

**BY-LAWS**

**of the**

**ENGINEERING TECHNOLOGY COUNCIL**

**AMERICAN SOCIETY FOR ENGINEERING EDUCATION**

**Revised: June 4, 2015**

## Table of Contents

BY-LAWS OF THE ENGINEERING TECHNOLOGY COUNCIL .....	3
A. Name .....	3
B. Mission and Goals.....	3
C. Membership .....	3
D. Organization.....	4
E. Officers .....	5
F. Duties of Officers.....	6
G. Election of Officers.....	8
H. Committees .....	9
I. Meetings and Activities .....	9
J. Amendments .....	9
K. Other Provisions.....	9

# BY-LAWS OF THE ENGINEERING TECHNOLOGY COUNCIL

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## A. Name

The name of this organization shall be the Engineering Technology Council, herein called ETC, of the American Society for Engineering Education (ASEE).

## B. Mission and Goals

### 1. Mission

The Engineering Technology Council of ASEE is the national organization that speaks for engineering technology education and is committed to promoting quality education and creative endeavors in engineering technology.

### 2. Goals

To accomplish this mission, ETC has adopted the following goals:

- a. ETC will strengthen its position as the national organization that speaks for engineering technology education.
- b. ETC will promulgate the definition of engineering technology.
- c. ETC will promote quality engineering technology education.
- d. ETC will develop leaders for engineering technology education.
- e. ETC will develop appropriate guidelines and promote scholarship for engineering technology educators.

## C. Membership

1. Membership in ETC shall be open to Colleges that have accredited engineering technology programs, as defined in the ASEE By-laws. This includes Engineering Technology Four-Year Colleges, Engineering Technology Two-Year Colleges, and College Affiliates.
2. An Institutional Representative shall be designated by the administrative head of the College member from among persons who are individual members of ASEE.
3. Each member institution of ETC shall have one vote. The vote shall be cast by the person authorized by the member as its Institutional Representative to ETC. Written proxies, received by mail, email or facsimile, on behalf of the voting member institution are permitted.

4. Each candidate for College institutional membership shall apply in writing to the Executive Director of ASEE.

#### D. Organization

1. ETC shall be administered by an Executive Board consisting of the Chair, Chair-Elect, Secretary-Treasurer, five Directors, the immediate Past Chair, and the Chair of the Engineering Technology Division. The Chair of the Engineering Technology Leaders' Institute (ETLI) committee, the Chair of the Engineering Technology National Forum, and the Engineering Technology Division Historian shall be ex-officio members, without vote.
2. The President, Executive Director, and Treasurer of ASEE shall be ex-officio advisory members of the ETC Executive Board, without vote.
3. The Chair represents ETC on the ASEE Board of Directors and is under commitment to attend all meetings of the Board.
  - a. The Chair is eligible for election by the ASEE Board to the Executive Committee as Vice President of Institutional Councils. Such election entails attendance at two or more additional meetings each year.
  - b. The Chair may take items from ETC for action by the ASEE Board.
4. The functions and duties of the Executive Board shall be as follows:
  - a. The Executive Board shall formulate the general policies of ETC.
  - b. The Executive Board shall authorize all official publications of ETC subject to the provisions of the ASEE Constitution.
  - c. The Executive Board shall receive and account for all gifts of funds or property to ETC, and shall have charge of all matters relating to the expenditures of funds provided to the Council by the ASEE Board of Directors, the making of contracts, and the approval of bills for payment by ASEE Headquarters to cover expenses of ETC.
5. The Executive Board shall meet at the call of the Chair. Normally, the Executive Board meets as a group two times a year: at the ASEE Annual Conference and at the ETLI meeting.
6. A quorum of the Executive Board for the transaction of business shall be four (4) of its members.

