

1 **BYLAWS OF THE ENGINEERING DESIGN GRAPHICS DIVISION**

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3 Adopted: 1994.

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5 Revised: November 2003, December 2005, January 2006, January 2012.

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7 Revised: June 2019 (Voted on by the membership during the June 17, 2019 EDGD business meeting).

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9 Approved by ASEE: Oct 2019.

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11 **1. NAME**

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13 1.1. The name of this Division of the American Society for Engineering Education (ASEE, aka the ASEE)
14 shall be the Engineering Design Graphics Division (EDGD, aka the EDGD).

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16 **2. OBJECTIVES**

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18 2.1. The objectives of EDGD support the objectives of ASEE as set out in ASEE Constitution, with an
19 emphasis on those objectives that pertain to engineering design graphics. That is, EDGD shall:
- 20 2.1.1. Provide leadership and guidance for those engaged in the teaching of engineering design,
21 documentation and graphical analysis and their uses in industry.
 - 22 2.1.2. Investigate matters relating to engineering graphics and to inform the membership of current
23 developments.
 - 24 2.1.3. Encourage the early participation of engineering and technology students in the areas of
25 graphics and design.
 - 26 2.1.4. Promote, stimulate and provide opportunities for the professional interchange of ideas among
27 the membership.
- 28 2.2. In the pursuit of these objectives, EDGD members shall treat all people with compassion and dignity,
29 promote the inclusion and education of diverse individuals, and embrace new ideas for the innovative
30 solution of problems in engineering design graphics and related fields.

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32 **3. MEMBERSHIP**

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34 3.1. The members of EDGD shall be those members of the ASEE who identify to ASEE their wish to be
35 affiliated with EDGD each year and who pay EDGD dues each year.
- 36 3.2. Dues shall be set by the members of EDGD using the procedures indicated in paragraph 11,
37 Amendments to the Bylaws. The dues shall be reported to ASEE Headquarters staff for implementation.
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39 **4. ORGANIZATION**

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41 4.1. EDGD shall be administered by an Executive Committee composed of the:
- 42 4.1.1. Chair
 - 43 4.1.2. Vice-Chair
 - 44 4.1.3. Secretary-Treasurer
 - 45 4.1.4. Director of Membership
 - 46 4.1.5. Director of Programs
 - 47 4.1.6. Director of Publications
 - 48 4.1.7. Director of Communications
 - 49 4.1.8. Immediate Past-Chair (versus the Past-Chair and the Outgoing Past-Chair—see paragraph
50 6.1.13.).

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52 **5. OFFICERS**

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54 5.1. The Division's officers shall be:
- 55 5.1.1. Chair, serving a term of one year and succeeding to the position of Immediate Past-Chair.
 - 56 5.1.2. Vice-Chair elected and serving a term of one year and succeeding to the position of Chair.

- 57 5.1.3. Secretary-Treasurer elected and serving a term of three years.
- 58 5.1.4. Director of Membership elected and serving a term of three years.
- 59 5.1.5. Director of Programs elected and serving a term of three years.
- 60 5.1.6. Director of Publications elected and serving a term of three years.
- 61 5.1.7. Director of Communications elected and serving a term of three years.
- 62 5.2. The Chair and other elected officers shall assume their duties at the close of the Division's business
- 63 meeting conducted at the annual meeting of ASEE. Appointed officers shall assume their duties upon
- 64 appointment.
- 65 5.3. In the event of the resignation or passing of one of the members of the Executive Committee, the
- 66 vacated office shall be filled for the duration of the unexpired term by a person to be appointed by vote
- 67 of the Executive Committee, except that in the event of the resignation or passing of the:
- 68 5.3.1. Chair, where the Vice-Chair shall take office as Chair immediately, serving out the duration of
- 69 the unexpired term followed by the term to which they were elected;
- 70 5.3.2. Vice-Chair, where a special election shall be conducted within 30 days to elect a new Vice-
- 71 Chair and the Executive Committee may, at its discretion, appoint a person to fulfill the duties
- 72 of the Vice-Chair until the position is filled by election;
- 73 5.3.3. Immediate Past-Chair, where the vacated office shall not be filled for the duration of the
- 74 unexpired term.
- 75 5.4. In the absence of both EDGD Chair and Vice Chair, the Director of Programs will serve as interim
- 76 chair, assuming the duties and responsibilities of EDGD Chair.

