

BYLAWS

ADAPTIVE STRUCTURES TECHNICAL COMMITTEE American Institute of Aeronautics and Astronautics

1. PURPOSE

The Adaptive Structures Technical Committee (ASTC) of the American Institute of Aeronautics and Astronautics (AIAA) exists to support technical activities that promote the development of adaptive structures technologies and their application to aerospace systems. The committee fulfills this purpose by:

1.1 Serving as the focal point for adaptive structures technologies within AIAA, and externally on behalf of AIAA. This includes organizing conferences and sessions within conferences, as well as interacting with other AIAA TCs and related groups within and external to AIAA.

1.2 Encouraging the presentation and publication of substantive papers in the area of adaptive structures. This is accomplished through sponsorship of the Adaptive Structures Forum (ASF) and additional sessions at the AIAA/AIAA/AHS Structures, Structural Dynamics, and Materials Conference (SDM), as well as sponsorship of sessions at other conferences related to aerospace fields. Joint sponsorship of symposia with other AIAA TCs and with other technical societies is encouraged. The ASTC also promotes publication of the associated technical content in bound symposia volumes and journals.

1.3 Highlighting special technology needs and advances by promoting presentations, general articles, publications, and panel sessions on selected topics in adaptive structures.

1.4 Maintaining AIAA recognition of the contributions of engineers and scientists working in the field of adaptive structures. This is accomplished through the recommendation of special and general lectures at AIAA meetings, and through the nomination of selected individuals for AIAA awards, including elevation to Associate Fellow and Fellow.

2. MEMBERS

2.1 Members of the committee must be AIAA members from industry, academia, or government who support the purpose and activities of the ASTC.

2.2 Nominations for membership are coordinated by a Membership Subcommittee, and nominations are accepted at any time. Nominees must formalize their willingness to serve by completing an application form via AIAA, preferably on-line at the AIAA web site. AIAA will forward all application materials to the ASTC Chair for decisions.

2.3 Based on the recommendations of the Membership Subcommittee and, consistent with AIAA procedures, the Chair will constitute the Adaptive Structures Technical Committee membership each year, usually prior to February 1. A member typically serves a three-year term, beginning May 1, but may serve longer at the discretion of the Chair.

2.4 Members are expected to actively participate in the affairs of the ASTC, including, for example (but not limited to): serving on subcommittees, reviewing abstracts, chairing sessions, writing articles, acting as liaison to other organizations, preparing award nominations, and attending ASTC meetings.

2.5 Any member who does not attend at least one ASTC meeting every year, or otherwise substantially participate in the activities of the TC, is considered inactive and may be dropped as an official member, unless extenuating circumstances are satisfactorily described to the Chair.

3. OFFICERS

Three elected officers serve the ASTC: a Chair, a Vice-Chair, and a Secretary. The Chair may additionally appoint a Treasurer, with the consensus of the Vice-Chair, to perform financial duties as needed.

3.1 Officer Election

Election of new officers is held during even-year SDM Conferences, and the term of office is two years. If willing and able to serve, the incumbent Vice-Chair shall accede automatically to Chair. The Chair shall appoint all other responsible parties such as subcommittee chairs and others needed to fulfill the responsibilities of the ASTC.

A Nominating Subcommittee will coordinate the election of officers. Nominations for officers are accepted from ASTC members at any time or can be made from the floor prior to 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 is dropped and a new vote is taken. This process is repeated until a majority is achieved by a candidate.

3.2 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, and arranging meals as authorized by AIAA;
- 3) Ensuring that the ASTC maintains an adequate and active membership through timely election of members and officers;
- 4) Appointing chairs and members of standing and special subcommittees, and monitoring committee activities;
- 5) Ensuring that the ASTC is represented at meetings of the AIAA SDM Program and Long-Range Planning Committees;
- 6) Coordinating ASTC activity with the responsible AIAA Technical Activities Committee (TAC); and
- 7) Providing a list of current ASTC members to the AIAA.

