

## Ocean and Marine Engineering Division Bylaws

Approved 06/29/77

Revised 1979

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### Article I

#### NAME AND OBJECTIVE

Section 1. The name of this Division of the American Society for Engineering Education (ASEE) shall be the Ocean and Marine Engineering Division.

Section 2. The primary objectives of the Division shall be:

2a. To provide a formal organizational structure to promote, encourage, and facilitate ASEE activities pertaining to professional and technical education in ocean and marine engineering.

2b. To provide a forum for the discussion of problems and exchange of information pertaining to professional and technical education related to ocean and marine engineering and ocean technology.

2c. To provide programs at meetings.

2d. To establish and maintain liaison with other organizations concerned with professional and technical education.

### Article II

#### MEMBERSHIP

Section 1. The Ocean and Marine Engineering Division shall consist of the following members:

Chairman

Vice Chairman

Secretary/Treasurer

Executive Committee

ASEE members who indicate an interest in the Ocean and Marine Engineering Division on their membership applications

### Article III

## OFFICERS AND DUTIES

Section 1. The Division shall have the following officers whose terms of office shall be as indicated:

Chairman 2 years

Vice Chairman/Chairman Elect 2 years

Secretary/Treasurer 2 years

Section 2. The duties of each officer of the Division shall be those usually associated with the respective office including the following:

#### 2a. Chairman

The Chairman shall have administrative responsibility for all meetings; shall serve as Chairman of the Division; and shall serve as the Division representative in the Professional Interest Council II of ASEE. The Chairman shall prepare a written report for his/her term of office; shall appoint such committees as are necessary for the adequate administration and operation of the Division; and shall serve as an ex-officio member of those committees directed by the Chairman of the Professional Interest Council II.

#### 2b. Vice Chairman\Chairman Elect

The Vice Chairman shall assist the Chairman in the operation of the Division. In the event that the Chairman is unable to perform the duties of the office, the Vice Chairman shall assume the office of Chairman. The Vice chairman shall preside over meetings of the Division in the absence of the Chairman; and shall be the Program Chairman for the two year term of office. The Vice Chairman will be the Chairman-Elect of the Ocean and Marine Engineering Division and will automatically accede to the office of Chairman for the following two year term.

#### 2c. Secretary\Treasurer

The Secretary of the Division shall be responsible for keeping complete records of all meetings of the Division and within sixty days following each meeting, will furnish copies of the minutes of the meeting to all members of the Division. The Secretary shall also supply to the officers of the Division up-to-date copies of these bylaws with all amendments, within sixty days following the annual business meeting of the Division,

provided that changes were made; and shall keep an up-to-date record of membership in the Ocean and Marine Engineering Division, indicating an appropriate ocean and marine engineering "interest grouping", i.e., industry, education, or government, for each member.

The Treasurer will supervise the budget, recommend disbursement of funds allocated to the Division and maintain appropriate fiscal records.

#### Article IV

### ELECTION AND SUCCESSION OF OFFICERS

Section 1. The Chairman will appoint a Nominating Committee no later than ninety days prior to the annual meeting of the Division. A slate of candidates for each office and the Executive Committee to be elected shall be prepared by the Nominating committee and distributed to all Division members no later than sixty days prior to the annual meeting of the Division. An eligible candidate must be a current member of the Ocean and Marine Engineering Division who has expressed a willingness to accept the nomination and to serve, if elected, in the office to be filled.

1a. A candidate for an elective position may be nominated by a written petition addressed to the Chairman of the Nominating Committee, bearing five signatures of members of the Division and accompanied by a statement from the candidate affirming willingness to serve if elected. The names shall be added to the slate and must be received thirty days prior to the annual business meeting of the Division.

1b. Voting for officers shall take place at the annual business meeting of the Ocean and Marine Engineering Division. A candidate receiving the largest number of votes for the office sought shall be declared elected.

1c. Assumption of office by newly elected personnel shall be concurrent with that of officers of ASEE.

1d. If any elected person is unable to perform the duties of the office to which elected, these duties shall be assumed by a member of the Division appointed by the Chairman for the remainder of the term.

1e. In the event that both the Chairman and Vice Chairman are unable to assume their offices, the Executive Committee shall elect a Chairman from its membership.

#### Article V

### EXECUTIVE COMMITTEE

Section 1. DUTIES:

1a. The Division shall have an Executive Committee whose duty shall be to promote and to coordinate the activities of the Division.

1b. The Executive Committee shall serve as a channel of communication for its members and shall make recommendations on matters of concern to the Chairman of the Division and Professional Interest Council II.

1c. The Executive Committee shall administer such other activities as may be desirable for the objectives of the Division.

Section 2. MEMBERS; The Executive Committee shall be the Division officers and three members representing the following ocean and marine engineering interests:

Industry

Education

Government

Executive Committee members shall serve for three years in staggered terms with at least one new representative elected each year.

Section 3. PROXIES; If an elected member is unable to serve on the Executive Committee, the Division Chairman shall designate a replacement for the appropriate interest group.

Article VI

## MEETINGS

Section 1. The Ocean and Marine Engineering Division shall hold its annual business meeting at the time and place of the Annual Conference of ASEE. The time and place of the annual business meeting shall be announced to the members of the Division not less than thirty days before the date of the meeting.

Section 2. If required, a semi-annual or special meeting of the Executive Committee may be held if called by the Chairman at a place and on a date to be announced upon twenty days notice.

Section 3. A quorum shall consist of one-half of the membership of the Executive Committee.

Article VII

## STANDING COMMITTEES

Section 1. EXECUTIVE COMMITTEE: A Nominating Committee shall be appointed by the Division Chairman. The Nominating Committee shall consist of three members, including the immediate Past Chairman of the Division who shall chair the committee. In the event that the immediate past Chairman of the Division is unable to serve, the Nominating Committee Chairman shall be designated by the Ocean and Marine Engineering Division Chairman. The Nominating Committee will present its nominees at the annual meeting and other nominations may be made from the floor.

#### Article VIII

#### PARLIAMENTARY AUTHORITY

Section 1. The rules contained in Robert's Rules of Order (latest edition) shall govern the Division in all cases where applicable and where they are consistent with the Constitution and Bylaws of ASEE and the Bylaws of the Division.

#### Article IX

#### AMENDMENTS TO BYLAWS

Section 1. These bylaws may be amended by a two-thirds vote of the members of the Executive Committee with no less than two-thirds of the Committee attending and voting at a business meeting of the Executive Committee.

Section 2. These bylaws may also be amended by a letter ballot of the member of the Executive Committee, mailed by the Secretary\Treasurer, the amendment being approved if two-thirds or more of the ballots that are returned within a thirty day period are favorable

Section 3. Amendments may be proposed by the Executive Committee or may be submitted by petitions signed by not less than twenty individual members of the ASEE Ocean and Marine Engineering Division addressed to the Division Chairman.