

Approved May 25, 1977
Amended 1980
Amended 1982
Amended 1983
Amended 1996
Amended 2006
Amended 2015
Amended 2018

ARTICLE I - NAME

This division of the American Society of Engineering Education shall be known as the Engineering Management Division.

ARTICLE II - OBJECTIVES

The objectives of the Division are those of the Society as they pertain to engineering management education and the promotion of educational exchange, friendly cooperation, and mutual help among its members. Specifically, its purposes include promoting educational programs in engineering management, encouraging the inclusion of courses on engineering management in traditional engineering curricula, and providing a forum for discussion by all engineering educators on the role of management in engineering.

The Engineering Management Division is also committed to promoting the inclusion and education of diverse individuals and embracing diverse ideas in the professions of engineering and engineering technology. The Engineering Management 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 III - MEMBERSHIP

The membership of the Division shall consist of members of the Society who indicate on the Society's Annual dues notice, or in writing to the Executive Director of the Society, that they wish to affiliate with the Division. Membership dues of Three Dollars per year shall be assessed simultaneously with and in addition to the Society's annual dues.

ARTICLE IV - ORGANIZATION

The unit shall be administered by an Executive Committee composed of the Chair, ChairElect/Program Chair, Secretary, Treasurer, Directors, Immediate Past Chair, and Past Past Chair all of whom must be members of the division.

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

[1] The unit's officers shall be:

1. Chair – serving a term of one year and succeeding to the position of Immediate Past Chair
2. Program Chair/Chair-Elect – serving a term of one year and succeeding to the position of Chair
3. Treasurer – serving a term of one year and succeeding to the position of ChairElect/Program Chair
4. Secretary / Newsletter Chair – serving a term of one year and succeeding to the position of Treasurer
5. Directors – (Four) serving staggered two year terms
6. Immediate Past Chair – serving a term of one year and succeeding to the position of past past chair
7. Past Past Chair– serving a term of one year

[2] 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.

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

- in the event of the resignation or death 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;
- in the event of the resignation or death of the Chair-Elect, a special election shall be conducted within 30 days to elect a new Chair-Elect and the Executive Committee may, at its discretion, appoint a person to fulfill the duties of the Chair-Elect until the position is filled by election;
- in the event of the resignation or death of the Immediate Past Chair or Past Past Chair, the vacated office shall not be filled for the duration of the unexpired term.

ARTICLE VI - ELECTIONS

The specified officers and directors of the division shall be elected according to the following procedure:

By February 15, following its appointment, the Nominating Committee shall report to the Secretary-Treasurer a slate consisting of at least one nominee for Newsletter Editor, and director positions to be filled. The Nominating Committee shall obtain the consent of each nominee prior to submitting his name for nomination. Nominations may also be taken during the annual business meeting. Voting for nominees shall occur during the annual business meeting. In case of a tie vote, the Executive Committee shall cast the deciding vote.

New officers and directors shall take office upon conclusion of the Society's Annual Conference.

ARTICLE VII - 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.
- 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 disbursements signatures are on file at Society headquarters and approve all expenditures of Society funds.
- Chair the Bernard R. Sarchet Award committee.
- Serve as a voting member of the Merl Baker Award committee.
- Cast the deciding vote for the division's Best Paper Award should there be a tie in voting.

[2] The PROGRAM CHAIR/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.
- Chair the division's Best Paper Award committee.
- Chair the division's Best Presentation Award committee.
- Serve as a voting member of the Merl Baker Award committee.
- Serve as a voting member of the Bernard Sarchet Award committee.
- Work with the Executive Committee to develop technical programs in accordance with the unit's objectives.
- Coordinate sessions within the timeframe 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.

[3] The 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 of 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.
- Serves as head of the planning committee along with members of the other divisions for Plan the Annual Joint EED, EMD, IED, SED Dinner to be held during the Annual Conference.
- Serve as a voting member of the Best Paper Award committee.
- Serve as a voting member of the Merl Baker Award committee.
- Serve as a voting member of the Bernard R. Sarchet Award committee.

