

Bylaws

(In the following text, "Society" shall signify the American Physical Society, "Council" and "Executive Board" shall signify the Council and the Executive Board of the Society, respectively; "Executive Committee" shall signify the Division Executive Committee"; "Executive Officer" shall signify that Officer of the Society; and "Regular Meeting" shall signify the principal meeting held once a year by the Division.)

ARTICLE I -- NAME

This Division of the American Physical Society shall be called the Division of Fluid Dynamics (DFD).

ARTICLE II -- OBJECTIVE

The objective of the Division shall be the advancement and diffusion of knowledge of the dynamics of fluids.

ARTICLE III -- ENABLING CONSTITUTIONAL PROVISION

Article VIII of the Constitution of the Society, as said Article may be subsequently revised or amended, is hereby incorporated in these Bylaws by reference.

ARTICLE IV -- MEMBERSHIP

The members of the Division shall consist of members of the Society who have indicated in accordance with procedures established by Council their desire to join the Division and who retain membership from year to year by the payment of designated dues or by other method established by Council.

ARTICLE V -- EXECUTIVE COMMITTEE

- 1. Governance.** The Division shall be governed by an Executive Committee, which shall have general charge of the affairs of the Division.
- 2. Composition.** The Executive Committee shall consist of the Officers of the Division, the most recent Past Chair, the Division Councillor, and six Members-at-Large elected to staggered three-year terms. By courtesy, an editor or associate editor of the *Physics of Fluids*, *Physical Review E*, and *Physical Review Letters* may serve as non-voting ex officio members of the Executive Committee.
- 3. Executive Committee Meetings.** The Executive Committee shall meet at least twice each year. One meeting shall be held during the Regular Meeting of the Division, and the other shall be held approximately half way between Regular Meetings. Such meetings may be held by means of telephone conference calls, with participation being equivalent to attendance in person. Any member of the Executive Committee unable to attend a meeting may name a nonvoting alternate to represent him or her, subject to the approval of the Chair. The Chair of the Division shall preside over the Executive Committee meetings. A majority of the voting members, including at least two Officers, shall constitute a quorum.

4. **Consultation with the Membership.** Each year in February, a report will be sent electronically to the membership of the Division including the following information: (a) election results and membership of all committees; (b) a financial summary; (c) summary reports on the activities of the various Committees; and (d) actions of the Executive Committee at its most recent meeting. This information will also be posted on the DFD web site. The Membership will be invited to write to the Chair or Secretary-Treasurer concerning any of these matters, and the Officers will be obliged to provide a summary of such correspondence to the Membership within a month by electronic mail. It is the intention of this process to ensure that the affairs of the Division are conducted openly and with as much participation by members as is practical.

ARTICLE VI -- OFFICERS AND DIVISION COUNCILLOR

1. **Officers.** The Officers of the Division shall be a Chair, a Chair-Elect, a Vice-Chair, and a Secretary- Treasurer.
2. **Duties of the Chair.** The Chair shall notify the Executive Committee of matters requiring the decision of said Committee, prepare the agenda of Executive Committee meetings and Business Sessions, and preside at meetings of the Executive Committee. The Chair appoints members of DFD committees, and conducts the affairs of the Division by consultation with officers between meetings.
3. **Duties of the Chair-Elect.** The Chair-Elect shall act in place of the Chair if the latter is unable to perform his or her duties. The Chair-Elect shall perform such other functions as may be explicitly provided in the Bylaws or agreed upon by the Executive Committee.
4. **Duties of the Vice-Chair.** The Vice-Chair shall act in place of the Chair-Elect if the latter is unable to perform his or her duties. The Vice-Chair shall perform such other functions as may be explicitly provided in the Bylaws or agreed upon by the Executive Committee.
5. **Duties of the Secretary-Treasurer.** The Secretary-Treasurer shall maintain the records of the Division including minutes of Executive Committee meetings and Business Sessions, Division activities, and membership lists. The Secretary-Treasurer shall prepare minutes of Executive Committee meetings and shall submit these minutes to each member of the Executive Committee and to the Executive Officer within four weeks after each meeting. Following elections, such minutes are to include the results of the election and a roster of the current Executive Committee membership.

The Secretary-Treasurer shall have responsibility for all funds in the custody of or placed at the disposal of the Division and shall authorize disbursements from such funds for expenses in a manner that is consistent with the general policies of the Society and the Division. Financial records shall be kept on an annual basis consistent with the fiscal policies of the Society. The Secretary-Treasurer shall present a financial report at each meeting of the Executive Committee and yearly by electronic means to the Membership.

