- Identify and recruit applications committee members to assist in defining future technical divisions for SEM
- Direct applications committee members to perform such duties as required to define future technical divisions for SEM
- Develop and present pre-TAC report at SEM Annual meeting, outlining applications committee recommendations regarding future technical foci for SEM

Education Committee chairperson

- Oversees activities of education committee

- With assistance from the TAC Chairperson, identifies and recruit external consultants to provide input regarding future technical divisions in the experimental mechanics education field
- Identify and recruit education committee members to assist in defining future technical divisions
- Direct education committee members to perform such duties as required to define future technical divisions for SEM in the education field
- Develop and present pre-TAC report at SEM Annual meeting, outlining education committee recommendations regarding future technical foci for SEM

Technical Division Chairpersons

- Oversees activities of individual Technical Division (TD)
- With assistance from TD members, and upon request of the committee chairpersons, assist Research, Applications and Education Committees in process of developing initial recommendations regarding future technical divisions for SEM
- For the SEM Annual Conference, with assistance from TD members, and after receiving the pre-TAC reports from the Research, Applications and Education Committees, work across technical division boundaries and develop initial recommendations for
 - Tracks
 - Symposia
 - Plenary speakers
 - Short courses

In addition, make other such recommendations (e.g., new fall conference) as the members feel are appropriate based upon available information.

Timeframe for Activities

DATE	POSITION TITLE	ACTIVITY
Annual Conference	New TAC Chairperson	Assign responsibilities to 1 st and 2 nd vice-chairs of TAC Meet with Research, Education and Applications chair to begin process.
June to Oct. 16	New TAC Chairperson	Continue to monitor activities. Request initial input from all 3 committees by Oct 31
Nov 1 to Fall Meeting	New TAC Chairperson	Develop brief report and present at fall SEM meeting to Exec Board
Nov to Feb 1	New TAC Chairperson	Continue to monitor progress Request any updates on reports By Feb 1
IMAC Meeting	New TAC Chairperson	Present updated report on progress in defining technical divisions
IMAC to May 16	New TAC Chairperson	Continue to monitor progress. Request final draft of pre-TAC reports from all committees by May 31
Annual Meeting	TAC Chairperson	Chair pre-TAC meeting and ensure reports are presented to TD Chairpersons.
Annual Meeting	TAC Chairperson	Chair TAC meeting, collate suggestions of various TDs and begin writing report to SEM Board
Annual Meeting Executive	TAC Chairperson	Complete report and present to SEM Board at last gathering of SEM Annual Meeting

DATE	POSITION TITLE	ACTIVITY
Annual Conference	Research, Applications And Education chairs	Assign responsibilities to members
Annual Conference	“	Meet with TAC Chair and begin process Identify potential external consultants
June to Oct. 1	“	Recruit external consultants and begin developing consensus on future divisions
Oct 1 to Oct. 21	“	Develop first draft of brief report on recommendations for future technical divisions. Submit to TAC Chairperson
Nov to January 24	“	Continue to contact individuals and update report
Jan 24-IMAC	“	Forward updated report to TAC Chairperson
IMAC to May 16	“	Continue to contact individuals and begin finalizing pre-TAC report
May 16-June 1	“	Complete final draft of pre-TAC report and forward to TAC Chairperson
Annual Meeting	“	Present report at pre-TAC meeting and assist in defining initial technical foci for submission to TD's
Annual Meeting	“	Attend TAC meeting and assist in collating Suggestions of various TDs. Assist in writing report to SEM Board, as requested by TAC chairperson

See <http://sem.org/technicaldivisions.asp>

6.1 BIOLOGICAL SYSTEMS AND MATERIALS TECHNICAL DIVISION

Bylaws Adopted August 7, 2003

1.0 Name

The name of this group shall be the Biological Systems and Materials Technical Division.

2.0 Purposes and Goals

The purpose of the Biological Systems and Materials Technical Division shall be to provide maximum technical benefits to its members by:

- (a) Providing a forum or exchange of information on bio-inspired materials.
- (b) Advancing bio-inspired material technology through timely exchange and dissemination of information.
- (c) Planning and coordinating, in cooperation with others, the bio-inspired activities of the Society.
- (d) Assisting in the promotion of uniform terminology in bio-inspired materials documentation.
- (e) Providing improved technical interaction between scientists, engineers, manufacturers and users of bio-inspired materials.
- (f) Promoting and/or organizing special sessions, symposia, short courses, workshops, manuals or monographs.
- (g) Interacting, assisting and cooperating with other committees, societies, associations or organizations on the topic of bio-inspired materials.

3.0 Membership

- 3.1 Two types of committee membership are recognized:
 - (a) Voting - SEM member interested and/or active in bio-inspired materials.
 - (b) Non-Voting - Non-SEM member.
- 3.2 Membership may be subject to termination because of conduct unbecoming the Technical Division or because of sustained lack of participation.

4.0 Organization and Governance

Organizational responsibilities shall be vested in the TD Executive Board of the Technical Division. This Board shall consist of the Officers, Past-Chair and others as appointed by the Chair of the Technical Division. It shall be the TD Executive Board's responsibility to schedule, coordinate, plan and organize activities, and to establish policies and procedures for submission to the Committee for consideration.

5.0 Meetings

- 5.1 Regular meetings of the working group shall be held at 12 months intervals, which coincide with the annual spring conference. It shall be the duty of the Secretary to notify (with agenda) all members of forthcoming meetings at least one (1) month prior to a meeting.
- 5.2 The agenda for regular meetings will be formulated by the TD Executive Board of the Technical Division.

6.0 Officers and their Duties

- 6.1 **Chair** - The Chair of the Technical Division shall also be Chair of the TD Executive Board and shall preside over the meetings of each body. The Chair shall be a member of the Nominating Committee, an ex-officio member of all Subcommittees and represent the Technical Division to - and interface with - the national SEM. The Chair shall be a member of the SEM Technical Activities Council.
- 6.2 **Vice-Chair** - The Vice-Chair shall discharge the duties of the Chair in the absence or disability and undertake such other duties as may be requested of the Vice Chair by the Chair. The Vice-Chair will belong to the Executive Board.
- 6.3 **Secretary** - The Secretary shall be responsible for preparing and mailing meeting notices, absentee ballots and other correspondence of general interest to the Division. The Secretary will also take minutes during the Technical Division meetings and will prepare and distribute copies of such minutes to each of the Technical Division members. The Secretary will belong to the TD Executive Board.
- 6.4 **Past-Chair** - The Past-Chair will act primarily as an advisor to the incumbent Chair and shall be a member of the TD Executive Board. The Past-Chair shall also act as Chair of the Nominating Committee, conduct the election, count the votes and make the results known to the Technical Division.
- 6.5 All officers shall be members of SEM.

7.0 Election of Officers

- 7.1 The Chair and Past-Chair shall constitute a Nominating Committee for the elective officers of the TD Executive Board. Nominations for elective officers can also be made from the floor or by letter and can only be made by voting members or designated alternate.
- 7.2 Voting will be by secret ballot if there are multiple nominees and by acclamation when only one nominee exists for a given office.
- 7.3 The nominee for each office receiving a simple majority of votes cast shall be elected. Ties shall be resolved by a run-off election.
- 7.4 The election of officers shall normally be held during the spring technical meeting of every second year, with elected officials taking office at the following meeting. The terms of office shall be two years.
- 7.5 Vacancies - Should a vacancy occur on the TD Executive Board the Chair shall appoint a replacement to fill the vacancy subject to approval of the remaining TD Executive Board members. In the event the Chair's seat becomes vacant, the Vice-Chair will assume the position and make appropriate appointments.

8.0 Subdivisions

The TD Executive Board may establish subdivisions. These subdivisions will concern themselves with special areas of interest to the Technical Division. Subcommittee reports shall be presented at each Technical Division meeting until the subcommittee is dissolved. The chair of such subdivisions shall be appointed by the Chair of the Technical Division.

9.0 Publications

- 9.1 A copy of the minutes of each Technical Division meeting shall be sent to each member.
- 9.2 Proceedings and other publications shall be prepared and distributed as deemed appropriate.

10.0 Records

Permanent past and current records such as copies of meeting notices, lists of meeting attendees, minutes, correspondence, membership list, publications, etc., shall be maintained by the Secretary. Such information should also be sent to National SEM Headquarters for filing.

11.0 Finances

There shall be no dues or financial obligations of the members other than their personal expense incurred in attending meetings.

12.0 Amendments

These Bylaws may be amended at any time using the following procedures:

- 12.1 Amendments can be proposed by any voting member. Proposed amendments shall be submitted in writing to the Executive Board no later than eight (8) weeks before a Committee meeting.
- 12.2 Proposed amendments shall be distributed by the Secretary to Committee members for comment, after which the proposals will be considered in open discussion during the next regular Technical Division meeting.
- 12.3 Following discussion, the amendment shall be voted upon. A two-thirds majority of all votes cast by members present and eligible to vote shall be required for adoption of the proposed amendment.

13.0 Procedures

All instances not covered by these Bylaws shall be governed by Roberts' Rules of Order.

6.2 COMPOSITE, HYBRID & MULTIFUNCTIONAL MATERIALS TECHNICAL DIVISION

Bylaws Adopted May 21, 1979 Updated Summer 2004

1.0 Name

The name of this group shall be the Composite, Hybrid & Multifunctional Materials Technical Division.

2.0 Purposes and Goals

The purpose of the Composite, Hybrid & Multifunctional Materials Technical Division shall be to provide maximum technical benefits to its members by:

- (a) Providing a forum or exchange of information on composites.
- (b) Advancing composite technology through timely exchange and dissemination of information.
- (c) Planning and coordinating, in cooperation with others, the composite activities of the Society.
- (d) Assisting in the promotion of uniform terminology in composite documentation.
- (e) Providing improved technical interaction between scientists, engineers, manufacturers and users of composites.
- (f) Promoting and/or organizing special sessions, symposia, short courses, workshops, manuals or monographs.
- (g) Interacting, assisting and cooperating with other committees, societies, associations or organizations on the topic of composites.

3.0 Membership

3.1 Two types of committee membership are recognized:

- (a) Voting - SEM member interested and/or active in composites technology.
- (b) Non-Voting - Non-SEM member.

3.2 Membership may be subject to termination because of conduct unbecoming the Technical Division or because of sustained lack of participation.

4.0 Meetings

- 4.1 Regular meetings of the working group shall be held at 12 months intervals, which coincide with the annual spring conference. It shall be the duty of the Secretary to notify (with agenda) all members of forthcoming meetings at least one (1) month prior to a meeting.
- 4.2 The agenda for regular meetings will be formulated by the TD Executive Board in conjunction with the current Committee Chair.

5.0 Organization and Governance

Organizational responsibilities shall be vested in the Executive Board of the Technical Division. This Board shall consist of the Officers, Past Chair and others as appointed by the Technical Division Chair. It shall be the Executive Board's responsibility to schedule, coordinate, plan and organize activities, and to establish policies and procedures for submission to the Committee for consideration.

6.0 Officers and their Duties

- 6.1 **Chair** - The Chair of the Technical Division shall also be Chair of the TD Executive Board and shall preside over the meetings of each body. The Chair shall be a member of the Nominating Committee, an ex-officio member of all Subcommittees and represent the Technical Division to - and interface with - the national SEM. The Chair shall be a member of the SEM Technical Activities Council.
- 6.2 **Vice-Chair** - The Vice-Chair shall discharge the duties of the Chair in the absence of the Chair or disability and undertake such other duties as may be requested of the Vice Chair by the Chair and will belong to the TD Executive Board.
- 6.3 **Secretary** - The Secretary shall be responsible for preparing and mailing meeting notices, absentee ballots and other correspondence of general interest to the Division. He will also take minutes during the Technical Division meetings and will prepare and distribute copies of such minutes to each of the Technical Division members. The Secretary will belong to the TD Executive Board.
- 6.4 **Past-Chair** - The Past Chair will act primarily as an advisor to the incumbent Chair and shall be a member of the TD Executive Board. He shall also act as Chair of the Nominating Committee, conduct the election, count the votes and make the results known to the Technical Division.
- 6.5 All officers shall be members of SEM.

7.0 Election of Officers

- 7.1 The Chair and Past Chair shall constitute a Nominating Committee for the elective officers of the TD Executive Board. Nominations for elective officers can also be made from the floor or by letter and can only be made by voting members or designated alternate.
- 7.2 Voting will be by secret ballot if there are multiple nominees and by acclamation when only one nominee exists for a given office.
- 7.3 The nominee for each office receiving a simple majority of votes cast shall be elected. Ties shall be resolved by a run-off election.
- 7.4 The election of officers shall normally be held during the spring technical meeting of every second year, with elected officials taking office at the following meeting. The terms of office shall be two years.
- 7.5 Vacancies - Should a vacancy occur on the TD Executive Board the Chair shall appoint a replacement to fill the vacancy subject to approval of the remaining Board members. In the event the Chair's seat becomes vacant, the Vice-Chair will assume the position and make appropriate appointments.

8.0 Subdivisions

The TD Executive Board may establish subdivisions. These subdivisions will concern themselves with special areas of interest to the Technical Division. Subcommittee reports shall be presented at each Technical Division meeting until the subcommittee is dissolved. The chair of such subdivisions shall be appointed by the Chair of the Division.

9.0 Publications

- 9.1 A copy of the minutes of each Technical Division meeting shall be sent to each member.
- 9.2 Proceedings and other publications shall be prepared and distributed as deemed appropriate.

10.0 Records

Permanent past and current records such as copies of meeting notices, lists of meeting attendees, minutes, correspondence, membership list, publications, etc., shall be maintained by the Secretary. Such information should also be sent to National SEM Headquarters for filing.

11.0 Finances

There shall be no dues or financial obligations of the members other than their personal expense incurred in attending meetings.

12.0 Amendments

These Bylaws may be amended at any time using the following procedures:

- 12.1** Amendments can be proposed by any voting member. Proposed amendments shall be submitted in writing to the TD Executive Board no later than eight (8) weeks before a Committee meeting.
- 12.2** Proposed amendments shall be distributed by the Secretary to Committee members for comment, after which the proposals will be considered in open discussion during the next regular Technical Division meeting.
- 12.3** Following discussion, the amendment shall be voted upon. A two-thirds majority of all votes cast by members present and eligible to vote shall be required for adoption of the proposed amendment.

13.0 Procedures

All instances not covered by these Bylaws shall be governed by Roberts' Rules of Order.

6.3 DYNAMIC BEHAVIOR OF MATERIALS TECHNICAL DIVISION

Bylaws Adopted November 20, 2005

1. **Name.** The name of this group shall be the Dynamic Behavior of Materials Technical Division.
2. **Purposes and Goals.** The purpose of the Dynamic Behavior of Materials Technical Division shall be to provide maximum technical benefits to its members by:
 - 2.1. Providing a forum or exchange of information on the dynamic behavior of materials.
 - 2.2. Planning and coordinating, in cooperation with others, dynamic materials research of the Society.
 - 2.3. Promoting and/or organizing special sessions, symposia, short courses, workshops, or manuals.
 - 2.4. Interacting, assisting and cooperating with other committees, societies, associations or organizations on the topic of dynamic behavior of materials.
3. **Membership**
 - 3.1. Two types of committee membership are recognized:
 - ☐ Voting - SEM member interested and/or active in dynamic behavior of materials.
 - ☐ Non-Voting - Non-SEM member.
 - 3.2. Membership may be subject to termination because of conduct unbecoming the Technical Division or because of sustained lack of participation.
4. **Meetings**
 - 4.1. Regular meetings of the working group shall be held at 12 months intervals which coincide with the annual spring conference. It shall be the duty of the Secretary to notify (with agenda) all members of forthcoming meetings at least one (1) month prior to a meeting.
 - 4.2. The agenda for regular meetings will be formulated by the Executive Board in conjunction with the current Committee Chairman.
5. **Organization and Governance.** Organizational responsibilities shall be vested in the Executive Board of the Technical Division. This Board shall consist of the Officers, Past Chairman, and others as appointed by the Technical Division Chairman. It shall be the Executive Board's responsibility to schedule, coordinate, plan and organize activities and to establish policies and procedures for submission to the Committee for consideration.
6. **Officers and their Duties**
 - 6.1. **Chairman** - The Chairman of the Technical Division shall also be Chairman of the Executive Board and shall preside over the meetings of each body. He shall be a member of the Nominating Committee, an ex-officio member of all Subcommittees and represent the Technical Division to - and interface with - the national SEM. The Chairman shall be a member of the SEM Technical Divisions Council.

- 6.2. **Vice-Chairman** - The Vice-Chairman shall discharge the duties of the Chairman in his absence or disability and undertake such other duties as may be requested of him by the Chairman. He will belong to the Executive Board.
- 6.3. **Secretary** - The Secretary shall be responsible for preparing and mailing meeting notices, absentee ballots, and other correspondence of general interest to the Division. He will also take minutes during the Technical Division meetings and will prepare and distribute copies of such minutes to each of the Technical Division members. The Secretary will belong to the Executive Board.
- 6.4. **Past-Chairman** - The Past Chairman will act primarily as an advisor to the incumbent Chairman and shall be a member of the Executive Board. He shall also act as Chairman of the Nominating Committee, conduct the election, count the votes, and make the results known to the Technical Division.

6.5. All officers shall be members of SEM.

7. **Election of Officers**

- 7.1. The Chairman and Past Chairman shall constitute a Nominating Committee for the elective officers of the Executive Board. Nominations for elected officers can also be made from the floor or by letter and can only be made by voting members or designated alternate.
- 7.2. Voting will be by secret ballot if there are multiple nominees and by acclamation when only one nominee exists for a given office.
- 7.3. The nominee for each office receiving a simple majority of votes cast shall be elected. Ties shall be resolved by a run-off election.
- 7.4. The election of officers shall normally be held during the spring technical meeting of every second year, with elected officials taking office at the following meeting. The terms of office for each official shall be two years. At the end of a term of office the Vice-Chairman will assume the role of Chairman, the Secretary shall become the Vice-Chairman, and a Secretary shall be elected by the voting members of the Technical Division.
- 7.5. Vacancies - Should a vacancy occur on the Executive Board the Chairman shall appoint a replacement to fill the vacancy subject to approval of the remaining Board members. In the event the Chairman's seat becomes vacant, the Vice-Chairman will assume the position and make appropriate appointments.

- 8. **Subdivisions.** The Executive Board may establish subdivisions. These subdivisions will concern themselves with special areas of interest to the Technical Division. Subcommittee reports shall be presented at each Technical Division meeting until the subcommittee is dissolved. The Chairman of such subdivisions shall be appointed by the Chairman.

9. **Publications**

- 9.1. A copy of the minutes of each Technical Division meeting shall be sent to each member.
- 9.2. Proceedings and other publications shall be prepared and distributed as deemed appropriate.

- 10. **Records.** Permanent past and current records such as copies of meeting notices, lists of meeting attendees, minutes, correspondence, membership list, publications, etc., shall be maintained by the Secretary. Such information should also be sent to National SEM Headquarters for filing.

- 11. **Finances.** There shall be no dues or financial obligations of the members other than their personal expense incurred in attending meetings.

12. **Amendments.** These Bylaws may be amended at any time using the following procedures:

- 12.1. Amendments can be proposed by any voting member. Proposed amendments shall be submitted in writing to the Executive Board no later than eight (8) weeks before a Committee meeting.
- 12.2. Proposed amendments shall be distributed by the Secretary to Committee members for comment, after which the proposals will be considered in open discussion during the next regular Technical Division meeting.
- 12.3. Following discussion, the amendment shall be voted upon. A two-thirds majority of all votes cast by members present and eligible to vote shall be required for adoption of the proposed amendment.

6.4 DYNAMICS OF CIVIL STRUCTURES TECHNICAL DIVISION

Bylaws

1. Name

The name of this group shall be the Dynamics of Civil Structures Technical Division.

2. Purposes and Goals

The purpose of this Technical Division shall be to provide technical benefits to its members, the civil structures professional community, and related technical disciplines within the Society umbrella by:

- (a) Providing a unique multidisciplinary forum to disseminate and exchange information on new research and technical developments in the testing, identification, and assessment of civil and similar large in-situ structural systems using measured properties and response features.
- (b) Enhancing research, technical developments, and standard practices in civil structures testing through the identification of critical research needs and the validation and dissemination of emerging methods and promising technologies that address the unique features of the civil structures test environment.
- (c) Promoting and/or organizing special sessions, symposia, short courses, workshops, manuals or monographs that respond to identified needs of the TD member community and facilitate transfer of developed technologies and methods to the larger professional community.
- (d) Interacting, assisting and cooperating with other committees, societies, associations or organizations by serving as a focal point on civil structures testing, identification, and assessment.
- (e) Planning and coordinating, in cooperation with others, civil structures activities of the Society.

3. Membership

- 3.1. Two types of committee membership are recognized:
 - (a) Voting - SEM member interested and/or active in TD activities
 - (b) Non-Voting - Non-SEM member.
- 3.2. Membership may be subject to termination because of conduct unbecoming the Technical Division or because of sustained lack of participation.

