

Approved June 27, 2011  
Revised June, 2015

## **ARTICLE I. NAME**

This division of the American Society of Engineering Education shall be known as the Systems Engineering Division.

## **ARTICLE II. PURPOSE**

The purposes of the Division are those of the Society as they pertain to systems engineering education and the promotion of educational exchange, friendly cooperation, and mutual help among its members. Specifically, its purposes include promoting **educational programs** in systems engineering and providing a forum for discussion by all engineering educators on the discipline of systems engineering. The Systems Engineering Division is also committed to promoting the inclusion and education of diverse individuals and embracing diverse ideas in the professions of engineering and engineering technology. The Systems Engineering 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 III. MEMBERSHIP**

The membership of the Division shall consist of members of the Society who indicate on the Society's Annual due notice, or in writing to the Executive Director of the Society, that they wish to affiliate with the Division. Membership dues of two dollars per year shall be assessed simultaneously with and in addition to the Society's annual dues.

## **ARTICLE IV. OFFICERS AND DIRECTORS**

The officers of the Division shall be a Chair, A Chair-Elect/PROGRAM Chair, and a Secretary-Treasurer, all of whom shall be members of the Division. There shall be an automatic succession from Chair-Elect/Program Chair to Chair. If the succession is broken for any reason, additional officer(s) to fill vacancies shall be elected at the annual election.

In addition to the officers, there shall be three directors elected by the membership for staggered terms of three years.

Should any officer or director be unable to serve, the vacancy shall be filled by appointment by the Executive Committee until the time of the next election.

## **ARTICLE V. EXECUTIVE COMMITTEE**

An Executive Committee consisting of the officers, directors, and the immediate Past-Chair shall formulate and administer all the policies of the Division. The Chair and

Secretary-Treasurer of the Division shall be Chair and Secretary of the Executive Committee, respectively. At meetings of the Executive Committee, four members shall constitute a quorum. Members may participate via phone conference call. Between meetings business may be transacted by letter ballot or electronic ballot.

## **VI. MEETINGS**

The regular meetings of the Division shall be held in conjunction with the Annual Conference of ASEE. Any additional meetings of the Division shall be determined by the Executive Committee and may be conducted by mail.

The Division may adopt its own rules of procedure, but in the absence of such rules, Robert's Rule of Order, latest edition, shall apply.

## **VII. ELECTIONS**

The specified officers and directors of the division shall be elected according to the following procedure:

By March 15, following its appointment, the Nominating Committee shall report to the Secretary-Treasurer a slate consisting of at least one nominee for Chair-elect/PROGRAM Chair, Secretary-Treasurer, and director positions to be filled. The Nominating Committee shall obtain the consent of each nominee prior to submitting his or her name for nomination. Nominations may also be taken during the annual business meeting. Voting for nominees shall occur during the annual business meeting. In case of a tie vote, the Executive Committee shall cast the deciding vote.

Beginning in 2015-2016, the Secretary/Treasurer is automatically advanced to serve as the Program Chair aligned with the practice of automatically advancing the Program Chair to Division Chair.

New officers and directors shall take office upon conclusion of the Society's Annual Conference.

## **VIII. COMMITTEES**

The Chair, with the advice of the Executive Committee, may appoint committees as deemed necessary and shall designate the chair thereof.

### **A. Nominating Committee**

The Chair shall serve as the Nominating Committee chair, and shall appoint two (2) members to the Nominating Committee from among Division members.

### **B. Best Paper Award Committee**

The Best Paper Award Committee of the Division consists of the following officers of the Division:

- Chair
- Past Chair
- Chair-Elect/PROGRAM Chair
- Secretary/Treasurer
- Division Directors (3)

Any of the above officers of the division, who are also an author of a paper in the pool, must excuse themselves from the voting process.

**Purpose:** The Systems Engineering Division will recognize the best paper accepted for presentation in a session sponsored or co-sponsored by the Division at the Society's Annual Conference and Exposition.

**Criteria:** To be considered for this award, the paper must be published in the conference proceedings in the year awarded. The paper must have been peer-reviewed and the final version must have been accepted for publication through the Division's review process.

The standards for this award are meant to be dynamic and to evolve over time. To this end, only a minimum set of standards is specified in this document. To be considered for this award a paper must meet the following:

- The paper's author(s) must demonstrate an appreciation for and understanding of systems engineering education.
- The paper must advance the engineering education literature in the field of systems engineering.
- The paper must be well written and as such reflect positively on the Division and the Society.

**Award:** The award for the best paper is a CERTIFICATE provided to each of the authors of the paper and an individual award selected by the Best Paper Award Committee presented to the lead author.

The award will be presented at the Division's Banquet during the Society's Annual Conference.

**Selection Process:** The Division's PROGRAM Chair/Chair-Elect, using the peer reviewer FEEDBACK as a guide, will identify not less than three and no more than five papers that best meet the criteria for this award. The award winner will be selected from this pool.

The Division's Program Chair/Chair-Elect shall provide copies of the papers in the pool to each of the Executive Committee members of the Division who shall constitute the

award committee. The Program Chair shall supply the copies of the papers in the pool to the committee within two weeks of the close of final paper acceptance. The committee will be allowed at least two weeks to read and evaluate the papers. Voting shall be by e-mail and will be done by each member of the committee ranking her/his top three choices (3 points for top, 2 points for 2nd, and 1 point for 3rd). The Program Chair will sum the points, tally the results, and notify the Division Chair of the results. In the case of a tie, the Chair will cast the deciding vote. The Program Chair will then report the results to the entire Executive Committee.

Modification Process: Modification of this award process requires either an e-mail vote on the modifications by the entire membership of the Division or a vote of the membership attending the annual business meeting of the Division during the Annual Conference and subsequent approval by the ASEE Awards Policy Committee and the Board of Directors.

## **IX. CONFERENCE PROCEEDINGS PAPER REVIEW PROCEDURES**

The PROGRAM Chair with the aid of the Secretary-Treasurer shall be responsible for planning the divisional PROGRAM at the Annual Conference and communicating program details to ASEE membership. The Executive Committee members shall also help the Program Chairperson.

All deadlines for submitting abstracts, accepting papers, reviewing papers, and final submissions of papers shall be determined by the Program Chair. Call for papers, and sessions for the next annual Society meeting shall be made available to Division members during the annual business meeting. The Program Chair shall appoint peer reviewers for papers that require refereeing, and shall establish all necessary deadlines for review, revision, etc. For papers that are not refereed, the Program Chair shall notify the authors of all appropriate deadlines.

The Program Chair shall provide authors with any relevant and appropriate guidelines not provided by the Society as specified in the Annual Program Chair Guidelines.

The PIC II chair will determine and alert SED of impending deadlines, and the Program Chair will provide that information to the SED executive, indicating when the Best Paper decision is due, and the SED executive committee will respond in a timely manner to the Program Chair. The Program Chair is responsible for informing the Chair and executive committee of the timing, and to assist in the process as prescribed.

## **X. AMENDMENTS**

These BYLAWS may be amended by a two-thirds vote of the members responding to a mail ballot or electronic ballot of the Division's membership. Amendments may be proposed by the Executive Committee or by a majority vote of members attending an annual meeting of the Division.

## **XI. ADOPTION**

These Bylaws shall become effective upon an affirmative two-thirds vote of members responding to a mail ballot or electronic ballot of the Division's membership.