

# Instrumentation Division Bylaws

Revised June 8, 2009

## Article I. Name

The name of this division of the American Society for Engineering Education shall be the Instrumentation Division.

## Article II. Objectives

The objectives of this division are:

To provide information on instrumentation-related educational technologies and techniques and present innovative course development and experiments to the membership.

## Article III. Membership

The membership of the division shall consist of those members of the Society who wish to affiliate with the division and who pay the division dues of \$2 per year.

## Article IV. Organization and Officers

1. The division shall have the following officers: Chair, Vice Chair, Program Chair, and Secretary/Treasurer. These officers, will assume the usual duties incumbent on such offices. These officers plus the Past Chair will constitute the Executive Committee.
2. Terms of the officers shall be - two years. Newly elected officers shall assume office at the same time as the President of the Society.
3. The Division Chair shall constitute the representative of the Division in Professional Interest Council III.

## Article V. Election of Officers

1. A nominating committee, consisting of three members of the Division, shall be appointed by the retiring chair, with the prior approval of the Executive Committee, at each Annual Meeting. This committee shall prepare a slate of candidates for all offices to be filled at the next Annual Meeting. Additional nominations may be made by any member of the Division by writing to the Chair of the Division prior to the election.

The nominations of the Nominating Committee and those received in writing by the Chair shall be published in a email via list serve.

It will normally be presumed that there will be an orderly succession of officers: Vice Chair to the office of Chair, Program Chair to the office of Vice Chair, and Secretary/Treasurer to the office of program Chair; however, the nominating committee may , with the consent of a simple majority of the Executive Committee, select other nominees.

2. The candidate(s) receiving the highest number of votes shall be declared elected.

3. In the event that an elective office is vacated, the Chair shall appoint a successor to serve until the next election. If the Chair's office is vacated, the chair-elect will assume that office.

#### Article VI. Meetings and Activities

1. A meeting of the Executive Committee and a business meeting of the Division shall be held during the Annual Meeting of the Society. Additional executive committee meetings can be called by the Division Chair or by a jointly signed request by the remaining members of the Executive Committee, at times and places other than those of the Annual Meeting.

2. The Executive Committee shall administer any other activities that are deemed desirable for the promotion of the purposes of the Division.

3. Members of the Society and other interested persons shall be eligible to attend all meetings of the Division. However, voting privileges shall be extended only to those who are registered with the Executive Secretary as members of the Division.

4. Any action of this Division shall be invalid if it is in conflict with the Constitution or Bylaws of the American Society For Engineering Education, or of the council of General Revisions and Committee of that organization.

#### Article VII. Publications

1. In order to promote the aims of the Division, the Division shall publish newsletters throughout the academic year.

2. The publications policy of this Division shall be in general conformity with the publications policy of the Society.

3. Peer review of papers: The moderator of each Instrumentation session at any conference shall provide the first review of papers submitted for his session in order to assemble only those papers which have topics suitable for that session. The Session Moderator and the Chair will select two reviewers who are not from the same institution to provide the second review.

4. The Instrumentation Division sponsors a Best Paper Award consisting of a cash prize (300\$). All presented papers submitted to the division will be considered for the award.

## Article VIII. Committees

1. Each year the Division Chair, with the advice and consent of the Executive Committee, shall constitute such committees as are necessary to promote the purposes of the Division.

It shall be the responsibility of each committee chair to keep his committee members and the Division officers informed of the activities being performed by his committee. Committee activities in all cases will be subject to review and approval by the Executive Committee.

## Article IX. Amendments to Bylaws

1. Proposed amendments to these bylaws may be proposed by a petition signed by not less than ten individual members of this Division and submitted to the Chair, or

2. The Executive Committee, by a two-thirds majority, can propose amendments to these bylaws.

3. Proposed amendments shall be announced via email (list serve) to each member of the division at least 30 days before the date of the Annual Meeting at which the proposed amendments are to be considered.

4. Amendments shall become effective upon the affirmative vote of two-thirds of the members present at the Annual Business Meeting.

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

## Article X Other Provisions

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

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