

Report on Rules & Bylaws

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The team tasked with taking a look at the bylaws, rules and procedures (Dr. Martin, Dr. Merzari and Dr. Sun) has worked to reconstruct all bylaws and rules changes since 2014 (included). We report below on our finding.

Bylaws and Rules

The following has been uncovered:

- None of the rule changes approved by the THD EC between 2014 and 2020 have been submitted to the ANS bylaws and rules committee, and they are therefore inactive.
- The current bylaws are from June 2013.

Moreover:

- Two EC minutes are missing from the THD website and per the ANS HQ records, were never submitted to ANS (Winter 2015 and Annual 2016). They were drafted however and found in the records of several members. These minutes contain several changes to the rules, but the minutes were not approved and do not clearly state the language of the proposed changes.
- Additional changes were made to the practices of the division that require an update to the rules.

The following changes to the rules have been enacted by the EC since 2014:

1. The "conference selection committee" has been renamed "conference screening committee" and rule 9.5 has been substantially updated. The language of this change is not officially reported anywhere. It was obtained from the member who made the original motion, Dr. Schubring. This change was approved in 2015/2016. A verbiage update has been suggested by Dr. Martin, replacing "... members should have previous experience in conference organization" to "Preference is given to members with previous experience in conference organization".
2. Several changes were introduced to the program committee (Annual 2016) but specific language was not documented anywhere (amendment to rule 9.2).
3. A change to position of the Honors and Awards Committee (H&AC) chair was introduced and voted on (amendment to rule 9.4). The change is well documented in the 2018 annual meeting minutes.

Additional changes in practices have occurred but the rules have not been updated:

1. The vice-chair was made responsible for the newsletters but the rules make the secretary directly responsible for the newsletter (amendment to rule 7.3 and 7.4).
2. Several awards were added without making the H&AC directly responsible (amendment to rule 9.4).

While all these changes have been formally approved, they are not active until the ANS National Bylaws and Rules Committee approves them. The task force has compiled a modified version of the rules, including all the changes above. **The secretary seeks a motion from the EC to approve the modified version of the bylaws and rules attached to this report (Attachment A).**

Procedures

The task force also reviewed carefully the procedures of the division. The procedures posted on the THD website are dated from 1988 and are out of date with regards to many aspects. In attachment B, a marked version of the procedures is provided highlighting where the listed procedures are most likely inconsistent with current practice and (on occasion) bylaws/rules.

The procedures need a substantial re-write to be consistent with recent practice and bylaws/rules. It is an opportunity to capture the activities of the division but also to reflect on whether these practices are sound and consistent with the rules and bylaws.

The task force seeks a motion from the EC to form a dedicated subcommittee involving all committee chairs with the goal of re-writing entirely the procedures document.

Attachment A

Modified THD Rules

(starting from next page)

AMERICAN NUCLEAR SOCIETY

Rules for the

Thermal Hydraulics Division

Proposed Changes – 06/07/2020

The Bylaws compared against are the Standard Bylaws adopted by the Thermal Hydraulic Division and approved by the ANS Bylaws and Rules Committee.

Article B1 – Name

1.1 The official designation shall be the Thermal Hydraulics Division of the American Nuclear Society, Incorporated, hereinafter referred to as the Division and Society, respectively.

R1 – Name

1.1 The official name of the Thermal Hydraulics Division of the American Nuclear Society may also be referred to herein as THD.

Article B2 – Objectives

- 2.1 The objectives of the Division shall be consistent with the objectives of the Society, as set forth in its Certificate of Incorporation and in Article B2 of its Bylaws and Rules, principally, the “advancement of science and engineering relating to the atomic nucleus and of allied sciences and arts”.
- 2.2 The Division shall provide, through a group of members of any grades particularly interested in thermal hydraulic technology in the nuclear industry, a means to promote the sciences and arts of that area, within the scope of the Society.
- 2.3 The Division’s area of nuclear science or technology includes: thermal hydraulics, heat transfer and fluid mechanics involved in the utilization of nuclear energy.
- 2.4 To further its objectives, the Division shall:
- a. Hold meetings, or conduct other activities, in accordance with the stated policy of the Society for the presentation and discussion of professional ideas relating to thermal hydraulic technology in the nuclear industry, including heat transfer and fluid mechanics involved in the utilization of nuclear energy.
 - b. Disseminate knowledge and information regarding thermal hydraulic technology in the nuclear industry, including heat transfer and fluid mechanics involved in the utilization of nuclear energy by discussions, communications, and the presentation of papers and other means of information exchange.
 - c. Encourage the formation of closer professional, and, as appropriate, personal relations among the members.
 - d. Cooperate with other scientific and professional groups having related objectives.

R2 – Objectives

2. The THD objectives are set out in the THD Bylaws.

Article B3 – Obligations to the Society

- 3.1 The activities of the Division and its members shall be governed by the provisions of these bylaws which shall be in accord with the provisions of the Certificate of Incorporation and the Bylaws and Rules of the Society. Operation of the Division shall be governed by the laws of incorporation of the Society and their respective Bylaws, Rules, Procedures, and Policies.
- 3.2 In the event of a conflict, the Society’s Bylaws, Rules, Procedures, and Policies shall take precedence over the Bylaws and Rules of the Division.
- 3.3 The Division shall not have authority to act for or in the name of the Society. No action, obligation, or expression of the Division shall be considered an action, obligation, or expression of the Society as a whole. A statement to the effect that the Division assumes sole responsibility for the contents shall be imprinted on any publication regarding an action, obligation, or expression with respect to the Society, issued by the Division. The Division may use its website for this purpose.
- 3.4 The financial affairs of the Division shall be conducted in such manner that the Division shall be financially independent and shall not rely on support from Society funds, except to the limit budgeted by the Board of Directors for each Division. The Division may meet its financial obligations in accordance with the provisions in Article B5.
- 3.5 The Division shall not represent any opinion or position in any matter technical or non-technical as being the official position of the Society or any of its subdivisions without prior approval of the Board of Directors.
- 3.6. The Secretary of the Division shall file with the Executive Director of the Society a copy of

R3- Obligations to the Society

- 3. The THD Obligations to the Society are set out in the THD Bylaws.

the minutes of the Division Executive Committee meetings within thirty (30) days following the meetings date(s) in accordance with B7.3.	
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Article B4 – Membership

- 4.1 Members in good standing in the Society shall be eligible to become members of the Division.
- 4.2 Student members in good standing in the Society shall be voting members and may hold the office of Secretary-Treasurer, Secretary, or Treasurer and serve on the Executive Committee in the Division.
- 4.3 Society members who desire to become members of the Division shall so indicate on the dues billing form issued annually to all Society members by the Executive Director. Society members desiring to join at other times may do so by notifying the Executive Director and paying the associated fee, if necessary.
- 4.4 Society members who desire to terminate their membership in the Division shall so indicate on the annual dues billing form. Society members desiring to resign at other times may do so by notifying the Executive Director. Upon resignation, the member’s name shall be dropped from the Division roster and mailing list.
- 4.5 At the discretion of the Executive Committee, the Division may enroll non-Society members as “Division Participants” for a non-renewable period of up to two years. Division Participants shall be “non-Society” members who qualify by submitting an application and paying a fee for an amount and via a path approved by the Executive Committee of any Professional Division voluntarily choosing to enroll them. Division Participants may be entitled: 1) to receive newsletters and notices of activities of the Division and 2) to participate as non-Society members in Division activities excluding voting and holding elective or appointed offices in the Division. Division Participants shall be encouraged to apply for Society membership.

R4 – Membership

- 4.1 Members of the Division have the right to vote on Division matters.
- 4.2 Student Members of the Society shall be eligible for membership in the Division. Student Members have the right to vote on Division matters. Student Members are eligible to hold positions on the Executive Committee except for the positions of Chair and Vice-Chair.
- 4.5 The THD encourages the involvement of Division Participants. Division Participants need not meet the education and experience requirements that are established for accredited membership in the Society. Unless otherwise specified by the Society, a simple letter of request may suffice as an application for Division Participant status. The Executive Committee shall set dues and conditions of Participant status upon recommendation by the Membership Committee.

Article B5 – Dues, Assessments, and Contributions

- 5.1 The Division may collect dues from its members as provided in the Division Rules. The dues for membership in a Division shall be shown on the annual statement sent to each member of the Society by the Executive Director.
- 5.2 The Division may levy special and reasonable assessments to implement the sponsorship of special or topical meetings when authorized by affirmative vote of not fewer than two-thirds (2/3) of the members present at a regular or special meeting called as provided in these Bylaws.
- 5.3 The Division may also accept non-compulsory financial contributions, but solicitation and acceptance of such contributions shall be subject to the written approval by the Board of Directors and the Executive Director.
- 5.4 The funds derived from these and from any other authorized sources shall be disbursed for the Division by the Executive Director of the Society in response to requests from the Treasurer and Chair and in accordance with the annual operating budget prepared by the Finance Committee of the Division and subject to the limitation stipulated in Article B3.4 of these Bylaws.