[4] The SECRETARY shall:

- Record the minutes of the Executive Committee meetings and the annual business meetings, and distribute copies of the minutes to the 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.
- Collect, evaluate, edit material for, and distribute the Fall and Spring Newsletters of the division.
- Serve as a voting member of the Best Paper Award committee.
- Serve as a voting member of the Merl Baker Award committee.
- Serve as a voting member of the Bernard R. Sarchet Award committee.

[5] The DIRECTORS shall:

- Serve on the Executive Committee and, upon appointment, on such other standing and ad hoc committees as the unit may establish.
- Serve as a voting member of the Best Paper Award committee.
- Serve as a voting member of the Merl Baker Award committee.
- Serve as a voting member of the Bernard Sarchet Award committee.

[6] 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.
- Chair the Merl Baker Award Committee.

[7] The PAST PAST CHAIR shall:

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

ARTICLE VIII ELECTION OF OFFICERS

[1] The Nominating Committee shall annually nominate two or more candidates for each elected office for which the term is about to expire at the next annual business meeting. Officers to be elected by vote of the unit members are Secretary and two Directors.

[2] Additional nominations for elective office may be made at the annual meeting by presentation of such nominations in writing with the signatures of at least three 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 death of the Chair-Elect, as required in [E-3-b] above, election of officers shall be conducted by written ballot among the 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 email addresses on record have the opportunity to vote by either mail or fax.

ARTICLE IX - COMMITTEES

The Chair, with the advice of the Executive Committee, may appoint committees as deemed necessary and shall designate the chair thereof.

A. Best Paper Award:

Purpose:

The Engineering Management Division will recognize the best paper accepted for presentation in a session sponsored by the Division at the Society's Annual Conference and Exposition.

Criteria:

To be considered for this award the paper must be published in the conference proceedings in the year awarded. The paper must have been peer-reviewed and the final version must have been accepted for publication through the Division review process.

The standards for this award are meant to be dynamic and to evolve over time. To this end only a loose minimum set of standards are specified in this document. To be considered for this award a paper must meet the following:

- The paper's author(s) must demonstrate an appreciation for and understanding of engineering management education.
- The paper must advance the engineering education literature in the field of engineering management.
- The paper must be well written and as such reflect credit on the Division and the Society.

Award:

The award for the best paper is a suitably engraved plaque for each of the authors of the paper.

The award will be presented at the Division's Banquet during the Society's Annual Conference.

Selection Process:

The Division's Program Chair/Chair-Elect, in consultation with the peer-reviewers, will identify not less than three and more than five papers which best meet the criteria for this award. The award winner will be selected from this pool.

The Division's Program Chair/Chair-Elect shall provide copies of the papers in the pool to each of the officers of the Division who shall constitute the award committee. The Program Chair shall supply the copies of the papers in the pool to the committee within two weeks of the close of paper acceptance. The committee will be allowed at least thirty days to read the papers. Voting shall be by e-mail and will be done by each member of the committee ranking her/his top three choices (3 for top, 2 for 2nd, and 1 for 3rd). The Program Chair will tally the results and notify the Division Chair of the results. In the case of a tie, the Chair will cast the deciding vote.

The Best Paper Award Committee of the Division consists of the following officers of the Division:

- Program Chair/Chair-Elect
- Secretary/Treasurer
- Newsletter Editor
- Division Directors (4)

Any of the above officers of the division, who are also an author of a paper in the pool, must excuse themselves from the voting process.

Modification Process:

Modification of this requires either an e-mail vote on the modifications by the entire membership of the division or a vote of the membership attending the annual business meeting of the Division during the Annual Conference and subsequent approval by the ASEE Awards Policy Committee and the Board of Directors.

B. Merl Baker Award:

Purpose:

The Engineering Management Division recognizes exemplary service to the Division with the Merl Baker Award. This annual award, named after one of the founding fathers of the academic discipline of engineering management, can be awarded to a member of the Division who has provided significant service to the Division.