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78 **6. DUTIES OF OFFICERS**

- 79 6.1. The Chair
- 80 6.1.1. Is the chief executive officer of EDGD and of the Executive Committee and an ex officio
- 81 member of all Division committees.
- 82 6.1.2. Presides at all business meetings of EDGD and the Executive Committee.
- 83 6.1.3. Is the senior member of EDGD on the Executive Board of the ASEE PIC III.
- 84 6.1.4. Shall prepare a written report, including budget expenditures, for the term of office just
- 85 completed and transmit, not later than thirty (30) days following completion of the term of
- 86 office, copies to the Secretary-Treasurer.
- 87 6.1.5. Shall keep the Vice-Chair informed of all Division activities during the term of office and
- 88 transmit to the Vice-Chair at the end of the term all material needed to maintain continuity.
- 89 6.1.6. Shall appoint all bylaw committees (8.2. Bylaw Committees) except Nominating, designating
- 90 the chair of each committee except where the chair is specified by the Bylaws.
- 91 6.1.7. Shall appoint the chairs and, at their discretion, members of committees not specified by the
- 92 Bylaws but considered necessary for the adequate administration and operation of EDGD and
- 93 assign such committees to the Vice-Chair or appropriate Director for administrative purposes.
- 94 6.1.8. Shall review and approve the composition of all committees.
- 95 6.1.9. Shall assure the effective operation of EDGD by revoking the appointment of any appointee
- 96 who is not satisfactorily performing the duties of the position to which appointed.
- 97 6.1.10. Shall, with the advice and consent of the Executive Committee, request the resignation of any
- 98 officer of EDGD who is not satisfactorily performing the duties of the office to which elected,
- 99 and shall appoint another member of EDGD to that office for the remainder of the unexpired
- 100 term. If the officer refuses to resign or does not respond to the resignation request within thirty
- 101 (30) days, the Chair shall relieve that office by executive fiat and appoint a replacement to
- 102 serve the remainder of the unexpired term—see paragraph 7.8.
- 103 6.1.11. Is responsible for all meetings of EDGD and of the Executive Committee.
- 104 6.1.12. The Chair shall represent EDGD on the Council Board of the Professional Interest Council
- 105 (PIC) to which EDGD has been assigned by ASEE.
- 106 6.1.13. The Chair succeeds to the Immediate Past Chair of EDGD at the beginning of ASEE-year
- 107 following the term as Chair. The Immediate Past Chair succeeds to the Past Chair of EDGD at
- 108 the beginning of ASEE-year following the term as Immediate Past Chair. The Past Chair
- 109 succeeds to the Outgoing Past Chair of EDGD at the beginning of ASEE-year following the
- 110 term as Past Chair.
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- 113 6.2. The Vice-Chair
114 6.2.1. The term of office of the Vice-Chair begins with ASEE-year beginning in June following the
115 Annual Conference of the calendar year in which elected.
116 6.2.2. The Vice-Chair succeeds to the Chair of EDGD at the beginning of ASEE-year following the
117 term as Vice-Chair.
118 6.2.3. If the Chair is unable to perform the duties of the office, the Vice-Chair shall assume the Chair.
119 6.2.4. In the absence of the Chair, the Vice-Chair shall preside at all business meetings of EDGD and
120 of the Executive Committee.
121 6.2.5. The Vice-Chair shall be the junior member of EDGD on the executive board of the ASEE PIC
122 III.
123 6.2.6. The Vice-Chair shall assist the Chair in the administration and operation of EDGD.
124 6.2.7. To provide continuity, the Vice-Chair shall, through communication with the Chair, keep
125 informed on all current activities and become familiar with EDGD's operational procedures.
126 6.2.8. In May, the incoming Vice-Chair shall appoint the Nominating subject to the approval of the
127 Executive Committee at ASEE Annual Conference.
128 6.2.9. The incoming Vice-Chair shall prepare a list of committees for the following year for
129 presentation to EDGD. Printed copies of this list shall be made available to the Executive
130 Committee and provided to all persons attending the annual business meeting of EDGD.
131 6.2.10. The Vice-Chair is responsible for the functioning and performance of the following Bylaw
132 Committees: Nominating, Policy, Awards, and Distinguished Service Award. The duties and
133 composition of these committees are defined in paragraph 8.2.
134 6.3. The Secretary-Treasurer
135 6.3.1. Is Secretary-Treasurer of EDGD and of the Executive Committee.
136 6.3.2. Shall keep complete records of all meetings of EDGD and of the Executive Committee and
137 within sixty (60) days following each meeting or group of meetings shall provide copies of the
138 minutes to all members of the Executive Committee and proxies.
139 6.3.3. Shall distribute copies of the minutes of the previous Annual and Midyear business meetings
140 to all members in attendance at the Annual business meeting.
141 6.3.4. Shall receive and preserve copies of all reports presented at the meetings of EDGD and of the
142 Executive Committee.
143 6.3.5. Shall, within sixty (60) days following the Annual conference at which the changes become
144 effective, provide each Division officer with a copy of the (revised) Bylaws, when changes are
145 made to these Bylaws.
146 6.3.6. Shall receive any Division money excluding Division dues and other funds under control of the
147 Publications Committee. Such money shall promptly be placed on deposit in a suitable account
148 in a federally-insured financial institution under the name of the EDGD-ASEE with signatures
149 of both the Secretary-Treasurer and one other Division member approved by the Executive
150 Committee.
151 6.3.7. Shall be the disbursing agent for EDGD and will disburse funds upon approval of EDGD
152 Chair.
153 6.3.8. Shall submit an annual financial report at the annual business meeting and an interim report at
154 the Midyear meeting.
155 6.4. Directors
156 6.4.1. There shall be four Directors, each elected to serve for a three-year term. No more than two (2)
157 directors shall be elected for any ASEE-year. Each Director shall be responsible for all
158 committees in one of the following categories:
159 6.4.1.1. Membership
160 6.4.1.2. Programs
161 6.4.1.3. Publications
162 6.4.1.4. Communications
163 6.4.2. General Duties of Directors. Directors are responsible for establishing functions and guidelines
164 for the operations of each of their assigned committees. Each year, prior to the Annual
165 Conference, they shall recommend to the incoming Chair names of suggested committee chairs
166 and members of committees under the Director's jurisdiction. A Director whose term is ending
167 should consult with the elected replacement as to the committee composition. The actual
168 appointments should not be made until approved by the Executive Committee and EDGD