3.3 Vice-Chair

Responsibilities of the Vice-Chair include:

- 1) Acting as the Chair of the Operations Subcommittee, updating the bylaws of the ASTC and presenting any formal changes needing full membership approval at the next meeting of the ASTC;
- 2) Acting as the Chair of the Membership and Nominations Subcommittee, maintain a current list of ASTC members with pertinent data, including email addresses;
- 3) Acting on behalf of the Chair in his/her absence; and
- 4) Other duties assigned to him/her by the Chair.

3.4 Secretary

Responsibilities of the Secretary include:

- 1) Notifying all members of a regularly called committee meeting by letter, email, phone or fax in advance of the meeting; this letter shall be accompanied by an agenda (including time and date) and a copy of the minutes of 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) Acting as Chair of the Publications Subcommittee.
- 4) Assisting the Chair of the Membership and Nominations Subcommittee in maintaining a current list of all ASTC members and their affiliations, addresses, telephone and fax numbers, email addresses, AIAA membership grade, and committee assignments;
- 5) Maintaining committee records and transferring them to the newly appointed or elected Secretary; and
- 6) Acting for the Vice-Chair or Chair when either is, or both are, absent from a meeting.

3.5 Officer Succession

If the Chair is unable to complete his/her term of office, the Vice-Chair automatically fills the position until the next regularly-scheduled election for the Chair. At the next meeting of the full ASTC, a new Vice-Chair will be elected to assume the now vacant Vice-Chair office. This process would also be used if the Vice-Chair is unable to complete his/her term, and is designed to maintain normal elections of new officers on a regular schedule and to allow candidates to plan their workloads. In similar fashion, if the Secretary is unable to complete his/her term, the Vice-Chair will assume the duties of the Secretary until the next meeting of the full ASTC. At the next such meeting, a new Secretary will be elected to complete the original term of office.

4. MEETINGS

The primary meeting of the ASTC will be held in conjunction with the AIAA SDM conference (April). A second meeting will usually be held in conjunction with either the International Conference on Adaptive Structures Technology (ICAST, October), the ASME Adaptive Structures and Materials Systems Symposium at the IMECE ("Winter Annual") Meeting (November), or the SPIE Smart Structures and Materials Symposium (February). The chair may also call other special meetings as appropriate.

The ASTC Chair will conduct the meetings in accordance with Robert's Rules of Order. Motions concerning routine business generally require a simple majority of those members present at a meeting to carry. Motions to change the Bylaws require approval of a two-thirds majority of those members present to carry.

5. SUBCOMMITTEES

The ASTC conducts much of its activity through the operation of standing and special subcommittees. Standing subcommittees perform fixed functions and operate continuously. Special subcommittees are established to address matters of a limited duration. The Chair of the ASTC may establish special subcommittees, and shall define the purpose for, and duration of,

operation. Except where stated otherwise in these bylaws, the Chair of the ASTC shall appoint subcommittee chairs and, in consultation with these chairs, define the membership of the respective subcommittees.

Standing subcommittees include the following: Operations, Publications, Conferences, Membership and Nominations, Awards and Advancement, Liaison, and Education. An example of a special subcommittee is the Centennial of Powered Flight subcommittee.

The remainder of this section describes the standing subcommittees of the ASTC.

5.1 OPERATIONS SUBCOMMITTEE

Subcommittee Chair: ASTC Vice-Chair

Subcommittee Members: ASTC Chair, ASTC Secretary and additional members appointed by the ASTC Chair in consultation with the subcommittee chair for terms of up to three years. Past ASTC officers and ASF Chairs may be given preference so as to retain institutional memory and leadership. Members are eligible for reappointment.

Responsibilities:

- Maintain and update the Bylaws, obtain inputs from the ASTC membership, and ensure conformance with AIAA guidelines. Changes to the bylaws must be approved by the ASTC membership.
- Publish and distribute current Bylaws to every member.
- Organize a social activity at regular ASTC meetings.
- Advise the Chair on special matters for which time does not permit consultation with the complete membership of the ASTC.