4. Organization and Governance

Organizational responsibilities shall be vested in the Executive Board of the Technical Division. This Board shall consist of the Officers, Past-Chair and others as appointed by the Chair of the Technical Division. It shall be the Executive Board's responsibility to schedule, coordinate, plan and organize activities, and to establish policies and procedures for submission to the Technical Divisions Council for consideration.

5. Meetings

- 5.1. Regular meetings of the TD shall be held at 12 months intervals which coincide with the annual IMAC conference. It shall be the duty of the Secretary to notify (with agenda) all members of forthcoming meetings at least one (1) month prior to a meeting.
- 5.2. The agenda for regular meetings will be formulated by the Executive Board of the Technical Division.

6. Officers and their Duties

- 6.1. **Chair** - The Chair of the Technical Division shall also be Chair of the Executive Board and shall preside over the meetings of each body. The Chair shall be a member of the Nominating Committee, an ex-officio member of all Subcommittees and represent the Technical Division to - and interface with - the national SEM. The Chair shall be a member of the SEM Technical Divisions Council.
- 6.2. **Vice-Chair** - The Vice-Chair shall discharge the duties of the Chair in his absence or disability and undertake such other duties as may be requested of him by the Chair. The Vice-Chair will belong to the Executive Board.
- 6.3. **Secretary** - The Secretary shall be responsible for preparing and mailing meeting notices, absentee ballots and other correspondence of general interest to the Division. The Secretary will also take minutes during the Technical Division meetings and will prepare and distribute copies of such minutes to each of the Technical Division members. The Secretary will belong to the Executive Board.
- 6.4. **Past-Chair** - The Past-Chair will act primarily as an advisor to the incumbent Chair and shall be a member of the Executive Board. The Past-Chair shall also act as Chair of the Nominating Committee, conduct the election, count the votes and make the results known to the Technical Division.
- 6.5. All officers shall be members of SEM.

7. Election of Officers

- 7.1. The Chair and Past-Chair shall constitute a Nominating Committee for the elective officers of the Executive Board. Nominations for elective officers can also be made from the floor or by letter and can only be made by voting members or designated alternate.
- 7.2. Voting will be by secret ballot if there are multiple nominees and by acclamation when only one nominee exists for a given office.
- 7.3. The nominee for each office receiving a simple majority of votes cast shall be elected. Ties shall be resolved by a run-off election.
- 7.4. The election of officers shall normally be held during the spring technical meeting of every third year, with elected officials taking office at the following meeting. The terms of office shall be three years.
- 7.5. Vacancies - Should a vacancy occur on the Executive Board the Chair shall appoint a replacement to fill the vacancy subject to approval of the remaining Board members. In the event the Chair's seat becomes vacant, the Vice-Chair will assume the position and make appropriate appointments.

8. Subdivisions

The Executive Board may establish subdivisions. These subdivisions will concern themselves with special areas of interest to the Technical Division. Subcommittee reports shall be presented at each Technical Division meeting until the subcommittee is dissolved. The chair of such subdivisions shall be appointed by the Chair of the Technical Division.

9. Publications

- 9.1. A copy of the minutes of each Technical Division meeting shall be sent to each member.
- 9.2. Proceedings and other publications shall be prepared and distributed as deemed appropriate.

10. Records

Permanent past and current records such as copies of meeting notices, lists of meeting attendees, minutes, correspondence, membership list, publications, etc., shall be maintained by the Secretary. Such information should also be sent to National SEM Headquarters for filing.

11. Finances

There shall be no dues or financial obligations of the members other than their personal expense incurred in attending meetings.

12. Amendments

These Bylaws may be amended at any time using the following procedures:

- 12.1. Amendments can be proposed by any voting member. Proposed amendments shall be submitted in writing to the Executive Board no later than eight (8) weeks before a Committee meeting.
- 12.2. Proposed amendments shall be distributed by the Secretary to Committee members for comment, after which the proposals will be considered in open discussion during the next regular Technical Division meeting.
- 12.3. Following discussion, the amendment shall be voted upon. A two-thirds majority of all votes cast by members present and eligible to vote shall be required for adoption of the proposed amendment.

13. Procedures

All instances not covered by these Bylaws shall be governed by Roberts' Rules of Order.

6.5 FRACTURE AND FATIGUE TECHNICAL DIVISION

Bylaws

1.0 Name

The name of this group shall be the Fracture and Fatigue Technical Division.

2.0 Purpose

The primary purpose of the Fracture and Fatigue Technical Division shall be to provide maximal technical benefits to its members by:

- (a) Advancing fracture technology through timely exchange of technical information.
- (b) Promoting standardized terminology in fracture documentation.
- (c) Assisting local sections with fracture workshops.
- (d) Promoting and/or organizing symposia-type technical sessions on fracture.
- (e) Providing a forum or exchange of information on fracture.

3.0 Membership

Two types of committee membership are recognized:

- (a) Voting - SEM members interested and/or active in Fracture Mechanics.
- (b) Non-Voting - Non-SEM members.

4.0 Meetings

Regular meetings of the working group shall be held at six-month intervals. It shall be the duty of the Secretary to notify all members of forthcoming meetings at least one (1) month prior to the meeting.

The agenda for regular meetings will be formulated by the TD Executive Board in conjunction with the current Division Chair.

5.0 Organization and Government

Organization responsibilities shall be vested in the TD Executive Board of the Division. This board will consist of the elected officers, past Chair and others as appointed by the Chair. It shall be the TD Executive Board's responsibility to schedule, coordinate, plan and organize activities, and in general, to establish policies and procedures for submission to the Division for consideration during regular meetings.

6.0 Duties of Officers

- 6.1 **Chair** - The Chair of the Division shall also be Chair of the TD Executive Board, shall preside over the meetings of both bodies, shall be a member of the Nominating Committee and shall represent the Division at meetings of the Technical Activities Council.
- 6.2 **Vice-Chair** - The Vice-Chair shall act in place of the Chair during the Chair's absence and shall further assist the Chair as required in carrying out the responsibilities.

- 6.3 **Secretary** - The Secretary shall be responsible for preparing and mailing meeting notices, absentee ballots, and other correspondence of general interest to the Division. They will also take minutes during the business session and will prepare and distribute copies of such minutes to all Division members.
- 6.4 **Past-Chair** - The Past Chair will act primarily as an advisor to the incumbent Chair. However, the Past Chair shall act as Chair of the Nominating Committee, conduct the election, count the votes, and make the results known to the Division.

7.0 Election of Officers

- 7.1 Chair and Past Chair shall constitute a Nominating Committee for the elective offices of the TD Executive Board. Nominations for elective offices can also be made from the floor or by letter and can only be made by voting members or designated alternate.
- 7.2 Voting will be by mail ballot to the voting membership, prior to the spring meeting.
- 7.3 The nominee for each office receiving a simple majority of votes cast shall be elected, ties shall be resolved by a run-off election.
- 7.4 The election of officers shall be held within 18 months after the term of present officers begins, with newly elected officials taking office at the following fall meeting. Terms of office are two years.
- 7.5 Vacancies - Should a vacancy develop on the TD Elective Board the Chair shall appoint a replacement to fill the vacancy subject to approval of the remaining Board members. In the event the Chair's seat becomes vacant, the Vice-Chair will assume the position and make appropriate appointments.
- 7.6 All officers shall be members of SEM.

8.0 Subdivisions

The TD Executive Board may establish subcommittees. These subdivisions will concern themselves with special areas of interest to the Division. Subdivision reports shall be presented at each Division meeting until the subcommittee is dissolved. The Chair of such subdivisions shall be appointed by the Chair.

9.0 Publications

Minutes - One copy of the minutes of each meeting shall be sent to each member.

10.0 Finances

There shall be no dues or financial obligations of the members other than personal expenses for meetings.

11.0 Amendments

This chapter may be amended at any time using the following procedures:

- (a) Amendments can be proposed by any voting member. Proposed amendments shall be submitted in writing to the Executive Board no later than six (6) weeks before a meeting.
- (b) Proposed amendments shall be considered in open discussion during the next regular Division meeting.
- (c) Following discussion, the amendment shall be voted upon using a secret ballot. A two-thirds majority of all members present eligible to vote shall be required for adoption of the proposed amendment.

12.0 Procedures

All instances not covered by these Bylaws shall be governed by Robert's Rules of Order.

6.6 THERMOMECHANICS & INFRARED IMAGING TECHNICAL DIVISION

Bylaws Approved September 2010

1.0 Name

The name of this group shall be the Thermomechanics & Infrared Imaging Technical Division.

2.0 Purposes and Goals

The purpose of the Thermomechanics and Infrared Imaging Technical Division shall be to provide maximum technical benefits to its members by:

- (a) Providing a forum for exchange of information on Thermomechanics and Infrared Imaging in experimental mechanics;
- (b) Advancing Thermomechanics and Infrared Imaging technology through timely exchange and dissemination of information;
- (c) Planning and coordinating, in cooperation with others, the Thermomechanics and Infrared Imaging activities of the Society;
- (d) Assisting in the promotion of uniform terminology in Thermomechanics and Infrared Imaging documentation;
- (e) Providing improved technical interaction between scientists, engineers, manufacturers and users of Infra-red Imaging and other instrumentation associated with thermomechanical assessments;
- (f) Promoting and/or organizing special sessions, symposia, short courses, workshops, manuals or monographs;
- (g) Interacting, assisting and cooperating with other committees, societies, associations or organizations on the topic of Thermomechanics and Infrared Imaging.

3.0 Membership

3.1 Two types of committee membership are recognized:

- (a) Voting: SEM member interested and/or active in Thermomechanics and Infrared Imaging;
- (b) Non-Voting: Non-SEM member.

3.2 Membership may be subject to termination because of conduct unbecoming the Technical Division or because of sustained lack of participation.

4.0 Meetings

4.1 Regular meetings of the working group shall be held at twelve (12) month intervals, to coincide with the Society's annual spring conference. It shall be the duty of the Secretary to notify (with agenda) all members of forthcoming meetings at least one (1) month prior to a meeting.

4.2 The agenda for regular meetings will be formulated by the TD Executive Board in conjunction with the current Committee Chair.

5.0 Organization and Governance

Organizational responsibilities shall be vested in the Executive Board of the Technical Division. This Board shall consist of the Officers, Past Chair and others as appointed by the Technical Division Chair. It shall be the Executive Board's responsibility to schedule, coordinate, plan and organize activities, and to establish policies and procedures for submission to the Committee for consideration.

6.0 Officers and their Duties

6.1 Chair: The Technical Division Chair shall also be Chair of the TD Executive Board and shall preside over the meetings of each body. The Chair shall be a member of the Nominating Committee, an ex-officio member of all Subcommittees and represent the Technical Division to - and interface with - the national SEM. The Chair shall be a member of the SEM Technical Activities Council.

6.2 Vice-Chair: The Technical Division Vice-Chair shall discharge the duties of the Chair in the absence of the Chair or disability and undertake such other duties as may be requested of the Vice Chair by the Chair and will belong to the TD Executive Board.

6.3 Secretary: The Technical Division Secretary shall be responsible for preparing and mailing meeting notices, absentee ballots and other correspondence of general interest to the Division. He/she will also take minutes during the Technical Division meetings and will prepare and distribute copies of such minutes to each of the Technical Division members. The Secretary will belong to the TD Executive Board.

6.4 Past-Chair: The Past Chair of the Technical Division will act primarily as an advisor to the incumbent Chair and shall be a member of the TD Executive Board. She/he shall also act as Chair of the Nominating Committee, conduct the election, count the votes and make the results known to the Technical Division.

6.5 All officers shall be members of SEM.

7.0 Election of Officers

7.1 The Chair and Past Chair shall constitute a Nominating Committee for the elective officers of the TD Executive Board. Nominations for elective officers can also be made from the floor or by letter and can only be made by voting members or designated alternate.

7.2 Voting will be by secret ballot if there are multiple nominees and by acclamation when only one nominee exists for a given office.

7.3 The nominee for each office receiving a simple majority of votes cast shall be elected. Ties shall be resolved by a run-off election.

7.4 The election of officers shall normally be held during the spring technical meeting, with elected officials taking office at the following meeting. The terms of office shall be two years, with the exception of Secretary which will be a term of one year but is open to re-election for a further year. Upon completion of the term for the Chair, the Vice-Chair will become Chair and a new Vice-Chair will be elected.

7.5 Vacancies - Should a vacancy occur on the TD Executive Board the Chair shall appoint a replacement to fill the vacancy subject to approval of the remaining Board members. In the event the Chair's seat becomes vacant, the Vice-Chair will assume the position and make appropriate appointments.

8.0 Subdivisions

The TD Executive Board may establish subdivisions. These subdivisions will concern themselves with special areas of interest to the Technical Division. Subcommittee reports shall be presented at each Technical Division meeting until the subcommittee is dissolved. The chair of such subdivisions shall be appointed by the Chair of the Division.

9.0 Publications

9.1 A copy of the minutes of each Technical Division meeting shall be sent to each member.

9.2 Proceedings and other publications shall be prepared and distributed as deemed appropriate.

10.0 Records

Permanent past and current records such as copies of meeting notices, lists of meeting attendees, minutes, correspondence, membership list, publications, etc., shall be maintained by the Secretary. Such information should also be sent to national SEM Headquarters for filing.

11.0 Finances

There shall be no dues or financial obligations of the members other than their personal expenses incurred in attending meetings.

12.0 Amendments

These Bylaws may be amended at any time using the following procedures:

12.1 Amendments can be proposed by any voting member. Proposed amendments shall be submitted in writing to the TD Executive Board no later than eight (8) weeks before a Committee meeting;

12.2 Proposed amendments shall be distributed by the Secretary to Committee members for comment, after which the proposals will be considered in open discussion during the next regular Technical Division meeting;

12.3 Following discussion, the amendment shall be voted upon. A two-thirds majority of all votes cast by members present and eligible to vote shall be required for adoption of the proposed amendment.

13.0 Procedures

All instances not covered by these Bylaws shall be governed by Roberts' Rules of Order.

6.7 INVERSE PROBLEM METHODOLOGIES TECHNICAL DIVISION

Bylaws Adopted November 20, 2005

1. Name

The name of this group shall be the Inverse Problem Methodologies Technical Division.

2. Purposes and Goals

The purpose of the Inverse Problem Methodologies Technical Division shall be to provide maximum technical benefits to its members by:

- (f) Providing a forum or exchange of information on inverse problems approaches, from full field measurements, in experimental mechanics.
- (g) Advancing inverse problems technology through timely exchange and dissemination of information.
- (h) Planning and coordinating, in cooperation with others, the inverse problems activities of the Society.
- (i) Assisting in the promotion of uniform terminology in inverse problem documentation.
- (j) Providing improved technical interaction between scientists, engineers, manufacturers and users of inverse problems approaches.
- (k) Promoting and/or organizing special sessions, symposia, short courses, workshops, manuals or monographs.
- (l) Interacting, assisting and cooperating with other committees, societies, associations or organizations on the topic of inverse problems.

3. Membership

Two types of committee membership are recognized:

- (c) Voting - SEM member interested and/or active in inverse problems.
- (d) Non-Voting - Non-SEM member.

4. Organization and Governance

Organizational responsibilities shall be vested in the Executive Board of the Technical Division. This Board shall consist of the Officers, Past-Chair and others as appointed by the Chair of the Technical Division. It shall be the Executive Board's responsibility to schedule, coordinate, plan and organize activities, and to establish policies and procedures for submission to the Committee for consideration.

5. Meetings

- 5.1. Regular meetings of the working group shall be held at 12 months intervals which coincide with the annual spring conference. It shall be the duty of the Secretary to notify (with agenda) all members of forthcoming meetings at least one (1) month prior to a meeting.
- 5.2. The agenda for regular meetings will be formulated by the Executive Board of the Technical Division.

6. Officers and their Duties

- 6.1. **Chair** - The Chair of the Technical Division shall also be Chair of the Executive Board and shall preside over the meetings of each body. The Chair shall be a member of the Nominating Committee, an ex-officio member of all Subcommittees and represent the Technical Division to - and interface with - the national SEM. The Chair shall be a member of the SEM Technical Divisions Council.
- 6.2. **Vice-Chair** - The Vice-Chair shall discharge the duties of the Chair in his absence or disability and undertake such other duties as may be requested of him by the Chair. The Vice-Chair will belong to the Executive Board.
- 6.3. **Secretary** - The Secretary shall be responsible for preparing and mailing meeting notices, absentee ballots and other correspondence of general interest to the Division. The Secretary will also take minutes during the Technical Division meetings and will prepare and distribute copies of such minutes to each of the Technical Division members. The Secretary will belong to the Executive Board.
- 6.4. **Past-Chair** - The Past-Chair will act primarily as an advisor to the incumbent Chair and shall be a member of the Executive Board. The Past-Chair shall also act as Chair of the Nominating Committee, conduct the election, count the votes and make the results known to the Technical Division.
- 6.5. All officers shall be members of SEM.

7. Election of Officers

- 7.1. The Chair and Past-Chair shall constitute a Nominating Committee for the elective officers of the Executive Board. Nominations for elective officers can also be made from the floor or by letter and can only be made by voting members or designated alternate.
- 7.2. Voting will be by secret ballot if there are multiple nominees and by acclamation when only one nominee exists for a given office.
- 7.3. The nominee for each office receiving a simple majority of votes cast shall be elected. Ties shall be resolved by a run-off election.
- 7.4. The election of officers shall normally be held during the spring technical meeting of every second year, with elected officials taking office at the following meeting. The terms of office shall be two years.
- 7.5. Vacancies - Should a vacancy occur on the Executive Board the Chair shall appoint a replacement to fill the vacancy subject to approval of the remaining Board members. In the event the Chair's seat becomes vacant, the Vice-Chair will assume the position and make appropriate appointments.

8. Subdivisions

The Executive Board may establish subdivisions. These subdivisions will concern themselves with special areas of interest to the Technical Division. Subcommittee reports shall be presented at each Technical Division meeting until the subcommittee is dissolved. The chair of such subdivisions shall be appointed by the Chair of the Technical Division.

9. Publications

- 9.1. A copy of the minutes of each Technical Division meeting shall be sent to each member.
- 9.2. Proceedings and other publications shall be prepared and distributed as deemed appropriate.

10. Records

Permanent past and current records such as copies of meeting notices, lists of meeting attendees, minutes, correspondence, membership list, publications, etc., shall be maintained by the Secretary. Such information should also be sent to National SEM Headquarters for filing.

11. Finances

There shall be no dues or financial obligations of the members other than their personal expense incurred in attending meetings.

12. Amendments

These Bylaws may be amended at any time using the following procedures:

- 12.1. Amendments can be proposed by any voting member. Proposed amendments shall be submitted in writing to the Executive Board no later than eight (8) weeks before a Committee meeting.
- 12.2. Proposed amendments shall be distributed by the Secretary to Committee members for comment, after which the proposals will be considered in open discussion during the next regular Technical Division meeting.
- 12.3. Following discussion, the amendment shall be voted upon. A two-thirds majority of all votes cast by members present and eligible to vote shall be required for adoption of the proposed amendment.

13. Procedures

All instances not covered by these Bylaws shall be governed by Roberts' Rules of Order.

6.8 MEMS AND NANOTECHNOLOGY TECHNICAL DIVISION

Bylaws Adopted JUNE 14, 2011

1.0 Name

The name of this group shall be the MEMS and Nanotechnology Technical Division.

2.0 Purposes and Goals

The purpose of the MEMS and Nanotechnology Technical Division shall be to provide maximum technical benefits to its members by:

- (a) Providing a forum or exchange of information on MEMS and Nanotechnology
- (b) Advancing MEMS and Nanotechnology through timely exchange and dissemination of information.
- (c) Planning and coordinating, in cooperation with others, the MEMS and Nanotechnology activities of the Society.
- (d) Assisting in the promotion of uniform terminology in MEMS and Nanotechnology documentation.
- (e) Providing improved technical interaction between scientists, engineers, manufacturers and users of MEMS and Nanotechnology.
- (f) Promoting and/or organizing special sessions, symposia, short courses, workshops, manuals or monographs.
- (g) Interacting, assisting and cooperating with other committees, societies, associations or organizations on the topic of MEMS and Nanotechnology.

3.0 Membership

3.1 Two types of committee membership are recognized:

- (d) Voting
SEM member interested and/or active in MEMS and Nanotechnology.
- (a) Non-Voting
Non-SEM member.

3.2 Membership may be subject to termination because of conduct unbecoming the Technical Division or because of sustained lack of participation.

4.0 Organization and Governance

Organizational responsibilities shall be vested in the TD Executive Board of the Technical Division. This Board shall consist of the Officers, Past-Chair and others as appointed by the Chair of the Technical Division. It shall be the TD Executive Board's responsibility to schedule, coordinate, plan and organize activities, and to establish policies and procedures for submission to the Committee for consideration.

5.0 Meetings

5.1 Regular meetings of the working group shall be held at 12 months intervals, which coincide with the annual spring conference. It shall be the duty of the Secretary to notify (with agenda) all members of forthcoming meetings at least one (1) month prior to a meeting.

