

Mathematics Division Bylaws

Revised January 2006

Revised January 2010

Updated June 2012

[A] Name

The name of this unit shall be the Mathematics Division.

[B] Objectives

The objectives of this Division are identical with the objectives of the Society as set forth in the ASEE Constitution, with an emphasis on those objectives that pertain to mathematics.

Specifically, the other objectives of this Division shall be to:

1. Promote sound mathematical curricula in modern engineering and engineering technology by
 - a. Discussing the subject matter and methods of presentation of the courses in mathematics required of engineering and engineering technology students;
 - b. Discussing mathematical issues at the K-12 and freshman levels involved with transition and retention, curriculum improvement, and integration of mathematics and engineering;
 - c. Making recommendations concerning advanced and elective courses which appear especially valuable for undergraduate and graduate students in the light of current engineering practices;
2. Stimulate instruction and foster research in the field of applied mathematics among the teachers of mathematics, and aid them in the educational process by sponsoring
 - a. Papers designed to disseminated information on recent applications of mathematics to engineering models;
 - b. Expository papers giving a general view of mathematical fields which have recently come to have engineering applications;
 - c. Research papers involving use of mathematics in problems of the engineering sciences;
3. Furnish guidance and evaluation regarding the teaching of mathematics and the qualifications of teachers with particular reference to the needs of engineering and engineering technology students;

4. Hold regular divisional meetings in connection with the Annual Conference of the American Society for Engineering Education (ASEE) and occasional joint meetings with other divisions in the ASEE or with other groups when presentations of mutual interest are available.

[C] Membership

The members of this Division shall be those members of the ASEE who identify to ASEE their wish to be affiliated with the group each year and who pay the division dues of \$2.00 per year.

[D] Organization

The Division shall be administered by an Executive Committee composed of the Chair, Chair-Elect/Program Chair, Program Chair-Elect, Secretary/Treasurer, Immediate Past Chair, and six Directors.

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

[E] Officers

[1] The Division's officers shall be:

Chair/Nominating Committee Chair/Awards Committee Chair – serving a term of one year and succeeding to the position of Immediate Past Chair

Chair-Elect/Program Chair – serving a term of one year and succeeding to the position of Chair

Secretary/Treasurer – serving a term of one year

Director – six, serving a term of two years

Immediate Past Chair

Webmaster – appointed by the Executive Committee

Historian – appointed by the Executive Committee

Mathematical Association of America Liaison – appointed by the Executive Committee

American Mathematics Association of Two Year Colleges (AMATYC) Liaison – appointed by the Executive Committee

[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 Chair-Elect shall take office as Chair immediately, serving 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 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.

[2] The CHAIR-ELECT/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 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.

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 the ASEE Conferences Department staff in the on-site management of sessions.

[3] The PROGRAM CHAIR-ELECT shall:

Assist the Division Program Chair with reviewing and selecting abstracts for papers, in accordance with ASEE published deadlines.

[4] The SECRETARY/TREASURER shall:

Oversee and maintain the financial records of the Division and regularly report on financial status to the Executive Committee.

Collect Division 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.

[5] The DIRECTORS shall:

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

[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 NOMINATING COMMITTEE CHAIR shall:

Lead the Nominating Committee in developing the list of candidates for Division elections.

[8] The AWARDS COMMITTEE CHAIR shall:

Lead 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 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.

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

[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 issues.

[10] The HISTORIAN shall:

Keep, catalog, and transfer to his/her successor those Division documents that are not normally kept by the Secretary/Treasurer but are records of the activities and achievements of the Division and its members.

Be responsibility for filing the appropriate historical documents in the Division's paper archival library.

[11] The MATHEMATICAL ASSOCIATION OF AMERICA LIAISON shall:

Attend the national Mathematical Association of America (MAA) Meetings.

Serve as a liaison between the Division and the MAA.

[G] ELECTION OF OFFICERS

[1] The Nominating Committee shall annually nominate one or more candidate(s) 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 Program Chair, Secretary/Treasurer, and Directors.

[2] Additional nominations for any elective office may be made at the annual meeting. These additional nominees shall be voted on along with the nominees selected by the Nominating Committee.

[3] Except in the case of a special election necessitated by the resignation or death of the Chair-Elect, as required in [E-3-b] above, election of officers shall be conducted by a vote of those members of the Division actually present at the annual business meeting. Special 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 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 consists of the members of the Executive Committee and is chaired by the Division Chair.

[4] The Awards Committee consists of the previous two recipients of the Division's Distinguished Educator and Service Award and is chaired by the Division 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] Election of officers for the following year.

[c] Presentation of Division awards.

[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 the 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.

[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 the 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.

[3] All papers presented as part of the Mathematics Division's Program, at the Annual ASEE Meeting, must be published in the Conference Proceedings. Abstracts for papers will be reviewed and selected by the Division Program Chair with the aid of the Program Chair-elect in accordance with ASEE published deadlines. The papers to be presented will be reviewed by at least two referees, at least one of whom shall be a member of the Executive Board of the Mathematics Division.

[K] Division Award

[1] The William T. Guy, Jr. Distinguished Educator and Service Award is presented annually for

- Excellence in teaching and the ability to inspire students to high levels of accomplishment; Improvement of engineering/applied mathematics education through contributions of research, books, articles, and/or presentations that have a lasting impact on engineering-mathematics education;
- Participation in the work of mathematics, engineering and/or educational societies, in particular, the American Society for Engineering Education (ASEE), that has led to the improvement of engineering/applied mathematics education;
- Achievements outside the field of teaching, such as personal professional development in industry, consulting work, inventions, government service, and so on. Such achievements will be considered secondary in importance in selecting the recipient.

Qualification and Eligibility Requirements:

Pertinent nomination information should be submitted by the nominator, including a curriculum

vita describing the nominee's professional achievements. Resubmissions are the responsibility of the nominator. Candidate must be a member in good standing of the ASEE Mathematics Division and cannot be a previous recipient of this award. Members of the award selection committee are ineligible for this award.

As part of the award, the recipient's ASEE membership dues will be paid for one year. The recipient will also receive an award plaque to be presented at the ASEE Mathematics/Physics Divisions Luncheon held during the ASEE Annual Conference. An awardee cannot receive the award more than once.

[2] Mathematics Division Best Paper Award

The Best Paper Award recognizes the best paper from among those that have been submitted to the Mathematics Division and have undergone peer review and been accepted for presentation and publication at the ASEE Annual Conference. Papers must show originality in the area of engineering/mathematics education and address current needs of the field. At least one of the authors of each of the candidate papers must be a member of ASEE. The winner will be announced on the final day of the Annual Conference at which the paper was presented. The award is presented annually and consists of payment of the main presenter's ASEE membership and division dues for one year; a commemorative plaque; and a letter of commendation.

[L] 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 the Executive Committee. Proposed amendments shall be sent to the full membership of the Division by letter or e-mail not less than 30 days before they are to be voted upon. Proposed amendments sent to members by e-mail must also be 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 Division's PIC Chair for approval by majority vote of the ASEE Board of Directors and shall take effect only upon such approval.

[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 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 By-Laws of the Society and the By-Laws of this Division. In all other matters, the Constitution of the Society shall govern.