

Policy for ASEE Division Probationary Status

In order to assure that inactive divisions of the American Society for Engineering Education do not retain division status, the ASEE Board of Directors may, by majority vote, place a division on probationary status for cause. Divisions will be notified of this status by email and letter to the person listed as their Division Chair. When placed on probationary status, a division will have one year to show cause why the division should not be dissolved. The response of the division should be addressed to the Vice President of Professional Interest Councils by January 1 or May 1 within one year of notification of probationary status. The ASEE Board of Directors will review the response at their next meeting and either remove the division from probationary status, or continue the division on probationary status, or dissolve the division, or merge the division with some other division.

A division may be placed on probationary status for one or more of the following causes:

1. The division's membership falls below 125 persons
2. The division has become inactive as evidenced by one or more of the following:
 - a. Failure to hold sessions at the ASEE Annual Conference.
 - b. Failure to hold officer elections on an annual basis or as directed by the division bylaws.
 - c. Lack of vitality as demonstrated by failure to elect new members as division officers or in other ways deemed significant by the Board.
 - d. Failure to hold regular meetings to conduct division business.
3. The division has not reviewed or revised its bylaws in the past ten years.
4. Other causes set forth in writing to the Division Chair by the Board of Directors.