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Below are those provisions of the ASEE By-Laws that govern the establishment of new divisions, which are called, during development, "**Constituent Committees.**"

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## **Article II: Organization**

### **Section 5.**

Upon recommendation of the appropriate Council, or at its own discretion, the Board of Directors, by a majority vote, may establish Divisions and Constituent Committees. A Division consists of those individual members having common professional or technical interests in engineering education. Divisions are Society-wide in scope. A Constituent Committee is a special interest group, organized with the potentiality of becoming a Division, as provided for in Article III, Section 18 of the Society Constitution.

Divisions or Constituent Committees may be disestablished by the Board of Directors by a two-thirds majority vote.

## **Article VI: Committees**

### **Section 2.**

Constituent Committees authorized in Article II, Section 5 of these bylaws may be established by the Board of Directors in the manner provided in Section 3 below and shall continue to function until disestablishment or elevated to Division status.

Initial members of the committee shall be appointed by the President with the advice of the Board of Directors; individual members of the Society may elect to become members; the President shall designate a chair to serve during the formative stage of the committee.

### **Section 3.**

The Board of Directors may establish a Constituent Committee when it is apparent that there is sufficient evidence of member interest, potential for growth, and an active program with goals complementary to those of ASEE in an area of, or closely related to, engineering. The Board will designate one of the Councils to assume jurisdiction over the Constituent Committee and the Committee will report to the Board through that Council.

Within one year after a Constituent Committee is formed, it will submit bylaws consistent with those of its Council to the Constitution and Bylaws Committee for approval and referral to the Board of Directors.

Upon approval of the bylaws by the Board, the formative period will end and the Constituent Committee will elect its own officers. The initial chair and officers will continue to serve until their successors are duly elected. In case an individual cannot serve, the designated Council chair will appoint a successor to serve until an election is held. At this time a budget will be prepared based upon an allocation from its Council chair, and the Constituent Committee will be entitled to appropriate representation in its Council and be listed among the Divisions and Constituent Committees with which ASEE individual members may elect affiliation. It will normally plan events for the Annual Conference, appoint standing and ad hoc committees, publish a news letter, communicate in other ways with its membership, and perform other normal functions of a professional group.

After a minimum of three (3) years of successful operation, and upon reaching a membership of approximately two hundred or more, the Constituent Committee may petition to the Board of Directors for Divisional status. The petition will be submitted through its Council and the Council will recommend its pleasure to the Board.

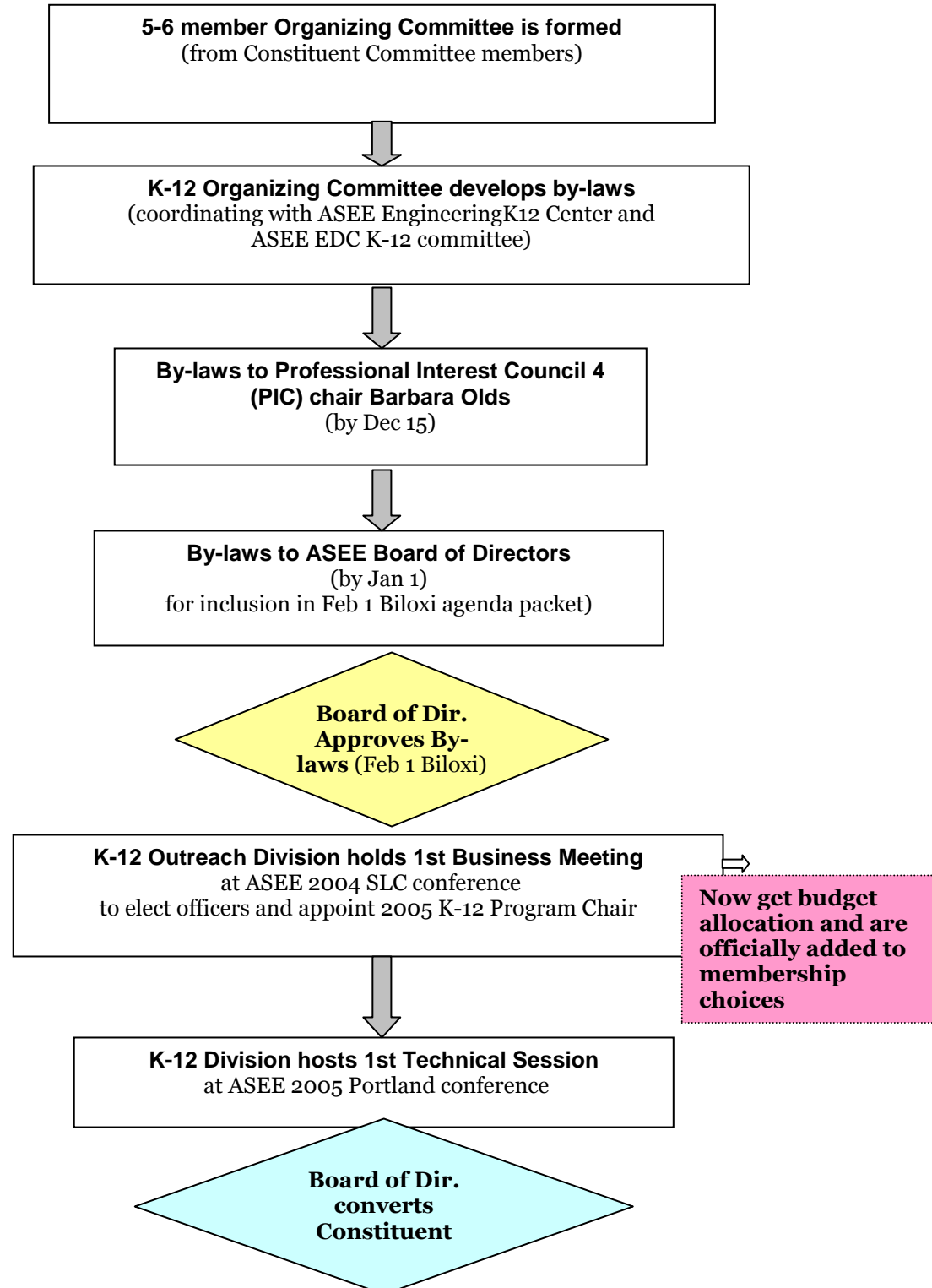
Nothing in this Section shall prohibit the Board from establishing a Division at its pleasure without the formality of a Constituent Committee.

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Appended on the following page, as a possible aid in setting up tasks and time-lines, is the flow chart for organization that was used by the K-12 & Pre-College Constituent Committee (now a Division).

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## Process to form the ASEE K-12 Engineering Division



\* Board could choose to convert Constituent Committee to a full division as early as the February '05 full meeting of the Board, although it is more customary for the CC to operate for a longer period (up to 3 yrs)