

Electrical and Computer Engineering Division Bylaws

Adopted: 06/20/1978

Revised: 06/28/1988, 05/13/2008, June 2009

[A] NAME

The name of this unit shall be the Electrical and Computer Engineering Division of the American Society for Engineering Education

[B] 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 field of Electrical and Computer Engineering.

[C] MEMBERSHIP

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 of \$5 per year.

[D] ORGANIZATION

The unit shall be administered by an Executive Committee composed of the Chair, Chair-Elect, Program Chair, Secretary-Treasurer, and Immediate Past Chair. The unit Chair shall serve as Chair of the Executive Committee.

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.

[E] OFFICERS

[1] The unit's officers shall be:

Chair — serving a term of one year and succeeding to the position of Immediate Past Chair

Chair-Elect — serving a term of one year and succeeding to the position of Chair

Program Chair — serving a term of one year and succeeding to the position of Chair-Elect

Secretary-Treasurer — serving a term of one year and succeeding to the position of Program Chair

Immediate Past Chair

Nominating Committee Chair — Immediate Past Chair

Awards Committee Chair — appointed by the Chair

Membership Chair — appointed by the Chair

Newsletter Editor — appointed by the Executive Committee

Webmaster — appointed by the Executive Committee

Listserv Manager — appointed by the Executive Committee

Historian — appointed by the Executive Committee

[2] The Chair and other elected officers shall assume their duties at the conclusion of the annual meeting of the Society. Appointed officers shall assume their duties upon appointment.

[3] In the event of the resignation or unavailability 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:

[a] in the event of the resignation or unavailability of the Chair, the Chair-Elect shall take office as Chair immediately, serving out the duration of the unexpired term followed by the term to which he/she was elected;

[b] in the event of the resignation or unavailability of the Chair-Elect, the Program Chair shall take office as Chair-Elect immediately, serving out the duration of the unexpired term followed by the term to which he/she was elected;

[c] in the event of the resignation or unavailability of the Program Chair, the Secretary-Treasurer shall take office as Program Chair immediately, serving out the duration of the unexpired term followed by the term to which he/she was elected;

[d] in the event of the resignation or unavailability of the Secretary-Treasurer, a special election shall be conducted within 30 days to elect a new Secretary-Treasurer and the Executive Committee may, at its discretion, appoint a person to fulfill the duties of the Secretary-Treasurer until the position is filled by election;

[e] in the event of the resignation or unavailability of the Immediate Past Chair, the vacated office shall not be filled for the duration of the unexpired term.

[F] DUTIES OF OFFICERS

[1] The CHAIR shall:

- 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.
- Schedule, organize and conduct annual business meetings of the unit and all meetings of the Executive Committee.
- Appoint all standing committees authorized by these by-laws and special committees authorized by the Executive Committee.
- Compile an annual report of the activities of the unit as requested by the Secretary of the Society.
- Assure that official cash disbursement signatures are on file at Society headquarters and approve all expenditures of Society funds.

[2] The CHAIR-ELECT shall:

- Act for the Chair at business meetings and Executive Committee meetings in the event of the Chair's absence.
- Succeed the Chair upon completion of his/her term in office.
- Take office as Chair, as specified in [E-3-a] above, in the event of the resignation or death of the Chair before his/her term is completed.

[3] The PROGRAM CHAIR shall:

- Arrange and coordinate the unit's activities at the Society's annual meeting.
- Work with the Executive Committee to develop technical programs in accordance with the unit's objectives.

- 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.
- Work with ASEE Conferences department staff in the on-site management of sessions.

[4] The SECRETARY-TREASURER shall:

- Oversee and maintain the financial records of the unit and regularly report on financial status to the Executive Committee.
- Collect unit income, if any, and disburse monies authorized by the unit Chair.
- Keep records of all the unit's outstanding receivables and payables.
- 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.
- Record the minutes of Executive Committee meetings and the annual business meeting, and distribute copies of the minutes to appropriate unit and Society officers.
- 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.
- Tabulate, verify, and communicate the results of unit elections and other ballots.

[5] The IMMEDIATE PAST CHAIR shall:

- Serve on the Executive Committee and, upon appointment, on such other standing and ad hoc committees as the unit may establish.
- Serve as chair of the Nominating Committee

[6] The NOMINATING COMMITTEE CHAIR shall:

- Lead the Nominating Committee in developing the list of candidates for unit elections.
- Keep the Executive Committee informed about the activities and progress of the Nominating Committee.