5.2 The agenda for regular meetings will be formulated by the TD Executive Board of the Technical Division.

6.0 Officers and their Duties

6.1 Chair

The Chair of the Technical Division shall also be Chair of the TD Executive Board and shall preside over the meetings of each body. The Chair shall be a member of the Nominating Committee, an ex-officio member of all Subcommittees and represent the Technical Division to and interface with the national SEM. The Chair shall be a member of the SEM Technical Activities Council.

6.2 Vice-Chair

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The Vice-Chair shall discharge the duties of the Chair in the absence or disability and undertake such other duties as may be requested of the Vice Chair by the Chair. The Vice-Chair will belong to the Executive Board.

6.3 Secretary

The Secretary shall be responsible for preparing and mailing meeting notices, absentee ballots and other correspondence of general interest to the Division. The Secretary will also take minutes during the Technical Division meetings and will prepare and distribute copies of such minutes to each of the Technical Division members. The Secretary will belong to the TD Executive Board.

6.4 Past Chair

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The Past Chair will act primarily as an advisor to the incumbent Chair and shall be a member of the TD Executive Board. The Past Chair shall also act as Chair of the Nominating Committee, conduct the election, count the votes and make the results known to the Technical Division.

6.5 All officers shall be members of SEM.

7.0 Election of Officers

7.1 The Chair and Past Chair shall constitute a Nominating Committee for the elective officers of the TD Executive Board. Nominations for elective officers can also be made from the floor or by letter and can only be made by voting members or designated alternate.

7.2 Voting will be by secret ballot if there are multiple nominees and by acclamation when only one nominee exists for a given office.

7.3 The nominee for each office receiving a simple majority of votes cast shall be elected. Ties shall be resolved by a run-off election.

7.4 The election of officers shall normally be held during the spring technical meeting of every second year, with elected officials taking office at the following meeting. The terms of office shall be two years.

7.5 Vacancies

-

Should a vacancy occur on the TD Executive Board, the Chair shall appoint a replacement to fill the vacancy subject to approval of the remaining TD Executive Board members. In the event the Chair's seat becomes vacant, the Vice Chair will assume the position and make appropriate appointments.

8.0 Subdivisions

The TD Executive Board may establish subdivisions. These subdivisions will concern themselves with special areas of interest to the Technical Division. Subcommittee reports shall be presented at each Technical Division meeting until the subcommittee is dissolved. The chair of such subdivisions shall be appointed by the Chair of the Technical Division.

9.0 Publications

9.1 A copy of the minutes of each Technical Division meeting shall be sent to each member.

9.2 Proceedings and other publications shall be prepared and distributed as deemed appropriate.

10.0 Records

Permanent past and current records such as copies of meeting notices, lists of meeting attendees, minutes, correspondence, membership list, publications, etc., shall be maintained by the Secretary. Such information should also be sent to National SEM Headquarters for filing.

5.0 Finances

There shall be no dues or financial obligations of the members other than their personal expense incurred in attending meetings.

12.0 Amendments

These Bylaws may be amended at any time using the following procedures:

12.1 Amendments can be proposed by any voting member. Proposed amendments shall be submitted in writing to the Executive Board no later than eight (8) weeks before a Committee meeting.

12.2 Proposed amendments shall be distributed by the Secretary to Committee members for comment, after which the proposals will be considered in open discussion during the next regular Technical Division meeting.

12.3 Following discussion, the amendment shall be voted upon. A two-thirds majority of all votes cast by members present and eligible to vote shall be required for adoption of the proposed amendment.

13.0 Procedures

All instances not covered by these Bylaws shall be governed by Roberts' Rules of Order.

6.9 MODAL ANALYSIS/DYNAMIC SYSTEMS TECHNICAL DIVISION

Bylaws Updated November 2004

1.0 Name

The name of this group shall be the Modal Analysis/Dynamic Systems Technical Division.

2.0 Purpose

The specific purpose of the Division shall be:

- (a) To further develop and to advance the art of dynamic analysis and measurements through the exchange of information on modal analysis, other dynamic analysis methods, measurements of dynamic phenomenon and instrumentation for dynamic measurements.
- (b) To provide improved and efficient technical coordination between both experimental and analytical users of dynamic analysis in the engineering community and manufacturers of these systems hardware and software).
- (c) To promote technical discussions with instrumentation manufacturers on an industry wide base, to coordinate user requirements for dynamic instrumentation and focus attention on user needs.
- (d) To identify and sponsor projects involving dynamic analysis and dynamic measurements as spelled out in the "Scope of Activity" for this committee.

3.0 Scope of Activity

The following outline presents the scope of the division activity and/or areas of discussion at committee meetings. The outline should be only a guide and is not meant to limit the activity. The fundamental criterion for judging the appropriateness of a topic is that it satisfies the purpose (Item 1.0 of the Bylaws) of this committee. Particular emphasis should be placed on modal analysis testing and on education of users so that state-of-the-art testing may be carried out.

Outline of the Scope of Activities for the Division

3.1 Techniques

- A. Measurement
- B. Analysis
- C. Recording

3.2 Measuring Instrumentation

- A. Transducers
 - 1) Calibration
 - 2) Limitations/problem areas
 - 3) New type/new applications
- B. Conditioners/Filters
 - 1) Proper use
 - 2) Limitations
 - 3) New type/new applications
- C. Excitation Devices
 - 1) Proper Use
 - 2) New types

3.3 Analysis Equipment

- A. Modal Analysis Systems
- B. Spectrum Analyzers
- C. Shock Analyzers
- D. Micro Computers
 - 1) Analysis software
 - 2) Correlation and other software

3.4 Recording Equipment

- A. Recorders
 - 1) Analog type
 - a) strip chart
 - b) tape
 - 2) Digital type
 - a) A-D conversion
 - b) Micro computers
 - c) Digital tape
- B. Automated Data Acquisition Systems

3.5 National Standards (ANSI/ISO)

- A. Existing or Planned Standards
- B. Needed Standard
 - 1) Qualification standard
 - 2) Standardization of Modal Testing

3.6 Sponsored Projects

- A. Technical Sessions at National Meetings
- B. Workshops and/or Seminars
- C. Monographs

4.0 Membership

4.1 Qualification:

To qualify for membership considerations, the individual member shall satisfy all of the following requirements:

- (a) A member shall be actively involved in the analysis of dynamic systems, or in the use or manufacture of dynamic instrumentation.
- (b) A member shall be willing and able to support the aims of the Division by sharing technical information relating to dynamic analysis.
- (c) A member shall be a member of SEM.

4.2 Election to Membership:

- (a) Members will be selected to the Division by a membership sub-committee selected by the Division.
- (b) The membership sub-committee will consist of approximately ten percent of the total membership of the Division at the time of election, with a minimum of five members.

4.3 Termination of Membership:

- (a) Status of all members will be reviewed periodically by the membership sub-division to assure maximum effectiveness of the Division.
- (b) A member may be solicited to resign when they fail to satisfy the requirements of membership in the opinion of the membership sub-division.

4.4 Limitations of Membership:

- (a) The total number of Division members shall be limited to the extent that permits effective and efficient operation in furthering the purposes of the Division.

5.0 Publications

5.1 Proceedings and minutes:

- (a) The Division shall prepare proceedings and other publications as desired. Each member will be supplied one copy free of charge.

5.2 Preparation and distribution:

- (a) The SEM Headquarters staff will assist in the duplication and distribution of such proceedings and publications.
- (b) It is expected that whenever possible, proceedings and other publications will be made available to the Society for sale or distribution as it sees fit.

6.0 Duties of Officers

- 6.1 **Chair** - The Chair of the Division shall preside over all Division meetings and be responsible for liaison with the national SEM Society.
- 6.2 **Vice-Chair** - The Vice-Chair will assist the Chair and act in their place when they are absent. The Vice-Chair will act as chair of the Membership sub-committee. He will also succeed the Chair to office of the Division the following year.
- 6.3 **Secretary** - The Secretary of the Division shall be appointed by the Chair and will be responsible for all correspondence necessary for proper operation of the Division. The Secretary will also serve concurrently on the TD Executive Board.
- 6.4 **Executive Board Members** - The Executive Board will be composed of the past Chair, the present Chair and Vice-Chair, four delegates-at-large, and the Division Secretary. They shall be expected to attend TD Executive Board meetings, voice opinions and vote on all matters brought to the attention of the Board. The past Chair of the Division shall chair the TD Executive Board. The delegates-at-large shall serve two years; two being replaced each year.

7.0 Sub-Divisions

7.1 Establishment and Duties

- (a) The Membership Sub-committee shall be a permanent standing committee responsible for the election of members to the Division.
- (b) The TD Executive Board may, at its option, recommend or establish other sub-committees, which shall report at each Division meeting until dissolved.
- (c) The Chairs of the sub-committees established by the Division or TD Executive Board shall be appointed by the Division Chair.

8.0 Election Procedures

8.1 Nominations for Executive Board and Vice-Chair

- (a) Nominations for Vice-Chair and two delegates-at-large shall be commenced during the Spring Meeting of SEM.

- (b) Additional nominations will be accepted by the TD Executive Board up to August 1 of each year.
- (c) If more than five (5) members are nominated for the TD Executive Board, the initial ballot will be considered a primary to select five candidates for a second ballot.

8.2 Elections for Executive Board and Vice-Chair

- (a) The election shall take place during the IMAC Meeting of SEM.
 - (1) Ballots will list the nominees in alphabetical order for the Vice-Chair and for the TD Executive Board.
 - (2) The nominee for Vice-Chair receiving the largest number of votes shall be declared the elected Vice-Chair.
 - (3) The two (2) nominees for all the TD Executive Board receiving the largest number of votes shall be declared elected to the TD Executive Board.
 - (4) In the event two or more names receive a like number of votes, the tie shall be resolved by lot.

8.1 Voting

Only bona fide Division members present shall vote.

8.2 Vacancies

- (a) Should a vacancy develop on the TD Executive Board, the Chair shall appoint a replacement to fill the vacancy, subject to the approval of the remaining board members.
- (b) Should the immediate past Chair be unable to serve on the TD Executive Board for any reason, The position shall remain vacant, and the Division Chair shall assume the duties.
- (c) Should the immediate past Vice-Chair be unable to serve as Chair for any reason, an election for the Chair will be conducted in the same manner as for the Vice-Chair.

9.0 Finance

9.1 Financial Operation

The Division shall not incur any financial obligations in the name of the Society without appropriate approval of the Executive Board of SEM. However, with the concurrence of the SEM Executive Board, the Division may raise funds for specific projects sponsored by that Division and shall be responsible for the administration of these funds. If requested, the Society Headquarters office will serve as a custodian of such funds.

10.0 Meetings

10.1 Division Meetings

The Division shall meet semi-annually in conjunction with the scheduled meetings of the national Society. Additional meetings can be called by the TD Executive Board.

10.2 TD Executive Board Meetings

The TD Executive Board meetings shall be held quarterly, or as required by Division activity and business. The TD Executive Board will set the dates of these meetings.

10.3 Notices

Notice of meetings shall be sent to all members at least six (6) weeks prior to the meeting date.

11.0 Amendment Procedures

11.1 Proposals

Amendments to the Bylaws may be proposed by any member of the Division, directed in writing to the TD Executive Board. Notice will be sent to all Division members by letter, not less than three weeks prior to the Division meeting date.

11.2 Voting

- (a) Consideration of the proposed changes shall be at a Division meeting wherein a quorum is present.
- (b) A quorum shall be defined as a simple majority of the voting Division members of record immediately preceding a Division meeting.
- (c) For Division approval, all balloting shall require a simple majority of the Division delegates of record immediately preceding the Division meeting, except as otherwise noted herein.

11.3 Notification

Accepted amendments shall be written into the record by the Secretary and distributed to all members of the Division.

11.4 Temporary Change

Temporary amendments or the suspension of a single article of the Bylaws for a period not exceeding the time between successive general meetings may be made for a specific purpose at any general meeting by a two-thirds majority of the vote of the voting members present. The purpose, the new wording of the suspension, and the time period covered shall be noted in official records.

**6.10 MODEL VALIDATION AND
UNCERTAINTY QUANTIFICATION TECHNICAL DIVISION**

**Bylaws
Adopted February 2, 2005**

1. Name

The name of this group shall be the Model Validation and Uncertainty Quantification (MV&UQ) Technical Division.

2. Purposes

The purpose of the Model Validation and Uncertainty Quantification (MV&UQ) Technical Division shall be to provide maximum technical benefits to its members by:

- (a) Promoting the advancement and understanding of MV&UQ theory and methods by providing a forum for the exchange of information on MV&UQ theory, methods, applications, and related activities.
- (b) Promoting “best practices” in the areas of experimental testing and validated simulations through the use of MV&UQ methods.
- (c) Providing educational opportunities to promote the understanding and use of proven MV&UQ methods.
- (d) Whenever possible, promoting the exchange of information and coordinating MV&UQ related activities with other technical or professional societies.

3. Membership

Voting members of the Technical Division will be SEM members interested or actively involved in MV&UQ activities. The IMAC mailing list will be invited to join this Technical Division annually before the IMAC Conference by e-mail. Those who attend the regular annual meeting will compose a quorum for transacting business. The members of the Technical Division will be those who attended the last meeting and those who request to remain on the membership list even though they were not able to be at the last meeting.

4. Organization and Governance

Organizational responsibilities shall be vested in the TD Executive Board of the Technical Division. This TD Executive Board shall consist of the Officers, Past-Chair and others as appointed by the Chair of the Technical Division. It shall be the TD Executive Board's responsibility to schedule, coordinate, plan and organize activities, and to establish policies and procedures for submission to the Committee for consideration.

5. Meetings

- 5.1. Regular meetings of the working group shall be held at 12 months intervals, which coincide with the annual IMAC Conference. It shall be the duty of the Secretary to notify (with agenda) all members of forthcoming meetings at least one (1) month prior to a meeting.
- 5.2. The agenda for regular meetings will be formulated by the TD Executive Board of the Technical Division.

6. Officers and their Duties

- 6.1. **Chair** - The Chair of the Technical Division shall also be Chair of the TD Executive Board and shall preside over the meetings of each body. The Chair shall be a member of the Nominating Committee, an ex-officio member of all Subcommittees and represent the Technical Division to —and interface with — the national SEM. The Chair shall be a member of the SEM Technical Activities Council.

- 6.2. **Vice-Chair** - The Vice-Chair shall discharge the duties of the Chair in his/her absence or disability and undertake such other duties as may be requested of him/her by the Chair. The Vice-Chair will belong to the TD Executive Board.
- 6.3. **Secretary** - The Secretary shall be responsible for preparing and distributing meeting notices, ballots and other correspondence of general interest to the Division. The Secretary will also take minutes during the Technical Division meetings and will prepare and distribute copies of such minutes to each of the Technical Division members. The Secretary will belong to the TD Executive Board. The secretary will maintain the membership list obtained as specified under the membership section. When sending out the annual meeting announcement, the secretary will give opportunity for members to declare their intent to continue membership status for the current year if they are not able to attend the annual meeting. Members will be deactivated if they do not come to the annual meeting or declare their intent to continue membership.
- 6.4. **Past-Chair** - The Past-Chair will act primarily as an advisor to the incumbent Chair and shall be a member of the TD Executive Board. The Past-Chair shall also act as Chair of the Nominating Committee, conduct the election, count the votes and make the results known to the Technical Division.
- 6.5. **Historian** – The Historian will coordinate work to categorize and archive model validation and uncertainty quantification papers written for SEM conferences and journals in a data-base that will be available to ease the referencing of such papers.

7. Election of Officers

- 7.1. The Chair and Past-Chair shall constitute a Nominating Committee for the elective officers of the TD Executive Board. Nominations for elective officers can also be made from the floor or by letter and can only be made by voting members or designated alternate.
- 7.2. Voting will be by secret ballot if there are multiple nominees and by acclamation when only one nominee exists for a given office.
- 7.3. The nominee for each office receiving a simple majority of votes cast shall be elected. Ties shall be resolved by a run-off election.
- 7.4. The election of officers shall normally be held during the IMAC Conference of every second year, with elected officials taking office at the following meeting. The terms of office shall be two years.
- 7.5. Vacancies - Should a vacancy occur on the TD Executive Board the Chair shall appoint a replacement to fill the vacancy subject to approval of the remaining TD Executive Board members. In the event the Chair's seat becomes vacant, the Vice-Chair will assume the position and make appropriate appointments.

8. Subdivisions

The TD Executive Board may establish subdivisions. These subdivisions will concern themselves with special areas of interest to the Technical Division. Subcommittee reports shall be presented at each Technical Division meeting until the subcommittee is dissolved. The chair of such subdivisions shall be appointed by the Chair of the Technical Division.

9. Publications

- 9.1. A copy of the minutes of each Technical Division meeting shall be sent to each member.
- 9.2. Proceedings and other publications shall be prepared and distributed as deemed appropriate.

10. Records

Permanent past and current records such as copies of meeting notices, lists of meeting attendees, minutes, correspondence, membership list, publications, etc., shall be maintained by the Secretary. Such information should also be sent to National SEM Headquarters for filing.

11. Finances

There shall be no dues or financial obligations of the members other than their personal expense incurred in attending meetings.

12. Amendments

These Bylaws may be amended at any time using the following procedures:

- 12.1. Amendments can be proposed by any voting member. Proposed amendments shall be submitted in writing to the TD Executive Board no later than eight (8) weeks before a Committee meeting.
- 12.2. Proposed amendments shall be distributed by the Secretary to Committee members for comment, after which the proposals will be considered in open discussion during the next regular Technical Division meeting.
- 12.3. Following discussion, the amendment shall be voted upon. A two-thirds majority of all votes cast by members present and eligible to vote shall be required for adoption of the proposed amendment.

13. Procedures

All instances not covered by these Bylaws shall be governed by Roberts' Rules of Order.

6.11 OPTICAL METHODS TECHNICAL DIVISION

Bylaws

1.0 Name

This group shall be called the Optical Methods Technical Division.

2.0 Purpose

The purpose of the Optical Methods Technical Division shall be to provide maximum benefits to members of the SEM interested in applications of optical methods in all areas of experimental mechanics. The Division will attempt to:

- (a) Advance optical technology by providing a forum for the timely exchange of information.
- (b) Assist Local Sections with workshops on Optical Methods.
- (c) Promote the development of new applications of Optical Methods in mechanics by organizing symposia-type technical sessions.

3.0 Membership

Membership shall be made up of individuals interested in applications of optical methods in experimental mechanics, and in participating in the activities of this Division. Anyone who qualifies may join the Division, subject to the approval of the TD Executive Board. There shall be two types of memberships:

- (a) Voting - SEM members
- (b) Non-voting – non-SEM members.

4.0 Organization

Organizational responsibilities shall be vested in the TD Executive Board of the Division. This TD Executive Board shall consist of the elected officers and the previous Past Chair. (The previous Past Chair is the most recent Past Chair currently active with SEM and willing to serve the Division.) The responsibilities of the Board are:

- (a) To schedule, coordinate and organize activities and meetings of the Division.
- (b) To establish policies and procedures for consideration of the full Division at regular meetings of the Division.

5.0 Officers and Their Duties

All officers shall be voting members of the full Division (i.e., SEM members) empowered to carry out their duties as described in these Bylaws and specifically as follows:

- 5.1 **Chair** - The Chair shall also be Chair of the TD Executive Board, shall preside over meetings of both the TD Executive Board and the full Division, shall be a member of the Nominating Committee and shall represent the Division on Optical Methods at meetings of both the SEM Technical Activities Council and the TD Executive Board.
- 5.2 **Vice-Chair** - The Vice-Chair shall act in place of the Chair during absence of the Chair and shall further assist the Division by carrying out assignments given by the Chair.

- 5.3 **Secretary** - The Secretary shall be responsible for taking minutes during sessions of the Division and following adoption of these minutes by the TD Executive Board, will prepare and distribute copies of such minutes to all committee members. The Secretary will also be responsible for preparing and distributing meeting notices, ballots and all correspondence of general interest to the Division.
- 5.4 **Previous Past Chair** - The previous Past Chair will act primarily as an advisor to the incumbent Chair and will also act as Chair of the Nominating Committee, conduct the election of officers, count the votes and make the results known to the full Division.

6.0 Meetings

- 6.1 Regular meetings of the full Division shall be held at least once every year at the Annual Meeting of the entire SEM. A second meeting may be held at the Fall Meeting of the SEM if business warrants. It shall be the duty of the Secretary to notify all members of any meetings at least six (6) weeks in advance, by letter.
- 6.2 The agenda for regular meetings will be formulated by the TD Executive Board in conjunction with the current Division Chair.

7.0 Election of Officers

The Chair and previous Past Chair shall constitute a Nominating Committee for the elective offices of the TD Executive Board. Nominations for elective offices can also be made by letter by any voting member.

