

ADAPTIVE STRUCTURES AND MATERIAL SYSTEMS COMMITTEE

**Aerospace Division
American Society of Mechanical Engineers**

BYLAWS

Current elected officers (elected September 2012):

Chair: Zoubeida Ounaies, zxo100@psu.edu

Co-Chair: Mohammad Elahinia, mohammad.elahinia@utoledo.edu

Secretary: Oliver Myers, myers@me.msstate.edu

Treasurer: William Oates, woates@fsu.edu

Subcommittee Chairs (as of September 2012):

Adaptive Structures and Material Systems Prize: Norm Wereley

Best paper award review coordinators: Materials: Nakhiah Goulbourne, Structures: Wei-Hsin Liao

Recognition Campaign: Don Leo

ASME SMASIS: Nancy Johnson, Andrei Zagrai and Ralph Smith

AIAA/ASME SDM Adaptive Structures Forum: Norman Wereley

ASME mailing database: Marcelo Dapino and Diann Brei

ICAST: Nakhiah Goulbourne and Dan Inman

SPIE SSM: Chair: Symposium Chairs: Victor Giurgiutiu and Chris Lynch; Symposium Co-Chairs: Jay Kudva and Theodoros E. Matikas

SPIE/ASME Best Student Paper Presentation Contest: Karla Mossi and Constantin Cioconel

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ADAPTIVE STRUCTURES AND MATERIAL SYSTEMS BRANCH

1. PURPOSE OF BRANCH

The Adaptive Structure and Material Systems Branch (ASMS) of the Aerospace Division (AD) in the American Society of Mechanical Engineers (ASME) exists to advance the state of the art, science, and technology in the area of adaptive structures and material systems through the application of analytical, experimental and computational techniques. The committee fulfills this purpose by:

- 1.1 Encouraging the presentation and publication of substantive papers in the area of adaptive structures and material systems, primarily by sponsoring symposia at meetings involving AD participation: ASME SMASIS (formerly the ASMS symposium held at ASME International Congress), AIAA/ASME Adaptive Structures Conference, International Conference on Adaptive Structures Technologies (ICAST), and SPIE Annual International Symposium on Smart Structures and Material (SPIE SSM) (see operating procedures for responsibilities associated with these conferences), and publishing the associated technical content in conference proceedings and journals. Joint symposia sponsorship with other ASME divisions and other technical societies is also encouraged.
- 1.2 Highlighting special needs and advances by promoting presentations, publications and panel sessions on selected topics in adaptive structures and material systems.
- 1.3 Serving as a focal point in the AD for adaptive structures and material systems technology by interacting with other related groups within and outside the AD.
- 1.4 Maintaining ASME recognition of the contributions of engineers and scientists working in the area of adaptive structures and material systems. This is accomplished through the recommendation of special and general lectures at ASME meetings and through the nomination of selected individuals for ASME awards, including elevation to Fellow of the Society.

2. MEMBERS

2.1 "Members" are elected to the ASMS by a majority vote of the committee members present at a regularly called meeting. A member may serve as long as he/she remains active in committee activities. Members of the committee must be members of ASME from industry, academia and government who support the purpose and activities of the ASMS.

2.2 Nomination for membership is coordinated by a Membership Subcommittee (see operating procedures.) Nominations for membership are accepted from committee members at any time.

2.3 Members who have not attended at least one ASMS branch meeting in the past two years will receive a letter from the TC chair inviting them to become a "friend of the committee". Friends of the committee are welcome to attend TC meetings, but are not considered to be active members. If a friend of the committee wishes to become an active member again, he or she should seek nomination for membership using the usual procedure.

3. OFFICERS

The ASMS is served by three elected officers: a Chair, Co-chair and a Treasurer. The Chair may appoint a Secretary with the consensus of the Co-chair to take meeting minutes and perform other duties.