R5 – Dues, Assessments, and Contributions

- 5. The THD dues, assessments and contributions statements are set out in the THD Bylaws.

Article B6 – Executive Committee

6.1 The Division shall be managed by an Executive Committee. This Committee shall constitute the governing body of the Division and shall have power to act for the Division in all matters, subject to these Bylaws and to the Certificate of Incorporation and the Bylaws and Rules of the Society.

6.2 The Executive Committee of the Division shall consist of not fewer than six (6) members. The members, elected at large, other than the officers shall have terms not exceeding four (4) years, and the term designated for each shall commence at the close of the Annual meeting of the Society and shall be such as to maintain effective continuity of experience in conducting the affairs of the Division and in performing the duties of the Executive Committee. The Chair of the Division most recently retired shall be an ex-officio member with voting privileges. The Chair of the Professional Divisions Committee of the Society shall be an ex-officio member without vote. The Chair of the Division shall be the Chair of the Executive Committee, and other officers, as defined in Articles B7.2, B7.3, B7.4, and B7.5, shall also serve on the Executive Committee. A quorum shall be a majority of the voting members of the Executive Committee.

6.3 Any vacancy among the officers or on the Executive Committee occurring during their terms shall be filled by appropriate action of the Executive Committee until the next regular election, except that a vacancy in the office of Chair shall be filled by the Vice-Chair (the designated Chair-Elect if there is more than one Vice-Chair), who shall continue also to perform the duties of Vice-Chair until installed as Chair for the following year.

R6 – Executive Committee

6.1 The Executive Committee may empower officers or members of the Executive Committee to act specifically on its behalf in certain matters.

6.2 Composition and Term of Office

a. The Executive Committee of the Division shall consist of not more than twenty (20) members including the Officers, the elected members, and ex-officio members. The elected members shall be elected for three-year terms, for a maximum of two consecutive terms. After serving two three-year terms, a member may be eligible for election again on the condition that a period of three-years lapse before re-obtaining Executive Committee membership.

6.3 Filling of Vacancies:

a. A vacancy among the officers or on the Executive Committee may be declared because of death, resignation, or removal in accordance with Article B6.4.

b. Between elections, a vacancy shall be filled through appointment of an individual by the Chair, with an affirmative vote by two-thirds (2/3) of the Executive Committee members.

6.4 The Executive Committee may remove members missing more than two (2) consecutive meetings, unless appropriate reasons are provided for missing such meetings.

6.5 In order to provide for handling the affairs of the Professional Division, the Executive Committee shall prepare and adopt, in connection with these Bylaws, suitable Rules. Professional Division Rules, and proposed changes to them, must be reviewed for consistency with Society Bylaws and Rules by the Bylaws and Rules Committee of the Society. A copy of such Rules shall then be filed with the Executive Director of the Society. The procedure for amending the Rules shall be specified in the Rules.

6.6 The Executive Committee shall meet at least twice each year, once during the Annual Meeting and once during the Winter Meeting of the Society, or as appropriate. Other meetings (e.g. at Division-sponsored Topical Meetings) or teleconferences, email communications, and by other appropriate medium of the Executive Committee may be called at any time by the Chair, or at the request of any three or more members of the Committee.

c. An individual appointed to fill a vacancy on the Executive Committee shall serve for the remainder of the original term.

6.4 Removal by Executive Committee:

An affirmative vote by two-thirds (2/3) of the Executive Committee members is required to remove, for non-attendance or other good cause, an Officer from office or an elected member from the Executive Committee.

6.5 Amendments to Division Rules:

a. Amendments to Division Rules may be proposed by any member of the Executive Committee during a Committee meeting and approved by a simple majority of the members present.

b. Amendments adopted by the Executive Committee shall be provided to the Society Bylaws and Rules Committee for review and endorsement. The original set of Division Rules, and any amendments to them, must be reviewed by the Bylaws and Rules Committee for consistency with Society Bylaws and Rules.

c. In the event that an approved amendment does not attain a 2/3 vote of the Executive Committee, the Chair may direct the amendment to be put to a Division vote at the next scheduled election.

d. The approved amendments to Division Rules shall become effective upon being filed with the Executive Director of the Society.

e. The Division Secretary shall notify the Division membership of the amended Rules in a printed or electronic newsletter.

6.7 Voting shall be by an appropriate voting system, under the general procedure stipulated for voting and for handling the ballots in the Bylaws and Rules of the Society. The Executive Director shall declare elected to each position the candidate receiving the most votes for that position. If a tie occurs, the Division shall resolve the tie by a vote of the members of the Executive Committee. The elected candidates shall be installed and their terms of office shall commence at the close of the Annual Meeting of the Society

Article B7 – Officers

7.1 The officers of the Division shall be a Chair, at least one Vice-Chair, a Secretary, and a Treasurer. The duties of the Secretary and Treasurer may be combined into a single office (i.e., Secretary-Treasurer). All officers shall hold their offices for a one-year or two-year term or until their qualified successors are elected or appointed.

7.2 The Vice-Chair (or one of them if there is more than one) at the time of election shall be designated Chair-Elect, and at the expiration of that term will automatically succeed to the office of Chair.

7.3 The Secretary or Secretary-Treasurer shall record and file with the Executive Director within thirty (30) days after the meeting date(s) the minutes of the Division Executive Committee meetings. Separate teleconference meetings minutes may be recorded by the Division and do not have to be filed with the Executive Director.

7.4 For Divisions that do not have a Treasurer, the Secretary-Treasurer shall also serve as a member of the Division's Finance committee, and shall be the responsible custodian of any

R7 – Officers

7.1 The officers of the Division shall be a Chair, a Vice-Chair, a Secretary, and a Treasurer. The Vice-Chair shall be designated Chair-Elect. The officers shall hold office for one year concurrently with the term of officers of the Society or until their successors are elected or appointed.

7.2 Chair:

- a. The Chair shall have supervision over the affairs of the Division, subject to the direction of the Executive Committee, and shall be responsible for coordinating the work of the Division with the activities of the Society.
- b. The Chair shall preside at meetings of the Executive Committee and shall have the power to perform such other duties as may be provided in the Bylaws, or in the Rules, or as may be delegated to the office by the Executive Committee.
- c. The Chair shall be an ex-officio member of all committees of the Thermal Hydraulics Division, with voting rights.
- d. The Chair shall be responsible for representing the Division at the meetings of the Society Professional Divisions Committee and Society Board of Directors.

7.3 Designated Chair-Elect and Vice-Chair:

- a. The Vice-Chair shall be the designated Chair-Elect at the time of election and, at the expiration of that term, will automatically succeed to the office of Chair.
- b. The Vice-Chair shall assist the Chair in conducting the duties of the office.
- c. The Vice-Chair shall perform the duties of the Chair if the Chair is unable to serve.
- d. The Vice-Chair shall accompany the Chair in matters related to the Professional Divisions Committee.
- e. **The Vice-Chair shall serve as editor of the Division newsletter.**
- e. f. The Vice-Chair may be assigned other duties by the Executive Committee.

special funds of the Division. The Secretary-Treasurer shall have the same duties as the Treasurer.

7.5 The Treasurer shall send the Division budget to the Executive Director after approval of the Executive Committee.

7.4 Secretary:

- a. The Secretary shall act as custodian of the Society Bylaws and Rules and of the Division Bylaws and Rules.
- b. The Secretary shall record and file with the Executive Director within thirty (30) days after the meeting date(s) the minutes of the Thermal Hydraulics Division, including meetings of the Executive Committee.
- ~~c. The Secretary shall serve as editor of the Division newsletter.~~
- d. ~~c.~~ The Secretary shall arrange for notices to Division members and for publicity releases, and shall be responsible for obtaining a roster of Division members from the Executive Director.
- ~~e.~~ ~~d.~~ In the absence or incapacity of both the Chair and the Vice-Chair, the Secretary (if not a student member) shall be responsible for performing the duties of the Chair.
- ~~f.~~ ~~e.~~ The Secretary shall have other duties as may be assigned by the Executive Committee.

7.5 Treasurer:

- a. The Treasurer shall have fiduciary responsibilities of the Thermal Hydraulics Division and shall provide a direct interface to the individuals of the Society that are charged with financial matters.
- b. The Treasurer shall develop financial statements and present year and out-year budgets to be presented to the Executive Committee at the Annual and Winter Meetings. Upon Executive Committee approval of the present year and out-year budgets, the Treasurer shall send the Thermal Hydraulics Division budget to the Executive Director.
- c. The Treasurer, along with the Vice Chair and Chair, represent the only officers that are empowered to disburse Thermal Hydraulics Division funds to internal and external organizations and individuals, as appropriate.
- d. The Treasurer shall oversee the financial aspects of all embedded and stand-alone topical meetings that are sponsored by the Thermal Hydraulics Division.
- e. The Treasurer shall have such other duties as may be assigned by the Executive Committee.

