

# **ASEE Mechanics Division Bylaws**

*Revised 2017*

## **Article I. Name**

1. The name of this Division is the Mechanics Division.

## **Article 2. Objectives**

The objectives of this Division are identical to the objectives of the Society as set forth in the American Society for Engineering Education (ASEE) Constitution, with an emphasis on those objectives that pertain to the field of mechanics. Specifically, the Division will

1. provide a formal organizational structure to promote, encourage, and facilitate ASEE activities pertaining to mechanics education;
2. provide a forum for the discussion of challenges and opportunities and for the exchange of information pertaining to mechanics education and technology;
3. disseminate knowledge concerning mechanics teaching and learning; and
4. recognize and encourage teaching excellence and scholarship.

## **Article 3. Membership**

The members of this Division are those members of the American Society for Engineering Education who identify to ASEE their wish to be affiliated with the group each year and who pay the division dues. The dues will be established or changed through a majority vote of the attendees present at the Annual Business Meeting.

## **Article 4. Organization**

1. Division is administered by an Executive Committee composed of the Chair, Program Chair, Program Chair-Elect, Immediate Past Chair and five to seven Directors. The Secretary, Treasurer, and Archivist are ex-officio advisory members of the Executive Committee without vote.
2. All Executive Committee positions except Webmaster and Archivist are elected as prescribed in Art. 7. The Webmaster and Archivist are appointed by the Chair.
3. No voting officer may simultaneously serve as Awards Chair.
4. The Chair and Immediate Past Chair represent the Division on the Council Board of the Professional Interest Council to which the Division has been assigned by the Society.

## Article 5. Officers

1. The Division's officers are as follows:

**Chair**, who serves a term of one year and succeeds to the position of Immediate Past Chair.

**Program Chair (Chair-Elect)**, who serves a term of one year and succeeds to the position of Chair.

**Program Chair-Elect**, who serves a term of one year and succeeds to the position of Program Chair.

**Immediate Past Chair**, who serves a term of one year.

**Secretary**, who serves a term of one year.

**Treasurer**, who serves a term of one year.

**Director** (five to seven), who normally serve terms of four years. After the first year of service, any Director is eligible for election to the position of Program Chair-Elect. Once elected as Program Chair-Elect, the term as Director will end at the conclusion of the Division's annual business meeting of the year of election.

**Awards Selection Committee Chair**, who is appointed by the Chair for a term of one year.

**Webmaster**, who is appointed by the Chair for a term of one year.

**Archivist**, who is appointed by the Chair for a term of one year.

2. The Chair and other elected officers assume their duties at the close of the Division's business meeting conducted at the annual meeting of the Society. Appointed officers 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 will 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 will 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, the Secretary will conduct a special election within 30 days collecting votes from the Executive Committee members 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 will not be filled for the duration of the unexpired term.

## **Article 6. Duties of Officers**

1. The CHAIR will
  - 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;
  - ensure that official cash disbursement signatures are on file at Society headquarters and approve all expenditures of Society funds allocated to the Division.
2. The PROGRAM CHAIR (CHAIR-ELECT) will
  - 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 ASEE Conferences department staff in the on-site management of sessions.
3. The PROGRAM CHAIR-ELECT will
  - arrange and coordinate the Division's awards banquet at the Society's annual meeting, obtaining a speaker and preparing the printed program for the awards banquet;
  - assist the Program Chair as needed to arrange and coordinate the Division's activities at the Society's annual meeting;
  - succeed the Program Chair upon completion of his/her term in office.
4. The IMMEDIATE PAST CHAIR will
  - serve on the Executive Committee and, upon appointment, on such other standing and ad hoc committees as the Division may establish;
  - lead the Nominating Committee in developing the list of candidates for Division elections;

- keep the Executive Committee informed about the activities and progress of the Nominating Committee.
5. The DIRECTORS will
    - serve on the Executive Committee and, upon appointment, on such other standing and ad hoc committees as the Division may establish.
  6. The SECRETARY will
    - record the minutes of the Executive Committee meeting 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.
  7. The TREASURER will
    - oversee and maintain the financial records of the Division and regularly report the financial status of the Division to the Executive Committee;
    - collect Division income, if any, and disburse monies authorized by the Division Chair;
    - 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.
  8. The AWARDS SELECTION COMMITTEE CHAIR will
    - advertise the Division's awards and solicit nominations;
    - 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 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.
  9. The WEBMASTER will
    - 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 ARCHIVIST will
    - keep, catalog, and transfer to his/her successor those Division documents that are not normally kept by the Secretary or/and Treasurer but are records of the activities and achievements of the Division and its members;

- be responsible for filing the appropriate historical documents in the Division's paper or/and electronic archival library.

