

BYLAWS OF THE ASTM STANDING COMMITTEE ON PUBLICATIONS

I Scope and Responsibility

- A. The Standing Committee on Publications (hereinafter designated as the Committee) advises the Board of Directors (hereinafter designated as the Board) of the American Society for Testing and Materials (hereinafter designated as the Society) of the formulation of publication policy. The Committee is responsible for the publication program of the Society, except acceptance for publication of ASTM standards.
- B. The Committee administers the Society publication program and may, with the concurrence of the Board, initiate, continue, expand, or terminate periodicals, journals, series, or other continuing publications with the exception of the Annual Book of ASTM Standards.
- C. The Committee's policies govern the publication of Special Technical Publications, Data Series, Manuals, Monographs, Software Programs, Book of Standards, and related publications, and other established book series. The committee shall develop criteria for the acceptance of material to be published except for the acceptance for publication of ASTM standards, which is outside of the jurisdiction of the Committee on Publications. The Committee also recommends new content for books in their areas of expertise and those individuals who are respected in the industry who can act as authors/editors of books in those areas.
- D. The Committee's policies govern the operation of periodicals. The committee shall develop criteria for periodicals, recommend new periodicals, establish objectives for periodicals and recommend termination of periodicals.
- E. The Committee monitors information technology and recommends implementation of such technology into production and presentation of ASTM publications in traditional and electronic formats.

II Organization and Meetings

- A. Membership of the Committee shall comprise of a maximum of 15 members who are appointed for three-year terms, up to five each year, by the Chairman of the Board. By a two-thirds vote of the Committee, the membership may be enlarged to 18, and, thereafter, 6 members each year shall be appointed. No member may serve more than six consecutive years, except the Chairman and Vice Chairman see (IIB). In addition, the Chairman of the Board may designate no more than two members of the Board of Directors as members, Ex-Officio, of the Publications Committee. Such members may vote on Committee matters but may not make motions nor serve as Chairman of the Committee. A staff member shall serve as Secretary of the Committee and may not make nor vote on motions. The officers of the committee shall be a Chairman and Vice-Chairman. The officers shall be appointed for three-year terms by the Chairman of the Board of Directors. Committee officers may serve a maximum of twelve years (six as a member, three as Vice Chairman, and three as Chairman). The Committee may organize task groups to expedite development and progress in various areas of the Committee's

operation. Each task group shall recommend to the Committee actions pertaining to the area of responsibility of the task group. Appointment of task group leaders and members shall be the responsibility of the Chairman of the Committee. The committee shall meet at least once a year, and reports shall be given to the Committee in the following areas as part of the function of the Committee: Books, Periodicals, and Awards.

- B. A quorum shall consist of one more than half the membership of the Committee not excluding Ex-officio members.

III **Ownership of Publications**

- A. All material published by the Society shall become the property of the Society, in accordance with the ASTM Intellectual Property (IP) Policy. No such material shall be released for publication; elsewhere, in any form, in whole or in part, except by written authorization of the President of ASTM and such release shall be in accordance with the ASTM reprint policy.
- B. No author or editor shall receive monetary compensation for any materials published by the Society, except as authorized in a written contract between ASTM and the author or editor, in accordance with policies established by this Committee.

IV **Amendments to Bylaws**

These bylaws, with the exception of Roman II, (A), may be amended by two-thirds of the vote of the entire membership of the Committee.

March 1, 2001