	<p>f. In the absence or incapacity of the other Officers, the Treasurer (if not a student member) shall be responsible for performing the duties of the Chair.</p>
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Article B8 – Election and Eligibility

- 8.1 The members of the Division Executive committee and the officers (except the Chair) shall be elected as specified in Article B6.2 and B7.1 of these Bylaws, respectively.
- 8.2 Executive Committee members shall be Fellows, Members, Student Members, Emeritus or Honorary Life Members of the Society.
- 8.3 The Nominating Committee shall place in the hands of the Secretary or Secretary-Treasurer and Executive Director no later than the completion of the Winter Meeting (or seven [7] months before the Annual Meeting for Divisions that were unable to meet during the Winter Meeting) the names of candidates for the Executive Committee and for the Division officers. The Executive Director shall prepare and forward to each member of the Division a ballot containing the nominations submitted by the Nominating Committee, and others made by petition of not fewer than ten (10) members of the Division, received in writing either by the Nominating Committee or by the Secretary or Secretary-Treasurer at least twenty-two (22) weeks before the Annual Meeting.
- 8.4 At least one candidate shall be named by the Nominating Committee for each Executive Committee membership expiring or vacated and for each elective office other than the office of Chair, which will be filled by the Vice-Chair. The ballot shall contain spaces for writing in additional candidates.
- 8.5 Ballots, in order to be counted, shall be postmarked as instructed and shall be validated by the Executive Director as having been received from a Division member in good standing. The Division shall be responsive to future electronic voting initiatives introduced by the Society, as appropriate.

R8 – Election and Eligibility

- 8.1 The THD strives to increase international collaboration by nominating international members to the THD Executive Committee
- Other THD Election and Eligibility processes are set out in Bylaw B8. Voting rights are documented in Rule 4.

8.6 Voting shall be by secret ballot under the general procedure stipulated for voting and for handling the ballots in the Bylaws and Rules of the Society. The Executive Director shall declare elected to each position the candidate receiving the most votes for that position. If a tie occurs, the Division shall resolve the tie by a vote of the members of the Executive Committee. The elected candidates shall be installed and their terms of office shall commence at the close of the Annual Meeting of the Society.

8.7 Members, elected at large, shall not be eligible for election to more than two consecutive terms on the Executive Committee, or more than two consecutive terms of office as Secretary, Treasurer, or Secretary-Treasurer. After one full term in office, the Chair shall automatically be succeeded by the Vice-Chair. Except as provided in these Bylaws, no member shall hold more than one office simultaneously.

8.8 No member shall be eligible for the office of Vice-Chair/Chair-Elect until having served on the Executive Committee in any capacity for at least one year except during the initial year of the Division or in the event the office of Chair is declared vacant.

8.9 The retiring Chair shall not be eligible for election as Vice-Chair/Chair-Elect for the term immediately succeeding the term as Chair.

Article B9 – Standing and Special Committees

9.1 A Division may establish Standing and Special Committees.

9.2 A simple majority of the members of the committee shall constitute a quorum at all committee meetings

R9 – Standing and Special Committees

9.1 Nominating Committee – Shall be composed of not less than three (3) members, who shall have the responsibility for nominating candidates for the Division Executive Committee, Division Officers, and all Division Committees. The members will include the previous Division Chair, the current Chair, and the Vice Chair. The most recent available past-Chair should chair the Nominating Committee. The Program Committee Chair is also an ex-officio Nominating Committee member with no voting rights (see Item 9.2.b.4 below).

9.2 Program Committee

a. Responsibilities:

The Program Committee shall be primarily responsible for planning meetings of the Division and sessions sponsored by the Division at national meetings of the Society. The Program Committee shall select session chairs and other meeting officers required for presiding at technical meetings of the Division and at its special sessions of contributed papers at national meetings of the Society. The Program Committee shall, as needed, call on other members of the Division to serve as long-range planning coordinators for particular meetings or special sessions. The Chair of the Program Committee shall be responsible for liaison with the National Program Committee of the Society.

b. Membership:

1. The Program Committee shall be composed of not less than five and no more than ~~fifty (50)~~ **seventy-five (75)** members, of which three members shall be the Vice-Chair of the Division, the Chair of the Division and the immediate past Chair of the Division.
2. Membership is conferred to all currently active members of the Executive Committee. Additional members may be elected by a majority vote of the Executive Committee members.
3. For elected Executive Committee members, the terms of membership to the Program Committee will coincide with the terms of

membership to the Executive Committee plus one year. Members elected by the Executive Committee shall serve a three-year term. The terms designated for each shall expire following a summer Program Committee meeting and shall be such as to maintain effective continuity of experience in the Program Committee. In selecting members an effort will be made to obtain a good representation by discipline, affiliation, and geographic location.

4. The division Nominating Committee will review yearly the Program Committee membership, and will nominate candidates to all positions (including chair, secretary and subcommittee chairs) vacated by rotating-out, resigning, or defaulting members. Recommendations for new Program Committee members will be transmitted to the Nominating Committee by the Program Committee Chair (who is also an ex-officio Nominating Committee member with no voting rights). All appointments will be ratified by the Executive Committee. For untimely vacancies, a Program Committee officer position will be filled by appropriate action of the Executive Committee - such needs shall be forwarded to the Division Chair, by the Program Committee Chair, through the Nominating Committee, which should develop appropriate recommendations.
5. ~~Any Program Committee member who has not attended the Program Committee meeting or organized/chaired any technical sessions sponsored by the Division in more than two consecutive years will be considered non-active.~~ **Any Program Committee member who has not attended the Program Committee meeting or organized/chaired any technical sessions sponsored by the Division in more than two consecutive years or reviewed a total of less than 10 papers/summaries in 2 consecutive ANS meetings, will be considered non-active.** All non-active members, once confirmed by the Program Committee Chair, will automatically be advanced to the Advisory Membership of the Program Committee. The vacancies will be replaced by new Program

Committee members according to the existing Rules for member replacement. An advisory member will serve as a consultant advising the Program Committee Chair on various matters relevant to the operation of the Program, and will serve a fixed term of five years. At the end of his or her term, an advisory member may either retire from the Program Committee or be renewed for another five-year terms based upon the recommendation of the Program Committee Chair with the approval of the Executive Committee. There is no limit on the number of terms that an advisory member may serve.

c. Officers:

1. The Program Committee officers include a Chair, an Assistant Chair, and a Secretary. The Division Secretary serves as Program Committee Secretary. The term of the Program Committee Chair is for three (3) years. The term of the Assistant Program Committee Chair is for three (3) years. A term extension of up to two (2) years may be granted prior to the chair's or assistant chair's term expiration.
2. The Chair shall have the overall supervision of the Program Committee. He/she will be responsible for an effective liaison with the Executive Committee and the Nominating Committee.
3. The Assistant Chair will fill-in for the Chair as necessary and assist the Chair in conducting the duties of the office.
4. The Secretary will keep a record of the proceedings of the Program Committee in each meeting, write the minutes and distribute them to Program Committee members within thirty (30) days after each meeting. A cumulative set of these minutes are posted on the THD website. The Secretary will also maintain a cumulative file (tabular form) of attendance and screen members for good standing (see THD R9 2.b.5).

d. Eligibility and Election:

1. The election of the Program Committee Chair and the Program Committee Assistant Chair will be made by the Executive Committee

	<p>on the basis of its Nominating Committee recommendations (see THD R9 2.b.4).</p> <p>2. As noted above in (c), the Secretary of the Executive Committee shall also serve as Secretary of the Program Committee.</p> <p>e. Meetings:</p> <p>1. The Program Committee will meet twice a year. All meetings are open to THD membership. All matters of major significance to the Program Committee shall be put to vote after adequate discussion. All programs developed by the Program Committee are subject to final approval by the Executive Committee and the National Program Committee. The Program Committee Chair is responsible for effective liaison in this regard to both the Executive Committee and the National Program Committee (the latter through the National/Topical Subcommittee Chair who is the Division representative).</p> <p>2. A quorum for transactions of business at a Program Committee meeting shall be constituted by a majority of the voting members of the Program Committee.</p> <p>9.3 Membership Committee – Shall be composed of not fewer than three (3) members, including the Vice-Chair, Secretary, and Treasurer, who shall be charged with the duty of bringing the advantages of the Thermal Hydraulics Division membership to the attention of qualified candidates.</p> <p>9.4 Honors and Awards Committee – Shall be composed of not fewer than two (2) members who shall be responsible for recommending to the Executive Committee, Division members as candidates for Society and/or Division Honors and Awards and nominees for Society officers and membership on national committees.</p> <p>a. Responsibilities</p> <p>1. The Honors and Awards Committee shall be responsible for identifying candidates for (i) Society and Division awards (Technical Achievement Award, Outstanding Meritorious Service Award, Sehgal Memorial Award, NURETH Fellow Award, Excellence in Review</p>
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~~Award, Best Paper Award~~) and (ii) Fellow Nominations.

