

Bylaws: ASEE Computers in Education Division

BY-LAWS OF THE ASEE Computers in Education Division

Revised: September 2017

Article I. NAME

Section 1.0 Name

The name of this organization shall be the Computers in Education Division (CoED) of the American Society for Engineering Education (ASEE).

Section 1.1 Acronym

The acronym of this organization shall be CoED and shall be written as CoED appears in this sentence.

Article II. OBJECTIVES

The objectives of this unit are identical with the objectives of the Society as set out in the ASEE Constitution, with an emphasis on those objectives that pertain to the usage of computational tools in engineering education. Specifically, the unit shall:

- (a) Provide a medium of exchange for innovative concepts and experience-proven applications of computers and other computational methods and devices in education.
- (b) Develop, test, and publish research processed curricula for computer instruction for student and teacher development at all educational levels.
- (c) Contribute to the general knowledge of its membership in the areas of computation.
- (d) Broaden, where beneficial, the uses of computational technologies by educators, students, and educational institutions.

Article III. MEMBERSHIP

- (a) The members of this unit shall be those members of the American Society for Engineering Education (ASEE) who identify to ASEE their wish to be affiliated with the group each year and who pay the division dues each year.
- (b) Dues shall be set annually by the members of the division at the annual business meeting.
- (c) The dues shall be reported to ASEE Headquarters staff for implementation.

Article IV. ORGANIZATION

- (a) The unit shall be administered by an Executive Committee composed of the Chair, Program Chair, Program Chair Elect, Secretary-Treasurer, Past Chair, Journal Editor, Journal Associate Editors, and Directors at Large.
- (b) Each CoED Officer's vote shall have equal weight and the vote of a majority regarding any issue will approve or disapprove all CoED matters pertaining to policies, expenditures, and modus operandi.
- (c) The Chair shall represent the unit on the Council Board of the Professional Interest Council to which the unit has been assigned by the Society.

Article V. OFFICERS

Section 5.0 Officer Titles

The unit's officers shall be:

- (a) Chair - serving a term of two years and succeeding to the position of Past Chair
- (b) Program Chair - serving a term of two years and succeeding to the position of Chair
- (c) Program Chair Elect - serving a term of two years and succeeding to the position of Program Chair
- (d) Secretary –Treasurer - serving a term of two years
- (e) Past Chair - serving a term of two years
- (f) Director at Large – up to 5 directors, serving staggered terms of two years, with a minimum of two being elected each year.
- (g) Journal Editor - appointed by the Executive Committee
- (h) Journal Associate Editors – up to 3 appointed by the Executive Committee on recommendation by the Journal Editor

Section 5.1 Officer Transitions

- (a) The Chair and other elected officers shall assume their duties at the close of the unit's business meeting conducted at the annual meeting of the Society in even numbered years.
- (b) Directors at Large shall be elected annually to two-year terms, with a minimum of 2 directors at large being elected each year. A Director at Large may be re-elected for up to 4 consecutive terms.
- (c) Appointed officers shall assume their duties upon appointment.

Section 5.2 Vacated Offices

- (a) In the event of the resignation or death of one of the members of the Executive Committee, the vacated office shall be filled for the duration of the unexpired term by a person to be appointed by vote of the Executive Committee, except that:
 - (i) *in the event of the resignation or death of the Chair, the Program Chair shall take office as Chair immediately, serving out the duration of the unexpired term followed by the term to which he/she was elected;*
 - (ii) *in the event of the resignation or death of the Program Chair, the Program Chair Elect shall take office as the Program Chair*
 - (iii) *in the event of the resignation or death of the Past Chair, the vacated office shall not be filled for the duration of the unexpired term and the duties shall be assigned to the chair.*

Article VI. DUTIES OF OFFICERS

Section 6.0 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 the unit and all meetings of the Executive Committee.
- (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 Secretary of the Society.
- (e) Assure that official cash disbursement signatures are on file at Society headquarters and approve all expenditures of Society funds.

Section 6.1 The Program Chair shall:

- (a) Act for the Chair at business meetings and Executive Committee meetings in the event of the Chair's absence.
- (b) Succeed the Chair upon completion of his/her term in office.

