

Bylaws of Technological and Engineering Literacy/Philosophy of Engineering (TELPhE) Division of the American Society for Engineering Education

The following bylaws of Technological and Engineering Literacy/Philosophy of Engineering (TELPhE) Division of the American Society for Engineering Education were discussed in depth and approved at the division's business meeting at the 2013 ASEE Annual Conference and Exposition in Atlanta, Georgia, June 26th, 2013.

I. Name

The name of this Division shall be the Technological and Engineering Literacy/Philosophy of Engineering (TELPhE) Division of the American Society for Engineering Education.

II. Objectives

The objectives of this Division are identical with those of the Society, as stated in Article 1, Section 2 of the Constitution of ASEE, with special emphasis on those objectives which pertain to the fields of technological and engineering literacy and of the philosophy of engineering.

The primary objectives of this Division shall be:

- A. To promote efforts to increase the technological and engineering literacy of all citizens through the development of educational curricula, delivery approaches, and the development of assessment tools for engineering and technological literacy. Here, technology is defined as "the entire system of people and organizations, knowledge, processes, and devices that go into creating and operating technological artifacts, as well as the artifacts themselves" (Technically Speaking, National Academy of Engineering, NAP, 2002, pg 13).
- B. To assert the relevance of technological and engineering literacy and to encourage the use of these concepts as a framework for teaching and learning across the curriculum for majors in engineering-related programs and for non-majors.
- C. To provide a forum for the presentation and sharing of technological and engineering literacy and philosophy educational initiatives and methods.
- D. To create a community engaged in technological and engineering literacy and philosophy initiatives by fostering networking and dialog among students, educators and the public.
- E. To increase awareness of and participation by university and community college faculty, other educators, and industrial partners in technological and engineering literacy and philosophy initiatives and to encourage professional development.
- F. To encourage the participation of non-engineering educators with backgrounds outside of engineering, as well as those with engineering backgrounds, in all aspects of the division's mission.
- G. The division seeks to synthesize and broadly disseminate lessons learned in all areas of the division's mission.

- H. Building on the division's work in the design and development of the curriculum for technological and engineering literacy, pursue the development and dissemination of a philosophy of engineering and technology, defined as the critical study of the basic principles and concepts of engineering and technology.
- I. In partnership with other divisions, this division will be part of efforts to develop a philosophy of engineering and technology education. We seek to promote and support work in this area with a special interest in joint activities.
- J. The division will collaborate in areas of mutual interest with other divisions in the ASEE, and will strive towards a goal that many of the division's sessions will be co-sponsored with other ASEE divisions and committees.

III. Membership

Membership of this Division shall consist of those members of the Society who are listed in the Society records as having an interest in *Technological literacy* initiatives.

No division dues will be charged to all members of the Division. Dues may be charged at a later date if Division activities warrant.

IV. Organization and Officers

The Division shall be administered by an Executive Committee composed of the Division Chair, the Division Chair-Elect, the Division Vice Chair for Program Development, the Division Vice Chair - Elect for Program Development, the Division *Technological literacy* Representative, the Division Secretary-Treasurer, the Immediate Past Chair of the Division, the Division Publications Editor, and four members elected at-large. The four elected at-large members shall serve two-year terms, staggered so as to have two replaced by election each year.

Executive Committee will include one representative from the Liberal Education Division. The Liberal Education Division Representative will be determined by that division. This representative shall serve a two year term.

The Division Chair and Immediate Past Chair, in accordance with the Council By-Laws, shall represent the Division on the Executive Board of the Council of Technical Divisions and Committees.

V. Election of Officers

The Chair of the Division shall retire at the end of the annual meeting of the Society. The Chair-Elect will succeed to the office of Chair upon completion of his or her term of office as Chair-Elect.

The Nominating Committee shall annually nominate two or more candidates for the offices of: Division Chair-Elect, Division Vice Chair-Elect for Program Development, Division

Technological literacy Representative and Division Secretary-Treasurer as required. In addition, the Nominating Committee shall annually nominate two or more candidates for the two at-large positions on the Executive Committee, nominating at least twice the number of candidates as there are vacancies.

In addition to those nominations made by the Nominating Committee, additional names may be nominated for any office to be filled in an election upon presentation of such nominations in writing signed by five Division members present at the annual Meeting. These nominations shall be voted upon together with the names of the members nominated by the Nominating Committee.

In the event of the resignation or death of one of the members of the Executive Committee, a person appointed by vote of the Executive Committee shall fill the vacated office for the duration of the unexpired term. Except that in the event of resignation or death of the Chair, the Chair-Elect shall automatically assume the duties of Interim Chair, and the vacated Chair-Elect position shall remain unfilled until the next annual meeting.