3.1 Election of new officers is held each year at the fall Branch meetings; their term of office runs for one year. It is presumed that the incumbent Co-chair shall accede to the Chairmanship. The Chair shall appoint all other responsible parties such as subcommittee chairs and others needed to fulfill the responsibilities of the ASMS Branch. A nomination subcommittee will coordinate the election of officers (see operating procedures.) Nominations for the officers are accepted from members at any time or can be made from the floor during any election. Election is achieved when one nominee receives a majority of the votes cast by the committee members present. If more than two nominees are involved and no nominee receives a majority vote, the nominee with the fewest number of votes drops out of the election and a new vote is taken. This process is repeated until the officers are elected.

3.2 Chair and Co-Chair

Responsibilities of the Chair include: 1) calling and conducting all committee meetings, 2) furnishing meeting agenda, location, and time to the Secretary before a regularly called meeting, 3) coordinating and reporting on the committee's activities with the responsible executive member, and if necessary, represent the ASMS at meetings of the AD General and Program Committees, 4) providing a list of current ASMS members to the AD Executive Committee each year, 5) ensuring that ASMS maintains an adequate and active membership through timely election of members, 6) monitoring committee activities and appointing subcommittee chairs to perform specific tasks. The Co-Chair will act in behalf of the Chair in Chair's absence.

3.3 The secretary's responsibilities include: 1) notifying all members of a regularly called

committee meeting by e-mail in advance of the meeting; this notification shall be accompanied by an agenda for the forthcoming meeting (including time and date) and a copy of the minutes for the most recent meeting, 2) recording attendance and taking minutes at each meeting, forwarding a copy to the Chair, incorporating the Chair's additions and corrections where appropriate, and preparing the minutes for distribution, 3) maintaining a current list of all ASMS members, their addresses and telephone numbers, 4) maintaining committee records and transferring them to the newly appointed or elected Secretary, 5) acting for the Chair or Co-chair when either is absent from a meeting, 6) maintaining and updating the bylaws of the ASMS.

3.4 The treasurer's responsibilities include 1) maintaining the committee's account budget and keeping track of all revenues and expenditures; this responsibility shall be accomplished through close contact and cooperation with the ASME Unit Support Administrator (currently Abraham Hassan) ; 2) serving as the point of contact for all incoming checks and outgoing expenditures; all checks from donations should be sent to the treasurer first for recording then depositing into account, and all requests for expenditures such as for plaques and award checks should involve the treasurer; 3) requesting an expenditure and a balance sheet for the account from ASME prior to each committee meeting to notify members of the state of treasury; 4) taking care of the logistics for each committee meeting, including reserving a meeting room and planning for audio-visual equipment, food and beverages; 5) acting for the Co-Chair or Secretary when either is absent from a meeting. The Aerospace Division Treasurer will be the single point of contact from the ASMS Branch to ASME HQ. To maintain ASMS accounting activities and books, the ASMS Treasurer will communicate with the Aerospace Division Treasurer on a monthly basis.

3.5 If either the Chair or Co-Chair is unable to complete his/her term of office, the other elected officer automatically fills the position until the next regularly called meeting.

4. LIAISON

Liaison with other technical committees in ASME and other technical societies is an important function of the committee in conducting its business. Liaisons are appointed from the ASMS committee members and usually also hold memberships on other technical committees within or outside ASME.

5. MEETINGS

Two meetings will be held each year. One meeting will occur in the Spring the other will occur in the Fall. Meeting will usually be held during each SPIE Smart Structures and Materials Conference and ASME SMASIS. The chair may also call other special meetings as appropriate.

6. SUBCOMMITTEES

The Chair of the ASMS has the authority to establish subcommittees, and shall appoint the chairperson of each such subcommittee. Not every member of the subcommittees need be members of the ASMS.

7. MANUAL REVISIONS

Changes to this Operating Procedures and Bylaws will be voted on and will supersede the previous operating rules. They may be revised at any regularly called meeting of the ASMS by a two-thirds vote of the active members present.

OPERATING PROCEDURES
NOMINATION SUBCOMMITTEE

Subcommittee Chair: ASMS Co-Chair

Subcommittee Members: Appointed by the ASMS Chair in conjunction with the subcommittee Chair for a term of up to three years, and are eligible for reappointment

Responsibilities:

- Identify willing and qualified candidates for the position of ASMS treasurer.
- Nominate at least one qualified candidate for the treasurer election every year at the fall Branch meeting.
- Accept nominations for the treasurer from the floor.
- Conduct the election of the treasurer every year at the fall meeting.