- (c) Take office as Chair, as specified above, in the event of the resignation or death of the Chair before his/her term is completed.
- (d) Arrange and coordinate the unit's activities at the Society's annual meeting.
- (e) Work with the Executive Committee to develop technical programs in accordance with the unit's objectives.
- (f) Coordinate sessions within the time frame set by ASEE headquarters for inviting speakers, notifying headquarters of logistical needs, etc., as set forth in the "Program Chair Guidelines" available from the ASEE Conferences department.
- (g) Work with ASEE Conferences department staff in the on-site management of sessions.
- (h) Arrange for judging of Best of CoED Curtis Lecture Award

Section 6.2 The Program Chair Elect shall:

- (a) Succeed the Program Chair upon completion of his/her term in office.
- (b) Take office as Program Chair, as specified above, in the event of the resignation or death of the Program Chair before his/her term is completed.
- (c) Coordinate Posters at the Society's annual meeting.
- (d) Arrange for judging of Posters for the Woody Everett Best Poster Award
- (e) Support the Program Chair in any other tasks deemed necessary.

Section 6.3 The Secretary-Treasurer shall:

- (a) Oversee and maintain the financial records of the unit and regularly report on financial status to the Executive Committee.
- (b) Collect unit income, if any, and disburse monies authorized by the unit Chair.
- (c) Keep records of all the unit's outstanding receivables and payables.
- (d) Ensure that all the unit's financial activities conform to the standards and procedures set forth in the ASEE Financial Policy Manual, which is available from the ASEE Accounting department.
- (e) Report to the executive committee on endowment balances and earnings as is applicable.
- (f) Record the minutes of Executive Committee meetings and the annual business meeting, and distribute copies of the minutes to appropriate unit and Society officers.
- (g) Be responsible for the official records of the Executive Committee and the unit, and ensure that the files of the unit are passed along to his/her successor.
- (h) Tabulate, verify, and communicate the results of unit elections and other ballots.

Section 6.4 The Directors at Large shall:

- (a) Oversee the long range strategic vision for the division
- (b) Oversee the long range strategic vision for the CoED Journal.
- (c) Approve nominations for associate and/or assistant editors of the CoED Journal from the Journal Editor.

- (d) Oversee the usage of CoED endowed funds.

Section 6.5 The Past Chair shall:

- (a) Lead the Awards Selection Committee in selecting recipients of unit awards in accordance with the provisions of each award and the policies and procedures established for awards by the Executive Committee of the unit.
- (b) Promptly communicate awardee selection and information to ASEE headquarters.
- (c) Notify awardee and nominator of selection and of presentation details.
- (d) Prepare appropriate notification of awards for the CoED Journal.
- (e) Maintain a history of past award winners.
- (f) Lead the Nominating Committee in developing the list of candidates for unit elections.

Section 6.6 The Journal Editor shall

- (a) Determine the CoED publishing program for the year, including but not limited to scheduling, special issues, subscription charges, advertising charges, page charges, and all other charges associated with the CoED Journal.
- (b) Be responsible for the timely publication of the CoED Journal.
- (c) Develop and maintain review and acceptance criteria for the CoED Journal.
- (d) Evolve policies which ensure that the CoED Journal remains a peer-reviewed journal of high quality and practical use to the engineering education community.
- (e) Have the final decision on the acceptance / rejection for publication in the Computers in Education Journal and notify authors of acceptance / rejection decisions in a timely fashion.
- (f) Nominate associate editors, to be approved by the Directors at Large, who will assist in the timely review of submitted articles
- (g) Aid in the marketing of the CoED Journal to those outside of the CoED Division.
- (h) Ensure that the journal is appropriately indexed by online index systems.
- (i) Recommend online publication services for usage with the journal

Section 6.7 The Journal Associate Editors shall

- (a) Recommend Assistant editors to the Journal Editor based upon technical qualifications.
- (b) Support the Journal Editor in insuring timely review of journal submissions
- (c) Communicate with publication reviewers and subject matter experts to ensure that quality reviews are completed in a timely fashion.

