

**CONSTITUTION AND BYLAWS**  
**LIBERAL EDUCATION/ENGINEERING & SOCIETY DIVISION**  
**AMERICAN SOCIETY FOR ENGINEERING EDUCATION**

Approved June, 1977  
Revised August, 1985  
Revised May, 2003  
Revised June, 2009  
Revised June, 2012  
Revised September, 2015  
Revisions Proposed July, 2021

***CONSTITUTION***

**Article I - Name and Objectives**

Section 1. The name of the Division shall be the Liberal Education/Engineering & Society Division (LEES Division) of the American Society for Engineering Education (ASEE).

Section 2. The objectives of the Division shall be consistent with those of the American Society for Engineering Education.

1. The Division promotes the concept that the humanities and social sciences are an integral and significant part of engineering education, as well as being inherently important in themselves as branches of learning.
2. The Division emphasizes connectedness between the technical and non-technical dimensions of engineering learning and work.
3. The Division addresses issues emanating from the education and practice of engineers across multiple complex contexts – issues ranging from engineering communication to the aesthetics and epistemology of engineering design, from engineering ethics and professional responsibility to engineers’ professional identities and roles, from the logic of engineering methodology to the mutual effects of engineering activities on politics, society, and culture.
4. The Division provides ways for people who teach the humanities and social sciences in engineering programs to share their ideas and concerns.
5. The Division provides ways for people in humanities, social sciences, and engineering to interact in the discovery and development of scholarly and curricular relationships.
6. The Division expresses its concern for and involvement in engineering education on an international scale.

**Article II - Diversity**

Section 1. The Division endorses the ASEE “Statement on Diversity and Inclusiveness,” including its emphasis on expanding the participation, inclusion, and empowerment of

historically under-represented segments of society in all engineering and engineering education activities. We believe this to be essential to the liberal education of all engineers and to their contributions to society.

Section 2. At the invitation of the ASEE Diversity Committee, the Division Chair shall appoint a non-voting delegate to the Diversity Committee. It shall be the responsibility of the delegate to communicate ideas from the Division to the Diversity Committee, and to bring forth specific proposals that emerge out of society-wide conversations within the Committee for consideration by the Division and its membership.

## **Article II - Membership and Meetings**

Section 1. Membership in the Division is open to all members of the American Society for Engineering Education.

Section 2. An annual business meeting of the unit shall be held during the annual conference of the Society. All meetings of the unit are open to all interested persons. However, only members of the Division are eligible to vote on Division matters, including the election of officers. Those members present at the meeting shall constitute a quorum.

The slate of officers (elected and appointed), consent agenda for the business meeting (reports of all officers), and the agenda for the meeting shall be circulated before the meeting. The Executive Committee will coordinate with the Nominating Committee to establish the deadline for distributing the information. The consent agenda consists of reports from the incumbent officers on the unit's activities for the preceding year, including the treasurer's report and the minutes from the last business meeting.

The business meeting shall include at least:

- a) Election of officers and announcement of appointed officers and committee membership for the coming year
- b) Questions about and corrections to items in the consent agenda.
- c) Brief review of the Division Constitution and Bylaws and discussion of proposed changes (if any)
- d) Discussion of additional Division business as needed.

At the discretion of the executive committee, awards may be presented at the business meeting or at another Division gathering such as the social at the Annual Conference.

## **Article IV - Officers of the Division**

Section 1. The officers of this Division shall be a Division Chair; Division Chair-Elect; Secretary-Treasurer; Program Chair; Program Chair-Elect; Communications Director; and Immediate Past Division Chair.

Section 2. The Division Chair and Division Chair-Elect shall be elected to office by the Division members in attendance at the LEES Division Business Meeting at the ASEE Annual Conference. The term of these offices is one year and shall begin at the close of the Annual Conference.

Section 3. The Program Chair and Program Chair-Elect shall be appointed by the Nominating Committee for a term of one year. The term of these appointed offices shall begin at the close of the Annual Conference. The Nominating Committee shall consult with the outgoing and incoming Program Chairs prior to appointing the Program Chair-Elect.

Section 4. The Communications Director shall be appointed by the Division Chair for a term of two years. The term of this appointed office shall begin at the close of the Annual Conference held during the appointment year.

Section 5. The Immediate Past Division Chair shall obtain office by succession and shall serve for a term of one year. The term of this office shall begin at the close of the Annual Conference.

Section 6. The Secretary-Treasurer shall be elected to office by the Division members in attendance at the LEES Division Business Meeting at the ASEE Annual Conference. The term of this office is two years and shall begin at the close of the Annual Conference held during the election year.

Section 7. In the absence of the Division Chair, the Division Chair-Elect shall assume the Chair's responsibilities for as long as is necessary during the remainder of the elected term. In any extended absence of the Secretary-Treasurer, or an appointed officer, the Division Chair shall appoint a replacement.

Section 8. Any elected or appointed officer of the Division shall be eligible to hold elected or appointed office during succeeding terms.