5.2 PUBLICATIONS SUBCOMMITTEE

Subcommittee Chair: ASTC Secretary.

Subcommittee Vice-Chair(s): Appointed by the ASTC Chair in consultation with the Publications Subcommittee Chair. One or more Vice-Chairs may be appointed to reflect significant responsibility (*e.g.*, Vice-Chair (Web Site)).

Subcommittee Members: Members are appointed by the ASTC Chair, in consultation with the Publications Subcommittee Chair (ASTC Secretary), for terms of up to three years, and are eligible for reappointment.

Responsibilities:

- Generate the ASTC article for publication in the annual Highlights (December) issue of Aerospace America. Input is normally due in early September.
- Maintain the ASTC web site, which is hosted on an AIAA server.
- Publish at least one ASTC newsletter every year (perhaps electronically).
- Create and maintain a secure membership email address list on the web site to facilitate conduct of business electronically, apart from regular committee meetings.

5.3 CONFERENCES SUBCOMMITTEE

Subcommittee Chair: Appointed by the ASTC Chair in consultation with the Operations Subcommittee. This position benefits from intimate knowledge of, and experience with, AIAA conference organizing procedures. The Subcommittee Chair will normally have served on the subcommittee for at least two prior years, with at least one of these years as Subcommittee Vice-Chair. This ensures an adequate knowledge base and continuity for conference operations. The Conferences Subcommittee Chair serves as the General Chair of the AIAA Adaptive Structures Forum.

Subcommittee Vice-Chair: Appointed by the ASTC Chair in consultation with the Operations Subcommittee and the Conference Subcommittee Chair. The Conferences Subcommittee Vice-Chair serves as the Technical Chair of the AIAA Adaptive Structures Forum.

Subcommittee Members: Members are appointed by the ASTC Chair for terms of up to three years, and are eligible for reappointment.

Responsibilities:

- Provide general conference organizing assistance to the ASTC leadership and to the AIAA.
- Represent the ASTC at program planning meetings for the major conferences supported by the ASTC (AIAA ASF/SDM, ASME ASMS, ICAST, and SPIE), and provide ASTC inputs to the planning documents for these major conferences.
- Arrange for ASTC awards to be presented at the ASF/SDM and other appropriate adaptive structures symposia.
- Report to the ASTC membership on conference planning activities, conference statistics, contemplated or planned changes in supported conferences, and recommendations regarding future conference support.
- Nominate ASTC members for specific conference leadership positions such as technical or general chair when it is the ASTC's responsibility to provide such leadership.
- Seek reimbursement from AIAA for ASTC conference participation.

5.4 MEMBERSHIP AND NOMINATIONS SUBCOMMITTEE

Subcommittee Chair: ASTC Vice-Chair.

Subcommittee Vice-Chair: Appointed by the ASTC Chair in consultation with the Membership and Nominations Subcommittee Chair.

Subcommittee Members: Members are appointed by the ASTC Chair, in consultation with the Membership and Nominations Subcommittee Chair, for terms of up to three years, and are eligible for reappointment.

Responsibilities:

- Maintain a current list of ASTC members with pertinent data, including email addresses, for the ASTC Secretary's use in communicating TC information and support requests.
- Identify potential new members of the ASTC on the basis of their activity and leadership in adaptive structures. AIAA has special TC membership categories for international members, and members under the age of 35; potential new members in these categories should also be identified.
- Recommend suitable candidates, considering the existing and desired distribution of ASTC membership between industry, government, and academia.

- Present candidates for nomination at any ASTC meeting. Approval will be by majority vote of those members present. Work with approved candidates to ensure that the AIAA application process is followed.
- Identify willing and qualified candidates for the positions of ASTC Vice-Chair and Secretary.
- Nominate at least one qualified candidate for each of the Vice-Chair and Secretary positions at every “even year” SDM Conference.

5.5 AWARDS AND ADVANCEMENT SUBCOMMITTEE

Subcommittee Chair: Appointed by the ASTC Chair.

Subcommittee Vice-Chair: Appointed by the ASTC Chair in consultation with the Awards and Advancements Subcommittee Chair.