6. **Duties of the Division Councillor.** The Division Councillor shall serve as liaison between the Council and Officers of the Society and the Executive Committee of the Division. Following each Council meeting, the Division Councillor shall report to the Chair and the Secretary-Treasurer regarding Council actions that affect the status and operations of the Division. Reports shall be made to the entire Executive Committee during their regularly scheduled meetings. Similarly, the Division Councillor keeps the Council and APS Executive Officer informed of the affairs and needs of the Division.

ARTICLE VII -- ELECTION AND TENURE OF THE OFFICERS, EXECUTIVE

COMMITTEE MEMBERS, AND DIVISION COUNCILLOR

- 1. Qualifications.** Officers, Division Councillor, and Members-at-Large of the Executive Committee must be members of the Division for at least two years prior to nomination.
- 2. Ballot.** The Vice-Chair, Secretary-Treasurer, Division Councillor, and Members-at-Large of the Executive Committee shall be elected by mail or electronic ballot as hereinafter provided.
- 3. Nomination and Election of the Vice-Chair, Secretary-Treasurer, Division Councillor, and Executive Committee Members.** Each year the Nominating Committee (after inviting suggestions from the Membership) shall nominate at least two candidates for the office of Vice-Chair, for Secretary-Treasurer during the final year of the term of the current Secretary-Treasurer, for Division Councillor during the final year of the term of the current Councillor, and for open positions of Members-at-Large of the Executive Committee. The Nominating Committee shall notify the Secretary-Treasurer of the results not later than sixteen weeks before the Regular Meeting, except under extraordinary circumstances. The Secretary-Treasurer shall inform the Division members of the nominations made and shall invite these members to suggest candidates for the various offices and Executive Committee positions. If as many as five percent of the total Division membership (determined on 31 December of the year preceding the election) suggests the same person for the same office, that person shall be deemed to have been nominated.
- 4. Elections.** The Secretary-Treasurer shall administer the Division election by polling the membership by mail or electronic ballot, stating a closing date at least three weeks prior to the Regular Meeting. Ballots shall be returned to and counted by the Secretary-Treasurer or his or her designate. The election shall be decided by a plurality of those voting. If there is a tie, the Executive Committee shall decide the election, with the Chair voting only in the case of a tie among the other Executive Committee members. The Secretary-Treasurer shall communicate the results of the election to the Chair and to the Executive Officer before the Regular Meeting of the year prior to that in which the new Councillor assumes office and shall publish the results in a manner designated for official announcements.
- 5. Vice-Chair, Chair-Elect, and Chair.** The member elected as Vice-Chair shall serve in that office for one year, then for one year as Chair-Elect, and then for one year as Chair. The Chair shall not be eligible for the office of Vice-Chair in the year following his or her term of office.
- 6. Terms of Office.** The terms of office of the Officers and Members-at-Large of the Executive Committee shall begin at the close of the Regular Meeting of the Division following their election. The Secretary-Treasurer shall serve for a term of three years and may not serve more than two consecutive terms. The tenure of a Member-at-Large of the Executive Committee shall terminate in the event of his or her assumption of a post as an elected Officer of the Division, and the unexpired portion of his or her term shall be filled as hereinafter provided for a vacancy. The term of office of the Division Councillor shall begin at the beginning of the calendar year following his or her election. Division Councillors shall serve for a term of four years and may not serve more than two consecutive terms unless otherwise specified by Council.
- 7. Vacancies in Offices.** If a vacancy occurs in the office of Chair, the Chair-Elect shall succeed and complete the term and shall serve as Chair also in the following year. The Vice-Chair shall serve simultaneously as Chair-Elect during the remainder of the term

and shall continue to serve as Chair-Elect in the following term. If a vacancy occurs in the office of Chair-Elect otherwise than through advancement to Chair, the Vice-Chair shall become Chair-Elect. In this case, and also if the office of Vice-Chair becomes vacant for other reasons, the office of Vice-Chair shall remain vacant for the remainder of the term. In the next scheduled election, candidates for both Chair-Elect and Vice-Chair shall be nominated. If vacancies occur in the offices of both the Chair and the Chair-Elect, the Vice-Chair shall become Chair and shall complete the term. In this case a special election shall be held to fill the offices of Chair-Elect and Vice-Chair. The members so elected shall continue to serve as officers in the normal succession order. Vacancies in any other elected office shall be filled (or left unfilled) by the Executive Committee until such time as the vacancy can be filled by regular election procedures.