169 Chair as described in paragraph 6.1.7. Directors shall maintain contact with the chairs of their
170 assigned committees to ensure timely performance of the committees' functions. Directors are
171 responsible for the presentation of reports on the activities of their assigned committees at the
172 Executive Committee meetings during the Annual and Midyear Conferences. Directors may
173 recommend the creation of new committees (or the discontinuance of committees that have
174 fulfilled their function) within the category under their jurisdiction. Recommended actions
175 must be approved by the Executive Committee and EDGD Chair. Directors shall be
176 responsible for notifying EDGD Chair of any appointee under their supervision whose
177 unsatisfactory performance could require action under the provisions in paragraph 6.1.9.

178 6.4.3. Director of Membership. The Director is responsible for the function and performance of the
179 Membership Committee.

180 6.4.4. Director of Programs. The Director is responsible for the programs of all Conference sessions
181 during the term of office. The Director shall be responsible for seeing that a Call for Papers is
182 presented at each Conference. The Director shall maintain a Manual of Procedures to aid the
183 Program Chair in planning the conference for which they are responsible, as well as keeping
184 the Program Chair informed of all pertinent information regarding that conference including
185 papers submitted, requests to participate, theme, and general guidelines. The Director will
186 approve all proposed programs before submitting them for approval of EDGD Chair and the
187 Executive Committee. The Director will work with the conference program chair to ensure that
188 a call for papers is distributed to the membership. The Director is responsible for ensuring that
189 all program committees are properly functioning and maintaining their time schedule. In the
190 absence of both EDGD Chair and Vice Chair, the Director will serve as interim chair,
191 assuming the duties and responsibilities of EDGD Chair.

192 6.4.5. Director of Publications. The Director shall serve as Editor of the *Engineering Design*
193 *Graphics Journal (EDGJ)* and is responsible for the effective performance of all members of
194 the Publications Committee—see paragraph 10.

195 6.4.6. Director of Communications. The Director is responsible for the management and upkeep of
196 EDGD website, ensuring that EDGD website adheres to the policies and standards of ASEE
197 with respect to privacy and all other internet issues, and shall serve as the Division archivist.
198 As the Division's archivist, the Director shall ensure that plaques, certificates, and other like
199 mementos are available for presentation at the Annual and Midyear conferences. The Director
200 shall seek and disperse information about EDGD activities and other items of interest to
201 EDGD members.

202 7. ELECTIONS AND SUCCESSION OF OFFICERS

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- 205 7.1. A slate of candidates, for each office to be filled, shall be prepared by the Nominating Committee. An
206 eligible candidate must be a current member of EDGD who has expressed a willingness to accept the
207 nomination and to serve if elected to the office to be filled. The slate of candidates shall be posted to
208 *EDGJ* by December 15.
- 209 7.2. Additional candidates for an elective office may be nominated by a written petition addressed to the
210 Chair of the Nominating Committee bearing ten (10) signatures of members of EDGD and
211 accompanied by a statement from the nominee affirming a willingness to serve if elected. The names of
212 candidates nominated by petition shall be added to the slate as prepared by the Secretary-Treasurer
213 under the provisions of paragraph 7.4.
- 214 7.3. The nomination period shall close on December 1. A petition for nomination received after December 1
215 cannot be accepted.
- 216 7.4. Not later than January 15, and returnable before February 15, the Chair of the Nominating Committee
217 shall inform the Secretary-Treasurer of the need to send a ballot by either electronic or surface mail to
218 each member of record (as provided by *EDGJ* Circulation Manager-Treasurer) of EDGD. The ballot
219 shall bear the slate submitted by the Nominating Committee together with additional names presented
220 by petition. A candidate receiving the largest number of votes for the office sought shall be declared
221 elected. The ballots or votes, if electronic, shall be returnable to EDGD Vice-Chair.
- 222 7.5. The Secretary-Treasurer shall compile and transmit the results of the election to the Chair of EDGD.
223 The Chair shall inform each candidate (including those not elected) of the election results for their
224 office and shall transmit the names of the newly elected officers to the Editor of *EDGJ* for publication

