

Manufacturing Division Bylaws

Adopted June 1986

Revised June 2007

Article 1: Name

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

Article 2: Purposes

The purposes of this Division shall be identical with those of the Society, as stated in Article 1 of the Constitution of ASEE. Within the context of said article, special emphasis shall be placed by the Division upon those activities and objectives as pertain to the field of manufacturing, and especially to education in manufacturing.

Article 3: Membership

3.1 Full rights and responsibilities of membership in the Division shall be granted to those members of the Society who are listed in the Society records as having elected affiliation with the Manufacturing Division and paid their dues (\$2 per year). Such listing shall be granted to any and all members of the Society who designate such affiliation on their Society membership application and/or renewal.

3.2 Voting rights and other membership privileges shall accrue to those Society members listed in the Society records as Division members at the time of any action requiring the exercise of voting rights or other membership privileges.

Article 4: Organization and Officers

4.1 The officers of the Division shall be Division Chair, Chair-Elect, Program Chair, Associate and Assistant Program Chairs, Awards Chair, Secretary/Treasurer, and Webmaster.

4.2 The Division shall be administered by an Executive Committee comprised of the officers, the immediate Past Chair, and three Directors-at-large.

4.3 The term of office of all officers shall be one (1) year, commencing at the close of the annual business meeting of the Division. The directors-at-large shall serve staggered terms of three (3) years, with one new directorship filled by election each year.

4.4 The Executive committee shall be empowered to conduct all business of the Division in the interim between annual business meetings, with the exceptions of regular elections of officers and directors and of amendments to these Bylaws. The Executive committee shall establish such activities as may be desirable for the promotion and fostering of the purposes of the Division.

Article 5: Election of Officers

5.1 Elections of all positions requiring such action shall take place during the annual business meeting of the Division. This meeting shall be convened for the purpose of elections and other business of the Division at the annual conference of the Society.

5.2 The Nominating Committee shall report the nominations for all positions to be elected at a meeting of the Executive Committee of the Division which shall be convened for this and other purposes at the annual conference of the Society. Additional candidates may be placed in nomination by any member and seconding member of the Executive Committee at that time. Such resultant slate of candidates shall be posted in a central location at the close of the Executive Committee meeting. Further nominations from the floor may be made by any member and seconding member of the Division at the annual business meeting.

5.3 Election shall be by simple majority of the members of the Division present and voting at the annual business meeting.

5.4 In the event that an officer or director vacates the position prior to completion of the elected term for any reason, the unexpired term shall be filled by appointment of the Executive Committee, excepting that:

5.4.1 In the event that the office of Chair shall become vacant, Chair-Elect shall automatically assume the duties of Chair and fulfill the unexpired term.

5.4.2 In the event that the office of immediate Past Chair shall become vacant, the office shall not be filled until the close of the next following annual business meeting.

Article 6: Committees

6.1 The Nominating Committee shall be a standing committee and shall be comprised of all past chairs of the Division and the directors-at-large whose terms of office are not being completed in the current Division year. The chair of the Nominating Committee shall be appointed by the Division Chair.

6.2 The Executive Committee shall establish such ad hoc or standing committees of the Division as it deems necessary to carry out the purposes of the Division.

Article 7: Duties of Officers

7.1 The Chair shall:

7.1.1 Have administrative responsibility for the conduct of all functions of the Division in accordance with these Bylaws, the policies and procedures established by the Executive Committee, and the provisions of the Constitution of the Society.

7.1.2 Schedule, organize, and conduct the annual business meeting of the Division and all meetings of the Executive Committee.

7.1.3 Appoint committees and chairs in accordance with the provisions of these Bylaws.

7.1.4 Compile annual and other reports of the activities of the Division in accordance with the requests of the Executive Director of the Society and of the Chairman of Professional Interest Council I.

7.1.5 Represent the Division, its members and the manufacturing education community in all relationships with the Society and other units thereof.

7.1.6 Act as a signatory, along with the Secretary/Treasurer, for expenditures against accounts held by the Society on behalf of the Division.

7.1.7 Edit the newsletter of the Division.

7.2 The Program Chair shall:

7.2.1 In cooperation with the Division Chairman, devise a program plan for all technical and professional sessions to be sponsored by the Division at that annual conference of the Society, in consonance with the established theme of the annual conference and the expressed interests of the members of the Division.