Section 9. There is an expected succession from Program Chair-Elect to Division Chair, so that a person who is appointed as Program Chair-Elect will ordinarily serve successively as Program Chair-Elect, Program Chair, Division Chair-Elect, and Division Chair (a four-year commitment).

Section 10. If an individual opts out at any point in the succession, the Executive Committee will work with the Nominating Committee to find a replacement.

Section 11. Because the Program Chair-Elect and Program Chair are appointed positions, and the Division Chair and Chair-Elect are elected positions, progression through the four positions is not automatic. The Nominating Committee has the discretion to propose alternative candidates for these positions if the circumstances warrant doing so.

Section 12. The duties of the officers shall be those set forth in the Bylaws. The duties of the Division Chair as the LEES Division representative to the Council Board of Professional Interest Council III shall be those described by the Bylaws of the Council.

## **Article IV - Committees**

Section 1. The Division shall have four standing committees whose duties and membership are described below: (1) Executive Committee, (2) Nominating Committee, (3) Planning Committee, and (4) Awards Committee. Although the functions of these committees are distinct, their membership overlaps to facilitate coordination of the Division activities and business.

Section 2. **Executive Committee.** There shall be an Executive Committee composed of the seven Division officers listed in Article III, Section 1. This committee shall be responsible for formulating the policies of the Division. The Division Chair shall serve as chair of the Executive Committee.

Section 3. **Nominating Committee.** There shall be a Nominating Committee consisting of the Immediate Past Division Chair, the Division Chair, and one Division Member who is not currently serving in any elected or appointed office in the Liberal Education/Engineering & Society Division. The Immediate Past Division Chair shall serve as chair of the Nominating Committee and thus will appoint the Division Member.

Section 4. **Planning Committee.** A Planning Committee shall be appointed annually by the Nominating Committee. This advisory committee shall include Program-Chair Elect, Division-Chair Elect, and all three Members at Large. This committee will

1. advise the Program Chair,
2. assist with strategic planning for the Division,
3. review and propose changes to the Constitution and Bylaws of the Division, and
4. work with the Executive Committee to advance the objectives of the Division through initiatives that go beyond the Annual Conference.

In the event that a Member at Large is unavailable to serve, the Nominating Committee will select substitute(s) for the year from the Division at large.

Section 5. **Awards Committee.** An Awards Committee shall be responsible for selecting recipients of the following awards:

1. The annual Olmsted Award. The Committee shall solicit nominations from the LEES Division membership.
2. The LEES Division Best Paper Award.
3. The LEES Nominee for Best Diversity Paper.

In general, the selection shall be from among the top 6-9 LEES Division papers for the ASEE Annual Conference as ranked by reviewers, but as screened and selected through the discretion of the Program Chair. The Awards Committee will have the discretion to move nominated papers from one category to the other (from Best Diversity Paper to Best Paper and vice versa) if the change results in more appropriate recognition given the papers nominated in a particular year.

Section 6. The Division Chair-Elect will chair the committee. The Awards Committee consists of the Three Members at Large plus the Division Chair-Elect. In the event that a Member at Large is unavailable to serve, the Nominating Committee will select substitute(s) for the year from the Division at large.

Section 7. **Additional Committees.** Any officer of the Division may appoint special committees to assist in conducting the affairs of the Division.

Section 8. The Awards Committee is also responsible for proposing new awards and other recognitions to be given permanently or *ad hoc*. New awards should be proposed at the business meeting one year before they are actually awarded.

#### **Article VI - Nominations and Elections**

Section 1. Elections for the offices of Division Chair, Division Chair-Elect, and Secretary-Treasurer shall be conducted during the LEES Division Business Meeting at the ASEE Annual Conference. Those members of the Division in attendance shall constitute a quorum.

Section 2. The Nominating Committee, as constituted in Article IV, Section 2, shall nominate candidates for the elected offices of the Division (i.e., Division Chair and Division Chair-Elect annually and Secretary-Treasurer biannually.) The slate of candidates shall be communicated to Division members in advance of the ASEE Annual Conference. The Nominating Committee will coordinate with the Executive Committee to determine the deadline for distributing the information.

Section 3. All members of the Division, as so listed on the official database of ASEE, shall be eligible to vote for officers and in all special elections.

Section 4. A simple majority of votes cast shall be required for the election of officers.

Section 5. Action on Division issues shall be determined by a simple majority vote of those members present at the Division Business Meeting conducted during the Annual Conference of the Society.

#### **Article VII - Publications**

Section 1. As stipulated in Article VIII of the Constitution of ASEE, papers and discussions presented at meetings of ASEE shall become the property of the Society. "The 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."

#### **Article VIII - Amendment of Constitution and Bylaws**

Section 1. This Constitution and Bylaws may be amended by a two-thirds majority vote of the Division members responding to a referendum conducted by e-mail or other electronic means.

