

Bylaws of the New Engineering Educators Division

Adopted 6/25/86

Amended 6/26/90

Amended 6/15/05

Amended 6/26/06

Amended 9/28/06

Amended 6/27/18

Article I: Name

The name of this division shall be the New Engineering Educators Division of the American Society for Engineering Education (ASEE).

Article II: Purpose

The purpose of this division shall be the development of engineering and engineering technology faculty in the areas of teaching, career management, and research, and shall be consistent with the purpose of the society as stated in Article I, Section 2 of the ASEE Constitution.

Article III: Membership

Membership in this division is intended for, but not limited to, engineering and engineering technology faculty within the first six years of their initial teaching appointment. Members must pay annual dues of \$3 to promote New Engineering Educators activities.

The New Engineering Educators Division is committed to promoting the inclusion and education of diverse individuals and embracing diverse ideas in the professions of engineering and engineering technology. The New Engineering Educators Division recognizes that diversity is strength in creativity, broadness of new ideas, and embracing new perspectives to arrive at the most truly innovative, resource-smart solutions possible.

Article IV: Organization and Officers

The division shall be administered by an Executive Board composed of the following: an Immediate Past Division Chair (Past Chair), a Division Chair, a Program Chair, a Program Vice-Chair, a Treasurer, and a Secretary. The term of each office shall be one year and end at the conclusion of the Annual Business Meeting.

Article V: Election and Appointment of Officers

Section 1:

The Program Vice-Chair, the Secretary, and the Treasurer shall be elected at the Annual Business Meeting. The Program Vice-Chair, upon completion of his/her term, shall become the Program Chair. The Program Chair, upon completion of his/her term, shall become the

Division Chair. The Division Chair, upon completion of his/her term, shall become the Past Chair. Other positions, such as the Membership Chair, the Social Presence Director, the Diversity Delegate, and the Newsletter Editor, as well as any co-chairs, co-directors or co-editors, shall be appointed by the current Program Chair at the Annual Business Meeting.

Section 2:

Nominations for the offices of Secretary, Treasurer and Program Vice-Chair shall be made at the time of the Annual Business Meeting. Nominations will occur for each office in succession with elections held immediately after closing nominations. Each candidate nominated shall be allowed at most two minutes to address the members of the Division prior to the Election. The order of the elections is as follows: (1) Program Vice-Chair, (2) Treasurer, (3) Secretary. When only one candidate has been nominated, a voice vote shall be used. When two or more candidates are nominated for the same position, a secret ballot of all attending members shall be held with the nominees leaving the room. In case of a tie, the Division Chair shall choose the winner amongst the nominees who are tied.

Article VI: Duties of the Officers

Section 1:

The Past Chair shall (1) Assume the responsibilities of any vacated office that exists amongst the Executive Board if no succession articles exist for that office, (2) Chair the Awards Committee and (3) Provide council to the Division Chair, as needed.

Section 2:

The Division Chair shall (1) Have administrative responsibility for the conduct of all function of the Division in accordance with these Bylaws, (2) Run the Annual Business Meeting of the Division, (3) Provide council to the Program Chair as required, and (4) Communicate with the PIC IV Chair on matters affecting the Division.

Section 3:

The Program Chair shall (1) Plan and organize all sessions to be sponsored (or co-sponsored) by the Division at the Annual Conference of the Society and (2) Appoint all non-elected officers as indicated in Article V, Section 1 during the Annual Business Meeting of the Division.

Section 4:

The Program Vice-Chair shall (1) Assist the Program Chair in planning and organizing the session to be sponsored by the Division at the Annual Conference of the Society, (2) Assume the responsibilities of the office of the Program Chair should that office become vacant.

Section 5:

The Treasurer shall (1) Handle all financial dealings of the Division and (2) Provide a report on all Division accounts during the Annual Business Meeting.

Section 6:

The Secretary shall (1) Record the minutes of the Annual Business Meeting and provide these, in electronic form, to the Executive Board no later than one month after the completion of the Annual Business Meeting, and (2) Coordinate any advertisement required by the Division Chair or the Program Chair, as so warranted.

Article VII: Meetings and Activities

Section 1:

The Program Chair shall arrange for an Annual Business Meeting of the Division to be held concurrently with the Annual Conference of the Society. All members of the Division, as well as other interested persons, shall be welcome to attend.

Section 2:

Special meetings of the Executive Board may be called by the Division Chair as needed.

Section 3:

Those members present at the Annual Business Meeting and Executive Board shall constitute a quorum.

Section 4:

The Executive Board shall establish such other activities as deemed necessary to accomplish the objectives of the Division.

Article VIII: Awards and Honors

The Division may offer the following Awards and/or Honors on an annual basis:

NEE Best Paper Awards

This award will be for the best submitted papers to the proceedings.

Eligibility: All faculty and students

Procedure: NEE Reviewers will indicate in their review if a paper should be eligible for the NEE Best Paper Award (this is different than the ASEE Best Paper Award). Note that the NEE Program Chair may also nominate a paper for the NEE Best Paper Award. If any reviewer (or the NEE Program Chair) identifies a paper as an eligible best paper, that information will be forwarded by the NEE Program Chair to the NEE Past Chair. The NEE Past Chair will select an ad hoc committee of two NEE members (plus the NEE Past Chair) who will serve as evaluators of the NEE Best Paper Award.

Award Criteria: The paper will be judged on the following:

- Will this material be of use to New Engineering Educators in any aspect of their career?
- Is the material novel and/or represent a different approach?

- Is the paper well-written and follow the highest standards of professionalism associated with peer-reviewed papers?

Award: The awards will be \$150 per author, up to four authors, for first place; \$75 per author, up to four authors, for second place; and \$25 per author, up to four authors, for third

place. Certificates may also be presented to the winners at the ASEE Annual Conference.

NEE Best Poster Awards

These awards will be for the best poster presentations given in the NEE Division. In the case that there is an NEE Division poster session, poster awards may be determined as follows.

Eligibility: All faculty and students

Procedure: During the NEE poster session, an ad hoc Poster Review Committee (comprised of the NEE Past Chair and two NEE members selected by the NEE Past Chair) will review each poster.

Award Criteria: The poster will be judged on the following:

- Will this material be of use to New Engineering Educators in any aspect of their career?
- Is the material novel and/or represent a different approach?
- Is the poster well-designed and easily accessible?

Award: The first place award will be for \$50 and a certificate. This award will be announced either at the NEE Dinner or the NEE Business meeting, as situations dictate.

NEE Travel Awards

These awards will provide some travel funds to defray costs to attend the ASEE annual meeting.

Eligibility: All faculty and students

Procedure: After ASEE paper submission has taken place, the NEE Program Chair will contact authors of NEE papers. Authors will be invited to submit a one page essay describing their education-related scholarly work or plans. Award precedence will be given to people who have never attended an ASEE Annual Meeting.

Award Criteria: The essay will be judged on the following:

- Is the person attending their first ASEE meeting?
- Will the proposed scholarly plan benefit the engineering education community as a whole?
- Is the proposed scholarly plan novel and/or represent a different approach?

Award: Two awards may be given: one to a faculty member and one to a student. The awards will each be for \$100 and a certificate. The awards will be announced at the NEE Dinner or the NEE Business Meeting.