- (a) Voting will be by mail ballot.
- (b) The nominee for each office receiving a simple majority of the votes cast shall be elected.
- (c) In the event of a tie, additional ballots will be cast by mail until one candidate wins a majority.
- (d) The election of officers shall be held every three years prior to Annual Meeting of the SEM.
- (e) The newly elected officers shall take office at the meeting immediately following their election.
- (f) The Division Chair and Vice-Chair will stand for election together one year prior to the Secretary of the Division.
- (g) Should a vacancy develop on the TD Executive Board the Chair shall appoint another member of the Division to fill the vacancy subject to the approval of the remaining TD Executive Board members. Except for the previous Past Chair, if the un-expired term is for 18 months or longer, this will be considered an interim appointment and nominations will be made and a new election held.
- (h) In the event the Chair's seat becomes vacant the Vice-Chair will succeed the Chair and appoint a new Vice-Chair, again subject to the approval of the remaining Board members. Again, except for the previous Past Chair, if the un-expired term is for 18 months or longer, this will be considered an interim appointment and nominations will be made and a new election held.
- (i) All officers shall be members of SEM.

8.0 Subdivisions

The TD Executive Board may establish and dissolve Subdivisions as needed. These Subdivisions will be concerned with subjects of interest to the Division. So long as the Subdivision is maintained it shall present Subdivision Reports to the full Division at each meeting of the full Division. The Chair of such Subcommittee shall be appointed by the Chair of the TD Executive Board.

9.0 Finances

There shall be no dues or other financial obligations to any committee member other than personal expenses incurred in attending meetings.

10.0 Amendments

These Bylaws may be amended at any time as follows:

- (a) Amendments may be proposed by any voting member. Proposed amendments shall be submitted in writing to the TD Executive Board no later than eight (8) weeks before a meeting.
- (b) The proposed amendment will be considered in open discussion during the next regular Division meeting.
- (c) Following discussion, the amendment shall be voted upon using a secret ballot. A two-thirds (2/3) majority of all members present and eligible to vote is required for adoption of a proposed amendment.

An additional alternative amendment procedure is as follows:

- (a) Amendments may be proposed by any voting member at the time of the meeting if submitted in writing to the Chair prior to the opening of the meeting and presented verbally to the entire Division for discussion during the meeting.
- (b) Adoption is the same as for a regular Amendment except that adoption requires a three-quarters (3/4) majority and the new amendment must be reconsidered at the next meeting where it can be rescinded by a 50% majority.

11.0 Final

All situations not covered by these Bylaws shall be covered by Robert's Rules of Order.

6.12 RESIDUAL STRESS TECHNICAL DIVISION

Bylaws

1.0 Purpose

The specific purpose of the Residual Stress Technical Division shall be:

- (a) To further develop and advance the art of both residual stress measurement and analytical techniques through exchange of information concerning applications and methods of analysis and instrumentation.
- (b) To provide improved and efficient technical coordination between the users of residual stress measurement apparatus, the manufacturers of these devices and end-users of residual stress data.
- (c) To collect and disseminate technical information required for the application of empirical and analytical methods of determining residual stresses.
- (d) To identify and sponsor, within the limitations noted below, projects involving residual stress measurement and data analysis; e.g., technical seminars, round-robin studies, publications and similar project as may be authorized by the Division.

2.0 Scope of Activity and/or Areas of Discussion

In general, the scope of Division activity and/or topics of discussion shall be concerned with methods of determining residual stresses by empirical or analytical means, apparatus and instrumentation used for the measurement of residual stresses and specific applications of empirical or analytical techniques. The fundamental criteria for judging the appropriateness of a topic is that it shall satisfy the purpose of the Division as specified in Article 1.

In selecting topics for discussion, emphasis shall be placed upon state-of-the-art solutions to residual stress measurement and analytical problems, which are of current interest to the engineering community.

3.0 Membership

3.1 Qualifications:

To qualify for membership consideration, the individual member shall satisfy all the following requirements.

- (a) A member shall be an active user or manufacturer of residual stress measurement instrumentation or be involved in the analysis or use of residual stress data.
- (b) A member shall be willing and able to support the aims of the Division by sharing technical information relating to residual stress measurement instrumentation and data analysis with other Division members.
- (c) A member is expected to participate in all Division activities.
- (d) There shall be two types of members:
 - (1) Voting - SEM members
 - (2) Non-voting – Non-SEM members

3.2 Election of Membership:

- (a) Members will be elected to the Division by a membership sub-committee.
- (b) The Vice-Chair of the Division will be the Chair of the membership sub-committee, which will consist of the TD Executive Board.

3.3 Termination of Membership

- (a) Status of all members will be reviewed periodically by the membership sub-committee to assure maximum effectiveness of the Division.
- (b) A member may be solicited to resign when they fail to satisfy the requirements of membership in the opinion of the membership sub-committee.
- (c) A member may withdraw from the Division at their request, or by action on the part of the organization, which they, represents.

3.4 Limitations of Membership

The total number of Division members shall be limited to the extent that permits effective and efficient operation in furthering the purposes of the Division.

4.0 Publications

4.1 Proceedings and Minutes

- (a) The Division shall prepare proceedings and other publications as desired. Each member will be supplied one copy free of charge.
- (b) It is expected that whenever possible, proceedings and other publications will be made available to the Society for sale or distribution as it sees fit.

5.0 Duties of Officers

- 5.1 **Chair** - The Chair of the Division shall preside over all Division meetings and be responsible for liaison with the national SEM Society for a period of 2 years. The Chair will be a member of SEM Technical Activities Council.
- 5.2 **Vice-Chair** - The Vice-Chair will assist the Chair and act in place of the Chair when the Chair is absent. The Vice-Chair will act as Chair of the Membership Sub-Committee. He will also succeed the Chair to office of the Division Chair.
- 5.3 **Secretary** - The Secretary of the Division shall be appointed by the Chair and will be responsible for all correspondence necessary for proper operation of the Division including meeting notices. The Secretary will also serve concurrently on the TD Executive Board.
- 5.4 **TD Executive Board Members** - The TD Executive Board will be composed of the past Chair, the present Chair and Vice-Chair, the Division Secretary, four delegates-at-large, and the standing sub-committee Chairs. They shall be expected to attend all TD Executive Board meetings, voice opinions and vote on all matters brought to the attention of the Board. The past Chair of the Division shall chair the TD Executive Board. The delegates-at-large shall serve for a term of four years.

6.0 Sub-Committees

6.1 Establishment and Duties:

- (a) The Membership Sub-Committee shall be a permanent standing committee responsible for the election of members to the Division.

- (b) Permanent Standing Sub-Committees shall be established to organize and administer to the Affairs of the committee membership in the areas of: Mechanical, X-Ray Diffraction, Magnetic, Ultrasonic and Analytical Methods of determining residual stresses.
- (c) The TD Executive Board may, at its option, recommend or establish other sub-committees, which shall report at each Division meeting until dissolved.
- (d) Chairs of the sub-committee established by the Division or TD Executive Board shall be appointed by the Division Chair.

7.0 Election Procedures

7.1 Nominations

- (a) Nominations for Vice-Chair and two delegates-at-large shall be commenced during the spring meeting of the Division every second year.
- (b) Additional nominations will be accepted by the TD Executive Board up to August 1 of an election year.
- (c) If more than five (5) members are nominated, the initial ballot will be considered a primary to select five candidates for a second ballot.

7.2 Elections - The TD Executive Board members shall be elected using the following procedure:

- (a) Ballots will list nominees in alphabetical order with no mention of office.
- (b) Members will vote for three (3) of the nominees.
- (c) The three nominees receiving the largest number of votes shall be declared elected to the TD Executive Board.
- (d) The nominee receiving the largest number of votes shall be declared Vice-Chair.
- (e) In the event of two or more names receiving a like number of votes, the tie shall be resolved by lot.
- (f) A qualified nominee may decline the position of Vice-Chair, in which case they will become one of the delegates-at-large. The position of Vice-Chair will pass to the nominee with the next largest number of votes. In the event the third qualified nominee declines the Vice-Chair position, they relinquish their right to a position on the TD Executive Board and a new election will be declared for office of Vice-Chair.
- (g) Only SEM members may be officers.

7.3 Voting - Only bona fide voting Division members shall vote.

7.4 Vacancies

- (a) Should a vacancy develop on the TD Executive Board, the Chair shall appoint a replacement to fill the vacancy, subject to the approval of the remaining board members.
- (b) Should the immediate past Chair be unable to serve on the TD Executive Board for any reason, the position shall remain vacant, and the Division Chair shall assume duties.
- (c) Should immediate past Vice-Chair be unable to serve as Chair for any reason, delegates shall vote for four nominees rather than three.

- (1) The four nominees receiving the largest number of votes shall be declared elected to the TD Executive Board.
- (2) The nominee receiving the largest number of votes shall be declared Chair.
- (3) The nominee receiving the next largest number of votes shall be declared Vice-Chair with exceptions as noted under the condition of Article 7.2.f.

8.0 Finance

- 8.1 **Financial Operation** - The Division shall not incur any financial obligations in the name of the Society without appropriate approval of the Executive Board of SEM. However, with the concurrence of the SEM Executive Board, the Division may raise funds for specific projects Sponsored by the Division and shall be responsible for the administration of these funds. If requested, the Society Headquarters office will serve as a custodian of such funds.

9.0 Meetings

- 9.1 **Division Meetings** - The Division shall meet semi-annually in conjunction with the scheduled meetings of the National Society.
- 9.2 **Executive Board Meetings** - The Executive Board meetings shall be held as required by Division activity and business. The TD Executive Board shall set the dates of these meetings.
- 9.3 **Notices** - Notice of meetings shall be sent to all members at six (6) weeks prior to the meeting date.

10.0 Amendments Procedures

- 10.1 **Proposals** - Amendments to the Bylaws may be proposed by any member of the Division, Directed in writing to the TD Executive Board. Notice will be sent to all Division members by letter, not less than three weeks prior to the Division meeting date.
- 10.2 **Voting**
- (a) Consideration of the proposed changes shall be at a Division meeting.
 - (b) If a majority of those present approve the proposed changes, the amendment shall be submitted to the entire division membership for balloting by mail. Ballots shall be counted on the 30th day following the date of mailing.
 - (c) For committee approval, all balloting shall require a simple majority of the Division delegates of record immediately preceding the Division meeting, except as otherwise noted herein.
- 10.3 **Notification** - Accepted amendments shall be written into the record by the Secretary and distributed to all members of the Division.
- 10.4 **Temporary Change** - Temporary amendments or the suspension of a single article of the Bylaws for a period not exceeding the time between successive general meetings may be made for a specific purpose at any general meeting by a two-thirds majority of the vote of the members present. The purpose, the new wording of the suspension, and the time period covered shall be noted in official records.

6.13 SENSORS & INSTRUMENTATION TECHNICAL DIVISION

Bylaws

1.0 Name and Object

- 1.1 The name of this group shall be the Sensors & Instrumentation Technical Division.
- 1.2 The purpose of this Technical Division shall be:
 - (a) to promote and encourage the exchange of nonproprietary information pertaining to theory, design and application of transducers;
 - (b) to hold conferences, meetings, and workshops on transducer related subjects;
 - (c) cause to be presented at such meetings papers or articles by members and invited guests;
 - (d) to do such other acts, consistent with the general purpose and aim of the Society for Experimental Mechanics, which may further the Society's aims upon a local, national and international basis.

2.0 Membership

- 2.1 Membership is open only to SEM members interested in transducer related subjects.
- 2.2 Only one type of division membership is recognized. All members will have equal voting privileges in carrying out the business of this division.
- 2.3 Application for membership must be transmitted in writing on membership application form.
- 2.4 Membership shall be terminated by death, or resignation signed by the member and sent to the Division Secretary, or due to absence from the Division meetings for more than a two-year period without notifying the Division Secretary of a good cause.

3.0 Officers and TD Executive Board

- 3.1 The organizational responsibilities shall be vested in the TD Executive Board of the Division. The Board shall consist of the officers, Past Chair, and other members as appointed by the Division Chair. It shall be the TD Executive Board's responsibility to schedule, coordinate, plan and organize activities, and to establish policies and procedures for submission to the Division for consideration.
- 3.2 The officers of the Division shall include an elected Chair, Vice-Chair, and Secretary.
- 3.3 **Chair** - The Chair of the Division shall also be Chair of the TD Executive Board and shall preside over the meetings of each body. He shall be a member of the Nominating Committee, an ex officio member of all subdivisions and represent the Division to - and interface with - the National SEM. The Chair shall be a member of the SEM Technical Activities Council. He will be one of the advisors of the TDC for the next term.
- 3.4 **Vice-Chair** - The Vice-Chair shall perform the duties of the Chair in the absence of the Chair and be Chair of the Program Committee. He should also undertake other duties as may be requested by the Chair. He will also succeed the Chair of the committee for the next term.
- 3.5 **Secretary** - The Secretary shall be responsible for keeping membership records, preparing and mailing meeting notices, absentee ballots and other correspondence of general interest to the Division. He will also take minutes during the Division meetings and prepare and distribute copies of such minutes to

each of the Division members. He will also take minutes during TD Executive Board meetings and prepare and distribute copies of such minutes to each of the TD Executive Board members.

3.6 All members of the Executive Board shall be members of SEM.

4.0 Election and Term of Officers

- 4.1 The Chair and Past Chair shall constitute a Nominating Committee for the elective officers of the TD Executive Board. Nominations for the elective officers can also be made from the floor or by letter and can only be made by voting members.
- 4.2 Voting will be by secret ballot. The nominee for each office receiving a simple majority of votes cast shall be elected. Ties shall be resolved by a run-off election. Twenty percent of the members of the Division shall constitute a quorum for a business meeting or the election of officers.
- 4.3 The term of the offices of Chair, Vice Chair, and Secretary shall be two years. The election of officers shall normally be held at every second Spring SEM National Meeting, with elected officials taking office at the following meeting.
- 4.4 Should a vacancy occur on the TD Executive Board, the Chair shall appoint a replacement to fill the vacancy subject to approval of the remaining Board members. In the event the Chair's seat becomes vacant, the Vice Chair will assume the position and make appropriate appointments subject to approval of the remaining Board members.

5.0 Subdivisions

The TD Executive Board may establish subdivisions. These subdivisions will concern themselves with special areas of interest to the Division. Subdivision reports shall be presented at each committee meeting until the subdivision is dissolved. The Chair of such subdivisions shall be appointed by the Division Chair.

6.0 Meetings

- 6.1 Regular meetings of the working group shall be in conjunction with SEM National Meetings. It shall be the duty of the Secretary to notify (with agenda) all members of forthcoming meetings at least one month prior to a meeting.
- 6.2 The agenda definition for regular meetings will be generated by the Vice Chair (Chair or the Program Committee) and be approved by the TD Executive Board.

7.0 Finances

There shall be no dues or financial obligations of the members other than their personal expense incurred in attending meetings.

8.0 Amendments

These Bylaws may be amended at any time using the following procedures:

- (a) Amendments can be proposed by any member. Proposed amendments shall be submitted in writing to the TD Executive Board no later than eight weeks before a committee meeting.
- (b) Proposed amendments shall be distributed by the Secretary to the Division members for comment, after which the proposal will be considered in open discussion during the next regular Division meeting.
- (c) Following discussion, the amendment shall be voted upon using a secret ballot. A two-thirds majority of all votes cast by members present shall be required for adoption of a proposed amendment.

9.0 General

9.1 This Division shall be governed by these Bylaws and by such Bylaws as it may adopt, provided that the Bylaws are consistent with the Constitution and Bylaws of the Society for Experimental Mechanics.

9.2 A copy of the Bylaws shall be filed in the office of the Society for Experimental Mechanics.

6.14 TIME DEPENDENT MATERIALS TECHNICAL DIVISION

Bylaws

1.0 Name

This group shall be called the Time Dependent Materials Technical Division.

2.0 Purpose

The purpose of the Time Dependent Materials (TDM) Technical Division shall be to provide maximum benefits to members by:

- (d) Providing a forum for technical exchange of information of the mechanics and behavior of time dependent materials.
- (e) Advancing technology related to time dependent material through timely exchange and dissemination of information.
- (f) Planning and coordinating activities of the Society related to time dependent materials.
- (g) Promoting and organizing technical sessions related to current and emerging technologies, materials and applications.
- (h) Promoting and organizing symposia or conference tracks for the annual Society meeting.
- (i) Interacting, assisting and collaborating with other technical divisions and committees within the Society and with outside organizations and societies on common or overlapping topics related to time dependent materials.

3.0 Membership

Membership shall be made up of individuals interested in the response of time dependent materials in experimental mechanics, and in participating in the activities of this Technical Division. Anyone who qualifies may join the Technical Division, subject to the approval of the TD Executive Board. There shall be two types of memberships:

- (c) Voting - SEM members
- (d) Non-voting – non-SEM members.

4.0 Organization

Organizational responsibilities shall be vested in the TD Executive Board of the Division. This TD Executive Board shall consist of the elected officers and the previous Past Chair. (The previous Past Chair is the most recent Past Chair currently active with SEM and willing to serve the Division.) The responsibilities of the Board are:

- (c) To schedule, coordinate and organize activities and meetings of the Division.
- (d) To establish policies and procedures for consideration of the full Division at regular meetings of the Division.

5.0 Officers and Their Duties

All officers shall be voting members of the full Division (i.e., SEM members) empowered to carry out their duties as described in these Bylaws and specifically as follows:

- 5.5 **Chair** - The Chair shall also be Chair of the TD Executive Board, shall preside over meetings of both the TD Executive Board and the full Division, shall be a member of the Nominating Committee and shall represent the Division on Time Dependent Materials at meetings of both the SEM Technical Activities Council and the TD Executive Board.
- 5.6 **Vice-Chair** - The Vice-Chair shall act in place of the Chair during absence of the Chair and shall further assist the Division by carrying out assignments given by the Chair.
- 5.7 **Secretary** - The Secretary shall be responsible for taking minutes during sessions of the Division and following adoption of these minutes by the TD Executive Board, will prepare and distribute copies of such minutes to all committee members. The Secretary will also be responsible for preparing and distributing meeting notices, ballots and all correspondence of general interest to the Division.
- 5.8 **Previous Past Chair** - The previous Past Chair will act primarily as an advisor to the incumbent Chair and will also act as Chair of the Nominating Committee, conduct the election of officers, count the votes and make the results known to the full Division.

6.0 Meetings

- 6.3 Regular meetings of the full Division shall be held at least once every year at the Annual Meeting of the entire SEM. A second meeting may be held at the Fall Meeting of the SEM if business warrants. It shall be the duty of the Secretary to notify all members of any meetings at least six (6) weeks in advance.
- 6.4 The agenda for regular meetings will be formulated by the TD Executive Board in conjunction with the current Division Chair.

7.0 Election of Officers

The Chair and previous Past Chair shall constitute a Nominating Committee for the elective offices of the TD Executive Board. Nominations for elective offices can also be made by letter by any voting member.

- (j) Voting will be by secret ballot.
- (k) The nominee for each office receiving a simple majority of the votes cast shall be elected.
- (l) In the event of a tie, additional ballots will be cast (run-off election) until one candidate wins a majority.
- (m) The election of officers shall normally be held every second year during the Time Dependent Materials Technical Division meeting held during the Annual Meeting of the Society. The terms of office shall normally be two years.
- (n) The newly elected officers shall take office at the meeting immediately following their election.
- (o) Should a vacancy develop on the TD Executive Board the Chair shall appoint another member of the Division to fill the vacancy subject to the approval of the remaining TD Executive Board members. Except for the previous Past Chair, if the un-expired term is for 18 months or longer, this will be considered an interim appointment and nominations will be made and a new election held.
- (p) In the event the Chair's seat becomes vacant the Vice-Chair will succeed the Chair and appoint a new Vice-Chair, again subject to the approval of the remaining Board members. Again, except for the previous Past Chair, if the un-expired term is for 18 months or longer, this will be considered an interim appointment and nominations will be made and a new election held.

- (q) All officers shall be members of SEM.

8.0 Subdivisions

The TD Executive Board may establish and dissolve Subdivisions as needed. These Subdivisions will be concerned with subjects of interest to the Division. So long as the Subdivision is maintained it shall present Subdivision Reports to the full Division at each meeting of the full Division. The Chair of such Subcommittee shall be appointed by the Chair of the TD Executive Board.

9.0 Finances

There shall be no dues or other financial obligations to any committee member other than personal expenses incurred in attending meetings.

10.0 Amendments

These Bylaws may be amended at any time as follows:

- (d) Amendments may be proposed by any voting member. Proposed amendments shall be submitted in writing to the TD Executive Board no later than eight (8) weeks before a Technical Division meeting.
- (e) The proposed amendment will be considered in open discussion during the next regular Technical Division meeting.
- (f) Following discussion, the amendment shall be voted upon using a secret ballot. A two-thirds (2/3) majority of all members present and eligible to vote is required for adoption of a proposed amendment.

An additional alternative amendment procedure is as follows:

- (c) Amendments may be proposed by any voting member at the time of the meeting if submitted in writing to the Chair prior to the opening of the meeting and presented verbally to the entire Technical Division for discussion during the meeting.
- (d) Adoption is the same as for a regular Amendment except that adoption requires a three-quarters (3/4) majority and the new amendment must be reconsidered at the next meeting where it can be rescinded by a 50% majority.

11.0 Final

All situations not covered by these Bylaws shall be covered by Robert's Rules of Order.