Subcommittee Members: Members are appointed by the ASTC Chair, in consultation with the Awards and Advancement Subcommittee Chair, for terms of up to three years, and are eligible for reappointment. The ASTC Vice-Chair is an *ex officio* member of the subcommittee. AIAA Fellows and Associate Fellows are given preference for membership.

Responsibilities:

- Prepare a list of all ASTC-administered and ASTC-advised awards, along with accompanying written eligibility criteria. Develop and document procedures for seeking nominees and selecting a winner for each award, including timelines.
- Oversee selection of the winners for each ASTC-administered award.
- Coordinate all awards with the responsible executive member of the AIAA. Prepare the certificate, plaque, and monies, and make all arrangements for the awards to be presented.
- Provide advice regarding the selection of winners of other adaptive-structures related awards administered by other organizations. Nominate ASTC members where appropriate.
- Recommend ASTC members or members of the adaptive structures technical community for other AIAA awards, as appropriate.
- Review the AIAA grade status of ASTC members. Recommend advancements in grade where appropriate.

5.6 LIAISON SUBCOMMITTEE

Liaison with other AIAA Technical Committees, other technical societies, and society-at-large is an important function of the ASTC. Liaisons are appointed from the ASTC committee members and usually also hold memberships on other technical committees within or outside the AIAA.

Subcommittee Chair: Appointed by the ASTC Chair.

Subcommittee Vice-Chair: Appointed by the ASTC Chair in consultation with the Liaison Subcommittee Chair.

Subcommittee Vice-Chair (International): Appointed by the ASTC Chair in consultation with the Liaison Subcommittee Chair.

Subcommittee Members: Members are appointed by the ASTC Chair, in consultation with the Liaison Subcommittee Chair, for terms of up to three years, and are eligible for reappointment.

Responsibilities:

- Provide the ASTC focal point for congressional liaison and education. This is usually accomplished as part of the AIAA Congressional Visits Day (CVD).
- Provide or encourage liaisons to as many AIAA adaptive structures-related TCs as possible, drawing from the full ASTC membership. Report relevant information to the ASTC membership.
- Act as the official liaison of the ASTC to the ASME Adaptive Structures and Materials Systems Technical Committee, to the SPIE Smart Structures and Materials Symposium executive committee, and to the ICAST committee. Report relevant information to the ASTC membership. Responsibility for conference-related coordination rests with the Conferences Subcommittee.
- Act as the official liaison to international adaptive structures organizations.
- Develop joint activities with other AIAA TCs or adaptive structures organizations when appropriate.
- Seek funds from AIAA when appropriate to support functions outside normal AIAA operations and conferences.

5.7 EDUCATION SUBCOMMITTEE

Subcommittee Chair: Appointed by the ASTC Chair.

Subcommittee Vice-Chair: Appointed by the ASTC Chair in consultation with the Education Subcommittee Chair.

Subcommittee Members: Members are appointed by the ASTC Chair, in consultation with the Education Subcommittee Chair, for terms of up to three years, and are eligible for reappointment.

Responsibilities:

- Devise, develop, and maintain short courses that focus on adaptive structures technology, at the level of the practicing professional engineer.
- Devise and nurture the development of educational materials (print, video, electronic) that can be used to foster interest in adaptive structures engineering at all educational levels.
- Devise design problems for use in annual AIAA student design competitions.
- Devise adaptive structure projects suitable for entry in high school science fairs.

6. REVISIONS

Revisions to these Bylaws generally will be developed by the Operations Subcommittee and will be voted on and take effect subsequent to the regular ASTC committee meeting held at the annual ASF/SDM conference.

In the event of a situation requiring more rapid action, the Chair may submit proposed changes to the full committee via email, letter, or fax. He/she may then solicit a voting response one week later by similar methods. These changes, if supported by a two-thirds majority of those ASTC members responding, will become effective and remain in effect until the next full meeting of the ASTC. At that time, these changes can become permanent with a two-thirds vote of those members present.