7.2.2 In cooperation with Associate and Assistant Program Chairs, organize and schedule all technical, professional and business sessions sponsored by the Division at the annual conference of the Society. These duties shall include: coordination with other units of the Society with whom the Division may co-sponsor an event; selection and oversight of session moderators; coordination of selection and supervision of speakers; representation of the Division with the Society in all program matters; and other related tasks as may be required.

7.2.3 In conjunction with the Executive Committee, plan, organize and direct any and all other technical and professional programs of the Division.

7.2.4 In conjunction with the Executive Committee, develop guidelines which will foster consistency and high professional standards for the conduct of all programs, sessions, publications and other presentations of the Division.

7.2.5 Act for the Division Chair at business meetings of the Division or the Executive Committee, in the event of the absence of the Chair from such meetings.

7.3 The Associate and Assistant Program Chairs shall:

7.3.1 In cooperation with the Program Chair, work under the provisions of Article 7.2 of these Bylaws.

7.3.2 Act for the Program Chair or Associate Chair, in the event of the absence of the Program Chair or Associate Program Chair respectively.

7.4 The Awards Chair shall:

7.4.1 Develop and administer the awards programs of the Division. These duties shall include: preparation of proposals for Division awards for the approval of the Executive Committee; development of the necessary documentation and acquisition of appropriate Society approvals; administration of nominations and selections for awards presented by the Division; and other related tasks as may be required.

7.4.2 Develop and maintain liaisons with other organizations seeking to recognize excellence in and exemplary contributions to manufacturing education.

7.5 The Secretary/Treasurer shall:

7.5.1 Be responsible for the official correspondence, records and archives of the Division. The Secretary/Treasurer shall maintain the official files of the Division and shall pass these along intact to his/her successor.

7.5.2 Record minutes of the annual business meetings, meetings of the Executive Committee and other special meetings as may be appropriate. The Secretary/Treasurer shall distribute copies of the minutes to Society officers and Division members, as is appropriate.

7.5.3 Develop and maintain financial accounts with Society headquarters as are appropriate to the pursuit of the purposes of the Division. These duties shall include acting as a signatory for expenditures against accounts held by the Society on behalf of the Division.

7.5.4 Prepare an annual financial report of the Division for presentation at the annual business meeting of the Division.

7.6 The Webmaster shall:

7.6.1 Be responsible in design and maintenance of the Division Web-Page and any interaction that relates to the Division e-mail listserv.

Article 8: Meetings

8.1 The annual business meeting of the division shall be convened concurrently with the annual conference of the Society. Other meetings for the purpose of transacting business requiring action by the membership of the Division may be convened by the Division Chair at other Society meetings of national scope, provided that thirty (30) days mailed notice is given to Division members.

8.2 The regular meetings of the Executive Committee shall be convened at the annual conference of the Society. Other meetings of the Executive Committee may be convened by or at the direction of the Division Chair at other times and places as may be deemed necessary, upon seven (7) days written or verbal notice to officers and directors.

8.3 Technical and professional sessions shall be sponsored by the Division at the annual conference of the Society, in accordance with the provisions of Article 7.2.2 of these Bylaws. Additional technical and professional meetings and/or sessions shall be presented under Division aegis at other times and places as determined by the Executive Committee.

8.4 Those members of the Division present at business meetings of the Division shall constitute a quorum. Those officers and directors present at Executive Committee meetings shall constitute a quorum.

8.5 Members of the Society and other interested persons shall be eligible to attend all meetings of the Division.

Article 9: Amendments

9.1 Amendments to these Bylaws may be proposed by:

9.1.1 The general membership of the Division by written petition signed by not less than twelve (12) members and submitted to the Executive Committee at any of its meetings.

9.1.2 An ad hoc committee comprised of not less than three (3) members and appointed by the Division Chair for that purpose.

9.1.3 Proposed amendments shall be presented to the members of the Division by letter or a publication of the Division or Society not less than ten (10) days prior to voting consideration.

9.2 Amendments to these Bylaws shall be adopted at an annual business meeting or another meeting convened for this purpose by the affirmative vote of two-thirds of the members present.

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

Article 10: Exclusivity

In the event of any conflict of these Bylaws with the provisions of the Constitution of the Society, said Constitution shall take precedence.