6.15 DIVISION ON NONLINEAR STRUCTURES AND SYSTEMS

Bylaws

14. Name

The name of this group shall be the Technical Division on Nonlinear Structures and Systems.

15. Purposes and Goals

The purpose of this Technical Division shall be to provide technical benefits to its members, the structural dynamics professional community, and related technical disciplines within the Society umbrella by:

- (m) Providing a unique multidisciplinary forum to disseminate and exchange information on new research and technical developments in the testing, identification, simulation and design of nonlinear structures and systems.
- (n) Enhancing research, technical developments, and standard practices in structures testing in the presence of nonlinearity through the identification of critical research needs and the validation and dissemination of emerging methods and promising technologies.
- (o) Promoting and/or organizing special sessions, tutorials, symposia, short courses, workshops, manuals or monographs that respond to identified needs of the TD member community and facilitate transfer of developed technologies and methods to the larger professional community.
- (p) Interacting, assisting and cooperating with other committees, societies, associations or organizations by serving as a focal point on nonlinear structures and systems.
- (q) Planning and coordinating, in cooperation with others, nonlinear dynamics activities of the Society.

16. Membership

- 16.1. Two types of committee membership are recognized:
 - (e) Voting - SEM member interested and/or active in TD activities
 - (f) Non-Voting - Non-SEM member.
- 16.2. Membership may be subject to termination because of conduct unbecoming the Technical Division or because of sustained lack of participation.

17. Organization and Governance

Organizational responsibilities shall be vested in the Executive Board of the Technical Division. This Board shall consist of the Officers, Past-Chair and others as appointed by the Chair of the Technical Division. It shall be the Executive Board's responsibility to schedule, coordinate, plan and organize activities, and to establish policies and procedures for submission to the Technical Divisions Council for consideration.

18. Meetings

- 18.1. Regular meetings of the TD shall be held at 12 months intervals which coincide with the annual IMAC conference. It shall be the duty of the Secretary to notify (with agenda) all members of forthcoming meetings at least one (1) month prior to a meeting.
- 18.2. The agenda for regular meetings will be formulated by the Executive Board of the Technical Division.

19. Officers and their Duties

- 19.1. **Chair** - The Chair of the Technical Division shall also be Chair of the Executive Board and shall preside over the meetings of each body. The Chair shall be a member of the Nominating Committee, an ex-officio member of all Subcommittees and represent the Technical Division to - and interface with - the national SEM. The Chair shall be a member of the SEM Technical Divisions Council.
- 19.2. **Vice-Chair** - The Vice-Chair shall discharge the duties of the Chair in his absence or disability and undertake such other duties as may be requested of him by the Chair. The Vice-Chair will belong to the Executive Board.
- 19.3. **Secretary** - The Secretary shall be responsible for preparing and mailing meeting notices, absentee ballots and other correspondence of general interest to the Division. The Secretary will also take minutes during the Technical Division meetings and will prepare and distribute copies of such minutes to each of the Technical Division members. The Secretary will belong to the Executive Board.
- 19.4. **Past-Chair** - The Past-Chair will act primarily as an advisor to the incumbent Chair and shall be a member of the Executive Board. The Past-Chair shall also act as Chair of the Nominating Committee, conduct the election, count the votes and make the results known to the Technical Division.
- 19.5. All officers shall be members of SEM.

20. Election of Officers

- 20.1. The Chair and Past-Chair shall constitute a Nominating Committee for the elective officers of the Executive Board. Nominations for elective officers can also be made from the floor or by letter and can only be made by voting members or designated alternate.
- 20.2. Voting will be by secret ballot if there are multiple nominees and by acclamation when only one nominee exists for a given office.
- 20.3. The nominee for each office receiving a simple majority of votes cast shall be elected. Ties shall be resolved by a run-off election.
- 20.4. The election of officers shall normally be held during the spring technical meeting of every third year, with elected officials taking office at the following meeting. The terms of office shall be three years.
- 20.5. Vacancies - Should a vacancy occur on the Executive Board the Chair shall appoint a replacement to fill the vacancy subject to approval of the remaining Board members. In the event the Chair's seat becomes vacant, the Vice-Chair will assume the position and make appropriate appointments.

21. Subdivisions

The Executive Board may establish subdivisions. These subdivisions will concern themselves with special areas of interest to the Technical Division. Subcommittee reports shall be presented at each Technical Division meeting until the subcommittee is dissolved. The chair of such subdivisions shall be appointed by the Chair of the Technical Division.

22. Publications

- 22.1. A copy of the minutes of each Technical Division meeting shall be sent to each member.
- 22.2. Proceedings and other publications shall be prepared and distributed as deemed appropriate.

23. Records

Permanent past and current records such as copies of meeting notices, lists of meeting attendees, minutes, correspondence, membership list, publications, etc., shall be maintained by the Secretary. Such information should also be sent to National SEM Headquarters for filing.

24. Finances

There shall be no dues or financial obligations of the members other than their personal expense incurred in attending meetings.

25. Amendments

These Bylaws may be amended at any time using the following procedures:

- 25.1. Amendments can be proposed by any voting member. Proposed amendments shall be submitted in writing to the Executive Board no later than eight (8) weeks before a Committee meeting.
- 25.2. Proposed amendments shall be distributed by the Secretary to Committee members for comment, after which the proposals will be considered in open discussion during the next regular Technical Division meeting.
- 25.3. Following discussion, the amendment shall be voted upon. A two-thirds majority of all votes cast by members present and eligible to vote shall be required for adoption of the proposed amendment.

26. Procedures

All instances not covered by these Bylaws shall be governed by Roberts' Rules of Order.

6.16 DATA SCIENCE TECHNICAL DIVISION

Bylaws Adopted May 20, 2020

1. Name

The name of this group shall be the Data Science Technical Division. It is identified using the acronym DS (Data Science).

2. Scope

“Data Science” is a Technical Division (TD) within SEM emphasizing the application of data analytics in the fields of structural dynamics, mechanical engineering, and associated disciplines. Unifying machine learning, deep learning, big data, statistics, and their related methods, DS provides an analytical toolset to understand and analyze actual phenomena through data. DS employs information theory, computer science, statistics, and mathematics to use data for understanding relationships and to make predictive or prescriptive models. Examples of machine learning applications of interest to DS are to provide fast-analysis engines for data processing, enable online monitoring of structures and mechanical systems, and support data-driven risk analysis and decision-making.

3. Purposes

The purpose of the Data Science (DS) Technical Division shall be to provide maximum technical benefits to its members by:

- (a) Promoting the application of data analytics to the fields of structural and mechanical engineering by providing a unique multidisciplinary forum for exchanging information on analytical methods and their applications to understand and analyze actual phenomena through data.
- (b) Encouraging research, technical developments, applications, and best practices in structural and mechanical engineering through machine learning, deep learning, big data, statistics, and related methods.
- (c) Providing educational opportunities such as tutorials, webinars, and short courses to promote the understanding and use of DS methods.
- (d) Interacting, assisting, and cooperating with other committees, societies, associations, or organizations by serving as a focal point on the development and application of DS.
- (e) Planning and coordinating, in cooperation with others, engineering activities of the Society.

4. Membership

Voting members of the Technical Division will be those who are interested or actively involved in DS activities. The Technical Division's mailing list will be used to invite its members to join the Technical Division's annual meeting. Those who attend the annual meeting will compose a quorum for transacting business. Members of the Technical Division will be those who attended the last annual meeting usually held during the IMAC Conference, although holding it during another SEM event is also possible, and those who request to remain on the membership list even though they were not able to attend the last meeting.

5. Organization and Governance

Organizational responsibilities shall be vested in the Executive Board of the Technical Division. This Board shall consist of the Officers, Past-Chair, and others as appointed by the Chair of the Technical Division. It

shall be the Executive Board's responsibility to schedule, coordinate, plan, and organize activities, and to establish policies and procedures for submission to SEM for consideration.

6. Meetings

- 6.1. Regular meetings of the Technical Division shall be held at twelve-month intervals, which coincide with the annual IMAC Conference. It will be possible to hold the Technical Division's annual meetings during another SEM event as long as it occurs within the twelve-month interval. It shall be the duty of the Secretary to notify (with agenda) all members of forthcoming meetings at least one month prior to a meeting.
- 6.2. The agenda for regular meetings will be formulated by the Executive Board of the Technical Division.

7. Officers and their Duties

- 7.1. **Chair** - The Chair of the Technical Division shall also be Chair of the Executive Board and shall preside over the meetings of each body. The Chair shall be a member of the Nominating Committee, an ex-officio member of all subcommittees and represent the Technical Division to —and interface with — the national SEM. The Chair shall be a member of the SEM Technical Divisions Council.
- 7.2. **Vice-Chair** - The Vice-Chair shall discharge the duties of the Chair in his/her absence or disability and undertake such other duties as may be requested of him by the Chair. The Vice-Chair will belong to the Executive Board.
- 7.3. **Secretary** - The Secretary shall be responsible for preparing and distributing meeting notices, ballots and other correspondence of general interest to the Division. The Secretary will also take minutes during the Technical Division meetings and will prepare and distribute copies of such minutes to each of the Technical Division members. The Secretary will belong to the Executive Board. The secretary will maintain the membership list obtained as specified under the membership section. When sending out the annual meeting announcement, the secretary will give opportunity for members to declare their intent to continue membership status for the current year if they are not able to attend the annual meeting. Members will be deactivated if they do not come to the annual meeting or declare their intent to continue membership.
- 7.4. **Past-Chair** - The Past-Chair will act primarily as an advisor to the incumbent Chair and shall be a member of the Executive Board. The Past-Chair shall also act as Chair of the Nominating Committee, conduct the election, count the votes and make the results known to the Technical Division.
- 7.5. **Historian** - The Historian will coordinate work to categorize and archive DS papers written for SEM conferences and journals in a data base that will be available to ease the referencing of such papers. The Historian will organize procedures for the implementation and organization of the Technical Division's awards, such as best-paper awards presented at SEM conferences.

8. Election of Officers

- 8.1. The Chair and Past-Chair shall constitute a Nominating Committee for the elective officers of the Executive Board. Nominations for elective officers can also be made from the floor or by letter and can only be made by voting members or designated alternate.
- 8.2. Voting will be by secret ballot if there are multiple nominees and by acclamation when only one nominee exists for a given office.
- 8.3. The nominee for each office receiving a simple majority of votes cast shall be elected. Ties shall be resolved by a run-off election.
- 8.4. The election of officers shall normally be held during the IMAC Conference of every third year, with elected officials taking office at the following meeting. The terms of office shall be three years.

- 8.5. Vacancies - Should a vacancy occur on the Executive Board the Chair shall appoint a replacement to fill the vacancy subject to approval of the remaining Board members. In the event the Chair's seat becomes vacant, the Vice-Chair will assume the position and make appropriate appointments.

9. Subdivisions

The Executive Board may establish subdivisions or subcommittees. These subdivisions will concern themselves with special areas of interest to the Technical Division. Subcommittee reports shall be presented at each Technical Division meeting until the subcommittee is dissolved. The chair of each subdivision shall be appointed by the Chair of the Technical Division.

10. Publications

10.1. A copy of the minutes of each Technical Division meeting shall be sent to each member.

10.2. Proceedings and other publications shall be prepared and distributed as deemed appropriate.

11. Records

Permanent past and current records such as copies of meeting notices, lists of meeting attendees, minutes, correspondence, membership list, publications, etc., shall be maintained by the Secretary. Such information should also be sent to the national SEM for filing.

12. Finances

There shall be no dues or financial obligations of the members other than their personal expenses incurred in attending meetings.

13. Amendments

These Bylaws may be amended at any time using the following procedures:

13.1. Amendments can be proposed by any voting member. Proposed amendments shall be submitted in writing to the Executive Board no later than eight weeks before a meeting of the Technical Division.

13.2. Proposed amendments shall be distributed by the Secretary to Technical Division members for comment, after which the proposals will be considered in open discussion during the next regular Technical Division meeting.

13.3. Following discussion, the amendment shall be voted upon. A two-thirds majority of all votes cast by members present and eligible to vote shall be required for adoption of the proposed amendment.

14. Procedures

All instances not covered by these Bylaws shall be governed by Roberts' Rules of Order.

6.17 COMUTER VISION & LASER VIBROMETRY TECHNICAL DIVISION

Bylaws April 2020

1. Name

The name of this group shall be the Computer Vision and Laser Vibrometry Technical Division.

2. Purpose

The purpose of the Technical Division on Computer Vision and Laser Vibrometry, hereafter referred to as the Technical Division, shall be to provide maximum technical benefits to its members by:

- (a) Promoting the advancement and understanding of computer vision and laser vibrometry through the exchange of information on the advances in the area of computer vision, laser vibrometry, digital image correlation, photogrammetry, and optical technique and applications of these techniques for dynamic measurements, structural dynamics, and structural health monitoring.
- (b) Promoting “best practices” in the areas of experimental testing and validated simulations through the use of computer vision, laser, and optical techniques for dynamic measurements.
- (c) Providing educational opportunities to promote the understanding and application of proven computer vision and laser techniques.
- (d) Promoting technical discussions with instrumentation manufacturers related to computer vision and laser vibrometry.

3. Membership

Voting members of the Technical Division will be SEM members interested or actively involved in Computer Vision and Laser Vibrometry related activities. The IMAC mailing list will be invited to join this Technical Division annually before the IMAC Conference by email. Those who attend the regular annual meeting will compose a quorum for transacting business. The members of the Technical Division will be those who attended the last meeting and those who request to remain on the membership list even though they were not able to be at the last meeting.

4. Organization and Governance

Organizational responsibilities shall be vested in the Executive Board of the Technical Division. This Board shall consist of the Officers, Past-Chair, and others as appointed by the Chair of the Technical Division. It shall be the Executive Board's responsibility to schedule, coordinate, plan and organize activities, and to establish policies and procedures for submission to the Committee for consideration.

5. Meetings

5.1. Regular meetings of the working group shall be held at 12 months intervals, which coincide with the annual IMAC Conference. It shall be the duty of the Secretary to notify (with agenda) all members of forthcoming meetings at least one (1) month prior to a meeting.

5.2. The agenda for regular meetings will be formulated by the Executive Board of the Technical Division.

6. Officers and their Duties

6.1. Chair - The Chair of the Technical Division shall also be Chair of the Executive Board and shall preside over the meetings of each body. The Chair shall be a member of the Nominating Committee, an ex-officio member of all Subcommittees, and represent the Technical Division to — and interface with — the national SEM. The Chair shall be a member of the SEM Technical Divisions Council.

6.2. Vice-Chair - The Vice-Chair shall discharge the duties of the Chair in his/her absence or disability and undertake such other duties as may be requested of him by the Chair. The Vice-Chair will belong to the Executive Board.

6.3. Secretary - The Secretary shall be responsible for preparing and distributing meeting notices, ballots and other correspondence of general interest to the Division. The Secretary will also take minutes during the Technical Division meetings and will prepare and distribute copies of such minutes to each of the Technical Division members. The Secretary will belong to the Executive Board. The Secretary will maintain the membership list obtained as specified under the membership section. When sending out the annual meeting announcement, the Secretary will give an opportunity for members to declare their intent to continue membership status for the current year if they are not able to attend the annual meeting. Members will be deactivated if they do not come to the annual meeting or declare their intent to continue membership.

6.4. Past-Chair - The Past-Chair will act primarily as an advisor to the incumbent Chair and shall be a member of the Executive Board. The Past-Chair shall also act as Chair of the Nominating Committee, conduct the election, count the votes, and make the results known to the Technical Division.

7. Election of Officers

7.1. The Chair and Past-Chair shall constitute a Nominating Committee for the elective officers of the Executive Board. Nominations for elective officers can also be made from the floor or by letter and can only be made by voting members or designated alternate.

7.2. Voting will be by secret ballot if there are multiple nominees and by acclamation when only one nominee exists for a given office.

7.3. The nominee for each office receiving a simple majority of votes cast shall be elected. Ties shall be resolved by a run-off election.

7.4. The election of officers shall normally be held during the IMAC Conference of every second year, with elected officials taking office at the following meeting. The terms of office shall be two years.

7.5. Vacancies - Should a vacancy occur on the Executive Board, the Chair shall appoint a replacement to fill the vacancy subject to approval of the remaining Board members. In the event the Chair's seat becomes vacant, the Vice-Chair will assume the position and make appropriate appointments.

8. Subdivisions

The Executive Board may establish subdivisions. These subdivisions will concern themselves with special areas of interest to the Technical Division. Subcommittee reports shall be presented at each Technical Division meeting until the subcommittee is dissolved. The chair of such subdivisions shall be appointed by the Chair of the Technical Division.

9. Publications

9.1. A copy of the minutes of each Technical Division meeting shall be sent to each member by the Secretary.

10. Records

Permanent past and current records such as copies of meeting notices, lists of meeting attendees, minutes, correspondence, membership list, publications, etc., shall be maintained by the Secretary. Such information should also be sent to the SEM Headquarters for filing.

11. Finances

There shall be no dues or financial obligations of the members other than their personal expense incurred in attending meetings.

12. Amendments

These Bylaws may be amended at any time using the following procedures:

12.1. Amendments can be proposed by any voting member. Proposed amendments shall be submitted in writing to the Executive Board no later than eight (8) weeks before a committee meeting.

12.2. Proposed amendments shall be distributed by the Secretary to the Committee members for comment, after which the proposals will be considered in an open discussion during the next regular Technical Division meeting.

12.3. Following discussion, the amendment shall be voted upon. A two-thirds majority of all votes cast by members present and eligible to vote shall be required for adoption of the proposed amendment.

13. Procedures

All instances not covered by these Bylaws shall be governed by Roberts' Rules of Order.

6.18 WESTERN REGIONAL STRAIN GAGE COMMITTEE

CONSTITUTION Western Regional Strain Gage Committee Approved August 2001

The Western Regional Strain Gage Committee (WRSGC) is a Technical Division of the National Society for Experimental Mechanics and operates as a Regional Committee.

ARTICLE I - NAME

The name of this organization shall be: WESTERN REGIONAL STRAIN GAGE COMMITTEE, herein called the "Committee". The Committee is a Technical Division of the National Society for Experimental Mechanics herein called "SEM".

ARTICLE II - PURPOSE

The purpose of the Committee shall be:

- A. To develop and advance the art of measurement through the exchange of information on the use of strain gages and strain gage devices.
- B. To provide improved and efficient technical coordination between the users and manufacturers of strain gages.
- C. To promote industry wide technical discussions with manufacturers, coordinate user requirements for strain gages and focus manufacturer's attention thereon.
- D. To encourage, within member organizations, the development of "in plant" strain gage committees for investigating problems and disseminating technical information on strain gages.
- E. To strengthen SEM by providing within that organization a unified strain gage Technical Division and Regional Committee with broad interest and background.

ARTICLE III - ORGANIZATION

Operational Procedures shall be:

- A. The Committee shall be composed of strain gage users and manufacturers, who meet the requirements listed in Article IV of the Constitution and Articles I and V of the Bylaws of the Committee.
- B. That the Committee meeting location shall be flexible to provide the capability of having tours of outstanding technical facilities and provide an engineering community.
- C. As a regional committee and Technical Division of SEM, the Committee concentrates its activities in the Western United States and operates and plans its meetings as an independent committee.
- D. The Committee is sponsored financially by manufacturers of strain gages, strain gage devices, or equipment associated with the use of strain gages.

ARTICLE IV - MEMBERSHIP

This committee shall be made up as follows:

A. Committee Member:

Any organizational participant in the committee shall be called a Committee Member.

B. Committee Delegate:

A Committee Member shall select a representative to attend Committee meetings. These representatives shall be called Committee Delegates.

C. Sponsor Member:

One or more manufacturers of strain gages or strain gage devices shall act as Sponsor(s) of the Committee. Sponsor(s) shall have the status of Sponsor Member(s). Sponsor Membership, both of the member and the delegate, shall be temporary and terminate when sponsorship the of the committee is concluded.

D. Sponsor Delegates:

Sponsor Members may send one qualified technical representative to the Committee meetings. This representative shall be called a Sponsor's Delegate. During the proposed term of participation as specified in Article IV Section C of the Constitution, the Sponsor's Delegate shall have all the rights and privileges of Committee Delegates.

ARTICLE V - GOVERNMENT

The Government of the Committee shall be by and for the Committee, with the consent of a simple majority of Committee Delegates of record immediately preceding a vote, provided, however, the number of Delegates present constitutes a quorum as defined in Article III, Section C-2 of the Bylaws of the Committee.

ARTICLE VI - OFFICERS, EXECUTIVE BOARD

Administrative responsibilities shall be vested in the Elected Officers and other duly selected representatives of the Committee, as set forth in Articles II and III of the Bylaws.

A. Elected Officers of the Committee shall be:

Chair
Vice Chair-Secretary
Immediate Past Chair-Treasurer
Four (4) Board Members at Large

B. The TD Executive Board shall be composed of the Elected Officers.

C. It shall be the TD Executive Board's responsibility to plan and organize Committee activities and in general to establish policies and procedures for submission to the Committee for approval during Committee business sessions.