[7] The AWARDS COMMITTEE CHAIR shall:

- 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.
- Promptly communicate awardee selection and information to ASEE headquarters.
- Notify awardee and nominator of selection and of presentation details.
- Plan the presentation ceremony.
- Notify nominators whose nominees were not selected.
- Keep the Executive Committee informed about the activities and progress of the Awards Committee.

[8] The MEMBERSHIP CHAIR shall:

- Work with the ASEE Membership Department to maximize recruitment and retention of members affiliated with the unit.
- Develop methods for getting unit members involved in unit activities.
- Keep the Executive Committee informed about the activities and accomplishments of the Membership Committee.

[9] The NEWSLETTER EDITOR shall:

- Collect, evaluate, and edit material for periodic newsletters to the unit membership.

[10] The WEBMASTER shall:

- Develop and maintain the unit's web site.
- Ensure that the unit web site adheres to the policies and standards of the Society as to privacy and all other internet issues.

[11] The HISTORIAN shall:

- Keep, catalog, and transfer to his/her successor those unit documents that are not normally kept by the Secretary or/and Treasurer but are records of the activities and achievements of the unit and its members.
- Be responsible for filing the appropriate historical documents in the unit's paper or/and electronic archival library.

[G] ELECTION OF OFFICERS

[1] The Nominating Committee shall annually nominate two or more candidates for the office of Secretary-Treasurer for which the term is due to expire at the next annual business meeting. The Secretary-Treasurer is to be elected by vote of the unit members.

[2] Additional nominations for any elective office may be made at the annual meeting by presentation of such nominations in writing with the signatures of at least five unit members who are present at the meeting. These additional nominees shall be voted on along with the nominees selected by the Nominating Committee.

[3] Except in the case of a special election necessitated by the resignation or unavailability of the Secretary-Treasurer, as required in [E-3-d] above, election of officers shall be conducted by written ballot among those members of the unit actually present at the annual business meeting. Special elections may be conducted by e-mail, providing that those members of the unit who do not have e-mail addresses on record have the opportunity to vote by either mail or fax.

[H] COMMITTEES

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

[2] At least two standing committees shall be maintained: the Nominating Committee and the Awards Committee.

[3] The Nominating Committee consists of the Immediate Past Chair of the unit, who shall serve as committee, and two Division members appointed by the Division Chair with the advice and consent of the Executive Committee. These appointments should be made at the annual business meeting of the unit.

[4] The Awards Selection Committee consists of three elected members and three members appointed by the unit Chair, with the concurrence of the Executive Committee. The unit Chair shall appoint one member of the committee to serve as Awards Committee Chair without vote. This appointment should be made at the annual business meeting of the unit.

[I] MEETINGS & ACTIVITIES

[1] 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:

[a] Reports from the incumbent officers on the unit's activities for the preceding year, membership, and finances.

[b] Election of officers for the following year.

[c] Presentation of unit awards, unless the unit schedules a separate function for that purpose.

[2] 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.

[3] The Executive Committee may establish such other activities as deemed desirable to promote the objectives of the unit.

[4] 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.

[J] PUBLICATIONS

[1] The unit shall produce and distribute such publications as the Executive Committee deems appropriate to promote the objectives of the unit.

[2] 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.

[K] AMENDMENTS

[1] Amendments to these by-laws may be made at the annual business meeting of the unit, or by mail or email ballot at any time during the year, upon affirmative vote by two-thirds of the members who vote. If email balloting is used, those members who do not have email addresses on their membership records shall be provided the opportunity to cast their vote by mail or fax. Only members of the unit may vote on proposed amendments to the by-laws.

[2] Proposed amendments to these by-laws shall be prepared by a committee of three unit members appointed by the unit Chair. Proposed amendments shall be sent to the full membership of the unit by letter or in the publications of the unit not less than 30 days before they are to be voted upon. Proposed amendments may also be sent to members by email, providing that they are also sent by mail to those members who do not have an email address on their membership records.

[3] Amendments approved by the division membership shall be submitted through the PIC I Chair for approval by majority vote of the ASEE Board of Directors and shall take effect only upon such approval.

[L] OTHER PROVISIONS

[1] 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.

[2] 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.