

Bylaws

Adopted: February 1985

Revised: April 2006

Revised: June 2012

[A] NAME

The name of this Division shall be the International Division.

[B] OBJECTIVES

The objectives of this 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 promoting international understanding. Specifically, the Division shall:

[1] Provide a forum for the exchange of ideas for multicultural and multinational activities.

[2] Provide a forum for, and promote programs, curricula, and activities that enhance the international educational experience of engineering and technology students and faculty.

[3] Recognize and encourage excellence and leadership in global engineering education.

[4] Publish a newsletter to share best practices and to inform its members of various international opportunities and activities.

[C] MEMBERSHIP

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

[D] ORGANIZATION

The Division shall be administered by an Executive Committee composed of the Chair, Vice Chair, Secretary/Treasurer, Program Chair, Newsletter Editor, and Past Chair.

The Chair shall represent the Division on the Council Board of the Professional Interest Council to which it has been assigned by the Society.

[E] OFFICERS

[1] The unit's officers are as follows:

Chair — serves a term of two years and is eligible to serve successive terms. Chair succeeds to the position of Immediate Past Chair when new Chair is elected.

Vice Chair, also known as the **Chair-Elect** — serves a term of two years and succeeds to the position of Chair

Secretary/Treasurer — serves a term of two years and is eligible to serve successive terms

Program Chair, also known as the **Vice Chair for Annual Conference Program** — serves a term of two years and is eligible to serve successive terms

Newsletter Editor, also known as **Vice Chair for Newsletters** — serves a term of two years and is eligible to serve a successive terms

Immediate Past Chair — serves a term of two years

Nominating Committee Chair — appointed by the Chair for a term of two years

Awards Committee Chair — appointed by the Chair for a term of two years

Membership Chair — appointed by the Chair for a term of two years

Webmaster — appointed by the Chair for a term of two years

[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 (elected officers), 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 Chair-Elect shall take office as Chair immediately, serve out the duration of the unexpired term followed by the term to which he/she was elected;

[b] 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;

[c] 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.

[F] DUTIES OF OFFICERS

[1] The CHAIR shall:

- Have administrative responsibility for the conduct of all functions of the Division 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 Division and all meetings of the Executive Committee.
- Appoint all officers and standing committees authorized by these by-laws and special committees authorized by the Executive Committee.
- Compile an annual report of the activities of the Division 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.
- Represent the Division on the Council Board of the Professional Interest Council IV

[2] The CHAIR-ELECT, also known as VICE CHAIR, shall:

- Act for the Chair at business meetings and Executive Committee meetings in the event of the Chair's absence.
- Represent the Division on the International Advisory Committee of ASEE.
- 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.

[3] The SECRETARY/TREASURER shall:

- Oversee and maintain the financial records of the 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 the Division 's outstanding receivables and payables.
- Ensure that all the Division'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.
- 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 his/her successor.
- Tabulate, verify, and communicate the results of Division elections and other ballots.

[4] The PROGRAM CHAIR, also known as VICE CHAIR FOR ANNUAL CONFERENCE PROGRAMS, shall:

- 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 Division'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.
- During the year prior to assuming the position, work with the current Program Chair to learn the role.

[5] The VICE CHAIR FOR NEWSLETTERS, shall:

- Serve as the NEWSLETTER EDITOR
- Collect, evaluate, and edit material for periodic newsletters to the Division membership
- Be responsible under ASEE Guidelines for the editing, production and circulation of such Division publications as the Executive Committee may decide to produce, and shall be responsible for preliminary editing and submitting to the Society Editor any material to be printed in ENGINEERING EDUCATION or other Society organs as a publication sponsored by the Division.

[6] The IMMEDIATE PAST CHAIR shall:

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

[7] The AWARDS COMMITTEE CHAIR shall:

- Lead the Awards Selection Committee in selecting 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 unit.
- 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 MEMBERSHIP CHAIR shall:

- Work with the ASEE Membership Department to maximize recruitment and retention of members affiliated with the Division.
- Develop methods for getting Division members involved in Division activities.
- Keep the Executive Committee informed about the activities and accomplishments of the Membership Committee.

[9] The WEBMASTER shall:

- Develop and maintain the Division's web site.
- Ensure that the Division web site adheres to the policies and standards of the Society as to privacy and all other internet/Web issues.

[G] ELECTION OF OFFICERS

[1] The Nominating Committee shall annually nominate two or more candidates for each elected office for which the term is due to expire at the next annual business meeting. Officers to be elected by vote of the Division members are Chair-Elect, Vice Chair for Annual Conference Program (Program Chair), Secretary/Treasurer and Vice Chair for Newsletters (Newsletter Editor).

[2] The Chair-Elect, Secretary/Treasurer and Program Chair will serve during the same two-year period and the Newsletter Editor will serve a two-year term that begins one year after

the terms of the other officers. The Program Chair will be elected at the same time as the Newsletter Editor in order to prepare to assume the office the following year.

[3] Additional nominations for any elective office may be made by presentation of such nominations in writing with the signatures of at least 10 unit members. These additional nominees shall be voted on along with the nominees selected by the Nominating Committee.

[4] Elections may be conducted by e-mail, providing that those members of the Division who do not have e-mail addresses on record have the opportunity to vote by either mail or fax.

[H] COMMITTEES

[1] The Executive Committee consisting of the elected officers and past chair 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 Awards Committee

[3] The Nominating Committee consists of members of the Executive Committee designated by the Chair. The Chair shall appoint one member of the committee to serve as Nominating Committee Chair.

[4] The Awards Selection Committee consists of members of the Executive Committee designated by the Chair. The Chair shall appoint one member of the committee to serve as Awards Committee Chair.

[I] MEETINGS & ACTIVITIES

[1] An annual business meeting of the Division 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:

[a] Reports from the incumbent officers on the Division's activities for the preceding year, membership, and finances.

[b] Presentation of Division 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 unit. It may also invite other members of the Division to its meetings.

[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.

[J] 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, 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.

[K] AMENDMENTS

[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 Division members appointed by the Division Chair. Proposed amendments shall be sent to the full membership of the Division by letter or in the publications of the Division 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.

[L] DIVERSITY STATEMENT

The International Division recognizes that the explicit and welcomes the inclusion of diverse individuals as well as diverse stakeholder-groups and the diverse values and perspectives. Their representation is critical to the division and also provides strength in creativity, broadens new ideas, and increases effectiveness in arriving at the most innovative, equitable, and socially responsible solutions possible.

Thus the International Division is committed i) to promoting the inclusion and education of all diverse individuals and groups, ii) to encouraging the free and welcomes expression of diverse ideas in the professions of engineering and engineering technology and iii) it is part of its purpose to convey to the engineering and technology education community the importance of socially responsible development and use of technology.

[M] 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 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 Division
. In all other matters, the Constitution of the Society shall govern.

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