

Interim ALL Professional Interest Councils By-Laws

Article I: PURPOSE

Section 1.

The purpose of ASEE Professional Interest Councils (PICs) are to serve as the broad focal point for interaction between educators of engineers, engineering technologists, industry or government, and represent their common interests on the board of ASEE.

Section 2.

The primary objectives of the PICs are to:

- a. To establish and maintain liaison with other organizations concerned with professional and technical education.
- b. To provide a formal organizational structure to promote, encourage, and facilitate ASEE activities pertaining to professional and technical education.
- c. To provide a forum for the discussion of problems and exchange of information pertaining to professional and technical education related to engineering and engineering technology.
- d. Identifying mutual interests to serve as a basis for cooperation among education, industry, and government.
- e. Assessing and recommending the establishment of methods and practices affecting the education of engineers and engineering technologists.
- f. Encouraging close relationships among all individuals from academia, industry, and government engaged in engineering and engineering technology through the organization of programs of mutual interest at ASEE conferences (e.g. ASEE Annual Conference, mini Conferences sponsored by one or more Divisions, ASEE Section conferences)
- g. To provide programs at meetings.
- h. Actively supporting ASEE through promotion of individual memberships as well as educational, industrial, and governmental institutional members in the Society.

Section 3.

The Professional Interest Councils are committed to promoting the inclusion and education of diverse individuals and embracing diverse ideas in the professions of engineering and engineering technology. The Professional Interest Councils recognize 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 II: MEMBERSHIP

Section 1.

The Board of Directors of ASEE, by majority vote, may change the number of Professional Interest Councils. The Professional Interest Councils shall be designated as:

- Profession Interest Council I
- Profession Interest Council II
- Profession Interest Council III
- Profession Interest Council IV
- Profession Interest Council V

Section 2.

Council membership is intended to provide an equitable distribution of resources and opportunities for Divisions across all Councils within ASEE.

- a. As new Constituent Committees/Divisions are created, The PIC Chairs will endeavor to balance Council size (e.g., number of Divisions, membership, papers/technical sessions at the Annual Conference) across all of the Councils with the desired council placement expressed by the new constituent Committee/Division. As a matter of practice, the PIC Chairs recommendation to the Board of Directors will be guided by maintaining an equitable distribution of Divisions based on Council size.
- b. The Board of Directors of ASEE, by majority vote, may change the Divisions and Constituent Committees comprising within each Council in any manner.

Article III OFFICERS AND DUTIES

Section 1.

The Professional Interest Councils shall collectively consist of the following officers:

- Chair of PIC I
- Chair of PIC II
- Chair of PIC III
- Chair of PIC IV
- Chair of PIC V

Section 2.

The PIC Chairs shall annually elect a Vice President of PICs to serve as a liaison between the PIC Chairs and the Executive Committee of the ASEE Board of Directors.

- Eligibility - the Vice President of PICs must have served as a Council Chair a minimum of one (1) year and can complete the role within their normal appointment cycle.
- Election – a simple majority vote of all eligible Council Chairs. Eligible Council Chairs include all of the current Council Chairs less those seeking the role of Vice President of PICs. Voting can be done by any method (e.g., oral, electronic, paper ballot).
- The Vice President of PICs may be re-elected.
- In the event that the Vice President of PICs is unable to complete their term of office, the remaining PIC Chairs will use the aforementioned process to elect a new Vice President of PICs.

Section 3.

Each Council within the PICs shall be represented by

- a. Chair

The Chair shall have the administrative responsibility for a Council and shall be responsible for all Council meetings. They shall serve as Chair of the Council Board and shall serve as a member of the Board of Directors of ASEE. They shall, with the advice of the Council Board, appoint such Council committees as are necessary for the adequate administration and operation of the Council. The Chair of the Council shall serve as an ex-officio member of all committees.

They shall supply to the officers of the Council up-to-date copies of these bylaws with all amendments, within sixty (60) days following the annual business meeting of the Council, provided that changes were made.

The Chair shall provide an annual report of council activities to the ASEE Board of Directors.

b. Assistant Chair

The Council Chair may appoint an Assistant Chair from among the members in good standing of any division within the Council who have completed at least one year as a division officer within Council. The Assistant Chair does not have voting rights on the Council except if they are also currently serving as a Division Chair.