D. All TD Executive Board members shall be members of SEM.

ARTICLE VII - ELECTIONS

Elected officers of the Committee shall be filled by election. Nominations for Elected officers may be made as specified in Article III, Section A of the Bylaws of the Committee. Election procedures shall be as specified in Article III, Section B, of the Bylaws of the Committee.

ARTICLE VIII - GEOGRAPHICAL DISTRICT

The geographical area in which the Committee will function shall be the western portion of the United States of America as defined in Article V of the Bylaws of the Committee.

ARTICLE IX - FINANCES

Financing of Committee activities shall be the responsibility of the sponsoring Member(s), and administered as described in 'Article VIII of the Bylaws.

ARTICLE X - AMENDMENTS

The Constitution of the Committee may be amended by approval of the Committee Members by procedures set forth in Article IX of the Bylaws.

BYLAWS
Western Regional Strain Gage Committee
Approved August 2001

ARTICLE I - MEMBERSHIP

A. Committee/Sponsor Members

1. Qualification for Membership

a. A Committee Member shall be:

- (1) An autonomous organization that uses strain gages or strain gage devices in research, development, testing or production. Semi-autonomous groups within a large organization may be considered for separate membership if their geographical situation warrants.
- (2) Willing and able to support the purpose of the Committee by sharing with other Committee Members technical information not subject to government or company restrictions, within the field of measurement utilizing strain gages and strain gage devices.
- (3) Willing and able to send a Delegate to Committee meetings.

b. A Sponsor Member shall be:

- (1) A manufacturer of strain gages, strain gage devices or equipment associated with the use of strain gages.
- (2) Willing and able to assume sponsorship of the Committee under terms of Article IX of the Constitution and Article VIII of the Bylaws.
- (3) Represented at Committee meetings by the Sponsor's Delegate.

2. Membership Election Procedures

- a. Non-Member organizations will be considered for Committee/Sponsor Membership if nominated by a Committee Delegate, or if their desire to participate in Committee activities is contained in a letter addressed to the Vice Chair-Secretary of the Committee. This letter shall be signed by a member of the requesting organization's technical management, which will officially commit the organization to (membership in)/(sponsorship of) the Committee. The letter should also contain the name of the proposed Delegate from the requesting organization.
- b. Membership will become effective when approved by the Elected Members of the TD Executive Board.
- c. When elected, the new Member will be so notified by the Vice Chair-Secretary in time for participation in the next Committee meeting.
- d. Committee Membership shall be continuing, whereas a Delegate may be changed at the option of the Committee member.

3. Termination of Membership

- a. A Committee/Sponsor Member may withdraw from the Committee by submitting a letter, signed by a representative of its management, directed to the Vice Chair-Secretary.
- b. Any Committee Member who does not have a Delegate present (without cause) at two (2) successive Committee meetings shall be deemed to have insufficient interest and will be notified in writing that their membership will be reviewed by the TD Executive Board. Further, that if there is not attendance (without cause) at the 3rd successive Committee meeting, they will be considered to have been dropped from the membership rolls. A final notice will be sent by the Vice Chair-Secretary as directed by the TD Executive Board stating that they have been dropped.

B. Committee/Sponsor Delegates

1. Qualifications

Each individual Delegate attending Committee meetings as the representative of a Committee/Sponsor Member must possess the following qualifications:

- a. Responsibilities in their respective organization, in order to acquaint them self with strain gage problems therein.
- b. Technical experience with strain gages or strain gage devices.
- c. Educational background in the field of strain gages, strain gage devices, or in associated engineering field.

2. Selection of Delegates

A Delegate is appointed by technical management of the Committee/Sponsor Member to represent them at Committee meetings.

3. Terminations

- a. A Delegate may withdraw from the Committee at their request, or by action on the part of the Member they represent.
- b. Committee/Sponsor Members shall notify the Vice Chair-Secretary of change and/or withdrawal of their Delegates.

4. Limitations

- a. Committee Delegates shall be restricted to one per Member.
- b. Guests may be invited to Committee meetings at the discretion of the Executive Board.

5. As a Technical Division of SEM, membership in the parent organization will be required of all Delegates registered at WRSGC meetings.

ARTICLE II - DUTIES OF ELECTED OFFICERS

A. Chair

1. The Chair of the Committee shall act as Chair of the TD Executive Board and of the Committee and shall preside at their meetings.
2. He may represent the Committee at technical society meetings or may appoint as alternate representative(s) other Members of the TD Executive Board.
3. The Chair, with the Executive board approval, may appoint an Honorary Chair to serve during Committee meetings.
4. He shall automatically move into the office of Immediate Past Chair-Treasurer hereafter called Past Chair-Treasurer at the conclusion of their term as Chair.

B. Vice Chair-Secretary

1. The Vice Chair-Secretary shall act in place of the Chair during absence of the Chair and shall assist the Chair as required.
2. He shall automatically move into the Office of Chair at the conclusion of the term as Vice Chair-Secretary.
3. Vice Chair-Secretary shall act as membership chair, maintain membership as outlined in the Bylaws and publish a list of members after each meeting. The Vice Chair's duties will also include the recording, transcription and distribution of minutes from TD Executive Board meetings to TD Executive Board members.

C. Past Chair-Treasurer

1. The Past Chair-Treasurer shall assist the Chair in the operation of the TD Executive Board and the Committee.
2. The Chair shall keep and make a financial statement to the TD Executive Board and to SEM for each meeting.
3. The Chair shall notify sponsor Members once a year of the Committee's financial requirements through the Managing Director of SEM.

D. TD Executive Board Members at Large

The TD Executive Board members at large shall assist the Chair in the operation of the TD Executive Board and the Committee.

E. TD Executive Board Members

1. TD Executive Board members shall be expected to attend all TD Executive Board Meetings and be entitled to voice an opinion on all matters brought to the attention of the TD Executive Board.
2. Only elected TD Executive Board members may vote on these matters.

ARTICLE III - ELECTION PROCEDURES

A. Nominations for Elective Offices

1. Nominations shall be declared open at the winter business meeting.
2. Nominations may be submitted by any regular Delegate in writing to the Vice Chair-secretary up until the close of nominations.
3. There is no limit on the number of nominees. There shall be a minimum of five nominees.
4. Nominations will remain open until just before the elections are held.

B. Elections

Elective Offices shall be filled by elections held at the Summer meeting of the Committee using the following procedures:

1. Ballots will list nominees in alphabetical order with no mention of office.
2. Delegates will vote for five (5) of the nominees.
3. The five (5) nominees receiving the largest number of votes shall be declared elected.
4. The nominee receiving the largest number of votes shall be declared the Vice Chair-Secretary. The nominee receiving the second largest number of votes shall be the meetings coordinator. The meetings coordinator and the remaining three (3) nominees shall be the TD Executive Board Members at Large.
5. In the event that two or more names receive the same number of votes, the tie shall be resolved by lot.
6. Chair, Vice Chair-Secretary and the Past Chair-Treasurer may not be nominated for election until the third year following service as a TD Executive Board Member.

C. Voting

1. Only regular Delegates or their designated alternates in attendance at any Committee meeting may vote.
2. An election quorum shall be defined as in Article IV-A-5.

D. Vacancies

1. Past Chair-Treasurer

Should the office of Past Chair-Treasurer become vacant for any reason, the Chair shall appoint a Treasurer to serve out the remaining part of the year, subject to approval of the remaining members of the TD Executive Board.

2. Chair

Should the office of Chair become vacant, the Vice Chair-Secretary shall fill the office of Chair for the remaining term.

3. Vice Chair-Secretary

Should the office of Vice Chair-Secretary become vacant for any reason, the chair shall appoint one of the TD Executive Board Members at Large to serve out the remaining term, subject to approval of the remaining Board Members.

4. TD Executive Board Members at Large

Should the office of TD Executive Board Member at Large become vacant, either as a result of action under Article III-D-3 above or for other reasons, the Chair shall appoint a regular Delegate who is eligible under Article III-B-1 above, to fill out the remaining term, subject to approval of the remaining members of the TD Executive Board.

ARTICLE IV - MEETINGS

A. Committee Meetings

1. Committee meetings shall be held at intervals determined by the TD Executive Board.
2. The date and location shall be set by the TD Executive Board. The Program Chair shall be responsible for mailing Committee Meeting invitations, which should reach delegates at least four (4) weeks prior to the meeting.
3. When the National SEM Meetings are held in the Western Section of the United States, active participation as a Technical Division of SEM should be planned if feasible.
4. Regular meetings of the Committee should be planned such that they have the least interference with the National SEM meeting dates,
5. A quorum shall be defined as a simple majority of Committee/Sponsor Delegates of record at the beginning of the meeting.

B. TD Executive Board Meetings

1. TD Executive Board meetings shall be held as required by Committee activities and business. The Chair shall notify all board members and verify receipt of the same.
2. The dates and locations for these meetings will be set by the TD Executive Board.
3. The TD Executive Board meetings shall be open to any Delegate and/or those invited by the Chair.
4. Delegates may raise issues by submitting them in writing to the Chair one (1) week prior to an TD Executive Board meeting.
5. Non-Board Members may enter into the discussion of TD Executive Board business when recognized by the Chair.

C. Notices

Notice of meetings shall be sent to Delegates not less than six (6) weeks prior to the meeting date.

ARTICLE V - GEOGRAPHICAL DISTRICT

The Committee shall concentrate its activities to the area of the Western United States, but will include Eastern members, which are affiliates or branches of members in the Western United States. Sponsors shall be excluded from this restriction.

ARTICLE VI - SUB-COMMITTEES

A. Establishment and Duties

1. The TD Executive Board may establish sub-committees.
2. These sub-committees shall concern themselves with special problems in the strain gage field, or with the operation of the Committee.
3. They shall report on their activities as required by the TD Executive Board.

B. Chairs

Chairs of sub-committees shall be appointed by the Committee Chair.

ARTICLE VII - PUBLICATIONS

A. Proceedings and Minutes

1. Each member of the Committee represented at a meeting shall be entitled to copies of the Proceedings for that meeting at no charge. The proceedings for a given committee meeting will be delivered on a CD at the next Committee meeting. A paper copy will also be available if requested by the member. WRSGC will be responsible for the publication and distribution of the proceedings.
2. The Proceedings will be available for any member of the Committee not represented at a meeting at cost as determined by the Meetings Publication Chair. Payment shall be made to the WRSGC Treasurer who will reimburse the Meetings Publication Chair.
3. All publications of the proceedings shall contain the WARNING information subject to Export Control Laws covered by the International Traffic in Arms Regulation (ITAR) and the Export Administration Regulation (EAR) of 1979.
4. The Proceedings will be made available to SEM for sale or distribution, subject to the requirements of Article VII.A.3.

B. Each Member of the Committee shall receive a copy of the minutes of each TD Executive Board and Business meeting.

C. Mail and E-Mail

All mail/e-mail to Committee/Sponsor Members will be addressed to the Member's current Delegate, unless an Elected Officer is instructed to do otherwise by and for the Member.

ARTICLE VIII - FINANCE

A. Fiscal Period

The Committee fiscal period shall be the same as SEM.

B. Financial Operations

1. Financial operations of the committee shall be the responsibility of the TD Executive Board and the Sponsor Members of the Committee as mutually agreed upon.
2. Expenditure of committee funds shall be at the discretion of the TD Executive Board.
3. The Committee shall not incur any financial obligation in the name of SEM without prior approval of the Executive Board of the SEM.
4. Financial responsibility shall be equally divided between Sponsor Members of record.

C. Budget

The Treasurer shall submit a detailed financial statement to the TD Executive Board for approval at each meeting.

ARTICLE IX - AMENDMENT PROCEDURES

A. Proposal

Amendments to the Constitution and/or Bylaws may be proposed by any Member of the committee, directed in writing to the TD Executive Board. Notice will be sent to all Committee Members by letter not less than three (3) weeks prior to the next Committee meeting date.

B. Voting

1. Consideration of the proposed changes shall be in a Committee meeting wherein a quorum is present as defined in Article IV-A-5.
2. For Committee approval, all balloting shall require a simple majority of the Committee delegates present.

C. Notification

Accepted amendments shall be written into the records by the Vice Chair-Secretary and distributed to all members of the Committee.

D. Temporary Changes

Temporary amendment or suspension of a single article of the Constitution and/or Bylaws, for a period not exceeding the time between successive general meetings, may be made for a specific purpose by a two-thirds (2/3) majority vote of the Delegates present at a regular meeting, or in an emergency, by the TD Executive Board in an TD Executive Board meeting with the approval of the President of SEM. The purpose, the new wording, or notice of suspension, and the time period covered shall be noted in the official minutes for historical record.

6.19 APPLICATIONS COMMITTEE

Bylaws

Updated Spring 2005 by TD Chair

1.0 Name

The name of this group shall be the Applications Committee. The SEM Bylaws mention the Applications Committee as a major standing committee. It was formed in 1962 from two smaller committees responsible for a library and catalogue of equipment.

2.0 Purpose

The committee is to assure a forum is provided for those individuals in the field of Experimental Mechanics doing the work on a more practical level than pure research. These are individuals who need as well as provide answers and techniques that are basic and not once removed from the problem solution.

3.0 Officers & Duties

3.1 **Chair** - The committee shall have a Chair who is appointed by the SEM President-Elect. The Chair customarily serves a two-year term. The Chair is a member of the Technical Activities Council, TPPC, and ET Advisory Group. The Chair shall inform committee members of meetings, issue meeting minutes, write semi-annual report, assist with organizing Application sessions at SEM national meetings, act as 2nd technical editor of E/T, and record minutes of E/T Editorial Committee meetings. The Chair attends the National Meetings Council.

3.2 **Vice-Chair - 1st** - The Vice-Chair shall be appointed by the Chair. The Vice-Chair assists the Chair with Application Committee meetings, assists with organizing Application sessions at SEM national meetings and acts as 3rd technical editor for E/T. The Vice-Chair also acts for the Chair when the Chair is absent, and moves to this position when the Chair's term is expired.

3.3 **Vice-Chair - 2nd (or Secretary as needed)** - The Vice-Chair shall be appointed by the Chair. The Vice-Chair shall coordinate all subcommittee activities for the Application Committee and ensure that the Chair is kept informed on the subcommittee progress. The Vice-Chair assists the Chair in writing the semi-annual report concerning subcommittee activities. The Vice-Chair MAY move to the position of the 1st Chair at the expiration of the 1st Vice-Chair's term if the individual so chooses.

3.4 **An Executive Board Representative** shall be appointed by the President-Elect from at-large Executive Board members and shall serve two years.

4.0 Membership

The general membership of the committee is appointed by the Chair and shall include members representing all fields of Experimental Mechanics including vendors and users with the positions in education, industry and government.

5.0 Activities

The activities of the Applications Committee emphasize the use of existing technology for the solution of practical problems in experimental mechanics:

National Meeting Sessions - The Chair and Vice-Chair review abstracts and extended summaries of application papers submitted for presentation at national meetings. The accepted papers are then organized into applications sessions. The Application Committee also coordinates with the application sessions developed by the technical committees. Activities concerned with the solicitation and coordination of papers for

presentation at meetings are to be handled in a matrix fashion across Council lines by direct coordination with the Technical Program Planning Committee as shown in the Flow Chart (Figure AC-1) and as specified in the procedures section of this book.

Experimental Techniques Editorial Committee - The committee is responsible for the development of this publication. Under the direction of the past Chair, Chair, Vice-Chair, Publisher and Managing Editor of the society, articles are solicited, reviewed and organized for publication. This activity is conducted via the structure of the E/T Editorial Committee as specified in section 3.2 of the Organization Handbook.

SEM Technical Procedures and Standards - The Applications Committee identifies and develops SEM recommended standards, procedures, and guidelines for experimental mechanics. For example, the Committee proposed the strain gage terminal color-coding scheme, which became the first SEM/ANSI Standard. A subcommittee conducted a round-robin test program using a standard SAE keyhole fatigue specimen. Laboratories throughout the United States participated to provide confidence bands for strain gage readings. Another subcommittee is constructing a Buyer's Guide listing sources for experimental mechanics equipment.

6.20 EDUCATION COMMITTEE

Bylaws

1.0 Name

The name of this group shall be the Education Committee.

2.0 Purpose

The primary responsibility of the Education Committee is to provide a forum for growing the membership of the Society in the areas of EM/ET Education, Training, and Publications as well as determine novel topics and tutorials not covered by other committees but beneficial to the SEM as a whole to be presented at SEM National Meetings. The Education Committee is a standing committee in the SEM organization, responsible to the Executive Board through the Technical Scope Council.

3.0 Organization

3.1. **Chair** - The Education Committee shall have a Chair who is appointed by the SEM President-Elect. The Chair customarily serves a two-year term. The Chair is a member of the Technical Program Planning Committee. The Chair attends the National Meetings Council, the Editorial Council and the Technical Activities Council. The Chair is responsible for organizing the Education Sessions for SEM National Meetings.

The Chair shall inform committee members of times and places of meetings, prepare agendas and conduct the business at said meetings.

First year of tenure:

Coordinates workshops and develops education sessions for National Meetings.
Coordinates all other activities of the Committee.
Informs members of times and places of meetings.

Second year of tenure:

Develops education sessions for National Meetings. Coordinates all activities of the committee.
Informs members of times and places of meetings.

3.2. **Vice-Chair** - The Vice-Chair of the Education Committee shall be appointed by the Chair of Education. The Vice-Chair shall work actively with the Chair in organizing the Education Sessions for SEM National Meetings and act for the Chair in their absence.

The duties of the Vice-Chair include:

First year of tenure

Initiates plans for future education sessions at National Meetings.
Assists Chair in other committee activities.

Second year of tenure

Coordinates workshops and assists Chair in other committee activities.

3.3 **An Executive Board Representative** shall be appointed by the President-Elect from at-large Executive Board members and shall serve two years.

3.4 **Committee members** - Committee members are appointed by the Chair. They help establish and assist in accomplishing the goals of the Education Committee.

3.5 **Local Workshop Committees** - Local Workshop Committees are sub-committees of the Education Committee. Their specific duties and responsibilities are given in the SEM Workshops Manual.

3.6 **Sponsoring of Sessions** - Activities concerned with the solicitation and coordination of papers for presentation at meetings are to be handled in a matrix fashion across Council lines by direct coordination with the Technical Program Planning Committee as shown in the flow chart in **4.0.1 National Meetings Manual** and as specified in the procedures section of this book.

4.0 Activities

4.1 Past Activities

Education Publications:

Manual on Experimental Stress Analysis [Now called Handbook on Experimental Mechanics]- In the period from 1962 to 1965, the chief activity of the Education Committee was editing the second edition of the manual. In the process of being updated (2004).

Education Papers for EXPERIMENTAL MECHANICS - All education papers submitted to the Journal for publication consideration were reviewed by the committee. The "Papers Review" Committee took over this responsibility in 1975.

Educational Aids - Aids were provided to local sections to help them plan and conduct short courses at the local level.

Short Courses - The committee was to review and thus endorse short courses at Universities. This function was discussed, but never activated.

Speakers for Local Section Meetings - A list of speakers was provided by the committee to local sections. At a later date, the list of speakers was replaced by a list of recommendations on how to obtain speakers for local section meetings.

4.2 **Activities.** The activities of the Education Committee focus on the presentation of Education and Training materials at SEM National Meetings and include:

4.2.1 **National Meeting Sessions** - The Committee, under the direction of the Chair, reviews abstracts and extended summaries of education papers submitted for presentation at National Meetings. The accepted papers are then organized into appropriately related education sessions. The Education Committee also coordinates the research level sessions sponsored by the technical committees. The Committee works with the Technical Program Planning Committee in organizing the technical program of National Meetings.

4.2.2 **Technical Scope** - The Committee periodically reviews the education work going on in the field of experimental mechanics and determines that the papers received, for presentation at National Meetings, are representative of new, innovative education efforts. If a particular area is not being covered on the program at National Meetings, the committee can take action to determine why this is happening. The Committee can then recommend a course of action that might be taken to alleviate the discrepancy.

4.3 Possible Future Activities

Education Sessions and Workshops - Continue current activities.

Standards - Prepare a standard for terminology, symbolism, notation, and usage applicable to the field of experimental mechanics. Encourage educational institutions, authors and publishers to adhere to the standard.

Syllabi - Develop model course outlines, suggested experiments, procedures lists of required equipment and supplies for teaching experimental mechanics or stress analysis at technology and engineering levels.

Material Properties - Compile and publish material property data applicable to experimental stress analysis.

Publications - Initiate a publication similar to "Experimental Techniques" but devoted to the educational aspects of experimental mechanics, including:

Back to Basics — Optical Methods
<http://sem.org/PUBS-ArtDownload-OMTOC.asp>

Modal Space — Back to Basics
<http://sem.org/PUBS-ArtDownload-MSTOC.asp>

Publish notes from education sessions at National Meetings.

Provide a list of references related to various areas of experimental mechanics.

Speaker Evaluations - Conduct evaluation of technical session speakers at National Meetings.

5.0 Related Publications

5.1 Workshops Manual.

6.21 RESEARCH COMMITTEE

Bylaws

1.0 Name

This group shall be called the Research Committee.