b. Membership

1. Past chairs of the Division serve 4 year terms, starting at the end of their term as ~~chair~~ **vice-chair**. Three general members are appointed to serve 3-year terms. The Honor and Awards committee will include a minimum of one (1) international member.

c. Officers

- ~~1. On the fourth year of service to the Honors and Awards Committee, the past Division Chair shall serve as the Honors and Awards Committee Chair.~~
 1. **One of the general members of the committee shall be appointed by the EC on the recommendation of the nominating committee to serve as the Honors and Awards Committee Chair for a 3-year term.**
 2. **On the fourth year of service to the Honors and Awards Committee, the past Division Chair shall serve as the Honors and Awards Committee Vice-Chair for a 1-year term.**
 3. **The Vice-Chair will fill-in for the Chair as necessary and assist the Chair in conducting the duties of the office.**

d. Eligibility and Appointment

1. Any member of the THD is eligible for Honors and Awards Committee membership. The general members are appointed by the Executive Committee at the recommendation of the Nominating Committee which, in developing this recommendation, shall take into consideration the recommendations of the Honors and Awards Committee transmitted through its chair. Rotations (Chairs) and appointments become effective after the ANS Summer Meeting.

e. Meetings

1. The Committee shall meet at the ANS Winter and Annual meetings, as needed.

~~9.5 Conference Selection Committee – Shall be composed of eight (8) members who shall be responsible for recommending to the Executive Committee host organizations for meetings sponsored or co-sponsored by the division.~~

- a. Responsibilities
 1. ~~The Conference Selection Committee shall be responsible for soliciting technical meeting proposals and recommending host organizations for division sponsored and co-sponsored technical meetings.~~
- b. Membership
 1. ~~Each of the members is appointed by the Executive Committee at the recommendation of the Nominating Committee.~~
 2. ~~Members shall serve 4-year terms. At least 2 members shall be added each year to the Committee.~~
 3. ~~The Conference Selection committee will include a minimum of two (2) international members.~~
- c. Officers
 1. ~~A Chair shall be appointed by the Executive Committee at the recommendation of the Nominating Committee. To be eligible for appointment as Chair, the member shall have served at least 2 years on the Conference Selection Committee prior.~~
 2. ~~The Chair of the Conference Selection Committee shall serve a two year term.~~
- d. Eligibility and Appointment
 1. ~~Any member of the THD is eligible for Conference Selection Committee membership.~~

9.5 Conference Screening Committee shall be composed of nine (9) members.

- a. Responsibilities: The Conference Screening Committee shall be responsible for soliciting technical meeting proposals and recommending to the Executive Committee host organizations for division sponsored or co-sponsored technical meetings.
- b. Membership
 1. The Chair of the Conference Screening Committee shall be appointed by the Executive Committee at the recommendation of the Nominating Committee. The Chair shall serve a 4-year term. To be eligible for appointment as Chair, the member shall have served at least 2 years on the Conference Screening Committee prior.

2. Members shall serve 4-year terms. At least 2 members shall be added each year to the Committee. Members are to be nominated by the Chair of Conference Screening Committee and appointed by the Executive Committee.
 3. The Conference Screening Committee will include a minimum of 3 international members, with a minimum of one member from Europe and one from the Asia-Pacific region.
 4. Members of the Conference Screening Committee must be members of the ANS Thermal Hydraulics Division. Preference is given to individuals with previous experience in conference organization, as evidenced by roles such as: General Chair, General Co-Chair, Assistant General Chair, Program Chair, Program Co-Chair, Assistant Program Chair, Local Organizing Committee Chair, or Steering Committee Chair.
- c. Conflict of Interest
1. Conference Screening Committee members who are listed as General Chair, General Co-Chair, Assistant General Chair, Program Chair, Program Co-Chair, Assistant Program Chair, Local Organizing Committee Chair, or Steering Committee Chair on any proposal to host a given conference under deliberations shall recuse themselves from the deliberations regarding that conference. Members may recuse themselves for other conflicts of interest.
 2. In the event that the Conference Screening Committee Chair is recused, an Acting Chair shall be selected from among the Conference Screening Committee members on the nomination of the Nominating Committee and appointment by the Executive Committee. The term of the Acting Chair shall end following deliberations regarding the current conference, after which they will remain a Conference Screening Committee Member.

9.6 Other Standing Committees - Additional standing committees (e.g., Scholarship Committee, Public Policy Committee, Education Committee, and

	<p>Publications Committee) may be established by the Executive Committee. Special committees may be established from time to time by the Chair, subject to authorization by the Executive Committee; these shall be dissolved upon completion of the duties assigned to them.</p>
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Article B10 – Meetings

10.1 Meetings of the Division shall be held as determined by the Executive Committee, at times and places it shall designate. If a business meeting is held, it shall be scheduled to coincide with the Annual Meeting of the Society and shall precede the annual reorganization of the Division Executive Committee. The Secretary or Secretary-Treasurer shall mail an advance notice of all intended meetings of the Division to the Executive Director of the Society not less than six (6) weeks before the date of that meeting. In addition, notices of all meetings will be sent to the members of the Division not less than six (6) weeks before the meeting. These meetings are open to all members in good standing in the Division.

10.2 A quorum for the transaction of business at all Division meetings shall consist of fifteen (15) qualified voters or twenty (20) percent of the qualified voters.

R10 – Meetings

10. The THD Meetings procedures are set out in B10.

Article B11 – Amendments

11.1 Amendments to these Bylaws may be proposed by any Division, the Professional Divisions Committee, the Society Bylaws and Rules Committee, or the Society Board of Directors. Amendments must be of a nature that they can be applied equitably to all Divisions, in keeping with the intent of the Standard Bylaws. All proposed amendments shall be forwarded to each Division for comment. Comments should be filed with the Professional Divisions Committee Chair no later than forty-five (45) days prior to the next ANS national meeting. Further detailed procedures for approval of amendments to the Standard Bylaws are in the ANS Rule R18.9.1.

11.2 The Professional Divisions Committee shall notify all Divisions of approved amendments to the Standard Bylaws. Each Division shall be responsible for reviewing approved amendments to determine if corresponding changes to the Division’s Rules are required.

R11 – Amendments

11.1 Proposed Amendments to the Standard Bylaws:
a. Amendments proposed by the Division shall have received an affirmative vote by a simple majority of the Executive Committee.

b. Comments filed by the Division on proposed amendments, which were forwarded to the Division, in accordance with B11.1, shall have received an affirmative vote by a simple majority of the Executive Committee.

11.2 Approved Amendments to the Standard Bylaws
a. When notified of an approved amendment to the Standard Bylaws, the Secretary shall obtain an updated copy of the Division Bylaws from the National Bylaws and Rules Committee, and prepare reconciling changes in the Division Rules for review and approval by the Executive Committee.

b. Division members shall be notified of the amended Bylaws and Rules by appropriate means, such as posting the amended Bylaws on the Division webpage or including a notice in the Division newsletter.

11.3 THD Rules amendments procedures are documented in R6.5.

Article B12 – Rules of Conduct

12.1 In all procedural matters not covered by the Bylaws and Rules of the Division, Robert’s Rules of Order, latest edition, shall be used as the authority for parliamentary procedures.

R12 – Rules of Conduct

- 12.1 Electronic Voting.
The Executive Committee, and other Division committees may resolve issues before them by normal voting procedures at meetings, or they may use e-mail voting. In order to properly transact committee business using e-mail, the following concepts shall be included in the committee procedures.
1. The Chair of the unit determines if an issue is to be considered and voted upon electronically.
 2. Documents / issues for comment and vote will be sent to the unit’s listserv (i.e., thd@list.ans.org) with a request to review and comment.
 3. Deadline dates for comment and voting periods will be provided. Votes can be submitted during the comment period and must be received prior to the voting deadline. All members are required to reply to the listserv for all other members to review both comments and votes.
 4. Once the voting deadline has passed, the Chair will review the votes and inform unit members via listserv of the outcome of the vote. To be valid, all votes taken outside of a meeting must have a quorum of unit members registering a vote. To pass, the vote must have a majority of the quorum of unit members submitting an affirmative vote.
 5. Between ANS national meetings, issues that have successfully passed through the electronic comment and voting process will be considered approved and activity may commence in accordance with the approved item.
 6. Each electronic vote will be confirmed at the next face-to-face meeting of the unit for historical record.