Article VII. Officer Elections

Section 7.0 Nominations

- (a) The Nominating Committee shall annually nominate one or more candidates for each elected office for which the term is due to expire at the next annual business meeting. Officers to be elected by vote of the unit members are Program Chair-Elect, Secretary-Treasurer and Directors at Large.
- (b) Additional nominations for any elective office may be made at the annual meeting from the floor. These additional nominees shall be voted on along with the nominees selected by the Nominating Committee.
- (c) A person must be a member of the CoED Division to hold an office within the division.

Section 7.1 Voting Process

- (a) Contested elections shall be voted on via secret ballot at the annual meeting of the division.
- (b) All division members present shall be permitted to vote, and all votes shall be counted equally.
- (c) In the event of a tie for an officer election, the division chair's vote shall be counted twice, thus breaking the tie.

Section 7.2 Special Elections

- (a) Special elections may be conducted by e-mail or other electronic means.

Article VIII. COMMITTEES

The Executive Committee shall establish such standing and ad hoc committees as it deems necessary to carry out the activities of the unit.

Article IX. MEETINGS & ACTIVITIES

Section 9.0 Annual Business Meeting

An annual business meeting of the unit shall be held during the annual conference of the Society. Those members present at the meeting shall constitute a quorum. The business meeting shall include at least:

- (i) *Reports from the incumbent officers on the unit's activities for the preceding year, membership, and finances.*
- (ii) *Election of officers for the following year.*
- (iii) *Presentation of unit awards, unless the unit schedules a separate function for that purpose.*
- (iv) *Setting division dues for the following year.*

Section 9.1 Other Meetings

- (a) The Executive Committee shall hold regular meetings during the annual conference of the Society and special meetings throughout the year as called by the Chair. Those members of the Executive Committee present at meetings of the Executive Committee shall constitute a quorum.
- (b) The Executive Committee may establish such other activities as deemed desirable to promote the objectives of the unit.
- (c) All meetings of the unit are open to all interested persons. Only members of the Executive Committee, however, are eligible to vote on Executive Committee matters and only members of the unit are eligible to vote on unit-wide matters, including the election of officers.

Article X. PUBLICATIONS

- (a) The principle publication of the CoED Division shall be the Computers in Education Journal. The CoED Journal shall be managed by the Journal Editor.
- (b) The unit shall produce and distribute other publications as the Executive Committee deems appropriate to promote the objectives of the unit.
- (c) In accordance with Article VIII of the ASEE Constitution, papers and discussions presented at meetings of ASEE and the councils or groups therein shall become the property of ASEE and may be published as ASEE series, miscellaneous or occasional publications if authorized by the Board of Directors or its delegated representative. The ASEE Board of Directors, through its delegated representative, may grant permission to publish such papers and discussions elsewhere on condition that ASEE receive proper credit or may waive any property right ASEE may have in the paper or discussion. Papers not accepted for publication shall be returned to the authors and shall no longer be considered the property of the Society.

Article XI. AMENDMENTS

- (a) By-Laws changes approved by a 2/3 vote of the Executive Committee shall be submitted to the membership 30 days or more before the start of a new fiscal year (October 1).
- (b) By-Laws changes will be passed to the ASEE Board of Directors for final approval unless 1/3 or more of the members register an objection.
- (c) The modified bylaws will take effect upon approval of the ASEE Board of Directors, per ASEE policy.

Article XII. STATEMENT ON DIVERSITY AND INCLUSIVENESS

- (a) The Computers in Education Division is committed to promoting the inclusion and education of diverse individuals and embracing diverse ideas in the professions of engineering and engineering technology.
- (b) The Computers in Education Division recognizes that diversity is strength in creativity, broadness of new ideas, and embracing new perspectives to arrive at the most truly innovative, resource-smart solutions possible.

Article XIII. OTHER PROVISIONS

- (a) Any provision of these by-laws shall be deemed invalid if it contravenes the Constitution and By-Laws of the Society or of the Professional Interest Council (PIC) to which the unit belongs.
- (b) The rules contained in Robert's Rules of Order, latest edition, shall govern this unit in all matters of parliamentary authority to which they are applicable and in which they are consistent with the Constitution and By-Laws of the Society and the By-Laws of this unit. In all other matters, the Constitution of the Society shall govern.