Criteria:

This award is for significant service to the Division. While service as an officer in the division will be a common trait of recipients of this award, it is not routinely awarded to outgoing officers. This award was first made in 2002.

The general and minimum criteria for this award are:

- Current and continuing active membership in the Engineering Management Division. Exemplars of this would include (1) presenting papers at the annual conference, (2) attendance at the annual business meeting, and (3) participation in the annual banquet at the annual conference.
- Exemplary service to the Engineering Management Division over an extended period of time. While service as an officer in the Division will normally have been completed by the recipient, this of itself is insufficient for this award. Service to the Division, both before and after service as an officer in the division, is required. Exemplars would be (1) service elsewhere in ASEE as a representative of the Division, and/or (2) service to the Division directly or indirectly.

The standards for this award are meant to be dynamic and to evolve over time. To this end, only a loose minimum set of standards are specified in this document.

Award:

The award is a suitably engraved plaque for the recipient.

The award will be presented at the Division's Banquet during the Society's Annual Conference.

Selection Process:

The Division's elected officers comprise the Baker Award Committee. These Division officers are:

- Chair
- Program Chair/Chair-Elect
- Secretary/Treasurer
- Newsletter Editor
- Division Directors (4)

Chairing this award committee is the duty of the Division's Immediate Past Chair. The Division's Past Chair shall strongly promote the nomination of candidates for this award. This identification process may include the following actions:

17. Identification by the Immediate Past Chair of those who meet the criteria and have not received the award. The Immediate Past Chair is in a unique position to identify nominees who meet the criteria.
18. Request nominations from the other officers of the Division.
19. Request nominations from the general membership of the division. This will normally be accomplished by an announcement at the annual business meeting of the division and a call for nominations in one of the Division newsletters

Based on the nominations, the Immediate Past Chair shall provide a list of nominees and a forum for discussion by the Baker Award Committee.

Voting will be by a two-tiered process. The first vote will be a nominee-by-nominee vote on the nominee meeting the award's criteria. A 2/3 affirmative vote by the voting members is required for a nominee to be declared a candidate for the award.

The second vote will be a vote between the candidates. The committee will choose the winner using an agreed upon voting system.

Modification Process:

Modification of this requires either an e-mail vote on the modifications by the entire membership of the division or a vote of the membership attending the annual business meeting of the Division during the Annual Conference and subsequent approval by the ASEE Awards Policy Committee and the Board of Directors.

C. Bernard R. Sarchet Award

Purpose:

The Engineering Management Division recognizes the lifetime achievement in engineering management education with its highest award: The Bernard R. Sarchet Award. This award, named after one of the founding fathers of the academic discipline of engineering management, is awarded annually to an individual who has made significant contributions over an extended period of time to the discipline and the Division and who exemplifies the highest standards of the professorate in engineering management.

Criteria:

This award is for lifetime achievement. This award was first made in 1994. Future recipients will be judged to a certain extent as to how their accomplishments measure up to the standards set by prior recipients.

The general and minimum criteria for this award are:

- Current or past membership in the engineering management professorate. The engineering management professorate is defined for this award as teaching in a university program, which offers degrees in engineering management, management of technology, and other closely related areas.
- Exemplary service to the engineering management discipline. Exemplars would be (1) service as a chair, head, or program director of a major engineering management program; (2) service as editor, associate editor, reviewer of a peerreviewed publication in the discipline; or (3) a national reputation for promoting the academic discipline of engineering management.
- Exemplary service to the Engineering Management Division of ASEE. Exemplars would be (1) service in a leadership role in ASEE or the Division, (2) active support of Division programs and initiatives, (3) service to the professorate in engineering management, and/or (4) service to the students in engineering management programs.
- A national reputation in engineering management through service to the practice of engineering management. Exemplars of this would be (1) membership and office in a relevant engineering management professional organization, (2) a publication

record promoting engineering management practice, or (3) other service to engineering management practitioners. The standards for this award are meant to be dynamic and to evolve over time. To this end only a loose minimum set of standards are specified in this document.