Article B13 – Dissolution

- 13.1 Any Division may be dissolved at the discretion of the Board of Directors of the Society, after proper consultation with the Executive Committee of the Division and the Professional Divisions Committee.
- 13.2 The Division membership must approve dissolution by a 2/3 vote before a petition is submitted.
- 13.3 A Division considering dissolution should prepare and submit a petition to the Professional Divisions Committee that clearly states the reasons the Division cannot fulfill its obligations and mission. The PDC with the Division will forward the petition to the Board of Directors.
- 13.4 Assets of dissolved Division shall become the property of the American Nuclear Society.
- 13.5 Any Division that merges with another Division may do so at the discretion of the Board of Directors after receiving a request from the Professional Divisions Committee and the involved Divisions.
 - a.Assets of merged Divisions will be combined under the newly established Division

R13 – Dissolution

- 13.1 The THD procedures regarding dissolution are set out in B13.

Attachment B

Marked Procedures

(starting from next page)

AMERICAN NUCLEAR SOCIETY

Procedures of the

Thermal Hydraulics Division

Approved by the Executive Committee: 1988

Inconsistencies identified from current practice – May 2020

Article THB7 – Officers	Notes
<p><u>THP7.3 – Vice Chair</u> THP7.3.1 – Communications Within thirty (30) days after any EC meeting in which Division committee membership changed, prepare a publications release for ANS News and the Division Newsletter. Prepare a complete Committee (Subcommittee) roster for publication in the Division Newsletter within thirty (30) days after the ANS Winter Meeting. Contact ANS Publications (ANS News) and Division Newsletter Editor with summary of amendments to Bylaws, Rules or Procedures (ref. Procedures THB11.2(1)).</p> <p><u>THP7.4 – Secretary</u> THP7.4.1 – Minutes Within fifteen (15) days after the Executive Committee (EC) meeting, prepare draft minutes and distribute to EC requesting comments and/or approval. As an appendix to these minutes, the membership of all THD Division Committees and Subcommittees should be included. Within thirty (30) days after the EC meeting, finalize minutes and distribute to EC, chairs of all Division committees and subcommittees and society Executive Director.</p> <p><u>THP7.5 – Treasurer</u> THP7.5.1 – Function The Division Treasurer maintains the financial records of the Division, and acts as the primary liaison between the Division and other organizations within ANS, including ANS Headquarters, with regard to financial matters. The two major responsibilities of the Treasurer in fulfillment of these functions are:</p> <ul style="list-style-type: none"> • Keeping an up-to-date set of financial books; • Preparation of the Division discretionary budget for submission to ANS Headquarters. <p>THP7.5.2 – Division Funding The Division does not maintain an independent financial account from which it can draw funds directly. Instead, these funds are held by ANS Headquarters and are credited to the Division to support discretionary expenditures. The sources of these funds are:</p>	<p>ANS News publishes “New ANS professional division officers and executive committee members” in its May/June news, prior to the Annual Meetings. Division Newsletters are typically published prior to the National Meetings.</p> <p>This may not have been followed.</p>

<p>1. Membership allocations from ANS Headquarters (at \$1.00/Division member/year);</p> <p>2. Topical meeting income;</p> <p>3. Other income, such as profits from Division luncheons at ANS national meetings;</p> <p>Special allocations by ANS Headquarters, to be used for specific projects. Of these sources, only the second is permanent; that is, once topical meeting income is credited to the Division account, it is the Division's to spend as it sees fit, and in such time as is desired. The other sources of income can only be carried over in full for a maximum of one year after the calendar year in which they are credited. If the total, of the carryover of items 1 and 3 from the previous year and the membership allocation from the current year exceeds twice the current year membership allocation, the amount credited to the Division is reduced to twice the current year membership allocation.</p> <p>Records of the Division discretionary account are maintained by ANS and the Division Treasurer, as described in Sec. THP7.5.3.</p> <p>THP7.5.3 – Duties and Procedures</p> <p>1. Financial Records</p> <p>The Division's financial records are kept in a notebook or file. In order to maintain a complete and accurate account of Division financial actions, these records should include copies of all communications between the Division and other ANS entities, and such outside organizations as the Division deals with directly. Such communications include (but are not limited to):</p> <ul style="list-style-type: none"> a. Division budgets; b. Letters to ANS Headquarters amending or modifying the Division budget. Requests for funds from student branches or local sections; c. Requests for authorization of expenditures from Division committee chairs (required for non-budget items); d. Requests to ANS Headquarters for the drawing of checks against Division funds in answer to requests described in Item c, or for payment of bills or pledges as authorized in the budget or as detailed in Item d; e. Division financial reports prepared and distributed by ANS Headquarters; 	<p>Now it is \$2.00/Division member/year</p> <p>No Division luncheons are held at ANS national meetings</p> <p>It is not clear if the restrictions are still enforced.</p>
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<p>f. Reports on the financial status of the Division, as presented at Division EC meetings;</p> <p>g. Communications to and from Topical Meeting officers regarding financial matters;</p> <p>h. Any other material that bears upon Division finances not specifically called out in Items a-h.</p> <p>2. Budget</p> <p>The Division budget is required to be submitted to ANS Headquarters by August 1 of each year. The budget format contains information on:</p> <ul style="list-style-type: none"> • Actual income and expenditures for the two years prior to the year in which the budget is being submitted; • The budget for the current year as submitted and approved by ANS Headquarters in the previous year (including any subsequent amendments or modifications); • A forecast of the actual expenditures for the current year, based on updated information from ANS on membership allocations and other income, and any revised topical meeting figures; • A proposed budget for the coming fiscal (calendar) year. This budget includes an estimation of income from coming year membership allocations, planned topical meetings, and other sources, plus carryover funds consistent with the current year’s forecast (Item c); it includes as expenditures those items approved by the EC. <p>Because the different sources of funds are treated differently, with regard to carryover ability, by ANS Headquarters, it is important to be as explicit as possible in detailing from which sources Division funds are coming. The section on budget funds at the head of the budget submittal form should include a breakdown of the specific amounts resulting from each of the four categories detailed previously; the final line of the budget, if it includes an excess (carry-forward), should also break the amount down into the same categories, to aid ANS Headquarters in maintaining accurate records of the Division account.</p> <p>Budget expenses should also be detailed explicitly. Each committee chair (Newsletter, Honors and Awards, Membership, etc.) should be asked to submit a proposed</p>	<p>Maybe “g”?</p> <p>Check if this information is still up to date.</p> <p>Perhaps good practice to follow?</p>
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<p>budget for inclusion in the overall Division budget. Additional amounts are allocated for student support, meeting costs, and special projects as designated by the EC. A line item may also be included to cover miscellaneous expenses; however, the Division budget can effectively be amended by a letter to the Professional Divisions Liaison at ANS Headquarters authorizing a previously unbudgeted expenditure. To this end, the letter of transmittal that accompanies the budget when it is sent to ANS Headquarters includes the names of persons who are authorized to approve expenditures; these are normally the Division Chair and Treasurer.</p> <p>It is also important to be aware of the fact that ANS Headquarters considers an approved line item in the budget as being automatically authorized for payment. Therefore, any expenses falling within a budget category, not exceeding the amount in the line item (or left after previous expenditures), will be paid by ANS, regardless of who submits the request for payment. This implies that a committee chair can submit a bill to ANS Headquarters and have it paid without the Treasurer receiving notification. In order to facilitate the keeping in accurate records, the Treasurer should request that all requests for funds, whether or not they are authorized by a line item in the budget, be submitted to ANS Headquarters through either the Division Chair or Treasurer.</p> <p>3. Reporting The Treasurer shall prepare and present in writing a Division financial report at each meeting of the EC. This report should include a record of expenditures for the current year along with the budgeted amounts. The Treasurer may also be requested to provide reports on other matters as determined by the Division Chair. The topic, format, and content of such reports are left to the determination of the Division Chair, as well.</p> <p>4. Division Financial Liaison The Treasurer acts as the first point of contact between the division and other ANS related organizations, including ANS Headquarters, in matters regarding Division finances. It is the Treasurer's responsibility to process and promptly respond to any requests for financial information from ANS Headquarters. The Treasurer must also maintain contact, as necessary, with ANS local sections, student</p>	<p>Check if this is still allowed</p>
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branches, Divisions, etc. in any matters concerning Division finances. No specific duties or procedures are listed for this function, since most of the contacts described occur on an ad-hoc basis.

5. Topical Meeting Liaison

One of the most important functions of the Division is the sponsorship of topical meetings. Not **ever** meeting with which the **Division** is involved requires a financial commitment on the Division's part. However, when the Division sponsors a major topical meeting for which it has primary financial responsibility, the Treasurer has the responsibility to act as the liaison between the meeting organizers and the Division on the financial aspects of the meeting. When a local section is chosen to act as the host of such a topical meeting, the Treasurer should immediately establish contact with the Finance Committee Chair for the meeting in order to assist, if required, in preparation of a meeting budget, and **to negotiate the percentage of the meeting's income and profits that will be paid to the Division, within ANS guidelines**. Estimates of these amounts should be included in budget submittals as appropriate. It is the responsibility of the meeting organizers to prepare documentation and to handle all interactions with ANS Headquarters and the National Program Committee. However, the Treasurer should stay up-to-date on actions affecting meeting finances. These aspects should be covered in the reports that the meeting organizers are required to present to the Division Program Committee (PC); pertinent information should be passed from the PC Chair to the Treasurer.