MEMBERSHIP SUBCOMMITTEE

Chair: ASMS Secretary

Committee Members: Appointed by the ASMS Chair in conjunction with the committee chair for a term of up to three years, and are eligible for reappointment

Responsibilities:

- Establish the desired membership distribution.
- Present the information of the existing membership as it relates to the desired membership distribution before new members are considered.
- Maintain a current list of members with pertinent data.
- Present candidates for nomination at any ASMS meeting. Approval will be by majority vote of members present at the meeting.

HONORIFIC SUBCOMMITTEES

1. ASME “Adaptive Structures and Material Systems” Prize

Subcommittee Chair: appointed by ASMS Chair from among the past winners.

2. ASME Best Paper Awards

Subcommittee Chair: ASMS Co-Chair

Review coordinators appointed by the ASMS Co-Chair

a. “Structures and Structural Dynamics”

b. “Materials and Material Systems”

3. Gary Anderson Early Achievement Award

Subcommittee Chair: ASMS Co-Chair

4. Recognition Campaign

Subcommittee Chair: appointed by ASMS Chair

Subcommittee Members: Appointed by the ASMS Chair in conjunction with the subcommittee chair for a term of up to three years, and are eligible for reappointment

Responsibilities:

- Maintain a current written set of criteria and procedures for each award.
- Oversee selection of the winners for each award.
- Coordinate all awards with the responsible executive member of the ASME Aerospace Division
- Select the award recipient and contact the recipient to obtain acceptance and to confirm their attendance at the awards presentation. Present the Best Paper and Gary Anderson awards at the spring meeting.

Request a certificate/plaque, and monies from the Treasurer. The Treasurer will contact the ASME Unit Administrator (currently Abe Hassan) to have the plaque printed and check delivered prior to the award presentation.

- Prepare a list of all awards and establish a time line for the actions required.

- At present, administer the following awards, to be selected by these subcommittees according to the guidelines given below:
 - * ASME "Adaptive Structures and Materials Systems" prize.
 - * ASME best paper in "Materials and Material Systems".
 - * ASME best paper in "Structures and Structural Dynamics".
 - * ASME Aerospace Division Gary Anderson Early Achievement Award

5. Guidelines for ASME "Adaptive Structures and Material Systems" prize:

The award subcommittee includes 3 appointees by the Chair of the Branch and former winners who are still active in the field, but using only the most recent 5 winners.

Nominations may be received at large from any source. The award decision is to be based on credentials and three criteria:

- * Leadership
- * Technical publications
- * Advances made

A subcommittee co-chair is appointed by the ASMS Chair to accede to the role of subcommittee chair.

A vote is taken of the subcommittee, organized by the subcommittee chair. The nominations are open to all at any time and consist only of an email to the subcommittee chair. The names are then left on a list for 3 years once nominated. This list is circulated to the subcommittee who then rank their top 5 choices. These votes are then weighted and tabulated according to the following scoring process:

Candidate Rank	Points
#1	11
#2	7
#3	4
#4	2
#5	1

Subcommittee members may vote for up to 5 candidates and may have ties (e.g., if two candidates tie for second, they both receive 7 points).

The only person who ever sees the scoring is the subcommittee chair.

6. Guidelines for ASME best paper awards.

There are two best-paper awards established by the ASMS: 1) Materials and Systems Best-paper Award and 2) Structures and Structural Dynamics Best-paper Award. These two awards are usually given at the SPIE meeting every year. There are two subcommittees respectively in charge of these two awards. Each subcommittee consists of a review coordinator and a number of subcommittee members serving as reviewers; these reviewers may or may not be members of ASMS, although active members are preferred. Due to the expertise required to review those

nominated papers, non-active ASMS members may be recruited in the review process. Nomination and selection processes are outlined below.