## E. Officers

1. The officers of ETC shall be Institutional Representatives to ETC for their institutions. The officers are as follows:
  - a. Chair – serving a term of two years and succeeding to the position of Immediate Past Chair
  - b. Chair-Elect – serving a term of two years and succeeding to the position of Chair
  - c. Secretary-Treasurer – serving a term of two years
  - d. Five (5) Directors – serving terms of two years each.
2. The Chair-Elect, Secretary-Treasurer, and two (2) Directors shall be elected for terms starting in even-numbered calendar years. The Chair’s term of office starts in an even-numbered calendar year. The Chair-elect becomes chair at the end of the term of office or upon vacancy of the Chair.
3. Three (3) Directors shall be elected for terms starting in odd-number calendar years.
4. At least one Director will be an ETC representative from a Two-Year Institution. If no appropriate director can be nominated and elected, one of the elected directors will represent Two-Year institutions on the Board.
5. The Chair and the Chair-Elect may not serve in the same office for two consecutive terms, but may be elected again after one term has elapsed. No limitation shall be placed upon the number of consecutive terms that may be served by the Secretary-Treasurer. A director who continues to be appointed as an Institutional Representative may be re-elected to one immediate successive term. Thereafter, at least one (1) term shall elapse before that Institutional Representative is again eligible to hold the same office.
6. The terms of newly elected officers shall begin immediately following the ASEE Annual Conference.
7. The ETC Chair shall appoint persons to fill vacancies occurring on the Executive Board. Such appointment shall begin immediately and be effective only until the next annual meeting, when ETC shall elect persons to fill such vacancies for the remaining terms of the offices. The election under such circumstances, to serve a term of less than two (2) years, shall not count as a term in office for purposes of determining eligibility for election to additional terms.
8. The Chair-Elect shall serve in the absence of the chair.

## F. Duties of Officers

1. The Chair shall:
  - a. Have administrative responsibility for the conduct of all functions of the unit in accordance with these By-laws and the policies and procedures established by the Executive Committee.
  - b. Schedule, organize, and conduct annual business meetings of ETC and all meetings of the Executive Committee. This includes telephone or web-based meetings as needed. The Chair prepares an agenda for each meeting and forwards it to all officers and committee chairs at least thirty days prior to the meeting. A sample agenda may be found in the Standing Operating Procedures.
  - c. Appoint all standing committees authorized by these By-laws and special committees authorized by the Executive Committee.
  - d. Compile an annual report of the activities of the unit as requested by the Board of Directors of the Society
  - e. Assure that official cash disbursement signatures are on file at Society headquarters and approve all expenditures of Society funds
  - f. Appoint champions for strategies that are specific to the goals as set forth in the ETC Strategic Plan. The champions along with others chosen will work on specific action items related to a strategy under a specific goal. Progress on the strategies will be reported to the ETC membership and Executive Board.
  - g. Function as the master of ceremonies at the annual Frederick Berger Award banquet in even-numbered years and as master of ceremonies at the annual McGraw Award banquet in odd-numbered years.
  - h. Submit a list of ETC nominees for society committees to the ASEE President-Elect, upon recommendation from the Executive Board..
  - i. Serve as a member of a seven person Berger Award Selection Committee appointed by the President of ASEE.
  - j. Serve as ex-officio member of the Board of Directors of the Engineering Technology Division (ETD).
  - k. Serve as ex-officio member of the ETD Awards Committee.

1. Serve as ex-officio member of the Board of Directors of the Honor Society of Tau Alpha Pi.
2. The Chair-Elect shall:
  - a. Conduct meetings of ETC or the Executive Board in the absence of the Chair.
  - b. Chair the ETC Strategic Planning Committee.
  - c. Serve as ETC Program Chair at the ASEE Annual Conference and attend the planning session at the annual meeting. Each session at the annual conference requires completion of appropriate planning forms, and should be coordinated with the ETD Program Chair.
  - d. Plans and executes the annual James H. McGraw Award banquet.
3. The Secretary-Treasurer shall:
  - a. Perform secretarial duties as follows:
    - i. Record minutes at all ETC Business and Executive Board meetings. Forward the minutes to all members and affiliate members of ETC within 60 calendar days.
    - ii. Conduct mailings (e.g. ballots, surveys, etc.) as directed by Chair.
    - iii. Receive and count votes on bylaw issues and report to the Executive Board within 15 calendar days.
  - b. Perform treasury duties as follows:
    - i. Compile a Treasurer's report for each Executive Board and Business meeting using the financial statements received quarterly from ASEE Headquarters.
      - 1) BASS Account – funds accumulated by ETC from the ETLI conference. (BASS account funds roll over to the next fiscal year.)
      - 2) Operating Account – funds appropriated by ASEE for annual operations and travel by the Chair to board meetings. (Operating account funds do not roll over to the next fiscal year.)