2.0 Purpose

The Research Committee is a standing committee in the SEM organization, responsible to the Executive Board through the Technical Activities Council. The primary responsibility of the Committee is to provide a forum for research level work (or work in progress) as well as novel topics not covered by other committees but beneficial to the SEM as a whole and presented at SEM National Meetings.

3.0 Officers & Duties

3.1 **Chair** - The Committee shall have a Chair who is appointed by the SEM President-Elect. The Chair customarily serves a two-year term. The Chair is a member of the Technical Program Planning Committee. The Chair attends the National Meetings Council and the Technical Activities Council. The Chair is responsible for organizing the Research Sessions for SEM's National Meetings.

The Chair shall inform committee members of times and places of meetings, prepare agendas and conduct the business at said meetings.

3.2 **Vice-Chair** - The Vice-Chair of the Research Committee shall be appointed by the Chair President-Elect. The Vice-Chair shall work actively with the Chair in organizing the Research Sessions for SEM's National Meetings and act for the Chair in the absence of the Chair.

3.3 **An Executive Board Representative** shall be appointed by the President-Elect from at-large Executive Board members and shall serve two years.

4.0 Membership

The general membership of the Committee is appointed by the Chair and should include members pursuing research work in all fields of experimental mechanics, representing education, industry and government.

5.0 Activities

The activities of the Research Committee focus on the presentation of research level material at SEM's National Meetings and include:

National Meeting Sessions and Symposia - The Committee, under the direction of the Chair, reviews abstracts and extended summaries of research papers submitted for presentation at National Meetings. The accepted papers are then organized into appropriately related research sessions. The Research Committee also coordinates the research level sessions sponsored by the technical committees. The Committee works with the Technical Program Planning Committee in organizing the technical program of National Meetings.

Technical Scope - The Committee periodically reviews the research work going on in the field of experimental mechanics and determines that the papers received, for presentation at National Meetings, are representative of the current research efforts. If a particular area is not being covered on the program at National Meetings, the committee can take action to determine why this is happening. The Committee can then recommend a course of action that might be taken to alleviate the discrepancy.

6.22 SEM INTERNATIONAL STUDENT PAPER COMPETITION COMMITTEE

Renamed: Michael Sutton International Student Paper Competition in 2018

1 – Background:

The Michael Sutton International Student Paper Competitions were originated to encourage excellence in technical communication in the experimental mechanics field.

A regional paper competition was initiated in 1984 by a joint effort of the Milwaukee Local Section of SEM and the SEM Student Chapter of Michigan Technological University. For many years thereafter, the Milwaukee Local Section sponsored a regional competition held in the spring in Milwaukee at the regular meeting of the section.

During the SEM Spring Conferences from 1991 until 1995, the SEM Executive Board, and the Education and Local Sections Committees of SEM sponsored the competitions at the international level. Since 1996, with the VIII International Congress, the competitions have been sponsored by the SEM organization and the Society for Experimental Mechanics Education Foundation. Since 2001, the administration of the competition has been sponsored by the SEM Past Presidents Committee while the financial aspects of the competition are sponsored by the SEM.

As of the fifteenth anniversary of the Michael Sutton International Student Competition in Portland, Oregon in 2005, over 180 students had participated in the international competition since its inception.

In an agreement signed by the SEM and Correlated Solutions in December of 2012, it was outlined that Correlated Solutions would begin funding the Michael Sutton International Student Paper Competition (ISPC) beginning in 2013 onward through the creation of an endowment fund.

2 – Name

The Committee shall be named ISPC – Michael Sutton International Student Paper Competition Committee.

3 – Committee Affiliation

The ISPC – Michael Sutton International Student Paper Competition Committee is affiliated with the Education Committee of SEM.

4 – Purpose

Organize the Student Competition which is held every year during the Annual Conference on Experimental and Applied Mechanics.

5 – Offices and Duties

The officers of the ISPC Committee shall consist of a Chair and a co-Chair who will organize the Student Competition in close contact with the National Meetings Council and will be assisted by the staff at the SEM Headquarters designated by the Society Executive Director to work in this function.

The Chair is appointed by the Society President at the Annual Business Meeting and remains in this function for a three-year term. The Chair term initiates after the open Executive Board Meeting which is generally held at the last day of the Annual Conference. It is recommended but it is not necessary that the Chair of the ISPC Committee be a Past President of the Society.

The Co-Chair is selected by the present Chair of the ISPC Committee. It is recommended but is not necessary that the Co-Chair be a member of the Society that works in Industry, National Lab, or

6 – Membership: All interested Society Members.

7 – Procedure for Organizing the Student Competition

September - SEM headquarters updates the previous Call for Papers as well as the advisor and student letters and sends to the Chair of the International Student Paper Competition (ISPC) for approval.

October - Call for Papers, advisor and student letters are placed on the SEM website.
Bulk email is sent to SEM membership.

December/January - SEM Conference Assistant receives students' entry information and acknowledges receipt. Students are emailed their paper numbers, the date that the proceedings instruction will be placed on the SEM website, the deadline date that their two-page papers are due, and the acceptance/rejection notification date.

January 31 - Deadline for students to send entry information, which includes their paper titles and their contact information.

January 31 - Proceedings instructions are placed on the SEM website.

March 15 - Deadline for two-page student paper (same as SEM papers)

March 17 - Conference Assistant sends Chair of ISPC all of the student papers received by the deadline.

March 18 - Chair of ISPC sends student papers to reviewers and asks for reviews to be completed by April 2.

April 3 - Chair of ISPC informs SEM who has been accepted for the presentation and inclusion in the conference proceedings CD. The order of the presentations is decided at this time as well.

April 4 - Chairs of ISPC notifies students by both e-mail and formal letter of their acceptance/rejection. Some accepted papers may be placed as alternates if conference space is limited.

April 15 - Deadline for student authors to notify Chair of ISPC that they will be able to attend the conference and present their paper. They also have to agree to be at the speaker's breakfast and the awards luncheon to participate in the competition.

May 15 - Evaluation forms for the competition are sent to the judges.

8 – The Refereeing Procedure

The process for refereeing the papers to be presented at the conference begins with reviews and rankings managed by the Chair. The reviewers are all past presidents of the Society.

At the conference, each judge rates the presentation against known, yet confidential criteria. All judges are past presidents of the Society. At the conclusion of the paper session, the rankings are presented by the judges to the Chair and a winner is selected. The winners, places 1-3, are then recognized at the All Society Awards Luncheon.

9 – Financial Support

The awards, conference registration, meals and travel money are determined each year by the ISPC Chair, and SEM Headquarters.

10 – Examples of Correspondence:

Will be maintained at SEM Headquarters

IV. PROCEDURES

Procedures

1. Procedure for publishing in EXPERIMENTAL MECHANICS.
2. Procedure for publishing in EXPERIMENTAL TECHNIQUES.
3. Procedure for publishing in the Journal of DYNAMIC BEHAVIOR of MATERIALS
 - Manuscript Submission Requirements for EM, ET, and JDBM
4. Procedure for publishing in the SEM Proceedings
5. Procedure for Organizing Meetings
6. Procedure for Organizing a Student Chapter
7. Procedure for Organizing a New Technical Division

Procedure 1

Procedure for Publishing in EXPERIMENTAL MECHANICS

INSTRUCTIONS FOR AUTHORS

TYPES OF PAPERS:

Experimental Mechanics welcomes for review original articles reporting on both fundamental and applied aspects of experimental mechanics that are of interest to its general readership. Emphasis is given to the development of experimental methods, improved analysis of experiments, and the application of these experimental/analytical/numerical tools to the understanding of modern and classical technological problems at all length and time scales pertaining to materials response, structural performance and reliability, system and device performance, function and properties of biological and other multifunctional systems, etc. Articles addressing novel methods that extend the frontiers of experimental mechanics from the macro- to the nanoscale, and from man-made to biological materials and systems are highly encouraged. The journal also welcomes papers that combine experimental and numerical research, with the experimental component representing a major contribution of the work.

The following classes of papers can be submitted to the journal:

RESEARCH papers describing original investigations relevant to experimental mechanics and the use of experimental methods for the solution of significant technological and research problems in mechanics;

BRIEF TECHNICAL NOTES for rapid communication of original investigations relevant to experimental mechanics.

REVIEW ARTICLES (by invitation only) describing experimentation in emerging areas of mechanics;

Authors submitting brief communications or review articles should designate them as such in their cover letter.

GENERAL REQUIREMENTS

Please submit the full author name, job title, address, phone, fax and email for all authors listed on the paper. Papers should usually be no longer than 8,000 words, with approximately 1.5 illustrations per 1000 words. A typical full paper would be approximately 25, double-spaced pages and include 8-12 illustrations.

COVER LETTER (REQUIRED):

In their cover letter, the authors must briefly outline the novelty and contribution of their manuscript with respect to the current state of the art, without, however, reiterating the manuscript abstract. In a separate paragraph of the cover letter, the authors must clearly state that the work described in their manuscript, as a whole or significant portions of it, has not been published before, that it is not under consideration for publication anywhere else, and that its publication has been approved by all co-authors, if any.

TEXT:

The title of the paper should be explicit, descriptive and as brief as possible – no more than ten words in length. A short abstract of up to 250 words, clearly indicating the objectives and scope of the paper as well as the results achieved, should appear on the first page. Headings and subheadings should be used throughout the text to divide the subject matter into its important, logical parts. Typical headings include: Introduction, Theory, Experimental Procedure, Results, Discussion, Conclusions, Acknowledgments, Appendixes and References.

BRIEF TECHNICAL NOTES:

Brief Technical Notes are peer-reviewed short reports of outstanding novel findings that have important implications for the field of experimental mechanics. A short first paragraph of up to 150 words should be fully referenced and serve as both the abstract and introduction. The final paragraph should summarize the major conclusions of the paper. Manuscripts should be up to 1,500 words in length and can have up to 5 illustrations

or tables. Brief Technical Notes will typically have shorter publication times than Research or Review papers. Brief Technical Notes commenting on papers previously published in Experimental Mechanics with support from references to the literature will be entertained at the Editor's discretion. General formatting of text, illustrations, and references is the same as outlined above.

REVIEW ARTICLES:

Reviews give a general overview of a particular field, providing the reader with an appreciation of the importance of the work, historical context, a summary of recent developments, and a starting point in the specialist literature. Manuscripts should be between 4,000 and 8,000 words in length, divided into appropriate sections, contain 15–20 illustrations or tables, and an extensive list of references. In addition to undergoing the same rigorous level of technical peer-review as Research papers, Review articles will be critiqued based on the general impact of the field being reviewed, the relevance of the field to experimental mechanics, preexisting reviews of the field, and acknowledgement of the contributing author as a dominant figure in the field. General formatting of text, illustrations, and references is the same above.

Manuscript Submission Process:

See Procedure 4 or <http://www.springer.com/engineering/mechanics/journal/11340> for further detail.

Procedure 2

Procedure for Publishing in Experimental Techniques

INSTRUCTIONS FOR AUTHORS

TYPES OF PAPERS:

Experimental Techniques covers new and important experimental mechanics techniques & methods, with articles on new developments and practical applications of experimental mechanics and innovative techniques for creating engineering solutions.

Note: papers that are more focused on fundamental results from experimental mechanics investigations might better be directed to our journal Experimental Mechanics.

The following classes of papers can be submitted to the journal:

EXPERIMENTAL TECHNIQUES research papers describing new developments in experimental techniques, methods and experimental data analysis for application to experimental mechanics research;

APPLICATIONS papers describing practical applications of experimental mechanics including innovative techniques for creating engineering solutions;

REVIEW ARTICLES describing state-of-the-art in emerging areas of experimental techniques;

BRIEF TECHNICAL NOTES for rapid communication of original investigations relevant to the application of experimental techniques.

Authors submitting brief communications or review articles should designate them as such in their cover letter.

GENERAL REQUIREMENTS

Please submit the full author name, job title, address, phone, fax and email for all authors listed on the paper. Papers should usually be no longer than 8,000 words, with approximately 1.5 illustrations per 1000 words. A typical full paper would be approximately 25, double-spaced pages and include 8-12 illustrations.

COVER LETTER (REQUIRED):

In their cover letter, the authors must briefly outline the novelty and contribution of their manuscript with respect to the current state of the art, without, however, reiterating the manuscript abstract. In a separate paragraph of the cover letter, the authors must clearly state that the work described in their manuscript, as a whole or significant portions of it, has not been published before, that it is not under consideration for publication anywhere else, and that its publication has been approved by all co-authors, if any.

TEXT:

The title of the paper should be explicit, descriptive and as brief as possible – no more than ten words in length. A short abstract of up to 250 words, clearly indicating the objectives and scope of the paper as well as the results achieved, should appear on the first page. Headings and subheadings should be used throughout the text to divide the subject matter into its important, logical parts. Typical headings include: Introduction, Theory, Experimental Procedure, Results, Discussion, Conclusions, Acknowledgments, Appendixes and References.

REVIEW ARTICLES:

Reviews give a general overview of a particular field, providing the reader with an appreciation of the importance of the work, historical context, a summary of recent developments, and a starting point in the specialist literature. Manuscripts should be between 4,000 and 8,000 words in length, divided into appropriate sections, contain 15–20 illustrations or tables, and an extensive list of references. In addition to undergoing the

same rigorous level of technical peer-review as Research papers and Applications papers, Review articles will be critiqued based on the general impact of the field being reviewed, the relevance of the field to experimental mechanics, preexisting reviews of the field, and acknowledgement of the contributing author as a dominant figure in the field. General formatting of text, illustrations, and references is the same above.

BRIEF TECHNICAL NOTES:

Brief Technical Notes are peer-reviewed short reports of outstanding novel findings that have important implications for the field of experimental mechanics. A short first paragraph of up to 150 words should be fully referenced and serve as both the abstract and introduction. The final paragraph should summarize the major conclusions of the paper. Manuscripts should be up to 1,500 words in length and can have up to 5 illustrations or tables. Brief Technical Notes will typically have shorter publication times than Applications or Review papers. Brief Technical Notes commenting on papers previously published in Experimental Techniques with support from references to the literature will be entertained at the Editor's discretion. General formatting of text, illustrations, and references is the same as outlined above.

Manuscript Submission Process:

See Procedure 4 or <http://www.springer.com/materials/characterization+%26+evaluation/journal/40799> for further information.

Procedure 3

Procedure for Publishing in Journal of Dynamic Behavior of Materials

INSTRUCTIONS FOR AUTHORS

TYPES OF PAPERS:

The Journal of Dynamic Behavior of Materials welcomes for review original articles reporting on the science and engineering of material and structural response to dynamic loading focused on high strain-rate, shock, extreme environments, impact, blast, and penetration. Emphasis is on the study of dynamic behavior of materials using experimental, theoretical, modeling & simulation, and interdisciplinary methods. Articles addressing novel methods such as in situ diagnostics and hybrid experimental-computational methods that extend the frontiers of materials science in the dynamic loading regime are highly encouraged.

The following classes of papers can be submitted to the journal:

RESEARCH papers describing original investigations relevant to dynamic behavior of materials;

APPLICATIONS papers emphasizing the use of experimental methods for the solution of significant technological problems in dynamic behavior of materials;

REVIEW articles describing current or emerging areas of research into dynamic behavior of materials;

BRIEF TECHNICAL NOTES for rapid communication of original investigations relevant to dynamic behavior of materials.

Authors submitting review articles or brief communications should designate them as such in a cover letter.

GENERAL REQUIREMENTS:

RESEARCH and APPLICATIONS PAPERS:

Please submit the full author name, job title, address, phone, and email for all authors listed on the paper. Papers should usually be no longer than 8,000 words, with approximately 1.5 illustrations per 1000 words. A typical full paper would be approximately 25, double-spaced pages and include 8-12 illustrations.

TEXT:

The title of the paper should be explicit, descriptive and as brief as possible – no more than ten words in length. A short abstract of up to 250 words, clearly indicating the object and scope of the paper as well as the results achieved, should appear on the first page. Headings and subheadings should be used throughout the text to divide the subject matter into its important, logical parts. Typical headings include: Introduction, Theory, Experimental Procedure, Results, Discussion, Conclusions, Acknowledgments, Appendixes and References.

REVIEW ARTICLES:

Reviews give a general overview of a particular field, providing the reader with an appreciation of the importance of the work, historical context, a summary of recent developments, and a starting point in the specialist literature. Manuscripts should usually be longer than 8,000 words in length, divided into appropriate sections, contain 15–20 illustrations or tables, and an extensive list of references. In addition to undergoing the same rigorous level of technical peer-review as Research and Applications papers, Review articles will be critiqued based on the general impact of the field being reviewed, the relevance of the field to dynamic behavior of materials, preexisting reviews of the field, and acknowledgement of the contributing author as a dominant figure in the field. Therefore, it is strongly recommended that authors interested in submitting a review article correspond with the Editor prior to submission. General formatting of text, illustrations, and references is the same as outlined for Research and Applications papers.

BRIEF TECHNICAL NOTES:

Brief Technical Notes are peer-reviewed short reports of outstanding novel findings that have important timely implications for the field of dynamic behavior of materials. A short first paragraph of up to 250 words should be fully referenced and serve as both the abstract and introduction. The final paragraph should summarize the major conclusions of the paper. Manuscripts should be up to 1,500 words in length and can have up to 5 illustrations or tables. Brief Technical Notes will typically have shorter publication times than Research, Applications, or Review papers. Brief Technical Notes commenting on papers previously published in the Journal of Dynamic Behavior of Materials with support from references to the literature will be entertained at the Editor's discretion. General formatting of text, illustrations, and references is the same as outlined for Research and Applications papers.

Manuscript Submission Process:

See Procedure 4 or <http://link.springer.com/journal/40870> for further detail.

Procedure 4

Manuscript Submission Requirements for EM, ET, and JDBM

Submission of a manuscript implies: that the work described has not been published before; that it is not under consideration for publication anywhere else; that its publication has been approved by all co-authors, if any, as well as by the responsible authorities – tacitly or explicitly – at the institute where the work has been carried out. The publisher will not be held legally responsible should there be any claims for compensation.

Permissions

Authors wishing to include figures, tables, or text passages that have already been published elsewhere are required to obtain permission from the copyright owner(s) for both the print and online format and to include evidence that such permission has been granted when submitting their papers. Any material received without such evidence will be assumed to originate from the authors.

Online Submission

Please follow the hyperlink “Submit online” on the right and upload all of your manuscript files following the instructions given on the screen.

Title Page

The title page should include:

The name(s) of the author(s)

A concise and informative title

The affiliation(s) and address(es) of the author(s)

The e-mail address, telephone and fax numbers of the corresponding author

Abstract

Please provide an abstract of 150 to 250 words. The abstract should not contain any undefined abbreviations or unspecified references.

Keywords

Please provide 4 to 6 keywords which can be used for indexing purposes.

Text Formatting

Manuscripts should be submitted in Word.

- Use a normal, plain font (e.g., 10-point Times Roman) for text.
- Use italics for emphasis.
- Use the automatic page numbering function to number the pages.
- Do not use field functions.
- Use tab stops or other commands for indents, not the space bar.
- Use the table function, not spreadsheets, to make tables.
- Use the equation editor or MathType for equations.
- Save your file in docx format (Word 2007 or higher) or doc format (older Word versions).

Manuscripts with mathematical content can also be submitted in LaTeX.

Headings

Please use no more than three levels of displayed headings.

Abbreviations

Abbreviations should be defined at first mention and used consistently thereafter.

Footnotes

Footnotes can be used to give additional information, which may include the citation of a reference included in the reference list. They should not consist solely of a reference citation, and they should never include the bibliographic details of a reference. They should also not contain any figures or tables.

Footnotes to the text are numbered consecutively; those to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data). Footnotes to the title or the authors of the article are not given reference symbols.

Always use footnotes instead of endnotes.

Acknowledgments

Acknowledgments of people, grants, funds, etc. should be placed in a separate section on the title page. The names of funding organizations should be written in full.

REFERENCES

Citation

Reference citations in the text should be identified by numbers in square brackets. Some examples:

1. Negotiation research spans many disciplines [3].
2. This result was later contradicted by Becker and Seligman [5].
3. This effect has been widely studied [1-3, 7]

Reference list

The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text. Do not use footnotes or endnotes as a substitute for a reference list.

The entries in the list should be numbered consecutively.

⌘ Journal article

Gamelin FX, Baquet G, Berthoin S, Thevenet D, Nourry C, Nottin S, Bosquet L (2009) Effect of high intensity intermittent training on heart rate variability in prepubescent children. *Eur J Appl Physiol* 105:731-738. doi: 10.1007/s00421-008-0955-8

Ideally, the names of all authors should be provided, but the usage of “et al” in long author lists will also be accepted:

Smith J, Jones M Jr, Houghton L et al (1999) Future of health insurance. *N Engl J Med* 965:325–329

⌘ Article by DOI

Slifka MK, Whitton JL (2000) Clinical implications of dysregulated cytokine production. *J Mol Med.* doi:10.1007/s001090000086

⌘ Book

South J, Blass B (2001) The future of modern genomics. Blackwell, London

- ⌘ Book chapter
Brown B, Aaron M (2001) The politics of nature. In: Smith J (ed) The rise of modern genomics, 3rd edn. Wiley, New York, pp 230-257
- ⌘ Online document
Cartwright J (2007) Big stars have weather too. IOP Publishing PhysicsWeb.
<http://physicsweb.org/articles/news/11/6/16/1>. Accessed 26 June 2007
- ⌘ Dissertation
Trent JW (1975) Experimental acute renal failure. Dissertation, University of California

Always use the standard abbreviation of a journal's name according to the ISSN List of Title Word Abbreviations, see
ISSN.org LTWA

If you are unsure, please use the full journal title.

