

Graduate Studies Division Bylaws

Adopted 2009
Revised 2013

I NAME

The name of this unit shall be the Graduate Studies Division.

II OBJECTIVES

The objectives of the Graduate Studies Division are identical with the objectives of the Society as set out in the ASEE Constitution, with an emphasis on those objectives that pertain to graduate studies.

[1] To meet its objectives, the Graduate Studies Division shall foster the development of full-time, part-time, and special graduate programs and related offerings to educate graduate engineers for the professional practice of engineering in its several phases, including design, production, development, and research. Included shall be both disciplinary and interdisciplinary engineering programs leading to the degrees of Master of Science and Master of Engineering, those leading to the graduate professional degree of Engineer, and those leading to the degrees of Doctor of Philosophy, Doctor of Science, and Doctor of Engineering, as well as allied activities in science and technology.

III MEMBERSHIP

The members of the Graduate Studies Division shall be those members of the American Society for Engineering Education (ASEE) who notify ASEE of their wish to be affiliated with the group each year and who pay the division dues of \$5.00 per year.

IV ORGANIZATION

The Graduate Studies Division shall be administered by an Executive Committee composed of the Chair, Program Chair, Editor-Secretary-Treasurer, Immediate Past Chair, and two Directors. The Chair shall represent the Division on the Council Board of

the Professional Interest Council to which the Division has been assigned by the Society.

V OFFICERS AND DIRECTORS

[1] The Division's officers shall be as follows:

--Chair — serving a term of two years and succeeding to the position of Immediate Past Chair

--Program Chair — serving a term of two years and succeeding to the position of Chair

--Editor-Secretary-Treasurer — serving a term of two years and succeeding to the position of Program Chair

--Director — two directors, each serving a term of two years. One director shall be elected each year. One director will be responsible for collaborations and awards. The other director will be responsible for membership development and diversity.

--Immediate Past Chair

--Nominating Committee Chair — the Senior Director shall serve as Nominating Committee Chair

--Webmaster — appointed by the Chair

[2] The Chair and other elected officers shall assume their duties at the close of the Division's business meeting conducted at the annual meeting of the Society. Appointed officers shall assume their duties upon appointment.

[3] 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:

[a] 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 they were elected;

[b] in the event of the resignation or death of the Program Chair, the Editor-Secretary-Treasurer shall take office as Program Chair immediately, serving out the duration of the unexpired term followed by the term to which they were elected;

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

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

VI 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, with the advice of the Executive Committee, 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 PROGRAM CHAIR 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 their 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 their term is completed;
- Arrange and coordinate the Division'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;
- Serve as Awards Committee Chair.

[3] The EDITOR-SECRETARY-TREASURER shall:

- Oversee and maintain the financial records of the Graduate Studies Division and regularly report on financial status to the Executive Committee;
- Collect unit income, if any, and disburse monies authorized by the Division Chair;
- Keep records of all Division outstanding receivables and payables;
- Ensure that all Division 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 Division and Society officers;
- Be responsible for the official records of the Executive Committee and the Division, and ensure that the files of the Division are passed along to their successor;
- Tabulate, verify, and communicate the results of Division elections and other ballots;

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

[4] The DIRECTORS shall:

--Serve on the Executive Committee and, upon appointment, on such other standing and ad hoc

committees as the Division may establish.

--One director position will be designated Director for Awards and Collaborations. The other director position will be designated Director for membership development and diversity.

--Each year the Senior Director shall serve as Nominating Committee Chair.

--Each year the Junior Director shall assist the Webmaster in identifying material for the Division webpage.

[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.

[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 identifying recipients of Division awards in accordance with the provisions of each award and the policies and procedures established for awards by the Executive Committee of the Division;

--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 WEBMASTER shall:

--Develop and maintain the Division's website;

--Ensure that the Division website adheres to the policies and standards of the Society as to privacy and all other internet issues.

VII ELECTION OF OFFICERS

[1] By December 1 following their assumption of office, the Division Chair shall with the advice and consent of the Executive Committee appoint a three-member Nominating Committee from among Division members who are not currently serving on the Executive Committee.

[2] By February 1 following its appointment the Nominating Committee shall report to the Chair a slate consisting of at least one nominee (and preferably more) for each position to be filled on the Executive committee. The Nominating Committee shall obtain the consent of each nominee prior to submitting their name for nomination.

[3] The Editor-Secretary-Treasurer shall by March 1 prepare and arrange for distribution to the division membership a secret ballot containing both the slate of nominees and provisions for write-in votes. Election of officers shall be conducted by e-mail, except for those members of the unit who do not have e-mail addresses on record, who will be given the opportunity to vote by either mail or fax.

[4] The Editor-Secretary-Treasurer shall serve as a teller for the election. Results of the election shall be determined by count of the ballots returned within 30 days of the original mailing. A plurality of votes shall determine the winner for each position. Ballots shall be retained by the teller until the conclusion of the next Annual Meeting of the Society.

VIII COMMITTEES

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

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

[3] The Nominating Committee shall consist of the Senior Director and two members appointed by the Executive Committee. The Senior Director shall serve as Nominating Committee Chair.

[4] The Awards Committee shall consist of the Awards Director and two members appointed by the Executive Committee. The Awards Director shall serve as Awards Committee Chair. Division awards include two awards for papers presented at the Annual Conference, the GSD Best Paper Award and the GSD Best Student Paper Award, as well as the Keating Award for Innovation and Leadership in Lifelong Learning in Graduate Engineering Education.

The Chair of the Division, with the advice of the Executive Committee, shall appoint such other committees as may be deemed necessary and shall designate the chairs thereof.

IX MEETINGS AND ACTIVITIES

[1] An annual business meeting of the Division shall be held during the annual meeting 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 Division's activities for the preceding year, membership, and finances;

[b] Presentation of unit awards, unless the Division 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 Division.

[4] All meetings of the Division 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 Division are eligible to vote on division-wide matters, including the election of officers.

X PUBLICATIONS

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

[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 or miscellaneous 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. The publications policy of the division shall be in general conformity with the publications policy of the Society.

[3] The Graduate Studies Division shall follow a publish-to-present protocol. Papers deemed sufficiently meritorious and appropriate will be recommended by the Division Program Chair for publication in the Journal of Engineering Education.

[4] The Division shall sponsor an annual Best Paper award for the best paper presented

at the Annual Meeting and an annual Best Student Paper award for the best paper presented at the Annual Meeting whose primary author is a student. Each award will consist of a certificate for each author and a monetary prize, with the prize amounts for each award to be determined by the Executive Committee.

[5] The Editor-Secretary-Treasurer shall email an annual Newsletter to Division members with an email address on file with ASEE and shall mail an annual Newsletter to Division members without an email address on file with ASEE by May 1 each year.

XI AMENDMENTS TO BYLAWS

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

[2] Proposed amendments to these by-laws shall be prepared by a committee of three Division members appointed by the Division 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 e-mail, providing that they are also sent by mail to those members who do not have an e-mail address on their membership records.

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

XII 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 Division belongs.

[2] The rules contained in Robert's Rules of Order, latest edition, shall govern this Division in all matters of parliamentary authority to which they are applicable and in which they are consistent with the Constitution and ByLaws of the Society and the By-Laws of this Division. In all other matters, the Constitution of the Society shall govern.