6.1 Nomination:

Papers published in journal publications relevant to smart materials and structures and conference proceedings sponsored by the ASMS committee are eligible for the best-paper competition. The candidate papers are selected in three ways:

- Selected papers published in ASME transactions and/or journals related to smart materials and structures during a given calendar year.
- Conference/symposium papers solicited from the conference/symposium chairs or organizers of the conferences and symposia in the given calendar year. (It is limited to a maximum of two papers from each conference or symposium.)
- Nominations from all ASMS committee members.

6.2 Review and Selection:

The subcommittee chairperson sends all nominated papers to the review coordinators after he/she has received all inputs from various sources.

All papers are ranked in a numerical order in which the best receives 1 and the second best receives 2, and so on for all other nominated papers. Their papers are judged based on their originality, overall quality, and impact on the field of adaptive structures.

All reviews and rankings are sent back to the review coordinator who collects all the received reviews and tabulates the rankings. The lowest number wins the best-paper award. If two papers receive the same numerical ranking, the review coordinator may cast his/her vote to break the tie.

The decision of these best-paper winner(s) should be forwarded to the Co-chair and Chair at least one month before the annual SPIE Conference. These winners should be notified in advance and be strongly encouraged to attend the SPIE conference in which the official announcement is made and awards are given. If there is no consensus among the subcommittee members, the best-paper awards for either category may not be given in that year.

If an insufficient number of nominations are received in any given year, the best paper awards may not be given that year. This is at the discretion of the subcommittee chair.

6.3 Subcommittee Members

Subcommittee members are selected/approved during the ASMS committee meeting to review papers for the following year. This allows ample time to read and recommend quality papers for considerations during the next review cycle.

The review coordinators are appointed by the ASMS Chair. A subcommittee co-chair may be selected to accede to the role as the chair.

Subcommittee members are appointed for a term of up to three years, and are eligible for reappointment.

7. Guidelines for Gary Anderson Early Achievement Award.

This award is given for notable contribution(s) to the field of Adaptive Structures and Material Systems. The prize is awarded to a junior researcher in his or her ascendancy whose work has already had an impact in his/her field within Adaptive Structures and Material Systems. The winner of the award must be within 7 calendar years of terminal degree at the time of nomination. Nominations for the award must be received by December 31 of the year prior to the year of the award. For example: candidates who graduated in 2003 or after are eligible for the 2011 Gary Anderson Award; nominations for such candidates must be received by December 31, 2010. The prize consists of an ASME certificate and \$1,000.

Guidelines:

- Subcommittee Chair – TC Co-chair
- Members – Past five winners plus TC Exec. Committee
- Nominations received at large from any source
- Requirements
 - Nominee must be within 7 calendar years of terminal degree at the time of nomination
 - Nominations consisting of a nomination letter and a current curriculum vita must be submitted to the Subcommittee Chair by December 31 of the year prior to the year of the award
 - Nominee's work must have already had an impact in his/her field within Adaptive Structures and Material Systems
- Award decision is based on the extent of the nominee's contribution(s) to the field of Adaptive Structures and Material Systems
- Award Administration: A vote is taken of the subcommittee members, organized by the sub-committee chair. The nominations are open to all at any time and consist of a nomination letter and CV submitted to the sub-committee chair. Once nominated, the names are then left on the list for 3 years or until the nominee is no longer eligible. The list is circulated to the subcommittee members who then rank their top 3 choices. These votes are then weighted and tabulated according to the following scoring process:

Candidate Rank	Points
#1	5
#2	3
#3	1

If there is a tie, then the same number of points is given, e.g., if two candidates tie for second, they both receive 3 points.

- The sub-committee chair is to assemble the list of nominees and send out to the sub-committee by January, 15th of each year that an award is considered. The sub-committee members are to return their vote no later than January 31st. The final decision is to be made by February, 7th and forwarded to the sub-committee member responsible for interacting with ASME.
- The award is announced each year at the SPIE meeting.
- The award may not be given if there are no suitable nominees or if funds are not available.

BYLAWS AND OPERATING PROCEDURES SUBCOMMITTEE

Subcommittee Chair: ASMS Secretary

Subcommittee Members: ASMS Chair, and other members appointed by the ASMS Chair for a term of up to three years, and are eligible for reappointment.