Section 2. The Constitution and Bylaws should be reviewed briefly at each business meeting. The Planning Committee is responsible for revising the bylaws as required by ASEE and for proposing amendments to the Constitution and Bylaws.

Section 3. The following steps shall be completed prior to such a referendum: First, proposed amendments to the Constitution and Bylaws shall be distributed to Division members at least one month prior to the ASEE Annual Conference. Second, the members shall have the opportunity to comment on the proposals, and these comments will be made available at the LEES Division Business Meeting at the Conference. Third, the proposals shall be discussed at the Business Meeting. Fourth, the majority of the Division members at the Business Meeting agree that the proposals are ready to present to the Division for a vote.

Section 3. Mailed ballots may substitute for the electronic referendum if necessary.

Section 4. Amendments approved by the Division membership shall be submitted through the PIC III Chair for approval by majority vote of the ASEE Board of Directors and shall take effect only upon such approval.

#### **Article IX - Electronic Communication and Voting**

Section 1. Electronic communication, e.g., e-mail or listserv, will be sufficient to meet the requirements of Article V, Section 2 (communication about the slate of candidates) and Article VII, Section 2 (communication about proposed revisions of Constitution and Bylaws).

Section 2. The Officers of the Division may also conduct electronic voting on proposals and referenda beyond amendments to the Division's Constitution and Bylaws as specified in Article VII. Following appropriate discussion of an issue, whether at the annual Division Business Meeting or online, the Officers may place an issue or referendum up for approval by the membership. The proposed items or referenda shall carry if approved by a simple majority (or a higher threshold if specified by the Officers for a particular vote) of the members responding by a specified date. The date shall be specified by the Officers, and no earlier than four weeks after a matter is put to a vote.

#### **Article X - Other Provisions**

Section 1. Any provision of these bylaws shall be deemed invalid if it contravenes the Constitution and Bylaws of the Society or of the Professional Interest Council (PIC) to which the unit belongs.

Section 2. The rules contained in Robert's Rules of Order, latest edition, shall govern this unit in all matters of parliamentary authority to which they are applicable and in which they are consistent with the Constitution and Bylaws of the Society and the Bylaws of this unit. In all other matters, the Constitution of the Society shall govern.

## **BYLAWS**

### **A. Division Chair**

1. Assume responsibility for the functioning of the Division.
2. Serve on the Nominating Committee as stipulated in the Constitution.
3. Appoint other divisional representatives and delegates to Society-wide committees, as well as other committees, events, and functions of the Society. Provide an appropriate charge to such delegates and representatives to ensure that appropriate ideas and proposals are communicated to and from the Division.
4. Preside at all business meetings of the Division and Executive Committee.
5. Appoint any special committee or task force essential to the functioning of the Division.
6. Serve as the LEES Division representative to the Council Board for the Professional Interest Council to which the unit belongs.

### **B. Division Chair-Elect**

1. Assist the Division Chair with his or her duties as requested.
2. In the absence of the Division Chair, assume full responsibility for functions of the Division Chair, whether on a temporary basis or for the remainder of an unexpired term of office.
3. Chair the Awards Committee in accordance with Article IV, Section 4.
4. Serve as a member of the Planning Committee.

### **C. Secretary-Treasurer**

1. Record and maintain minutes for all business meetings of the Division.
2. Receive and disburse all monies, and maintain complete financial records.
3. Prepare and distribute an annual report, and any necessary special reports, of the business proceedings and financial status of the Division. (The Newsletter may be used for communicating these reports.)
4. Certify the results of electronic balloting on proposed revisions to the Constitution and Bylaws.
5. Develop and maintain an historical record of the Division.

### **D. Program Chair**

1. Arrange the program of the Division for the Annual Conference.
2. Serve on the Planning Committee.
3. Prior to the Annual Conference, inform Division members of the specific Division program sessions and their scheduling.

### **E. Program Chair-Elect**

1. Serve as a member of the Planning Committee.
2. Assist the Program Chair with his or her duties as requested.
3. In the absence of the Program Chair, assume full responsibility for functions of the Program Chair, whether on a temporary basis or for the remainder of an unexpired term of office.

#### F. Communications Director

1. Maintain and administrate the Division's web site.
2. Send appropriate communications via the Division's listserv (ASEE normally maintains the Division listserv database).
3. Conduct the electronic balloting required by Article VII of the Constitution for revisions to the Constitution and Bylaws.
4. Edit and distribute the Division Newsletter when submitted material has been collected.
5. Promote the exchange of pertinent written information among the members of the Division via the Newsletter or by posting on the Division website.
6. Promote increased membership in the Division through written communications.
7. Serve as a member of appropriate ASEE publications committees.

#### G. Immediate Past Chair

1. Serve as chair of the Nominating Committee, and ensure that the slate of candidates is distributed before the business meeting at the Annual Conference.
2. Serve on the Executive Committee and other committees as needed.
3. Assist in formulating policies and activities consistent with the policies and procedures of ASEE.