- 225 in the *Journal*. The Secretary-Treasurer shall report the results of the election to EDGD at the annual
226 business meeting
- 227 7.6. The holder of an elective office whose term continues beyond the current Society-year is not eligible for
228 nomination to another office or appointed position.
- 229 7.7. Assumption of office by newly elected personnel shall be concurrent with that of the offices of ASEE.
- 230 7.8. If any elected person is unable or fails to perform the duties of the office, EDGD Chair shall, with the
231 advice and consent of the Executive Committee, appoint another EDGD member to serve in that office
232 for the remainder of the term.
- 233 7.9. If the Chair-elect is unable to assume or continue in office, the Vice-Chair shall assume the office of
234 Chair and the Executive Committee will elect a Vice-Chair from its membership. The newly elected
235 Chair will appoint a qualified member to fill the vacancy on the Executive Committee.
- 236 7.10. If both the Chair and Vice-Chair are unable to assume or continue in office, the Director of Programs
237 shall serve as Interim Chair until a Chair and Vice-Chair can be duly nominated and elected at the next
238 scheduled EDGD election. The Interim Chair may, if desired, appoint a qualified member to serve as
239 acting Director of Programs.
- 240 7.11. EDGD Chair may be removed from office for failure to satisfactorily perform the duties and
241 responsibilities of that office. Action to remove the Chair may be initiated by a petition, addressed to
242 the chair of the Policy Committee, signed by at least three (3) members of the Executive Committee or
243 ten (10) members at large of EDGD. Upon receipt of such petition the chair of the Policy Committee
244 will seek the counsel and approval to proceed from three (3) or more other members of the Policy
245 Committee. The chair of the Policy Committee will either return the petition to its source without
246 further action or poll the Executive Committee on the question of removing the Chair from office. A
247 telephone or electronic poll, confirmed in writing, shall be conducted as expeditiously as practicable.
248 Five (5) of a possible seven (7) votes will be required to remove the Chair from office. The chair of the
249 Policy Committee will notify the Chair that the removal action is pending and of the results of the poll,
250 and if the vote favors removal, request the Chair's resignation. If the resignation is not forthcoming, the
251 Chair will be removed by executive fiat, and the Executive Secretary of ASEE so notified. Replacement
252 of the removed Chair shall be in accordance with the provisions of paragraph 7.8 or 7.9, as applicable.

253 8. COMMITTEES

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- 256 8.1. Executive Committee: EDGD shall have an Executive Committee whose duty shall be to administer the
257 affairs of EDGD and report to EDGD at the Midyear and Annual Conferences.
- 258 8.1.1. The Executive Committee shall convene for a meeting prior to the Annual and Midyear
259 business meetings to receive and discuss written reports from EDGD's committees and to
260 conduct such other business as required.
- 261 8.1.2. The Executive Committee shall schedule and arrange for Annual conferences, Midyear
262 conferences and summer schools. It shall administer such other activities as may be desirable
263 for the promotion of the objectives of EDGD, including the appointment of special
264 committees.
- 265 8.1.3. The officers of the Executive Committee shall be the officers of EDGD.
- 266 8.1.4. The members of the Executive Committee shall be the officers of EDGD and the immediate
267 past chair.
- 268 8.1.5. A member of the Executive Committee who cannot attend a meeting may designate a proxy. If
269 no proxy is designated, the Chair of EDGD may appoint a proxy from the membership of
270 EDGD.
- 271 8.1.6. The Chair of EDGD is responsible for the agenda of the Executive Committee meeting and
272 EDGD business meeting. Persons desiring a place on either agenda should submit a written
273 request, including a brief statement of purpose and justification, to the Chair at least thirty (30)
274 days prior to the scheduled meeting. Persons not on the agenda desiring the floor at an
275 Executive Committee or Division business meeting may be recognized at the discretion of the
276 Chair.
- 277 8.2. Bylaw Committees: The Chair of each Bylaw Committee is expected to submit a report to the Vice-
278 Chair of EDGD well in advance of the Executive Committee meeting at the Annual and Midyear
279 Conferences. The report should be available for study by members of the Executive Committee so that

280 controversial or other critical issues may be intelligently discussed and action taken at the Executive
281 Committee meeting.

282 8.2.1. Nominating Committee: A Nominating Committee shall be recommended by the incoming
283 Vice-Chair to be confirmed by the Executive Committee at its Annual meeting. The
284 Nominating Committee shall consist of five members, three of whom shall be the most recent
285 past Chairs of EDGD, and two other qualified members. The chair of the Nominating
286 Committee shall be the Outgoing Past-Chair.

287 8.2.2. Policy Committee: A Policy Committee shall be recommended by the incoming Chair to be
288 confirmed by the Executive Committee at its Annual meeting. The Policy Committee shall be
289 composed of three (3) or more members, of whom three (3) shall be past Chairs of EDGD. The
290 Policy Committee shall consider all matters of policy for EDGD that are assigned to it and
291 make recommendations to EDGD and the Executive Committee.