Responsibilities:

- Maintain Updated Operating procedures and bylaws.
- Obtain inputs to the Operating Procedures from the ASMS members.
- Communicate with the responsible ASME Aerospace Division executive member to assure operations are in conformance with ASME regulations.
- Publish and distribute current Bylaws and Operating Procedures to every member.

ASME SMART MATERIALS ADAPTIVE STRUCTURES AND INTELLIGENT SYSTEMS (SMASIS) CONFERENCE SUBCOMMITTEE

When: Annually, in September, October, or November

Duration: Three or four days

Dates to avoid: Election and Halloween, ICAST, IMECE, ASME IDETC

Schedule of 20 minute talks:

Long term: 8:00-10:00 (6), 10:30-12:30 (6) 2:00-5:00 (6); 18 talks per day, 3 days, 54 talks per track. 6 Tracks should be roughly 300 papers. Individual tracks may bring in a smaller number of papers.

Year 1: anticipated size is 150 papers (6 tracks as described below with 20-30 papers per track) (Actual was over 200)

Evening meetings: Rooms should be available for other meetings (such as the ASMS Branch meeting) from 6-10 PM.

Venue requirements: Hotel accommodations, 6 meeting rooms that seat 35-50 with power point projector, continental breakfast, coffee breaks, restaurants within walking distance.

Chair and Co-Chair: Appointed by the ASMS Branch chair for a term of 2 years.

Sub-Committee Members: Track chairs and others as appointed by the ASMS Chair for a term of up to three years. Eligible for reappointment.

2008-2009 Conference Chair: Christopher Lynch, **Co-Chair:** Diann Brei

2010-2011 Conference Chair: Diann Brei, **Co-Chair:** Nancy Johnson

2012/2013 Conference Chair: Nancy Johnson, **Co-Chair:** Andrei Zagrai

Plenary / Keynote Speakers: To be determined by the conference and track chairs.

Tracks: Six tracks. This will require six parallel sessions with rooms that seat 35 - 50. Each track chair and co-chair will form an organizing committee of approximately 10 individuals. Each of the 10 will be responsible for soliciting 5 authors that are well known. Each track chair will draft a conference track announcement. Examples from the SPIE conference may be used and modified. Below is a list of the recommended tracks for the first years of the conference. Chairs have been identified for the first two years and in many instances first four years of the conference:

- Bio-Inspired Smart Structures
- Design and Enabling Technologies
- Mechanics of Active Materials

- Multifunctional Materials
- Adaptive Structures and Integrated Systems
- Health Monitoring / NDE

Time line for the conference:

2 years prior to conference:

ASMS sub-committee selects location
ASME obtains quotations from conference hotels
ASMS selects venue based on quotations obtained by ASME
ASMS appoints chairs and co-chairs of conference. Conference Chair, Co-chair, plus ASMS Chair and Aero Div Chair discuss and select tracks
Track chairs select their organizing committees

18 months prior to conference

Conference chair organizes plenary speakers (offer fee waivers if asked)
Conference chair invites panel participants (held in plenary spot, fee waivers if asked)
Key presenters are invited by track chairs, three for each track. (No fee waivers unless really needed.)
Conference site identified, ask ASME to begin contract negotiations
CA-1 Form needs to be submitted to ASME

12 months prior to conference

Tracks produce their call for papers (needs to be done soon)
ASME sends to list (request at ASME meeting)
ASMS sends to list (request at ASMS meeting)
Deadlines for abstracts and papers are published
Conference is broadly advertised (ASME handles this. Flyers distributed at ASME meeting, SPIE meeting)
Conference chair and Co-Chair coordinate with ASME as required

6 months prior to conference

Conference chair provides organizational structure, assigns rooms
Conference chair distributes papers / abstracts
Conference chair coordinates with ASME as required

3 months prior to conference

Track chairs review papers and select for a special journal issue publication
Conference chair coordinates with ASME as required

Conference

Conference chair arrives early to work with ASME on set up
Conference chair acts as interface between volunteers and ASME staff.
Papers are not required for speaking spots, but strongly encouraged.