All Executive Committee positions will alternate between individuals whose primary training and professional activities are in science, technology, engineering or mathematics (STEM) and those from other backgrounds.

VI. Committees

The Executive Committee shall establish such regular and special committees as it deems necessary to carry out the purposes of the Division.

The Nominating Committee shall be composed of the Immediate Past Chair of the Division as Chair and two current Executive Committee members appointed by the Division Chair, with the advice and consent of the Executive Committee.

The Division Vice Chair for Program Development, Vice Chair - Elect for Program Development, and their committee shall be responsible for the development and presentation of workshops, seminars, conferences, and short courses to provide for the continued development of educators engaged in *Technological literacy* education.

VII. Duties and Terms of the Officers

The Chair shall serve for two years and shall:

Have administrative responsibility for the content 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 committees in accordance with the By-Laws.

Compile an annual report of the activities of the Division as requested by the Secretary of the Society.

Be succeeded by the Chair - Elect at the end of the annual meeting of the Society.

The Chair-Elect shall serve for two years and shall:

Act for the Chair at business meetings of the Division and Executive Committee in the event of the Chair's absence from these meetings.

Act as Interim Chair if needed.

Conduct other duties as requested by the Chair.

Succeed the Chair upon completion of his or her term of office as Chair - Elect.

The Vice Chair for Program Development shall serve for two years and shall:

Initiate advance planning for Division programming, including conferences, workshops, seminars and short courses.

Coordinate special conference events with the Division Chair and the Executive Committee.

Be succeeded by the Vice Chair - Elect for Program Development at the end of the annual meeting of the Society.

The Vice Chair - Elect for Program Development shall serve for two years and shall:

Assist the Vice Chair for Program Development with advance planning for Division programming, including programming for the annual conference.

Conduct other duties as requested by the Vice Chair for Program Development.

Succeed the Vice Chair for Program Development upon completion of his or her term of office as Vice Chair-Elect for Program Development.

The *Technological literacy* Representative shall serve for two years and shall:

Coordinate Division programming with the Chair and Vice Chair for Program Development.

Ensure that Division initiatives align with evolving *Technological literacy* trends and meet evolving needs of the *Technological literacy* education community.

Serve for a two-year term, ending at the end of the annual meeting of the Society.

The Secretary-Treasurer shall serve for two years and shall:

Be responsible for official records and correspondence of the Division and Executive Committee.

Be responsible for financial records and the payment of bills of the Division and Executive Committee.

Record minutes of the annual business meeting and meetings of the Executive Committee and distribute copies to appropriate Society and Division officers.

Secure copies of papers presented at the Annual Meeting sessions, submit same to the Executive Committee for recommendations on publication, and transmit these recommendations to the appropriate editor.

Report to the secretary of the Society or other appropriate office on Division finances and proceedings of the annual meeting sessions.

The Division Publications Editor shall:

Be responsible for the editing, production and circulation of the Division Newsletter and such Division publications as the Executive Committee may decide to produce, and shall be responsible for preliminary editing and submitting to the Society Editor any material to be printed in the Journal of Engineering Education or other Society organs as a publication sponsored by the Division. The Division Publications Editor shall be appointed by the Executive Committee for a term to be determined by the Executive Committee.

VIII. Meetings and Activities

An annual business meeting and conference of the Division shall be held concurrently with the Annual Meeting of the Society. The Executive Committee shall establish the theme and objectives of the Division's conference sessions.

The Executive Committee shall hold regular meetings at the Annual Meeting of the Society and special meetings as called by the Chair.

Those members present at the meetings of the Division and Executive Committee shall constitute a quorum.

The Executive Committee shall establish such other activities as may be desirable for the promotion of the purposes of the Division.

All meetings of the Division are open to all interested persons. However, only members of the Division are eligible to vote on Division business matters, including election of officers.

IX. Publications

The Division shall sponsor, produce and circulate such publications as the Executive Committee may determine to be appropriate.

All papers presented at meetings of the Division become the property of the Society and may be recommended for publication in Journal of Engineering Education or in the publications of the Division as may be deemed proper by the Executive Committee of the Division. Papers not accepted for publication shall be returned to the authors and shall no longer be considered the property of the Society.

X. Amendments

Amendments to these By-Laws may be made at the annual business meeting of the Division upon affirmative vote of two-thirds of the members present or by ballot upon affirmative vote of two-thirds of the responders.

Proposed amendments are to be prepared by a committee of three members appointed by the Chair of the Division. The amendments are to be sent to the members by email or in the publications of the Division not later than thirty (30) days before they are to be voted upon.

Amendments to these by-laws must be approved by the ASEE board of directors.