292 8.2.3. Awards Committee: The Awards Committee consists of EDGD Chair, Vice-Chair, *EDGJ*
293 Editor, and Midyear Program Chair. The Vice-Chair shall administer the Awards Committee,
294 which shall include ensuring that (a) the Secretary-Treasurer is provided the information
295 needed to make the monetary payments to the respective award recipients and (b) the Director
296 of Communications is provided the information needed to produce the plaques, certificates,
297 and other like mementos for presentation at the respective venue. This Committee shall
298 consider recommendations for new awards and maintain and administer all EDGD awards
299 except the Distinguished Service Award. A description, the details, the procedures for
300 identifying and selecting the award recipient, the award itself, and a complete list of all
301 recipients shall be maintained on EDGJ's website.

302 8.2.4. Distinguished Service Award Committee: The Distinguished Service Award (DSA)
303 Committee shall be composed of the three immediate past chairs of EDGD—the Immediate
304 Past Chair, Past Chair, and Outgoing Past Chair. The Outgoing Past Chair shall chair the
305 Committee. The Committee shall consider as possible recipients of DSA those nominees
306 thought to be worthy of the award because of exceptional service to the engineering
307 profession, EDGD, and to engineering education. Since the recipient is recognized by both
308 EDGD and ASEE as a person of considerable professional stature, the Committee need not
309 select a recipient in any year that none of the nominees fully meet the requirements established
310 by EDGD and set forth in these Bylaws.

311 8.2.4.1. The purpose of DSA is to encourage and recognize those persons who have made
312 outstanding contributions to the field of graphics and EDGD of ASEE. These
313 contributions should include the teaching of students within the realm of interest of
314 EDGD and participation in EDGD activities.

315 8.2.4.2. The award shall consist of an appropriate certificate and/or plaque presented at EDGD
316 awards dinner at the Annual ASEE Conference.

317 8.2.4.3. To be recognized with DSA, a person must have made a clearly discernible
318 contribution to the field of graphics in several of the following ways. Service to
319 EDGD is a requisite.

320 8.2.4.3.1. Success as an educator established both as to competence in a subject
321 matter and ability to inspire students to high achievement.

322 8.2.4.3.2. Improvement of the tools and conditions for teaching. Evidence of
323 achievement may consist of subject matter publications, courses of
324 curricula, diagrams and models, laboratory and other teaching equipment,
325 and other similar activities.

326 8.2.4.3.3. Improvements of teaching that may include the development of teachers in
327 a department or in another school, cooperation with other types of
328 educational institutions or industry, development of testing and guidance
329 programs, and the coordination of fields of subject matter.

330 8.2.4.3.4. These improvements may be demonstrated by recognitions and significant
331 honors.

332 8.2.4.3.5. Scholarly contributions to the field may include papers, presentations,
333 research, data, and other literature.

334 8.2.4.3.6. Service to EDGD as evidenced by regular attendance at its meetings,
335 service on EDGD committees and as an EDGD officer with a record of

336 definite achievement and contribution to EDGD programs, publications, or
337 summer school programs.

338 8.2.4.4. Nominations: Nominations may be made by any member or group of members of
339 EDGD except members of the Distinguished Service Award Committee. Members of
340 the Distinguished Service Award Committee shall not have their credentials
341 considered for DSA if nominated. Rather, their names shall be carried forward—see
342 paragraph 8.2.4.7. Their three-year window shall start once they are no longer serving
343 on DSA Committee.

344 8.2.4.5. Nomination Form: A nomination form shall be prepared by DSA Committee, which
345 will outline the qualifications and will provide space for a brief description of a
346 nominee's performance in each category. This form shall accompany the election
347 ballot.

348 8.2.4.6. The Report of this Committee shall be made at the appropriate time and place.

349 8.2.4.7. Nominees from the previous three years may also be considered for the award by this
350 committee. The names of the nominees, and all supporting information, shall be
351 passed on to the incoming Outgoing Past Chair of the Committee by the Outgoing
352 Past Chair upon completion of their term of service as Outgoing Past Chair.

353 8.3. Non-Bylaw Committees. Non-Bylaw committees shall be assigned to one of the following described
354 categories under the supervision of the appropriate Director. They may be appointed by EDGD Chair or
355 by the Executive Committee when such a committee is deemed necessary for the proper functioning of
356 EDGD. Some special purpose committees may be assigned under the leadership of the Chair or Vice-
357 Chair.

358 8.3.1. Membership: The purpose of the committee is to attract and retain members of EDGD.
359 Specific tasks include but are not limited to: advertise and provide new member material at all
360 ASEE Annual and EDGD Midyear Conferences, revise and distribute the EDGD "Welcome
361 Letter" and brochure to new members, coordinate and ensure prospective members receive a
362 year's subscription to the *EDGJ*, and to coordinate and manage the EDGD Mentor Program.