At the conclusion of the topical meeting, **the Treasurer is responsible for obtaining a final financial report from the meeting organizers, and should take whatever steps are necessary to ensure that the meeting books are closed out, that ANS Headquarters receives the **prober** amount, and that the appropriate portion of this amount, as previously negotiated, is credited to the Division's discretionary account**. It is important to note again that no payments can be made to the division itself; all proceeds must first pass to ANS Headquarters, which then determines the amount credited to the Division. The Treasurer must, therefore, maintain close contact with both parties to make certain that Division proceeds are properly credited, and that the

This should occur earlier, perhaps when the proposals for hosting the topical meetings are being prepared?

show up correctly in the Division budgets and financial reports.

6. Other Duties

The Treasurer shall perform any other functions consistent with the job or as requested by the Division Chair. These duties may include, but are not limited to:

- Informing other ANS organizations, e.g. student branches, about the availability of funds for specific purposes;
- Investigating the feasibility and/or financial impact of proposed Division actions or projects;
- Serving on ad-hoc subcommittees of the EC.

Article THB9 – Standing and Special Committees	Notes
<u>THP9.1 – Nominating Committee</u>	
THP9.1.1 – Executive Committee and Division Officers	
<p>Headquarters sends nomination package to Division Chairs in September. Nominating Committee (NC) develops a slate of candidates for each vacant officer and EC position and obtains candidates’ acceptance to fulfill duties of position if elected. After the NC chooses a slate of candidates they contact each candidate for his/her agreement to run for office and inform them the Headquarters will contact them for new or updated biographical information of approximately 150 words and two 5X7 glossy photographs, if nomination approved by EC. Nominating Committee Chair reports candidate slate and obtains EC approval at the ANS Winter meeting. Nominating Committee Chair reports the approved slate of candidates to ANS Headquarters within 15 days of EC approval. This allows Headquarters to submit the slates to ANS NEWS in time for publication. Ballots are distributed to members in the spring by ANS Headquarters (note that any Bylaws changes desired should also be included by the Division Chair in this voting package to the members). All candidates are notified of election results by ANS in May.,</p>	<p>Typo</p> <p>is approved?</p> <p>Good practice to follow?</p> <p>Typo</p>
<p>THP9.1.2 – Program Committee</p> <p>The PC Chair recommends candidates for the various PC positions, (i.e., chair, vice-chair, subcommittee chairs, subcommittee members, and committee members) as needed. This is 30 sent in writing by September 15 of each year to all NC members, together with a brief description of how these recommendations were developed. The NC Chair, in consultation with NC members, develops a recommendation and reports candidate slate to the EC at the ANS Winter Meeting. The NC Chair brings each case up to the EC ANS Winter Meeting for discussion and vote. The NC and EC reserve the right to introduce alternative possibilities for discussion. All candidates are notified of the nomination results immediately after the ANS Winter meeting. Members are notified by Division Winter Newsletter.</p>	<p>Good practice to follow</p> <p>THD does not publish Winter Newsletter (one spring and fall)</p>
<p>THP9.1.3 – Membership Committee</p> <p>The departing member makes recommendations for replacement to the Division Chair, who passes it on to the</p>	<p>Not sure if this is still the practice</p>

NC. The NC brings at least two candidates to the EC for selection and appointment.

THP9.1.4 – Honors and Awards Committee

The H/AC Chair develops recommendations for replacing rotating out members. This is sent in writing by September 15 of each year to all NC members, together with a brief description of how these recommendations were developed. The NC Chair in consultation with NC members develops a recommendation and reports candidate slate to the EC at the ANS Winter Meeting.

The NC Chair brings each case up to the EC winter meeting for discussion and vote. The NC and EC reserve the right to introduce alternative possibilities during the discussion.

All candidates are notified of the nomination results immediately after the EC winter meeting. Members are notified by Winter Newsletter.

THP9.2 – Program Committee

THP9.2.4 – Standing Subcommittees

THP9.2.4.1 – Editorial Subcommittee

1. Scope

Oversee the review of all ANS papers submitted for the National/International Heat Transfer Conferences. Provide assessments of the technical quality of THD proceedings (Topical Meetings and NHTC). Oversee the selection of archival-quality papers among those presented in meetings sponsored by the Division and facilitate their timely publication in archival journals. Recommend to the Chair of the PC candidates for the Best Paper Award. Make available forms and lists of reviewers when requested by others handling the review process.

2. Membership

The Editorial Subcommittee (ES) is composed of a team of nine internationally recognized experts in specialities spanning the whole range of Nuclear Thermal Hydraulics i.e.e, BWR Systems, PWR Systems, Experiments, Interfacial Instabilities, Severe Accidents, Two-Phase Flow Instability, Two-Phase Flow Models and Exchange Laws, and Numerical Methods/Codes. They automatically become PC members, too. Each member shall serve for three years. Each year three members shall be replaced.

Such a subcommittee has not been in existence for years. Many of the functions described here are taken by the PC.
Does not cosponsor NHTC

Renewal of membership should be initiated by the ES chair. The ES Chair, with the counsel of each ES member, will identify potential replacements of ES members. The PC shall discuss and vote for each position (see THP9.1.2).

This process should be initiated at the beginning of the third year and should be completed within that year so as to provide some overlap and continuity. Further expansion of the ES specialty areas may be undertaken at anytime by the ES Chair on the basis of experience, Subcommittee members' advice and PC approval.

3. Procedures

Corresponding to the five elements of scope defined above, the ES will operate according to the guidelines provided below;

The responsibility for selection of papers will lie with the session chair as is common practice. The mandate of the ES is to oversee this process in the following manner: (i) The session chair is to supply to the ES a list of all papers submitted and the three referees chosen for each one of them. This should be done concurrently with sending the papers out for reviews. (ii) The ES should be prepared to provide its own review input to the session chair for any rare cases for which the choice of referees is deemed inadequate. (iii) Upon completion of the review process the session chair is to turn over the review correspondence for permanent ES files. (iv) The ES will meet just before the Summer meeting to assess quality of the review process and of the corresponding proceedings of the past year. Any recommendation will be transmitted to the PC. The ES Chair will solicit written reports from the members that cannot be present at this meeting.

The procedure here will be the same as Item a above, except for Topicals, use "Technical Program Chair" in place of "Session Chair."

It is important that every effort is made here to not dilute, because of paper volume and/or time constraints, the review normally expected for archival publication. To this end the following should be adhered to:

Two referee forms should be used, one for meeting presentation/proceedings and another to be completed only

if the referee judged the paper sufficiently close to archival quality as to be immediately publishable with minor revisions (i.e., readily carried out within the time-frame of the meeting requirements).

Letters to authors and referees should explain the process of selection and routing for archival publication. The general guidelines to be used should be along the lines provided in ANS and ASME publications. Based on the referee reports the Session Chair should nominate to the ES any papers ready for archival publication. This should be done immediately following the meeting and simultaneous with transmitting the whole file to the ES. The ES Chair will ask an appropriate specialist to review each such nomination and second it if it meets with his approval, or make appropriate recommendations for revision, or simply reject it. The ES Chair then will communicate with the author and make arrangements for routing the paper to the appropriate journal according to the author's wishes with the Division's endorsement. If in the Session Chair's opinion a particular paper was not sufficiently close to archival to be nominated, but it did have the basic ingredients and technical substance for such, it should be brought forward in a "potentially archival" category. Such papers will be pursued by the ES on a longer term.

Subject to the respective Editor's final approval, both Nuclear Science and Engineering and Design are prepared to immediately publish papers that have the Division's endorsement according to the above procedure. Copies of the review forms must be transmitted to the appropriate Editor together with the final manuscript and original artwork. The whole handling by the ES should be completed within two months following receipt of the file by the ES. A footnote on the title page should show that "This paper is sponsored by the ANS Thermal-Hydraulics Division. It was originally presented in ..."