The duties of the Assistant Chair are as follows:

- Assist as directed by the Council Chair,
- Attend division meetings within Council as the Council Chair's representative upon request of the Council Chair,
- Chair the selection process for Council-level awards, including but not limited to the Council Best Paper Award,
- Serve as a member of the Council Board, and
- Other duties as authorized by the Constitution and Bylaws of ASEE.

Article IV ELECTIONS AND SUCCESSION OF OFFICERS

Section 1.

- a. The Chair of a Council is a National office and will be elected by procedures established by the Board of Directors and Membership of ASEE.
- b. Assumption of office by the Chair shall be concurrent with that of officers of ASEE.
- c. In the event that the Chair is unable to complete their term of office, succession will be as established by the Constitution and Bylaws of ASEE.

Section 2.

Nomination process

The process for selecting a PIC Chair is a two (2) step process:

- a. The PIC Council Board (i.e., the PIC Chair, along with the current Division Chairs in the PIC) shall forward a slate of PIC Chair candidates (generally two (2) individuals, but no more than three (3)) for consideration by the ASEE Nominating Committee.
 - To be eligible to run for PIC Chair, a candidate must have served as a Division Chair (not necessarily in the PIC) and have completed their leadership role in the Division by the time they assume the PIC Chair role.
 - An eligible candidate will submit the following:
 - i. A Curriculum Vitae.
 - ii. A one-page bio that includes a photo.
 - iii. A document describing ASEE related activities.
- b. The candidates selected by the Nominating Committee are then presented to the ASEE membership and will be voted on in the ASEE Board elections.

Article V COUNCIL BOARD

Section 1. Duties

- a. Each Council shall have a Council Board whose duty shall be to promote and coordinate the activities of the Divisions and Constituent Committees.
- b. A Council Board shall serve as a channel of communication for its members and shall make recommendations on matters of concern to the Board of Directors of ASEE.
- c. The VP of PICs, working in collaboration with the other Council Chairs, will have principle responsibility to ensure these by-laws are kept relevant by regular updates. Said updates are to occur on a schedule of no greater than every five (5) years.

- d. The Division chairs of each respective Council will have principle responsibility to ensure Division by-laws are kept relevant by regular updates. Said updates are to occur on a schedule of no greater than every five (5) years.
- e. Division or Constituent Committee Chairs of the respective Council.
- f. The Council Chair shall schedule and arrange for Council Board meetings. The Council Chair shall administer such other activities as may be desirable for the objectives of the Council.

Section 2. Members

A Council Board shall have a Council Chair (the PIC Chair) and the Division or Constituent Committee Chairs of the respective Council as voting member.

Section 3. Proxies

If a representative of a Division or Constituent Committee is unable to serve on a Council Board or attend a Council Board Meeting, the appropriate Division or Constituent Committee shall designate a replacement from among the Officers of the Division or Constituent Committee.

Article VI MEETINGS

Section 1.

A Council Board shall hold its annual business meeting at the time and place of the Annual Conference of ASEE and can be face-to-face, electronically or some hybrid. The time and place of the annual business meeting shall be announced to the members of the Council Board not less than thirty (30) days before the date of the meeting.

Section 2.

A semiannual meeting (e.g., face-to-face, electronically or some hybrid.) may be held at a place and on a date as organized by the Council Chair.

Section 3.

Special meetings of a Council Board may be called by the Council Chair with fifteen (15) days notice to Council Board members.

Section 4.

Voting on Council matters can be done face-to-face, electronically or by paper ballot.

Article VII PARLIAMENTARY AUTHORITY

Section 1.

The rules contained in Robert's Rules of Order (latest edition) shall govern a Council in all cases which applicable, and in which they are consistent with the Constitution and Bylaws of ASEE or the Bylaws of the Council; in other cases the Constitution and Bylaws of ASEE shall govern.

Article VIII AMENDMENTS TO BYLAWS

Section 1.

These Bylaws, except for Article VIII, may be amended by a two-thirds (2/3) majority of those attending a combined council meeting of all of the Council Boards. Voting can be performed by an oral count at a face-to-face meeting, electronically or by paper ballot.

Section 2.

These Bylaws may also be amended by a paper or electronic ballot of the combined members of all of the Council Boards. The amendment being approved if two-thirds (2/3) majority or more of the ballots returned within the voting period. The voting period will be no less than fourteen (14) days, but no greater than thirty (30) days.

Section 3.

Amendments may be proposed by a Council Board or may be submitted by petitions signed by not less than fifty (50) individual members of ASEE to a Council Chair through the Executive Director of ASEE.