Post conference
ASME handles publications

THE AIAA/ASME ADAPTIVE STRUCTURES CONFERENCE SUBCOMMITTEE

Subcommittee Chair

Subcommittee Members: Appointed by the ASMS Chair in conjunction with the subcommittee chair for a term of up to three years, and are eligible for reappointment

Responsibilities:

- Provide leadership for this forum held in conjunction with the AIAA ASC (rotate general chairmanship with AIAA and other participating societies in the ASC).
- Attend the ASC/SDM program planning committee meeting.
- Represent the ASMS committee at the ASC long range planning committee and provide inputs to the planning document
- Seek reimbursement from AIAA for ASMS participation.
- Reduce the cost to all participants of the forum.
- Arrange for the Adaptive Structures Prize to be presented at the ASC.
- Inform ASMS of the activities.
- A subcommittee co-chair should be appointed to accede to the chair.

INTERNATIONAL CONFERENCE ON ADAPTIVE STRUCTURES TECHNOLOGIES

Subcommittee Chair

Responsibilities:

- Assist conference organizers with promoting this event to the ASMS TC.
- Inform ASMS of the activities of the conference.

SPIE SMART STRUCTURES/NDE CONFERENCE SUBCOMMITTEE

Subcommittee Chairs: the overall conference chair and/or co-chair who are members of the ASMS TC.

Subcommittee Members: symposium chairs and co-chairs, as discussed below.

The ASMS is responsible for organizing four symposia within the SPIE Smart Structures/NDE conference:

Active and Passive Smart Structures and Integrated Systems

Behavior and Mechanics of Multifunctional Materials and Composites

Industrial and Commercial Applications

Sensors and Smart Structures Technologies for Civil, Mechanical, and Aerospace Systems.

Each symposium has a chair who is responsible for finding a volunteer to be their co-chair for two years who will then take over as chair. The new chair will then identify someone to be their co-chair. The term is for four years two as co-chair and two as chair.

The ASMS TC Chair should obtain appropriate funds from SPIE for ASME participation. SPIE will contribute \$2k to the ASME ASMS TC, in addition to fee waivers for the winner and runner up of the student competition. The \$2k can be used in whatever way the TC sees fit. The following are the terms of the agreement was reached between the TC and SPIE in April, 2008.

- SPIE will grant full fee waivers to the symposium chairs and the primary conference chairs. (i.e., one chair per conference; co-chairs do not receive fee waivers).
- The ASMS Chair will receive a fee waiver.
- SPIE will grant each conference chair one ‘courtesy’ fee waiver to give to Keynote or invited speakers.

- The winner and the runner-up of the Best Student Paper competition will receive student waivers to cover their registration. These waivers do not include a proceedings, which is consistent with the Student Registration packet. These students will pay their registration and then be reimbursed.
- If any of the players perform two roles in the conference that qualify for fee waivers (i.e. Course Instructor, or Conference Chair/ASME Technical Committee Chair), they will receive two waivers to use as they wish. Beyond that, any requests for additional fee waivers should be submitted to SPIE for consideration.
- If the ASME chairs want to pay the conference registration fee, the value of their Chair Waiver can be used to offset the cost of the ASME banquet. The 4 'courtesy waivers' for invited authors cannot be applied to the banquet costs, as they are intended to encourage high-profile authors to attend the conference and present their work.

Annual Donation: SPIE will continue to provide \$2,000 per year to cover the costs of awards or to be used in whichever way the TC sees fit.

The ASMS Chair is the official liaison between the ASME ASMS committee and the SPIE executive committee; however, the ASMS Chair does not need to be the technical chair or co-chair of the sub-conference on "Smart Materials and Systems" at the SPIE conference.

PUBLICATION SUBCOMMITTEE

Subcommittee Chair: Appointed by ASMS Chair

Subcommittee Members: Appointed by the ASMS Chair in conjunction with the subcommittee chair for a term of up to three years, and are eligible for reappointment

Responsibilities:

The subcommittee chair will be the co-chair of the ASME/AIAA newsletter subcommittee, together with a representative of the AIAA TC. ASME and AIAA will alternate who is in charge of publishing the newsletter, with each committee leading the effort once per year. The ASME representative will be appointed by the ASMS chair and will lead the publication of the winter newsletter, to be published every year in January. The AIAA representative will be appointed by the AIAA TC chair and will lead the publication of the summer newsletter, to be published every year in July. There will be a subcommittee consisting of members of both TCs to aid in publishing the newsletter.

