

Engineering Technology Division Bylaws

Effective June 25, 1980

Revised June 27, 1995

Revised June 26, 2007

Article I

NAME

The name of this organization shall be the Engineering Technology Division of the American Society for Engineering Education.

Article II

OBJECTIVE

The purpose of this Division shall be the promotion and development of Engineering Technology Education, and shall be consistent with the purpose of the Society as stated in Article Section 2 of the constitution of ASEE.

Article III

MEMBERSHIP

Membership shall consist of those members of the Society who are interested in the objectives of the Division and annually pay division dues.

Article IV

OFFICERS

Section 1. The officers of this Division shall consist of a Chair, Vice-Chair for Programs, Vice-chair for Newsletters/Webmaster, Assistant Vice-Chair for Programs, Secretary, Treasurer and two Members-at-Large.

Section 2. The Chair, Treasurer and one Member-at-Large shall be elected for terms of two years starting in the odd-numbered years. The Vice-Chair for Newsletters/Webmaster, Secretary and second Member-at-Large shall be elected for terms of two years starting in the even-numbered years. The Assistant Vice-Chair for Programs shall be elected each year and serve one year in that capacity and one year as Vice-Chair for Programs in the second year of the term.

Section 3. Nominations for these officers shall be made by a committee appointed by the Chair, and by members at the Annual Business Meeting of the Division. Only those individuals who have previously held elected office in the Engineering Technology Division shall be eligible for nomination as Chair. Elections will be held in fall of each year. Elected officers shall assume their offices at the conclusion of the ASEE Annual conference following the election. Election will be by a majority vote of those voting.

Section 4. The Vice-Chair for Programs shall be responsible for the ETD program at the ASEE Annual Conference during his or her term of office. The Assistant Vice-Chair for Programs shall be responsible for peer review process of papers submitted for the ETD program at the same ASEE Conference.

Section 5. The Chair and Vice-Chair may not succeed themselves, although a Vice-Chair may be elected to the position of Chair.

Section 6. In case of vacancy in the office of the Chair, that office shall be filled by the Vice-Chair for Programs.

Section 7. The Chair shall fill by appointment any vacancies in other offices occurring between Annual Business Meetings of the Division. The terms of these appointments shall be for the period from the time of appointment to the next Annual Business Meeting of the Division.

Article V

MEETINGS

Section 1. The Executive Committee shall arrange for an Annual Business Meeting of the Division to be held concurrently with the Annual Conference of the Society. A second business meeting of the division may be held annually as deemed necessary by the Executive Committee. A normal time for this meeting would be at the Annual Conference for Industry and Education Collaboration (CIEC). Interested persons, other than members of the Division, shall be eligible to attend all meetings, except closed executive sessions.

Section 2. Special meetings of the Executive Committee may be called by the Chair as needed upon reasonable notice to the membership of the Committee.

Section 3. A quorum at any regular or special meeting of this Division shall be the number present at the time and in the place designated for the meeting.

Article VI

EXECUTIVE COMMITTEE

Section 1. The Division shall be directed by an Executive Committee composed of the following:

The Chair

The two (2) Vice-Chairs

The Secretary

The Treasurer

The Chair of the Engineering Technology council

The immediate past Chair of the Division

Two members elected at Large

The Assistant Vice-Chair for Programs

Section 2. Five members of this group will constitute a quorum.

Section 3. The Executive Committee will normally meet twice annually: (1) before the Annual Business Meeting at the ASEE Annual Conference; and (2) at the Annual Conference for Industry and Education Collaboration (CIEC).

Article VII

COMMITTEES

Section 1. The chair shall appoint such committees as are deemed necessary to accomplish the objectives of the Division and designate the Chair thereof.

Section 2. The Division shall have an Historian appointed by the Chair.

Article VIII

PARLIAMENTARY AUTHORITY

Section 1. The rule contained in Robert's Rules of Order (latest edition) shall govern the Division in all cases to which they are applicable, and in which they are consistent with the Constitution and Bylaws of the ASEE and the Bylaws of this Division in all cases the Constitution and Bylaws of the Society shall govern.

Section 2. Any action by this Division shall be invalid if it is in conflict with the Constitution or Bylaws of the ASEE.

Article IX

AMENDMENTS TO BYLAWS

Section 1. These Bylaws may be amended by a two-thirds affirmative vote of those members voting at the annual Business Meeting.

Section 2. Proposed amendments shall be circulated to the membership of the Division at least thirty (30) days before the annual meeting at which adoption is desired, unless it is unanimously agreed at the annual meeting to introduce an amendment at that same meeting.

Section 3. These Bylaws may also be amended by two-thirds affirmative vote of the members of this Division obtained by electronic ballot. Only those letter ballots received by mail within thirty (30) days of the mailing out date shall be counted.

Section 4. Amendments may be submitted by a majority vote of the Executive Committee of this Division or by a petition to the Executive Committee signed by not less than twenty-five (25) members of the Division.

Section 5. Amendments approved by the division membership shall be submitted through the PIC II Chair for approval by majority vote of the ASEE Board of Directors and shall take effect only upon such approval.