363 8.3.2. Programs Committees are responsible for planning and implementing the ongoing programs of
364 EDGD. There shall be an Ad Hoc Program Committee for each Annual and Midyear
365 Conference. They shall be responsible for all conference sessions sponsored totally or jointly
366 by EDGD during that conference. Each program committee shall be appointed at the
367 conference occurring approximately 18 months prior to the conference for which it is
368 responsible and shall cease to exist following the conference for which it was formed. A
369 Program Committee shall generally consist of EDGD Vice-Chair, the Director of Programs, a
370 Conference Chair, a Program Chair, and at least one other person closely allied with, or
371 especially qualified to represent and act as liaison for, the institution or area in which the
372 conference is to be held. This person may also be the Conference Chair or the Program Chair.

373 8.3.3. Communications: Committees in this category are responsible for increasing and promoting
374 communication among the members and communication with professional constituents who
375 may not be members.

376 8.4. Committee Chairs. Committee chairs are responsible for following the guidelines established by their
377 Director and for keeping the appropriate Director informed of the activities of their committee. The
378 chair directs the activities of the committee members within the constraints of those guidelines. The
379 committee chair may suggest to the appropriate Director such additional activities as deemed necessary
380 for the committee's proper functioning. Each chair shall prepare and submit reports to the appropriate
381 Director in time for the reports required of the Director to be prepared. Required reports are interim for
382 presentation at the Midyear and Annual Conferences.

383 8.4.1. Program Chair for the Annual Conference. The Program Chair shall submit proposed programs
384 to the Director of Programs for approval. The Director will in turn submit the proposal to
385 EDGD Chair and Executive Committee for their approval. The Program Chair for an Annual
386 Conference and EDGD Chair shall attend the ASEE planning meeting for that conference. The
387 Program Chair, with the assistance of the Program Committee, determines the number, type
388 and specifics of all national events, including participants and session moderators. Although it
389 is the Director's responsibility to pass on to the Program Chair all available program
390 suggestions and other pertinent information, it shall be the responsibility of the Program Chair
391 to select and schedule the actual events and participants after the program has been approved

392 by the Director of Programs and the Executive Committee. The Program Chair shall also be
393 responsible for preparing feature articles or announcements publicizing the program in
394 appropriate journal(s) and to otherwise promote the program.
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396 9. MEETINGS & ACTIVITIES

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- 398 9.1. The Executive Committee shall hold regular meetings during the Annual Conference of ASEE and
399 special meetings throughout the year as called by the Chair. Those members of the Executive
400 Committee present at meetings of the Executive Committee shall constitute a quorum.
- 401 9.2. There shall be an Annual Conference of EDGD to be held concurrently with the Annual Conference of
402 ASEE, and it shall include the annual Division dinner meeting, one or more conference sessions, and a
403 luncheon business meeting. The Annual Conference shall be planned to include areas of interest to
404 instructors in technical education as well as those instructing at junior and senior levels and employers
405 of graduates. Joint meetings with other divisions and constituent committees of ASEE are encouraged.
- 406 9.2.1. An annual business meeting of the unit shall be held during the annual conference of ASEE.
407 Those members present at the meeting shall constitute a quorum. The business meeting shall
408 include at least reports from the incumbent officers on the unit's activities for the preceding
409 year, membership, and finances.
- 410 9.2.2. The program for the Annual Conference shall be considered by the Executive Committee at the
411 Midyear Conference of EDGD at the Midyear luncheon business meeting along with other
412 items of business. Written reports of committees shall be received and distributed.
- 413 9.2.3. The Chair shall transmit the program for the Annual Conference to the Executive Director of
414 ASEE. The tentative draft of the program shall be submitted when requested by ASEE subject
415 to modifications enacted by the Executive Committee at the Midyear Conference.
- 416 9.3. There shall be a Midyear Conference to be held at an appropriate date annually between October 1 and
417 January 31, and shall include a Division Midyear dinner meeting, one or more technical/professional
418 sessions, and a luncheon business meeting.
- 419 9.3.1. The program for the Midyear Conference shall be considered by the Executive Committee at
420 the Annual Conference of EDGD. The Chair shall present the Midyear Conference program to
421 members of EDGD at the annual luncheon business meeting.
- 422 9.3.2. Individuals wishing to host a Midyear Conference shall submit a letter of proposal to the
423 Director of Programs of EDGD no later than one-year in advance of the Conference date. The
424 Chair of EDGD shall then include the proposal on the agenda for the next regularly scheduled
425 Executive Committee meeting. A representative of each campus wishing to host a Midyear
426 Conference must be present at the Executive Committee meeting to present a brief proposal to
427 the Committee. The Executive Committee will then be responsible for selecting sites for
428 conferences. Whenever possible, preference will be given to geographic distribution of
429 conference sites.
- 430 9.4. Periodic Summer Schools shall be held at the direction of the Executive Committee.
- 431 9.5. EDGD members are urged to plan group meetings of engineering design graphics instructors in
432 connection with sectional conferences of ASEE and are urged to make those meetings of interest to
433 instructors in technical education and of junior and senior college levels with a view of including such
434 instructors as members of EDGD.
- 435 9.6. Members of the Society and other interested persons are eligible to attend all open conferences and
436 meetings of EDGD.
437