### **Article 7. Election of Officers**

1. At each Annual Business Meeting two new Directors, a Secretary, and a Treasurer will be elected by Division members present. Prior to the meeting, the Nominating Committee will nominate two or more candidates for the office of Director, and one or more candidates each for the offices of Secretary and Treasurer. Additional nominations for these elected offices may be made at the Business Meeting by presentation of such nominations in writing with the signatures of at least 5 Division members present at the Meeting.
2. Except in the case of a special election necessitated by the resignation or death of the Chair-Elect, as required in Art. 5.3(b) above, election of the offices of Director, Secretary, and Treasurer will be conducted by written ballot among those members of the Division actually present at the Annual Business Meeting. The Secretary will prepare a ballot in advance of the Meeting that includes the nominees from the Nominating Committee and additional space for nominees presented at the Meeting. Special elections may be conducted by e-mail, providing that those members of the Division who do not have email addresses on record have the opportunity to vote by either mail or fax.
3. The Program Chair-Elect will be elected by the Executive Committee from the current set of Directors. The election of Program Chair-Elect will be by letter or electronic mail ballot prior to June 1 each year. Ballots will be mailed or emailed to the members of the Executive Committee by the Secretary of the Division and are to be marked and returned to the Secretary for tallying. In the case of a tie vote, a run-off election will be held by those members of the Executive Committee present at the Annual Business Meeting.
4. In the event that none of the eligible Directors accept nomination for Program Chair Elect, the Executive Committee may solicit nominations from the general Division membership.

### **Article 8. Committees**

1. The Executive Committee will establish such standing and ad hoc committees as it deems necessary to carry out the activities of the Division.
2. At least 3 standing committees will be maintained: the Nominating Committee, Awards Selection Committee, and Membership Committee.
3. The Nominating Committee consists of the three most recent past division Chairs available to serve. The most Immediate Past Chair will serve as Nominating Committee Chair.
4. The Awards Selection Committee consists of three members appointed by the Chair.
5. The Membership Committee consists of three members appointed by the Chair.

6. Discipline specific committees will be established and updated by the Executive Committee as deemed appropriate to promote the objectives of the Division, with members appointed annually by the Chair.

### **Article 9. Meetings & Activities**

1. An annual business meeting of the Division will be held during the annual conference of the Society. Those members present at the meeting will constitute a quorum. The business meeting must include
  - a. reports from the incumbent officers regarding the Division's membership, finances, and activities for the preceding year;
  - b. of officers for the following year;
  - c. presentation of Division awards, unless the Division schedules a separate function for that purpose.
2. The Executive Committee will 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 will 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.

### **Article 10. Publications**

1. The Division will produce and distribute such publications as the Executive Committee deems appropriate to promote the objectives of the Division.
2. With the exception of invited speakers and panelists, only favorably reviewed papers shall be presented at meetings of the division. In accordance with Article VIII of the ASEE Constitution, papers and discussions presented at meetings of ASEE and the councils or groups therein will become the property of ASEE and may be published as ASEE miscellaneous or occasional publications or series 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 will be returned to the authors and will no longer be considered the property of the Society.

### **Article 11. 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 will be provided the opportunity to cast their votes 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 will be prepared by a committee of three Division members appointed by the Division Chair. Proposed amendments will be sent to the full membership of the Division by letter or in the publications of the Division not less than thirty 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 will be submitted through the Chair of the Professional Interest Council to which the Division has been assigned for approval by majority vote of the ASEE Board of Directors and will take effect only upon such approval.

**Article 12. Other Provisions.**

1. Any provision of these By-Laws will be deemed invalid if it contravenes the Constitution and By-Laws of the Society or of the Professional Interest Council to which the Division belongs.
2. The rules contained in Robert's Rules of Order, latest edition, will 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 will govern.