For the NHTC the session chairs are to provide to the ES their nominations (which must be solicited by ES Chair) for Best Paper Award. For the Topical meetings this is to be coordinated with the Technical Program Chair. In all cases this should be done simultaneously with transmitting the review files immediately after the meeting. Also, in all cases, copies of the nominated papers or of the proceedings should also be transmitted. The ES Chair with the counsel

<p>of ES members is to make a selection of approximately three papers to be considered for the Division Best Paper award. These are submitted to the Best Paper Subcommittee (BPS) in February of each year.</p> <p>The ES will use the files to refine and maintain a list of reliable and high quality referees with corresponding areas of specialization. Such lists will be made available to session chairs (or technical program chairs for Topicals) at their request.</p> <p>THP9.2.4.2-National/International Heat Transfer Conference ANS Representative and Technical Program Co-Chair</p> <p>Scope The ANS representative has the responsibilities to:</p> <ol style="list-style-type: none"> 1. attend NHTC and IHTC Coordinating Committee meetings, where he represents the ANS. 2. organize ANS-sponsored sessions for approval by the ANS/THD Program Committee. 3. plan the timing of events leading to the publication of proceedings and paper presentations. 4. serve as liaison between the conference Coordinating Committee and the organizers of ANS-sponsored sessions. 5. serve to select the NHTC Best Paper Awards. <p>Selection The ANS Representative to the NHTC/IHTC Program Committee is selected by the PC Chair and approved by the EC. He serves for three years.</p> <p>Procedures In order to carry out his responsibilities, the ANS representative to the NHTC Coordinating Committee follows these procedures:</p> <p>Attend the organizing meetings of the NHTC Coordinating Committee as called by its chair. Propose session topics and session organizers before March 15 of the year preceding the NHTC to the PC. Have Session topics and organizers included in early program fliers for nationwide distribution. Establish and convey to session organizers two Planning Schedules in April of the year preceding the NHTC. One schedule is for interactions between session organizers and authors. The other schedule is for</p>	<p>Such a subcommittee is currently not in existence.</p>
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<p>interactions between the Program Co-Chair and the session organizers.</p> <p>The first schedule contains dates for sending calls for papers to prospective authors, receiving abstracts, notifying authors, receiving, reviewing and accepting manuscripts, for notifying authors, sending and receiving mats, for sending confirming letters to authors with session date, time, place and request for biographical information from authors, and the date for proposing best paper nominations, and for sending thank you notes to authors. The second schedule contains the dates, at which session chairs distribute call for papers, send copies of abstracts of accepted papers, of M&M forms, mats and copyright forms and requests for special arrangements, to the Program Co-Chair.</p> <p>All dates must be synchronized with the dates set by the NHTC Coordinating Committee.</p> <p>Include with these schedules the paper review package with review forms, review standards and author guides.</p> <p>Coordinate paper publications and preparations of sessions with session organizers and NHTC Coordinating Committee. Serve as ANS representative in the selection of the NHTC Best Paper Award. Solicit nominations from session organizers. Confirm with session organizers that all review correspondence has been transferred to the ES Chair.</p> <p>THP9.2.4.3 – National/Topical Subcommittee</p> <p>Scope The National/Topical Subcommittee (N/TS) has the following responsibilities:</p> <ul style="list-style-type: none"> • Development of sessions for the ANS National Meetings at which the Division has elected to participate (currently, the ANS Winter Meeting only). • Organization and oversight of the Paper Review for the ANS National Meetings. <p>Oversight of the liaison with the organizing and technical program committees for Topical Meetings for which the</p>	<p>Such a subcommittee is currently not in existence.</p>
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THD is a principal sponsor. At present, these consist of the International Topical Meeting on Nuclear Reactor Thermal Hydraulics and the Far East Topical on Reactor Operations and Thermal Hydraulics.

The N/TS Chair will serve as the Division Representative to the NPC.

Membership

The N/TS consists of a minimum of three persons, with other members added as required to fulfill the Subcommittee's duties. The three members include a university/national laboratory liaison, a utility/industry liaison, and a coordinator for the Far East Topical Meeting. Other duties as delineated in the Scope, may be assumed by these members, or may be assigned to additional members, at the determination of the N/TS Chair.

Aside from willingness to work, the primary criteria for N/TS membership are:

- maintain a distribution among the segments of the thermal hydraulics community (university, national laboratory, utility, industrial, consultant), and
- maintain a geographical distribution of members throughout the U.S., to facilitate attendance of N/TS members at ANS meetings.

The term of membership is nominally three years. The N/TS Chair shall identify potential N/TS members to replace those whose terms have expired. The PC shall discuss and vote for each position (see THP9.1.2).

Procedures

In order to carry out the responsibilities entrusted to it, the N/TS will adhere to certain procedures. These are listed and keyed to the duties outlined in the Scope.

Development of sessions for ANS National Meetings:

In order to assure high-quality papers, most sessions that the Division sponsors will have Session Organizers appointed to "stimulate" contributions. For those sessions requiring full papers, these Sessions Organizers will also coordinate manuscript reviews, and will assist in National Meeting Paper Reviews (see next item). The schedule for submissions, review, and publication of full papers will be

While this subcommittee does not exist, the majority of the procedures still apply.

developed by the N/TS Chair or his designee, in cooperation with the PC Chair and the ES Chair.

Manuscript reviews will be carried out in accordance with procedures developed by the ES. The Session Organizers will be chosen for their expertise in the areas chosen for session topics, and should also be chosen so as to promote an equitable geographical and technical distribution. For meetings for which the site is not centrally located, Session Organizers should be selected in order to make it possible for them to attend the Paper Review and will be maintained by the PC. When a slate of sessions has been approved, Session Organizers will be selected from the list, or from other individuals having a special expertise in the topic areas, as suggested by the PC, with possible alternates in the event that the first choice is unavailable. It will then be the responsibility of the N/TS Chair (or his designee) to contact the Session Organizer and obtain that person's agreement to serve in such a capacity.

The Session Organizer is responsible for stimulating papers, coordinating manuscript reviews, when necessary, attending the Paper Review for summaries, and serving as Session Chair at the Conference. The Session Organizer will also work with the ES in helping to select papers for archival publication and candidates for the Division's Best Paper Award.

Other responsibilities of the N/TS Chair are to prepare the 100-word summaries required for National Meeting sessions and to act as liaison in such instances as require co-sponsorship of a session with another ANS Division, whether at THD's initiative or the other ANS Division's. Both of these duties generally occur in conjunction with NPC meetings, to which the N/TS Chair is designated as the THD representative.

Organization and oversight of the National Paper Review.

Once the list of sessions for a National Meeting has been approved, the N/TS Chair or his designee(s) will be responsible for arranging for reviewers to attend the Paper Review at which the ANS summaries are refereed. If the sessions include invited or stimulated papers, for which Session Organizers are responsible, these Session Organizers will be asked to participate in the Review (or to send a stan-in), as previously noted. Other reviewers

should be chosen from the PC membership or, if appropriate, from the Division membership-at-large, based on the availability of such persons and their credentials. An effort should be made to rotate this responsibility among PC members, so as to permit a wide range of expertise on the review panel.

The **N/TS** Chair, or his designee, will also attend the Paper Reviews to oversee the activities of the reviewers and to serve as the point of contact between the Meeting Technical Program Chair and the Division. This person will also represent the Division at the NPC meeting held at the Paper Review and at the “auction” for session meeting rooms. All actions taken by reviewers that affect the meeting organization, e.g. acceptance, rejection, or revision of papers; movement of papers into or out of the Division’s sessions; session organization; and session placement in the meeting, are subject to this individual’s approval.

Oversight and liaison with Division-sponsored Topical Meetings:

The **N/TS** Chair or his designee(s) will act as a liaison with the organizing and Technical Program Committees of topical meetings sponsored by the Division. This activity is most important in Class I and Class II meetings, in which the Division has a major financial and/or organizational responsibility. Class IV meetings, however, will also be subject to a lesser degree of **coordination**. The degree of PC involvement in these meetings is described below, but may be expanded upon request of the conference organizers, subject to approval by the PC. For conferences held in the U.S., The **N/TS** Chair or his designee will automatically become a member of the conference Technical Program Committee. For these conferences, a written report on organizational progress will be required at each meeting of the PC, and a written summary report is required after the conclusion of the conference, and the **N/TS** Chair shall see that such reports are prepared and submitted to the PC. The **N/TS** Chair will review conference planning documents required by the NPC.

For conferences held outside the U.S., the **N/TS** Chair or his designee will act as liaison with the conference organizing and Technical Program Committees. If practical, this person will also serve on the conference

Technical Program Committee. If such is not practical, the liaison will maintain close contact with U.S. members of these committees. Written reports on organizational progress will also be required for these conferences, prepared and presented by the liaison. However, review of organizational documentation is not required.

In the case of Specialists Meetings (Class IV), it is desirable, but not required, that at least one member of the PC serve on the meeting Technical Program Committee. Oral reports on meeting organizational progress are required, or written reports may be required. The N/TS Chair and ES Chair, if requested, will assist the meeting organizers in review of papers for such conferences.

Division Representative.

The N/TS Chair will act as the Division's representative to the ANS NPC, and will attend all meetings of the NPC as required. If circumstances do not permit his attendance at such meetings, he must arrange for a substitute, so that the Division is fully represented before NPC. A continual inability to attend such meetings will constitute grounds for dismissal of the N/TS Chair.

