

BY-LAWS OF THE Design in Engineering Education

Adopted: July 1, 1979

Revised June 1987 \

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[A] NAME

The name of this Division shall be the Design in Engineering Education Division.

[B] OBJECTIVES

The objectives of this Division are identical with the objectives of the Society as set out in the ASEE Constitution, with an emphasis on those objectives that pertain to engineering design education.

Specifically, the Division shall:

- [1] Provide a forum to identify problems and needs in the area of engineering design education and explore the means to address those problems and needs.
- [2] Encourage the dissemination of new approaches and effective pedagogy in the area of engineering design education.

[C] MEMBERSHIP

The members of this Division shall be those members of the American Society for Engineering Education (ASEE) who identify to ASEE their wish to be affiliated with the group each year and who pay the division dues of \$5 per year.

[D] ORGANIZATION

The Division shall be administered by an Executive Committee composed of the Chair, Vice-Chair/Secretary-Treasurer, Program Chair, Program Chair-elect and Directors, together with the immediate past Chair.

The Chair shall represent the Division on the Council Board of the Professional Interest Council to which the Division has been assigned by the Society.

The Design in Engineering Education Division strives to follow the diversity statement approved by ASEE and found at www.asee.org.

[E] OFFICERS

[1] The Division's officers shall be:

Chair - serving a term of one year and succeeding to the position of Immediate Past Chair.

Vice-Chair/Secretary-Treasurer - serving a term of one year and succeeding to the position of Chair.

Program Chair - serving a term of one year and succeeding to the position of Vice-Chair/Secretary-Treasurer

Program Chair Elect - serving a term of one year and succeeding to the position of Program Chair.

Immediate Past Chair – serving a term of one year. No succession.

Directors – up to three positions may be filled for a one or two year term. The directors will not succeed to another office but can serve multiple terms. One director's position may be filled for a two year term upon approval by the Executive Committee.

Webmaster - Immediate Past Chair, or their designee approved by the Executive Committee

Newsletter Editor — Chair, or their designee approved by the Executive Committee

[2] The Chair and other elected officers shall assume their duties at the close of the Division's business meeting conducted at the annual meeting of the Society. Appointed officers shall 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 shall be filled for the duration of the unexpired term by a person to be appointed by vote of the Executive Committee.

[a] in the event of the resignation or death of the Chair, the Chair-Elect shall 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, a special election shall be conducted within 30 days 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 shall not be filled for the duration of the unexpired term.

[F] DUTIES OF OFFICERS

[1] The CHAIR shall:

- 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.

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- Compile an annual report of the activities of the Division as requested by the Secretary of the Society.
- Assure that official cash disbursement signatures are on file at Society headquarters and approve all expenditures of Society funds.

[2] The VICE-CHAIR/SECRETARY-TREASURER-ELECT shall:

- 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.
- Oversee and maintain the financial records of the Division and regularly report on financial status to the Executive Committee.
- Collect Division income, if any, and disburse monies authorized by the Division Chair.
- Keep records of all the Division's outstanding receivables and payables.
- 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.
- Take office as Chair, as specified in [E-3-a], in the event of the resignation or death of the Chair before his/her term is completed.
- Record the minutes of Executive Committee meetings 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

[3] The PROGRAM CHAIR shall:

- 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.

[4] The PROGRAM CHAIR ELECT shall:

- Take responsibility for the organization and timely completion of reviews for papers submitted to the sessions sponsored by the Division at the annual conference
- Undertake the above in close coordination with the Program Chair.

[5] The DIRECTORS shall:

- Serve on the Executive Committee and, upon appointment, on such other standing and ad hoc committees as the Division may establish.

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[6] The IMMEDIATE PAST CHAIR shall:

- 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.

[7] The WEBMASTER shall:

- 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.

[8] NEWSLETTER EDITOR shall:

- Provide communications with the Division's members as directed by the Executive Committee.

[G] ELECTION OF OFFICERS

[1] The election of officers shall take place at the annual business meeting. Except in the case of an individual reporting that they are not able to serve, the officer positions are decided by the succession described in [E1], except for the positions of Program Chair Elect and the Directors.

[2] Nominations for open positions, including self-nomination, will be entertained from members present at the business meeting. The Executive Committee will encourage self-nomination from DEED members and actively recruit candidates for open officer positions.

[3] Except in the case of a special election necessitated by the resignation or death of the Chair-Elect, as required in [E-3-b], election of officers shall be conducted by written ballot among those members of the Division actually present at the annual business meeting. Special elections may be conducted by e-mail, providing that those members of the Division who do not have e-mail addresses on record have the opportunity to vote by either mail or fax.

[H] COMMITTEES

[1] The Executive Committee shall establish such standing and *ad hoc* committees as it deems necessary to carry out the activities of the Division.

[2] At least one standing committee shall be maintained: the Awards Selection and Nominating Committee.

[3] The Awards Selection and Nominating Committee consists of the Chair-elect and the Directors. The Division Chair shall appoint the Program Chair Elect to serve as the chair of this committee

[I] MEETINGS & ACTIVITIES

- [1] An annual business meeting of the Division shall be held during the annual conference of the Society. Those members present at the meeting shall constitute a quorum. The business meeting shall include at least:
- [a] Reports from the incumbent officers on the Division's activities for the preceding year, membership, and finances.
 - [b] Election 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 shall 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 shall 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, including the election of officers.

[J] PUBLICATIONS

- [1] The Division shall produce and distribute such publications as the Executive Committee deems appropriate to promote the objectives of the Division.
- [2] In accordance with Article VIII of the ASEE Constitution, papers and discussions presented at meetings of ASEE and the councils or groups therein shall become the property of ASEE and may be published as ASEE series, miscellaneous or occasional publications if 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 shall be returned to the authors and shall no longer be considered the property of the Society.

[K] 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 shall be provided the opportunity to cast their vote by mail or fax. Only members of the Division may vote on proposed amendments to the by-laws.

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- [2] Proposed amendments to these by-laws shall be prepared by a committee of Division member(s) appointed by the Division Chair. Proposed amendments shall be submitted for review and approval by the Executive Committee. Amendments approved by the Executive Committee shall be sent to the full membership of the Division by letter or in the publications of the Division not less than 30 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 shall be submitted through the PIC II Chair for approval by majority vote of the ASEE Board of Directors and shall take effect only upon such approval.

[L] OTHER PROVISIONS

- [1] Any provision of these by-laws shall be deemed invalid if it contravenes the Constitution and By-Laws of the Society or of the Professional Interest Council (PIC) to which the Division belongs.
- [2] The rules contained in Robert's Rules of Order, latest edition, shall 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 shall govern.
- [3] Amendments approved by the division membership shall be submitted through the cognizant PIC chair for approval by majority vote of the ASEE Board of Directors and shall take effect only upon such approval.