ARTICLE VIII -- APPOINTED COMMITTEES

- 1. Nominating Committee.** The Nominating Committee shall consist of at least five members appointed by the Division Chair to staggered two-year terms and one member appointed by the Council for a one-year term. Each year, the Chair shall designate one of these members as vice-chair of the Nominating Committee. This person shall become the committee chair in the following year. The Chair shall ascertain through the Executive Officer the identity of the committee member to be appointed by the council. The Nominating Committee shall prepare a slate of candidates for the positions of Vice-Chair, Secretary-Treasurer, and Members-at-Large of the Executive Committee according to Article VII.3 of these Bylaws. The Nominating Committee shall advise the Chair on suitable candidates for Society committees, including relevant Society Prize and Award committees, and on candidates for Society offices. The Nominating Committee shall perform such other duties as described in the Bylaws.
- 2. Program Committee.** The Program Committee shall consist of the Division Vice-Chair, Chair-Elect, and at least four other members appointed by the Chair, to staggered three-year terms. The Division Vice-Chair shall serve as Chair of the Program Committee, with the Division Chair-Elect assisting as Vice-Chair of the Committee. The chair of the Local Organizing Committee for the annual DFD meeting will serve as an ex officio member of this committee. The Program Committee is responsible for the scientific programs of (a) Society meetings in which the Division participates, and (b) Divisional meetings. For Society meetings, the Program Committee assists the Executive Officer and the Staff of the APS meetings department by organizing symposia, focus sessions, and contributed papers in areas of interest to the Division. For Divisional meetings, the Program Committee shall have final responsibility for the selection of invited talks and minisymposia and the arrangement of the programs of such meetings. Generally, the Program Committee works with the Local Organizing Committee that makes recommendations on these matters.
- 3. Fellowship Committee.** The Fellowship Committee shall consist of the Vice-Chair of the Division, the Chair-Elect, and at least five other Fellows appointed by the Chair to staggered two year terms. The Division Chair-Elect shall serve as Chair of the Fellowship Committee, with the Division Vice-Chair assisting as Vice-Chair of the Committee. The Fellowship Committee receives the nominations of candidates for Fellowship, shall review the qualifications of such candidates, and shall report its recommendations to the Executive Committee for approval before submission of Fellow selectees is made to the Executive Officer of the Society.
- 4. Media and Science Relations Committee.** This committee shall consist of at least five

members appointed by the Chair to staggered three-year terms. Each year, the Division Chair shall designate one of these members as vice-chair of the committee, and this person shall become the committee chair in the following year. The Gallery of Fluid Motion Coordinator will be an ex officio committee member. The purpose of the Media and Science Relations Committee is the advancement of fluid dynamics as a discipline by increasing awareness of fluid dynamics within the media for consumption by the general public (Media Relations) and by the advancement of fluid dynamics science and technology within the science and engineering communities and within the funding agencies (Science Relations). This committee shall have a leader of media relations for the annual meeting, a leader of media relations outside the annual meeting, and a leader of science relations. Committee members will work with media relations professionals with whom the DFD contracts (e.g., AIP Member Society Media Services) to develop media services associated with and outside the annual meeting. To promote Science Relations, the committee will interface with relevant APS, AIP and other journals and will interact with media relations at the NSF and other funding agencies.

5. **External Affairs Committee.** This committee shall consist of at least five members appointed by the Chair of the Division to staggered three-year terms. Each year, the Division Chair shall designate one of these members as vice-chair of the committee. This person shall become the committee chair in the following year. The External Affairs Committee will promote the affairs of the Division through interactions with other professional societies in the U.S. and abroad, through solicitation of travel grant funds from external agencies and the review of applications for such travel grants, and through such other activities as the Committee shall choose to undertake.
6. **Education and Career Committee.** This committee shall consist of at least five members appointed by the Chair of the Division to staggered three-year terms. Each year, the Division Chair shall designate one of these members as vice-chair of the committee. This person shall become the committee chair in the following year. The committee shall develop and evolve a sustainable outreach program for primary education, with the goal of increasing the awareness of fluid dynamics by reaching as many classrooms as possible, consistent with national science and engineering educational standards. The committee is to serve as the point of contact for responses to requests on developing new fluid dynamics education standards. The committee shall also assist with the professional development of graduate students and early-career members of the DFD through education on topics relevant to the career development of these groups.
7. **Fluid Dynamics Prize Selection Committee.** This committee shall consist of a chair and at least four other members appointed by the APS President to staggered two-year terms after considering recommendations made by the Division Chair in consultation with the Executive Committee. Each year, a vice chair is designated who becomes chair in the following year. An additional member of the committee is usually a recent winner of the Fluid Dynamics Prize. The committee receives nominations for the Prize, evaluates them, and recommends a Prize winner to the APS Council and President. The winner is announced annually at the Regular Meeting.
8. **Corrsin Award Selection Committee.** This committee shall consist of a chair and at least four other members appointed by the APS President to staggered two-year terms after considering recommendations made by the Division Chair in consultation with the Executive Committee. Each year, a Vice-chair is designated who becomes chair in the

following year. An additional member of the committee is usually a recent winner of the Corrsin Award. The committee receives nominations for the Award, evaluates them, and recommends an Award winner to the APS Council and President. The winner is announced annually at the Regular Meeting.