SMART MATERIALS AND STRUCTURES DATABASE SUBCOMMITTEE

Subcommittee Chair: ASMS TC secretary

Subcommittee Members: Appointed by the ASMS Chair in conjunction with the subcommittee chair for a term of up to three years, and are eligible for reappointment.

Responsibilities:

- Maintain Smart Materials and Structures Database, with yearly updates.
- Communicate with the responsible ASME aerospace division executive member to assure usage is in conformance with ASME regulations.
- Establish and maintain database access regulations.

Guidelines for Smart Materials and Structures Database

1. Purpose

The Smart Materials and Structures (SMS) database was created to facilitate distribution of information to those interested in the field.

2. Oversight

A joint subcommittee will be formed to oversee the database. This subcommittee will consist of at least three members, one representative from each technical committee (ASME, AIAA) and the database manager. Additional members may serve. It is recommended that the representative be the secretary of each technical committee, but an alternate can be chosen.

For continuity, the SMS database will be maintained by a database manager at the Ohio State University Smart Vehicle Concepts Center (OSU-SVC). Use of the database will be in accordance with the guidelines created and approved by both governing technical committees.

The purpose of the subcommittee is to rule on any special distribution or maintenance cases, prepare and maintain guidelines, recommend modifications to the technical committees. Any modification to these guidelines must be approved by the first upcoming technical committee meeting.

3. Distribution

The database manager at OSU-SVC will be responsible for all information distributed to the database. Direct access beyond the database manager will not be provided. Any information to be distributed to the database should be sent to the database manager at OSU-SVC who will distribute it in accordance with these guidelines agreed upon by the technical committees.

3.1. Conferences

This database will support solicitation to the conferences that the technical committees are responsible for: ASME SMASIS Conference, SPIE Smart Materials and Structures Conference, AIAA Adaptive Structures Conference and International Conference on Adaptive Structures Technology. Any conference information will be distributed to the entire database.

3.2. Other Conferences and Workshops

This database will support other conferences and workshop with prior approval from the database subcommittee. Conferences and workshop should be of interest to the general community for distribution to the entire database. For specialized workshops or conferences, it should be referred to subgroups defined below.

3.3. Subgroups

Special subgroups within the database will be formed for smaller distributions. This may include but not exclusive to posting of job, post doc or funding opportunities, specialized workshops/conferences, product information, service solicitations. This information will be posted only to those in the database that register for these special distributions.

3.4. Special Cases

The database may be used for other special circumstances as they arise if approved prior by the database subcommittee. Use of the database will be conservative to guard against spam or situations not of wide interest to the group.

3.5. Selling

The database will not be sold without approval of both technical committees. However, the current agreement between the ASME technical committee and SPIE for the solicitation of the SPIE conference will be grandfathered and upheld.

3.6. Maintenance

The format of the database will be kept in excel for easy assessment and future management. It is the responsibility of those in the database to keep their information current. Changes must be provided to the database manager who will update the database. Changes can be submitted via mail, fax, e-mail or web. The form and link will be provided on both technical committees' web sites. If an e-mail or mailing is returned, it will be assumed that the person's information within the database is incorrect or outdated and the person will be removed from the database unless special arrangements are made with the database manager. Updates to the database will be made monthly with an annual checking and cleaning of the database.

APPENDIX

ASME ASMS Technical Committee Agenda EXAMPLE

**American Society of Mechanical Engineers - Aerospace Division
Adaptive Structures and Material Systems Technical Committee**