438 10. PUBLICATIONS

- 439
- 440 10.1. The Publications Committee shall be composed of the Director/Editor (see paragraph 6.4.5.), the
441 Circulation Manager-Treasurer, the Advertising Manager, and such Assistant and Associate Editors as
442 are deemed necessary by the Director/Editor.
- 443 10.1.1. The Publications Committee shall be responsible for the timely publication of *EDGJ*, and any
444 other Division publications, as authorized or directed by the Executive Committee. *EDGJ* shall
445 continually posts new articles in an annual volume dated July 01 of the year in which the first
446 article is published.
447

- 448 10.2. Selection of the Publications Committee
449 10.2.1. The Director of Publications shall be elected for a three-year term—see paragraph 7.
450 10.2.2. The Circulation Manager-Treasurer shall be appointed by the Director of Publications, subject
451 to the approval of the Executive Committee. The term of appointment shall be indefinite and
452 continue for so long as it is mutually agreeable with the appointee, the supporting institution,
453 and the Director of Publications and the responsibilities of the office are properly served. The
454 appointment may be terminated by resignation or passing, by request from the supporting
455 institution, or for cause by action of the Executive Committee. A recommendation to terminate
456 the appointment may be made to the Executive Committee by the Director: Publications or
457 may be initiated by the Executive Committee after suitable notice to the Director of
458 Publications. Termination, for whatever reason, shall consider the best interests of EDGD and
459 be handled in such a manner as to ensure continuity of the operations of this office.
- 460 10.2.3. The Advertising Manager shall be appointed by the Director of Publications and serve a
461 concurrent term with and at the pleasure of the Director of Publications.
- 462 10.3. The duties of the members of the Publications Committee shall be as follows:
- 463 10.3.1. The Director of Publications is chair of the Publications Committee, Editor of *EDGJ*, and a
464 member of the Executive Committee.
- 465 10.3.1.1. The Editor is responsible for soliciting, selecting and editing all articles and other
466 material published in *EDGJ*.
- 467 10.3.1.2. The Editor will cooperate with the editor of ASEE publication, *Engineering*
468 *Education*, as to material referred to *EDGJ* for publication, and as to material referred
469 to *Engineering Education* for publication. In conjunction with the Circulation
470 Manager, the Editor shall supply copies of each volume of *EDGJ* to appropriate
471 entities in ASEE.
- 472 10.3.1.3. The Editor shall report on all matters pertaining to *EDGJ* to the Executive Committee
473 at all its meetings and at other times as requested.
- 474 10.3.1.4. The Editor shall appoint, subject to the approval of the Executive Committee, any
475 Assistant Editors required to assist with the publication of *EDGJ*.
- 476 10.3.2. The Circulation Manager-Treasurer is responsible to the Director-Editor for all matters
477 pertaining to the circulation and finances of *EDGJ*.
- 478 10.3.2.1. The Circulation Manager-Treasurer shall solicit subscriptions from viable non-
479 member sources and provide current subscriber lists to the Editor.
- 480 10.3.2.2. The Circulation Manager-Treasurer shall assist the Editor in any way requested to
481 expedite the distribution of *EDGJ*.
- 482 10.3.2.3. The Circulation Manager-Treasurer shall receive all monies due *EDGJ* from non-
483 member subscriptions, advertising income, fees, etc., and deposit such monies in a
484 suitable account in a federally insured financial institution under the name of *EDGJ*.
485 Signatures of both the Circulation Manager-Treasurer and a Division member
486 approved by the Executive Committee shall be on file with either having access to the
487 accounts(s).
- 488 10.3.2.4. The Circulation Manager-Treasurer shall pay by check all costs, approved by the
489 Editor, related with publication of *EDGJ*.
- 490 10.3.2.5. The Circulation Manager-Treasurer shall maintain accurate financial records in a
491 standard bookkeeping form and submit a financial statement and a report on other
492 activities at the Midyear and Annual Conference executive committee meetings.
- 493 10.3.2.6. *EDGJ* financial records shall be presented annually for audit by an ad hoc audit
494 committee appointed by EDGD Chair.
- 495 10.3.2.7. When a new Circulation Manager-Treasurer is appointed, the financial records will be
496 audited, and the incumbent Circulation Manager-Treasurer will transmit to the
497 successor Circulation Manager-Treasurer all financial records together with all
498 monies in the *Journal* account(s).
- 499 10.3.3. The Advertising Manager shall be responsible to the Editor for all matters pertaining to
500 advertising *EDGJ*.
- 501 10.3.3.1. The Advertising Manager shall actively solicit and procure advertisement from all
502 appropriate sources.