9. **Selection Committee for the Frenkiel Award.** This committee shall consist of at least five members appointed by the Chair of the Division to staggered two-year terms. One of these members shall be an Associate Editor of **Physics of Fluids**. Each year, the Division Chair shall designate one of these members as vice chair of the committee. This person shall become the committee chair in the following year. The committee shall evaluate papers published in the **Physics of Fluids** during the preceding year by authors under the age of 40, and select an Award winner to be announced at the following Regular Meeting.
10. **Selection Committee for the Acrivos Dissertation Award.** This committee shall consist of at least five members appointed by the Chair of the Division to staggered two-year terms. Each year, the Division Chair shall designate one of these members as vice chair of the committee. This person shall become the chair in the following year. The committee shall receive nominations for the Acrivos Dissertation Award, evaluate the nominations, and select the Award winner to be announced at the following Regular Meeting.
11. **Terms of Office of Appointed Committee Members.** The terms of committee members appointed or recommended by an incoming Division Chair shall commence at the beginning of the next calendar year after the Chair assumes office. The durations of the terms are specified in the above Articles pertaining to particular committees.
12. **Ad Hoc Committees.** The Chair shall appoint other ad hoc committees and individuals as necessary. These individuals generally include Gallery of Fluid Motion and DFD website coordinators.

ARTICLE IX – MEETINGS

1. **Regular Meeting.** The Regular Meeting shall be held annually at such time and place as shall be ordered by the DFD Executive Committee, subject to approval by the APS Executive Board. Whenever it shall be feasible and not to the disadvantage of the members of the Division, the Executive Committee may order this or any other meeting to be held conjointly with a Meeting of the Society or of another society, conference, or group, so long as such joint meeting does not conflict importantly with the schedule of Meetings of the Society as determined by the APS Executive Board. The registration fee for the Regular Meeting, when not held jointly with a Meeting of the Society, shall be fixed by the Division Executive Committee. Nonmembers of the Society shall pay a surcharge to be set each year by the Executive Committee.
2. **Other Meetings.** The Division of Fluid Dynamics usually participates in the APS March Meeting. Meetings of the Division, other than the Regular Meeting and the March APS Meeting, may be initiated by the DFD Executive Committee or by petition of twenty percent of the members of the Division, subject to approval by the APS Executive Board. Special conferences may be sponsored in whole or in part by the Division, subject to the rules and regulations specified in the Society Constitution and Bylaws.
3. **Papers at Meetings.** Programs of meetings of the Division generally provide for the inclusion of both invited and contributed papers. When the Division participates in a meeting of the Society (e.g. the March APS Meeting), the rules of the Society shall apply to submitted papers. Otherwise, the DFD Executive Committee shall prescribe the subject

and character of the meeting, which may include limitations on the subject matter of submitted papers. For the Regular Meeting, the local organizing committee shall fix the deadline date for receipt of titles and abstracts in consultation with the DFD Executive Committee and the APS Executive Officer. The amount of time to be allowed for the presentation of a paper at the Regular Meeting shall be determined by the DFD Executive Committee. These allotments of time shall be consistent with the Constitution and Bylaws of the Society and with regulations of APS Council.

ARTICLE X -- DUES

Dues for maintenance of membership in the Division shall be established by APS Council.

ARTICLE XI -- NEWSLETTER

The *Newsletter of the Division of Fluid Dynamics* shall be managed and edited by the Chair-Elect. There shall be at least two issues per year; the timing of these issues shall be determined by the Chair-Elect in consultation with the Chair and the Executive Committee as appropriate. The Newsletter shall carry announcements of coming meetings, invitations to suggest program content, invitations to nominate officers and members of the Executive Committee, and invitations to nominate award and prize winners. The *Newsletter* shall carry announcements of the elections and their results. Each year the composition of the Executive Committee and all members of standing and ad hoc committees shall be published.

ARTICLE XII -- OFFICIAL ANNOUNCEMENTS

Official announcements shall be made in the APS News, in the Newsletter of the Division of Fluid Dynamics, and in such other publications as the Executive Committee may direct.

ARTICLE XIII -- PROCEDURE OF AMENDMENT OF BYLAWS

Proposal of Amendments to these Bylaws may be made by the APS Council, by the DFD Executive Committee, or by a petition to the Chair signed by not fewer than ten percent of the members of the Division. If the proposed Amendments originate within the Division, they must be approved by APS Council before further action can be taken. Following Council approval, the Secretary-Treasurer shall distribute copies of the proposed Amendments to all members of the Division electronically, and members shall have an opportunity to comment according to the procedure described in Article V.4. The voting on the proposed Amendments shall be conducted electronically, and adoption of the Amendments shall require a two-thirds vote by those voting.