Important Note: In all activities that require review of papers for conferences, whether for National ANS, Topical, or Specialists meetings, the N/TS Chair will maintain close coordination approved by the PC, as to whether full papers are to be required for specific sessions of the ANS national meetings. If such is the case, the review procedure will be the same as outlined in points 1 and 2; however, immediately after the ANS National Meeting review is completed, a list of accepted summaries will be forwarded to the ES Chair, who will arrange for review of full papers.

THP9.2.5 – Meetings

The PC Chair shall mail call-for-meeting notice and proposed agenda to all PC members thirty (30) days in advance of meetings. The PC Chair will ensure that all action items have been looked after and mail out material for consideration thirty (30) days in advance of meetings.

THP9.3 – Membership Committee

<p>The purpose of the Membership Committee (MC) is to increase the number of members in the Thermal Hydraulics Division. As many prospective members are not ANS members, a parallel objective is to encourage membership in the Society.</p> <p>The Committee finds new Division members through advertisement, individual contacts, and letter campaigns. The advertisement consists of Thermal Hydraulic brochures and posters, which are made available at numerous ANS and nuclear conferences during the year.</p> <p>Individual contacts are made through current Division members at each company and nuclear utility. A division membership list by company was compiled and is used to determine prospective members who are then given a member packet.</p> <p>Letter campaigns consist of welcome letters to new student members and reminder letters to dropped members.</p> <p><u>THP9.4 – Honors and Awards Committee</u> THP9.4.1 – Chronological Schedule of Awards Committee planning is based on two meetings per year cycle. For Awards and Best Paper, committee action takes place at the NHTC meeting of H/AC and the award is made at the next ANS Winter Meeting. For Fellows Nominations, committee action takes place in the ANS Winter Meeting.</p> <p>THP9.4.2 – Subcommittee Assignments In the first three years of tenure, the Division Past Chair serves as Chair of one of the subcommittees (Best Paper, Fellow Nominations, Awards). During the fourth and last year of tenure on the committee, he/she serves as the H/AC Chair. The general members remain on the subcommittee appointed to for the duration of their tenure.</p> <p>THP9.4.3 – Implementation Plan For the presentation of both awards, an Awards Luncheon will be held. The logistics of the Awards Luncheon should be handled by the Chair of H/AC (except where another specific person is mentioned).</p> <p>After the selection is made, the Chair of the H/AC should write to the award recipients about the award decision and</p>	<p>H/AC does not do Fellow nominations.</p> <p>No such committees</p> <p>Vice Chair?</p> <p>No awards luncheons are held</p>
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<p>also invite the Technical Achievement Award recipient to present a short lecture during the Awards Luncheon. The recipients should be told that the lunch tickets will be provided to him/her and spouse, but not the travel expenses.</p> <p>In August or September discuss with ANS Headquarters to set up an Awards Luncheon at the ANS Winter Meeting. Traditionally, it has been held on Monday. If the decision is to hold the Award Ceremony at an ANDS Topical Meeting, the responsible official of that Topical meeting should be contacted for arrangements.</p> <p>In August or September, contact ANS Headquarters to have the plaques and certificates prepared. The wording of the Awards Certificate should be drafted by the cognizant subcommittee chairs. Brochures should also be prepared by seeking printers at reasonable cost. For annual meetings, at most 100 copies will be needed.</p> <p>In August, announcement of the Award should be sent to Division Newsletter and ANS News.</p> <p>Notify the Treasurer about the expenses.</p> <p>Prior to the Awards Luncheon, arrangements should be made to have a camera (and an ANS reporter if possible) on hand to record the event.</p> <p>In December, send the news release and the photo the Division Newsletter and the ANS News for public release.</p> <p>THP9.4.4 – Technical Achievement Award THP9.4.4.1 – Purpose This award, established in 1984, is presented to a member of the ANS in recognition of outstanding past or current technical achievement.</p> <p>THP9.4.4.2 – Award Description This award is a certificate and/or other suitable memento with an appropriate citation and presented by the Division Chair at the ANS Winter Meeting or at a Division Topical Meeting. The award is announced in the Division Newsletter, ANS News, and Nuclear News. This award is normally given annually. The award includes \$500 cash to the recipient.</p>	<p>H/AC chair No brochures are provided</p> <p>Timeline</p> <p>\$2000 now</p>
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<p>THP9.4.4.3 – Eligibility Any member of the American Nuclear Society is eligible for this award.</p> <p>THP9.4.4.4 – Nomination Procedure Nominations for this award are made by the Division membership or by the technical community. They are to be submitted in writing to the Chair of the H/AC accompanied by at least three supporting letters.</p> <p>THP9.4.4.5 – Selection Criteria This award will usually be based on a major contribution to the state of the art, an important publication, major technical achievement, or a sustained record of accomplishment and technical excellence in the art of science of Thermal Hydraulics.</p> <p>THP9.4.4.6 – Procedure The annual schedule is as follows:</p> <ol style="list-style-type: none"> 1. Develop candidate list from nominations prior to the H/AC Summer Meeting. 2. Select the winner of the award the H/AC Summer Meeting and notify the Division EC. The winner of this award is selected from the candidates by written ballot of the members of the H/AC. 3. The Division chair presents the award at the ANS Winter Meeting or at an equivalent Topical meeting of the Thermal Hydraulics Division. <p>THP9.4.5 – Best Paper Award THP9.4.5.1 – Purpose This award is presented to the authors of the best full-length paper presented at Sessions sponsored by the Thermal Hydraulics Division.</p> <p>THP9.4.5.2 – Award Description The award is a certificate and/or other suitable memento with an appropriate citation and presented by the Division Chair at the ANS Winter Meeting or at a Division Topical meeting. Award announcements are presented in the Division Newsletter, ANS News, and The Nuclear News. The award is given annually. The award includes \$100 cash to the author/or divided among co-authors.</p>	<p>The nominations are due August 1.</p> <p>\$500</p>
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THP9.4.5.3 – Eligibility

At least one author must be a member of the American Nuclear Society. Full-length papers are eligible, extended abstracts are not.

The fact that Topical meeting organizers have given a best paper award specific to their meeting will not disqualify papers from the meeting from eligibility for this Divisional award.

THP9.4.5.4 – Nominating Procedure

The **ES Chair** nominates approximately **three** full-length papers to the H/AC through the PC Chair. Each nomination is accompanied by independent reviews (generally three).

THP9.4.5.5 – Selection Criteria

The award is made on the basis of originality and creativity in addition to the usual criteria of impact and scientific integrity. The H/AC may decide on the basis of the reviews submitted by the PC or invite further review.

THP9.4.5.6 – Procedure

Eligible conferences are identified at the ANS **Winter Meeting**, and the **ES Chair** is notified.

Nominations for Best Paper Award are submitted by the **ES Chair** by **the end of February**. These also include nominations received from the eligible conference program chairs.

The nominations are distributed by the **Best Paper Subcommittee (BPS)** to all members of the H/AC for review in May.

Selection is made by ballot of the H/AC using the criteria described below. **The ballot will be completed before the summer meeting of the H/AC.**

Final selection is made at the **summer meeting** of the H/AC.

THP9.4.5.7 – Selection Criteria

The following criteria serve as guidelines in the selection process. A sliding scale from one to ten may be used as an option in each of the categories listed below to qualify the review.

Organization of Paper-How well do the authors present the material? Is it logical? Does it flow smoothly? Is it easily understood?

Originality-How similar is the work to other published material? Is it the first time the work has appeared in this form?

Creativity-Does the work show insight in advancing the particular area of study, or solving a particular problem?

Impact and Scientific Integrity-How significant is the work with respect to advancing scientific knowledge?

Practicality-How useful is the work to the Nuclear Industry?

Other-Are there any comments that should be made about the paper that would cause its overall rating to be modified from the first five categories.

THP9.4.6 – Fellow Nominations Subcommittee

Nomination of ANS members for advancement to Fellow grade is initiated by any member who believes another member has an outstanding record of achievements that should be recognized by this special designation. A group of five sponsors are required, at least one of whom must be an ANS Fellow. The purpose of defining a procedure whereby the Division H/AC will play a role in initiating nominations is to ensure that Division members who are eligible are not overlooked by their colleagues. It is not intended that the Committee's activity should be interpreted as inhibiting the nomination by other individuals who recognize a strong candidate.

Standards for ANS Fellow are set by the ANS H/AC and approved by the Board of Directors. These standards were recently redefined to encourage the Divisions to stimulate nominations of deserving candidates including those from the ranks of architect/engineers, suppliers, utilities, etc.

THP9.4.6.1 – Procedure and Schedule for Fellows

Nominations

The Division Fellows Nominations Subcommittee (FNS) will review each year the Division roster to identify potential candidates. This is done late in the calendar year

H/AC does not nominate ANS Fellows

so that sponsors may be identified and the case prepared by March to meet the ANS Honors and Awards Schedule.

The FNS, via the Division Winter Newsletter, will encourage and offer to aid individual members in developing a nomination.