For authors using EndNote, Springer provides an output style that supports the formatting of in-text citations and reference list.

EndNote style (zip, 2 kB)

Authors preparing their manuscript in LaTeX can use the bibtex file spbasic.bst which is included in Springer's LaTeX macro package.

TABLES

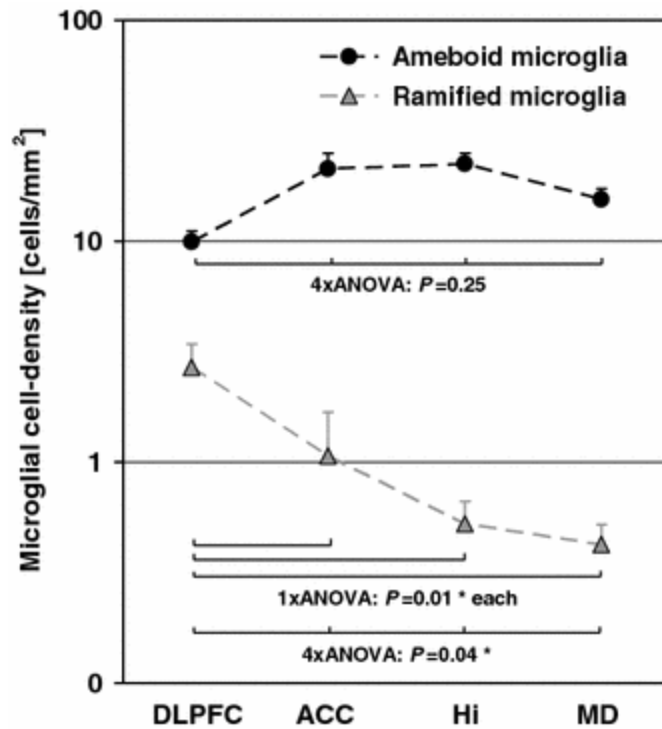
- ⌘ All tables are to be numbered using Arabic numerals.
- ⌘ Tables should always be cited in text in consecutive numerical order.
- ⌘ For each table, please supply a table caption (title) explaining the components of the table.
- ⌘ Identify any previously published material by giving the original source in the form of a reference at the end of the table caption.
- ⌘ Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data) and included beneath the table body.

ARTWORK AND ILLUSTRATIONS GUIDELINES

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- ⌘ Supply all figures electronically.
- ⌘ Indicate what graphics program was used to create the artwork.
- ⌘ For vector graphics, the preferred format is EPS; for halftones, please use TIFF format. MSOffice files are also acceptable.
- ⌘ Vector graphics containing fonts must have the fonts embedded in the files. ⌘ Name your figure files with "Fig" and the figure number, e.g., Fig1.eps.

Line Art

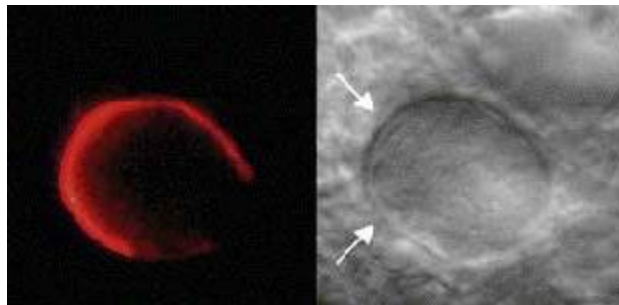


- # Definition: Black and white graphic with no shading.
- # Do not use faint lines and/or lettering and check that all lines and lettering within the figures are legible at final size.
- # All lines should be at least 0.1 mm (0.3 pt) wide.
- # Scanned line drawings and line drawings in bitmap format should have a minimum resolution of 1200 dpi.
- # Vector graphics containing fonts must have the fonts embedded in the files.

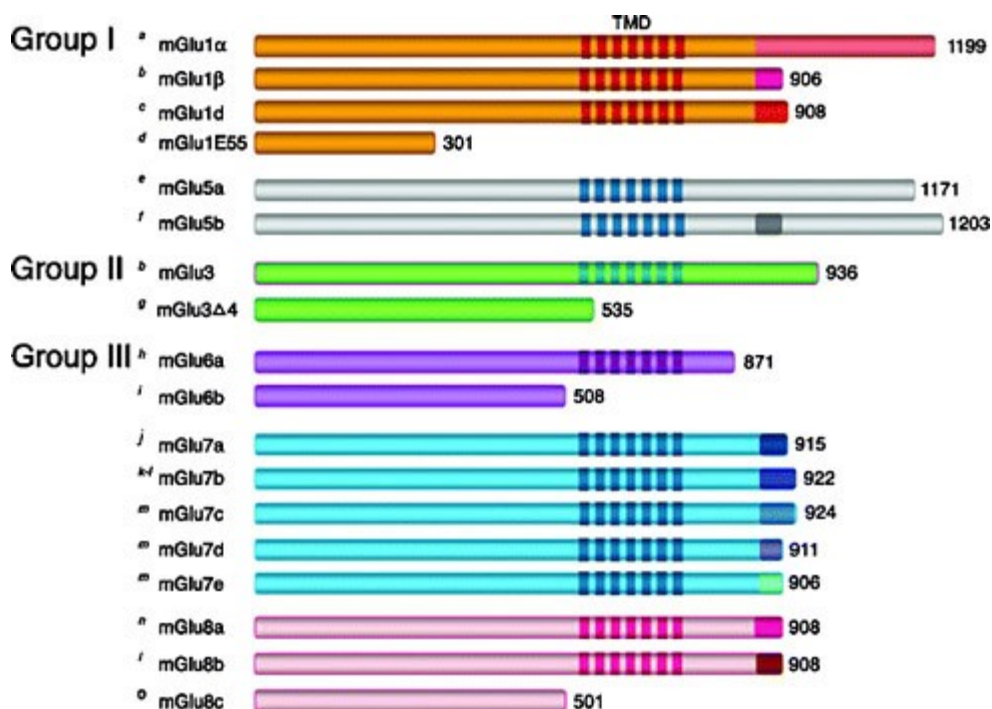
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- ⌘ Keep lettering consistently sized throughout your final-sized artwork, usually about 2–3 mm (8–12 pt).
- ⌘ Variance of type size within an illustration should be minimal, e.g., do not use 8-pt type on an axis and 20-pt type for the axis label.
- ⌘ Avoid effects such as shading, outline letters, etc.
- ⌘ Do not include titles or captions within your illustrations.

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- Each figure should have a concise caption describing accurately what the figure depicts. Include the captions in the text file of the manuscript, not in the figure file.
- Figure captions begin with the term Fig. in bold type, followed by the figure number, also in bold type.
- No punctuation is to be included after the number, nor is any punctuation to be placed at the end of the caption.
- Identify all elements found in the figure in the figure caption; and use boxes, circles, etc., as coordinate points in graphs.
- Identify previously published material by giving the original source in the form of a reference citation at the end of the figure caption.

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Procedure 5

Procedure for Proceedings: Paper Submittal Process

The SEM publishes Proceedings for IMAC, Annual and Fall Conferences. The process for publishing begins by following the guidelines listed below. The SEM tracks each paper submitted, reviews the submittal for completeness, and submits the volume line-up, table of contents, and preface to Springer for publication.

Publishing in the Conference Proceedings does not preclude the author from publishing in one of the SEM's three peer-reviewed Journals, EM, ET or JDBM. In fact, publication in the non-peer reviewed Proceedings streamlines the process for publication in one SEM's Journals.

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All manuscripts must include 5 keywords.

1. What to Send:

Authors must create a single zip file or folder containing all files. The name of the folder should start by using the year paper is being submitted, followed by the conference and the paper number assigned, For example: 16f_123.

Authors need to send a PDF file of the complete paper as they intend it to be read, and all of the source files (text and figures).

Authors **MUST** complete a Copyright Transfer Agreement to accompany each paper submission.

Final Checklist (*uploaded .zip folder must contain*):

PDF of complete paper as it is intended to be read

Source Files (Text and images separately)

Completed copyright transfer agreement

Completed brief biography form

2. How to Name the Files:

Files should begin with the paper number that was assigned by SEM, followed by an underscore (_), and ending with the first three (3) letters of the corresponding author's last (family) name. For example, a paper submitted by Dr. Zimmerman and assigned paper number 467 would use the following file name: 467_zim.pdf.

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3. File Formats Accepted:

Text files should be in Microsoft Word. If you cannot submit as a Word document, please contact Shari

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For vector graphics, the preferred format is EPS; for halftones, please use TIFF format. MS Office files are also acceptable. Indicate what graphics program was used to create the artwork.

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- g. Final PDF files should not exceed 10 MB.

Procedure 6

Procedure for Organizing Meetings

Organizing Sessions and/or Symposia for SEM Meetings (IMAC, Annual, Special Topics)

The intention of this document is to provide SEM members with a list of suggestions in organizing session and symposia for SEM meetings based on the collective experiences of the SEM membership. It provides some facts and contact information concerning the society that can be useful in the planning process. One is always encouraged to refer to the SEM web page at www.sem.org for additional information.

SEM is a society founded in 1943 for the advancement of new experimental techniques and approaches for investigating problems in the area of mechanics. Through the years, the research focus of the society has expanded to include a diverse area of interests in the areas of mechanics and materials science. The research interests are represented by 15 Technical Divisions (TDs), while general activities in the areas of research, education, and applications are represented by individual committees. The society currently has over 3000 members in over 25 countries. The annual meetings draw almost 400 participants a year. The primary annual meetings are IMAC, which focus on research in the area of modal analysis, and the SEM Annual Conference, which focus on more general mechanics and materials research.

The society's annual conferences are constantly evolving in response to the need for advances in new research areas. Usually an *individual paper* is presented at a meeting by an investigator working in one of the topical research areas. When several papers are being presented in the same topical area, they can be organized into a *session*. If there is sufficient interest in a specific topical area within the technical community, then a collection of sessions can be organized to form a *symposium*. If several sessions (e.g. four or more is typical) are organized around the same topical area, then this is generally referred to as a *thematic track*. Finally, the research area can be large enough to break out into an *independent meeting*. Once it is clear that a specific topical area is of general interest to the technical community, typically by the presence of well-attended symposia or tracks at several annual meetings, then it is possible to establish a new *technical division (TD)* within SEM to provide long-term support for the members within an area of common research interest (e.g., each TD has a formal leadership structure that can request support from SEM Headquarters when developing topics for new sessions).

Session Organization

When one is interested in organizing a new *session*, the potential organizer should contact the TD most aligned with the session's primary research emphasis. This will enable the session to be included in the schedule for the TD's next meeting, providing an opportunity to solicit (a) organizational support from interested TD members, (b) papers from TD members working in the research area and (c) support from the TD for including the session's research area in the SEM Call for Papers (each TD can request that specific research areas be included in the annual Call for Papers). Also, it is noted that discussions with TD members may result in the development of either a *symposium* or *thematic track*, depending upon the level of interest within the TD for the research topic.

In addition to TD discussions, there are many resources available to identify individuals to present papers and/or assist in the organizational process. These include contacting any/all of the following groups:

- Students with whom you matriculated that are doing research in the topical area,
- Colleagues that you meet at conferences,
- Your former professors, including your academic advisor,
- Personnel at SEM headquarters to assist in locating researchers in the area of interest,

This process can be enhanced by using (a) internet search engines and/or (b) mailing list servers that focus on specific research areas. In all cases, please do not hesitate to contact individuals directly. If you do not know someone personally, you should identify yourself and indicate that you are in the process of organizing a session and/or symposia in a specific area. After acknowledging their contributions in this research area, you can ask them to participate in whatever manner you feel is appropriate. Even if the individual declines to participate, you

can ask if they know of anyone else that may be interested in participating, thereby identifying potential contributors.

If you need any additional help or guidance, please feel free to contact the SEM Director, SEM President, or Research Committee Chairperson.

Procedure 7

Procedure for Organizing a Student Chapter

As part of our mission, SEM strongly supports and encourages many means to assist young engineers with their careers. The Student Chapter offers an organized vehicle where such assistance can be provided. For the student, it offers one of the best opportunities to learn professional concepts and the obligation of the engineer to society.

In the university environment, a strong SEM Chapter can create an atmosphere in which the challenges and opportunities for engineers in experimental mechanics can be realistically presented and discussed. For SEM, the benefit of our support of Student Chapters is to develop and nurture the future active members and leaders of the Society.

Why Organize a Student Chapter?

Student Chapters are a primary vehicle for organized student activity. SEM encourages the formation of Student Chapters as a means to enable students to access activities that give an understanding of what it means to work within the field of experimental mechanics. The Society and the SEM Education Foundation offer various levels of financial and administrative support. See the discussion on funding for further details.

There are many benefits that Student Chapters can offer to both students and faculty. Here is a list of some of these benefits.

- Significantly reduced rates for Society membership and conference fees for students. In addition, the Society has reciprocal agreements with other societies such as SPIE, BSSM and JSEM where student members can receive special rates to other conferences.
- The opportunity for students to develop leadership and organizational skills as officers or committee members.
- Opportunities for social interaction and exchange of ideas among students, faculty and other SEM members who are professionals in their field. In addition, at the SEM Annual Conference each year the Society sponsors a "Welcome Gathering" for students and SEM members which affords the student an opportunity to meet and talk with many members who are among the acknowledged experts in their fields in the world.
- The opportunity to publicize chapter activities in *Experimental Techniques* and on the SEM web site, www.sem.org.
- Each year the SEM Education Foundation sponsors the Student Paper Competition at the SEM Annual Conference. Students from all over the world have the opportunity to submit papers, and if accepted, present these papers at the conference where they are judged by a panel of SEM members. Students whose papers are accepted for presentation receive a small stipend to help defray expenses as well as complimentary conference registration and a complimentary ticket to attend the Awards Luncheon. At the awards luncheon the winners are announced and prizes distributed.

Potential Activities for Student Chapters

- Creating interesting programs is a primary task for a chapter. Organizing local or regional symposia is one possible activity. In addition, the chapter can develop a list of subjects of interest to members and work with the Faculty Advisor as well as the SEM Staff to locate people who would be willing to deliver presentations on the topics.
- Local companies are often an excellent source for activities with the chapter. Whether it be a visit to their facility or a discussion with some of their practicing engineers, they are resources for chapters and allow students to interact with members of industry.

- Activities which facilitate the interaction among students, faculty and industrial practitioners encourage the formation of mentoring partnerships. These relationships can be invaluable for students in their career development.

How do I Organize a Student Chapter?

The steps to take in order to organize a student chapter are:

1. Identify an SEM Member who will serve as faculty advisor.
2. Obtain written approval from the institution at which the Chapter will be located.
3. Identify the student members. It is recommended that a chapter include at least five student members. All members must be or become student members of SEM.
4. Draft a Constitution for the Chapter. SEM headquarters will be happy to supply an example constitution.
5. Send the information obtained in steps 1-4 to the Executive Director at SEM.

Upon receipt of the above information the Executive Director will obtain the necessary approval and communicate the result to the applicant.

What Funding is Available?

Funding and other assistance for Student Chapters is available in a number of different forms. Some of these are listed below.

1. The SEM Education Foundation is a potential source of funding for Student Chapters. SEMEF can support such activities as symposia, etc. For full details of how to apply for SEMEF funding, please visit the SEMEF section of <https://sem.org/semef>
2. SEM encourages Student Chapters to communicate with headquarters regarding any other needs they might have. SEM has in the past offered support such as free exhibit space at SEM conferences, technical and marketing literature and publicity for chapter activities among other support.

Who Can I Contact for Assistance?

If you have questions or need assistance, please contact the SEM Executive Director (director@sem.org) at:

SEM
7 School Street
Bethel, CT 06801
Tel: 203-790-6373
Fax: 203-790-4472

Student Chapter in Brazil: An Example

CONSTITUTION OF THE CATHOLIC UNIVERSITY OF RIO DE JANEIRO – PUC-Rio - CHAPTER OF THE SOCIETY FOR EXPERIMENTAL MECHANICS, INC.

Article I – NAME

The name of the organization shall be the PUC-Rio Student Chapter (hereafter called, "Chapter") of the Society for Experimental Mechanics (hereafter called the "Society") .

Article II -PRINCIPAL OFFICE

The principal office of the Chapter is located at the “Pontifícia Universidade Católica do Rio de Janeiro (Catholic University of Rio de Janeiro), PUC-Rio, in the town of Rio de Janeiro, in the state of Rio de Janeiro, and the Country of Brazil.

Article III –PURPOSES

The purposes of the Chapter are exclusively scientific and educational. The purposes shall include, but are not limited to:

- a) the introduction of students to the field of experimental mechanics.
- b) the introduction of students and faculty to the Society.
- c) providing situations which enable students to meet and discuss the aspects of experimental mechanics with faculty and representatives from industry working in experimental mechanics,
- d) serving as a forum for the exchange of ideas, experimental techniques, and investigations among students, faculty, and industrial representatives in the field of experimental mechanics.
- e) the advancement of the Society.
- f) providing career guidance to students in the field of experimental mechanics.
- g) the encouragement of research in the practice of experimental mechanics.

Article IV – POWERS

The chapter shall reserve the right to perform all lawful functions which may be necessary for the proper and successful execution of the purposes stated above.

Article V - LIMITATIONS OF POWERS

The Chapter shall not:

- a) issue any publication for distribution to persons other than members without the prior consent of the Editorial Council of the Society.
- b) use the name of the Society for any purposes except as part of its own name .
- c) endorse, recommend, promote, or approve any service, product, publication, person, or entity for the promotion of private interests.
- d) operate for the purpose of financial profit of any individual person affiliated with the Chapter.

Article VI – MEMBERSHIP

- a) Voting members and officers of the Chapter shall be members of the Society in good standing and registered as full time students of PUC-Rio or other Universities in the state of Rio de Janeiro who are recognized as in good academic standing by PUC-Rio.
- b) No discrimination shall exist in the Chapter on the basis of race, creed, sex, disability, religion, or national origin.

Article VII –OFFICERS

There shall be at least a President, and Vice-President of the Chapter.

Article VIII –MEETINGS

The Chapter shall meet at least three times during the academic year.

Article IX –ADVISORS

The Chapter must have at least one advisor who is an Individual Member in good standing in the Society. All advisors are subject to the approval of the Executive Board of the Society.

Article X – AMENDMENTS

All articles of this constitution shall be subject to change by approval of two-third of the members of the Chapter, the appropriate authority of this University, and the Executive Board of the Society.

Article XI –DISSOLUTION

Upon dissolution of the Chapter, any assets remaining thereafter shall be conveyed to the Society.

Professor José Luiz de F. Freire
Advisor

Ana Cristina Soares
Student President

Rio de Janeiro, May 27, 2003

INSTITUTION APPROVAL

As Head of the Department of Mechanical Engineering of the Pontifícia Universidade Católica of Rio de Janeiro, PUC-Rio, I approve the installation of the PUC-Rio Student Chapter of the Society for Experimental Mechanics.

Paulo Roberto Souza Mendes
Professor & Head

Rio de Janeiro, May 27, 2003

Procedure 8

PROCEDURE TO FORM A NEW TECHNICAL DIVISION

Technical Divisions (TDs) are major contributors to SEM. They serve as the focal point for their topic within the Society. A Technical Division request may be submitted by any member of SEM. The area of interest of the TD may be in any area of Experimental Mechanics. The area of interest should be clearly distinct from the areas covered by existing TD's. Some requirements for TD's are:

1. Each TD is expected to have a formal meeting at least once a year, usually in conjunction with one of the SEM conferences.
2. Each TD is required to submit a report of its activities once per year. This is generally requested around March or April so that it may be included in the annual Officer's Report of the Society.
3. Each TD is expected to contribute organized sessions for one or more of the SEM conferences.
4. Each TD is expected to make recommendations regarding future areas of interest for the Society.

In order to form a new Technical Division, the interested parties need to supply the Chair of the Technical Activities Council with the following information:

1. Statement of desire to form a TD.
2. List of SEM members (at least 5) who support the formation of the new TD.
3. A list of the initial TD officers.
4. A proposed set of bylaws (see examples in previous section).

The chair of TAC will then present the recommendation to the Executive Board. If the application is approved, the organizers will be informed by the Secretary.

If the Chair and the members of a Technical Division determine that their TD is no longer relevant, then a recommendation to resolve is made to the Chair of TAC. The Chair of TAC presents the recommendation to the Executive Board. If the recommendation is approved, then the TD is considered resolved.

Examples of TD Bylaws can be seen in the previous section. For example, see the Bylaws for Modal Analysis/Dynamic Systems or the Bylaws for Biological Systems and Materials.