An annual award is not required. The Sarchet Award Committee, if it fails to identify a suitable candidate, can decline to present this award.

Award:

The Sarchet Award is a suitably engraved plaque for the recipient and a \$500 honorarium. The honorarium is funded through Division dues.

Selection Process:

The Division's elected officers comprise the Sarchet Award Committee. These Division officers are:

- Chair
- Program Chair/Chair-Elect
- Secretary/Treasurer
- Newsletter Editor
- Division Directors (4)

Chairing this award committee is one of the prime duties for the chair during his/her term of office.

The Division's Chair shall strongly promote the nomination of candidates for this award. This identification process may include the following actions:

29. Identification by the Chair of those who meet the criteria and have not received the award. As the senior elected officer of the Division, the Chair is in a unique position to identify nominees who meet the criteria.
30. Request nominations from the general membership of the division. This will normally be accomplished by an announcement at the annual business meeting of the division and a call for nominations in one of the Division newsletters.
31. Request nominations from the other officers of the Division. Based on the nominations the Chair shall provide a list of nominees and a forum for discussion by the Sarchet Award Committee.

Voting will be by a two-tiered process. The first vote will be a nominee-by-nominee vote on the nominee meeting the award's criteria. A 2/3 affirmative vote by the voting members is required for a nominee to be declared a candidate for the award.

The second vote will be a vote between the candidates. The committee will choose the winner using an agreed upon voting system.

Modification Process:

Modification of this requires either an e-mail vote on the modifications by the entire membership of the division or a vote of the membership attending the annual business meeting of the Division during the Annual Conference and subsequent approval by the ASEE Awards Policy Committee and the Board of Directors.

ARTICLE X. COMMITTEES

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

At least five standing committees shall be maintained: the Nominating Committee, the Best Paper Award Committee, the Best Presentation Award Committee, the Merl Baker Award Committee, and the Bernard R. Sarchet Award Committee.

The Nominating Committee consists of the Chair-Elect, Chair, Past Chair and the Past Past Chair. The Past Past unit Chair shall appoint one member of the committee to serve as nominating Committee Chair.

[4] The Best Paper Award Committee consists of the Program Chair/Chair-Elect, Treasurer, Secretary, and the Division Directors (4). The unit Program Chair/Chair-Elect is the chair of this committee. Any of the committee who are authors of a paper in the pool must excuse themselves from the voting process. Details of this award are given in [M-1] below.

[5] The Best Presentation Award Committee consists of all unit officers and directors present at Annual Conference. The unit Program Chair/Chair-Elect is the chair of this committee. Any of the committee who are authors of a paper in the pool must excuse themselves from the voting process. Details of this award are given in [M-2] below.

[6] The Merl Baker Award Committee consists of the Chair, Program Chair/Chair-Elect, Treasurer, Secretary, and Division Directors (4). The unit Past Chair is the chair of this committee. Details of this award are given in [M-3] below.

[7] The Bernard R. Sarchet Award Committee consists of the Chair, Program Chair/ChairElect, Treasurer, Secretary and the Division Directors (4). The

unit Chair is the chair of this committee. Details of this award are given in [M-4] below.

ARTICLE XI. - 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:

- Reports from the incumbent officers on the unit's activities for the preceding year, membership and finances.
- Election of officers for the following year.

[2] The Executive Committee shall hold special meetings throughout the year as called by the Chair. Those members of the Executive Committee present at the meetings of the Executive Committee shall constitute a quorum.

[3] The Treasurer shall arrange the Annual Joint EED, EMD, IED, SED Dinner to be held on an appropriate evening of the Annual Conference.

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

[5] 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 election of officers.

ARTICLE XII. - PUBLICATIONS

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

[a] The EMD Newsletter will be published in the fall and spring each year.

[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.

ARTICLE XIII - AMENDMENTS

Any provision of these by-laws shall be deemed invalid if it contravenes the Constitution and By-Laws of the Society of the Professional Interest Council (PIC) to which the unit belongs.