- 503 10.3.3.2. The Advertising Manager shall represent *EDGJ* in all business matters with
504 advertisers, submitting bills according to the current rates, and promptly transmitting
505 monies received to the Circulation Manager-Treasurer.
- 506 10.3.3.3. The Advertising Manager shall maintain logs of advertising accounts, contracts,
507 accounts receivable and recommendations for changes in advertising policy.
- 508 10.3.3.4. The Advertising Manager shall submit reports on the status of all advertising
509 activities to the Editor prior to the Midyear and Annual Conference executive
510 committee meetings.
- 511 10.3.4. Assistant and Associate Editor duties shall be assigned by the Editor.
- 512 10.4. Advertising Rates: The Publications Committee shall fix advertising rates subject to the approval of the
513 Executive Committee.
- 514 10.5. Subscription Rates: The Publications Committee shall fix subscription rates for non-members subject to
515 the approval of the Executive Committee.
- 516 10.6. Finances: The Publications Committee will conduct an annual financial review of *EDGJ* and other
517 publications financed from *EDGJ* funds and prepare an operating budget for the coming year. In
518 addition to the operating fund, an emergency contingency fund of sufficient amount to finance EDGD
519 publications for one year will, financial solvency permitting, be maintained in a suitable account in a
520 federally insured institution in the name of *EDGJ*. Funds more than the operating budget and
521 emergency contingency fund may, by action of the Executive Committee, be transferred to the custody
522 of EDGD Secretary-Treasurer for deposit in EDGD fund account to be used as the Executive
523 Committee may direct. Available EDGD funds may, with the approval of the Executive Committee, be
524 transferred to the Circulation Manager-Treasurer of the Publications Committee, to meet existing or
525 anticipated deficits in operating funds or to finance special or unusual “one time” projects. No separate
526 account will be maintained by the Secretary-Treasurer of funds received from the Publications
527 Committee, nor will funds made available to the Publications Committee by the Secretary-Treasurer be
528 limited to amounts previously deposited.
- 529 10.7. EDGD shall produce and distribute such publications as the Executive Committee deems appropriate to
530 promote the objectives of EDGD.
- 531 10.8. In accordance with ASEE Constitution, papers and discussions presented at meetings of ASEE and the
532 councils or groups therein shall become the property of ASEE and may be published as ASEE series,
533 miscellaneous or occasional publications if authorized by the Board of Directors or its delegated
534 representative. ASEE Board of Directors, through its delegated representative, may grant permission to
535 publish such papers and discussions elsewhere on condition that ASEE receive proper credit or may
536 waive any property right ASEE may have in the paper or discussion. Papers not accepted for
537 publication shall be returned to the authors and shall no longer be considered the property of ASEE.

538
539 **11. AMENDMENTS TO THE BYLAWS**
540

- 541 11.1. These Bylaws may be amended at any annual business meeting of EDGD by a two-thirds majority vote
542 of the members of EDGD who are present.
- 543 11.2. These Bylaws may also be amended by a letter or electronic ballot of the members of EDGD as
544 recorded in the office of ASEE, mailed or electronically distributed by the Secretary-Treasurer of
545 EDGD; the amendment being approved if two thirds of the ballots returned within thirty (30) days are
546 favorable.
- 547 11.3. Proposed amendments may be approved for submission to the membership in only four ways:
548 11.3.1. By a two-thirds majority vote of the Executive committee.
549 11.3.2. By petition to the Chair signed by ten (10) individual members of EDGD.
550 11.3.3. By recommendation to EDGD Chair by the Constitution and Bylaws Committee of ASEE
551 through its Executive director.
552 11.3.4. By unanimous vote of the Policy Committee of EDGD.
- 553 11.4. Amendments to these Bylaws must be approved by ASEE board of directors. The Secretary-Treasurer
554 of EDGD will forward Amended Bylaws to National Headquarters for ASEE board of director’s
555 approval and posting to ASEE website.
- 556 11.5. Amendments approved by EDGD membership shall be submitted through the PIC Chair for EDGD for
557 approval by majority vote of ASEE Board of Directors and shall take effect only upon such approval.

558 11.6. New EDGD and national awards must be approved by the Awards Policy Committee (APC). Once
559 approved by the APC, the award description shall be submitted through the PIC Chair for EDGD for
560 approval by majority vote of ASEE Board of Directors and shall take effect upon approval.
561

562 **12. STATEMENT ON DIVERSITY AND INCLUSIVENESS**
563

564 12.1. Members of EDGD are committed to promoting the inclusion and education of diverse individuals and
565 embracing diverse ideas in the professions of engineering and engineering technology. EDGD
566 recognizes that diversity is strength in creativity, broadness of new ideas, and embraces new
567 perspectives to arrive at the most truly innovative, resource-smart solutions possible. More information
568 can be found on ASEE's Statement on Diversity and Inclusiveness.
569

570 **13. OTHER PROVISIONS**
571

572 13.1 Any provision of these Bylaws shall be deemed invalid if it contravenes the Constitution and Bylaws of
573 ASEE or of the PIC to which EDGD belongs.

574 13.1 The rules contained in Robert's Rules of Order, latest edition, shall govern EDGD in all matters of
575 parliamentary authority to which they are applicable and in which they are consistent with the
576 Constitution and Bylaws of ASEE and the Bylaws of EDGD. In all other matters, the Constitution of
577 ASEE shall govern.
578

579 *///End of EDGD Bylaws///*