at the

ASME Adaptive Structures and Materials Symposium
<<CITY>>, <<STATE>>

<<DAY>>, November <<DATE>>, <<YEAR>>
<<START TIME>> - <<END TIME>> PM
<<BUILDING>>
<<ROOM>> - <<FLOOR>>

AGENDA

- 1.0 Attendance and acknowledgment of visitors (<<CHAIR>>, Chair)
- 2.0 Review and acceptance of minutes of committee meeting held at the <<YEAR>> SPIE Smart Structures and Materials Symposium, <<CITY>>, <<STATE>> (<<SECRETARY>>)
- 3.0 Membership Report (<<SECRETARY >>)
 - 3.1 Circulation of Roster for Updating
- 4.0 Treasury Report (<<TREASURER>>)
 - 4.1 Status and update
 - 4.2 Proposal for ASMS fund raising - closed
- 5.0 Reports on ASME SMASIS
 - 2003 ASMS Symposium: Mary Frecker and Don Leo
 - 2004 ASMS Symposium: Don Leo and Marcelo Dapino
 - 2005 ASMS Symposium: Marcelo Dapino and Mehrdad Ghasemi-Nejhad
- 6.0 Reports on AIAA ASC
 - 2003 Adaptive Structures Conference: Vit Babuska and Greg Agnes
 - 2004 Adaptive Structures Conference: Greg Agnes and Lee Peterson
- 7.0 Reports on SPIE Symposium
 - 2003 – Chair: Marc Regelbrugge, Co-Chair: Vasundara Varadan
 - 2004 – Chair: Vasundara Varadan, Co-Chair: Yoseph Bar-Cohen
 - 2005 – Chair: Vasundara Varadan, Co-Chair: Yoseph Bar-Cohen
 - 2006 – Chair: Yoseph Bar-Cohen, Co-Chair: ?
- 7.1 Smart Structures & Integrated Systems Conference
 - 2003 – Chair: Amr Baz, Co-Chair: Alison Flatau, Yuji Matsuzaki
 - 2004 - Chair: Alison Flatau, Co-Chair: Yuji Matsuzaki
 - 2005 - Chair: Alison Flatau Co-Chair: ?
 - 2006 - Chair: ? Co-Chair: ?

7.2 Active Materials: Behavior and Mechanics
2003 – Chair: Dimitris Lagoudas, Co-Chair: Bill Armstrong
2004 – Chair: Dimitris Lagoudas, Co-Chair: Bill Armstrong
2005 – Chair: Bill Armstrong, Co-Chair: ?
2006 - Chair: Bill Armstrong, Co-Chair: ?

7.3 Damping and Isolation
2003 – Chair: Greg Agnes, Co-Chair: Kon-Well Wang
2004 – Chair: Kon-Well Wang, Co-Chair: William Clark
2005 – Chair: Kon-Well Wang, Co-Chair: William Clark
2006 – Chair: William Clark, Co-Chair: ?

7.4 Industrial and Commercial Applications
2003 – Chair: Eric Anderson, Co-Chair: Ed White
2004 – Chair: Eric Anderson, Co-Chairs: Porter Davis, Lance Richards
2005 – Porter Davis and ?
2006 – Porter Davis and ?

7.5 Best Student Paper competition: Arnie Lumsdaine

8.0 Reports on International Conference on Adaptive Structures & Technology (ICAST)
(Inderjit Chopra)
2003 South Korea – Prof. Kim
2004 Bar Harbor, Maine – Dan Inman
2005 Paris France, Roger Ohayon
2006 Tiawan, Lee
2007 Ottawa Canada, Fred Nitzshe
2008 Ascona, Switzerland, E Paolo

9.0 Honorific Subcommittee
9.1 ASME Adaptive Structures and Material Systems Prize ()
9.2 ASMS Best Paper Awards (Chris Lynch)
 Structures and Structural Dynamics (Don Leo)
 Materials and Material Systems (Marty Dunn)
9.3 Recognition Campaign (Kon-Well Wang)
9.4 Gary Anderson Award

10.0 Operating Procedures
10.1 Bylaws (subcommittee members)
10.2 TC Mailing List (committee members)

11.0 AIAA Business (F. Staub)

12.0 <<INSERT OTHER ITEMS>>

13.0 Nominations for new TC member(s)
13.1 <<NAME>>, <<CORPORATE AFFILIATION>>
13.2 <<NAME>>, <<CORPORATE AFFILIATION>>
13.3 <<NAME>>, <<CORPORATE AFFILIATION>>

14.0 Other Business

15.0 Adjourn

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