- ii. Submit bills authorized by the Chair to the ASEE Accounting Office for payment. Specify the appropriate account number on the request. (Note: payments are made by the ASEE Accounting Office).
4. Directors shall
  - a. Commit to attending the two executive board meetings (ETLI and ASEE) each year and the ETC business meetings held at the ASEE Annual Conferences. Any Director who misses two meetings during their tenure shall be considered as having vacated the position, and will be replaced as outlined in Section E.7.
  - b. Participate in interim telephone or web based meetings as scheduled by the Chair.
  - c. Serve as champions for action plans resulting from the ETC strategic plan.
  - d. Perform other duties as determined by the Chair and the Executive Board.

## **G. Election of Officers**

1. The ETC Chair shall appoint a Nominating Committee of five members within sixty (60) days following the annual meeting. This committee shall include the immediate past chairs of ETC and ETD, and three ETC Institutional Representatives. Appointment is for one year.
2. The Nominating Committee shall nominate two or more Institutional Representatives for each vacancy to be filled at the regular annual election of officers.
3. The Chair of the Nominating Committee shall send a ballot containing these nominations, with spaces provided for writing in the names of other candidates, to all voting ETC representatives not later than March 1 of each year. The ballot may be sent by email or mail at the discretion of the Chair of the Nominating Committee, providing that it shall also be sent by mail to those members who do not have an email address on record with the ASEE Membership Director.
4. A simple plurality of the votes received not later than March 31 shall elect.
5. Individuals elected as officers of ETC assume those offices immediately following the ASEE Annual Conference in June.



## **H. Committees**

1. The ETC Chair, with the advice of the Executive Board, shall appoint such committees or group(s) as are deemed necessary to complete strategies necessary to accomplish the strategic plan goals and shall designate the Chair or champion thereof.
2. The Engineering Technology Division Historian, as designated by ETD, shall serve as the ETC Historian.

## **I. Meetings and Activities**

1. ETC shall hold its annual business meeting at approximately the same time and place as the Annual Conference of ASEE.
2. Additional meetings of ETC may be scheduled at other times during the year at the call of the Chair.
3. The Secretary shall be responsible for notifying the membership at least thirty (30) days prior to the date of any meetings of ETC other than at the Annual Conference.
4. Ten percent (10%) of the ETC membership shall constitute a quorum.

## **J. Amendments**

1. Recommendations for Amendments may be submitted by a majority vote of the Executive Board or by a petition to the Executive Board signed by not less than ten (10) ETC representatives.
2. These By-laws may be amended by a two-thirds vote of the ETC representatives present and voting at any annual meeting or by a two-thirds vote of the ETC representatives obtained by ballot. Approval of Amendments by a simple majority of the ASEE Board of Directors is required before such amendments become effective.
3. Proposed amendments shall be presented to the full membership of ETC not less than thirty (30) days before they are to be voted on. Proposed amendments may be distributed to members by letter or by email (providing that they are also sent by mail to those members who do not have an email address on record with the ASEE Membership Director.)

## **K. Other Provisions**

1. Engineering Technology Leaders' Institute (ETLI)

- a. ETLI is a standing committee of ETC, responsible for setting up and running the annual ETLI meeting.
  - b. The chair of the ETLI committee shall serve as an ex-officio non-voting member of the ETC Executive Board.
  - c. The ETLI standing committee will have a chair and a vice chair, with the expectation that the vice chair succeed to the chair position. The term of office is two years. The chairs should be either Institutional Representatives or their designated replacements. These chairs are nominated by the ETC chair and approved by the ETC Executive Board.
  - d. Additional ETLI committee members can be either ETC or ETD members. These members are nominated by the ETLI chair and approved by the ETC Executive Board.
2. Engineering Technology National Forum (ETNF)
- a. ETNF is a standing committee of ETC, responsible for initiating and sustaining a national conversation on the future of ET education.
  - b. The chair of the ETNF committee shall serve as an ex-officio non-voting member of the ETC Executive Board.
  - c. The ETNF standing committee will have a chair. This chair is nominated by the ETC chair and approved by the ETC Executive Board.
  - d. Additional ETNF committee members can be either ETC or ETD members. These members are nominated by the ETLI chair and approved by the ETC Executive Board.
3. Finances
- a. Dues paid for membership in ETC shall be specified in the By-laws of ASEE and shall be paid to the ASEE Headquarters.
  - b. The fiscal year of ETC shall be from July 1 through June 30.
4. Parliamentary Authority
- a. Meetings shall be conducted according to Robert's Rules of Order.
  - b. Any action by ETC shall be invalid if it is in conflict with the Constitution or By-laws of ASEE.