

# BYLAWS OF THE COMMISSION ON P-12 ENGINEERING EDUCATION

Proposed: January 5, 2022  
Adopted: (*January 24, 2022*)

## Article I. Name

The name of this unit shall be the American Society for Engineering Education Commission on P-12 Engineering Education. It shall operate as a Commission of the American Society for Engineering Education Board of Directors.

## Article II. Vision, Mission, and Strategy

*By P-12 engineering education, we mean engineering education that takes place in formal and informal settings for learners in preschool (P) through high school (grade 12). This is also called “pre-college” or “pre-university” engineering, inclusive of community college experiences.*

**Vision:** The Commission on P-12 Engineering Education inspires lifelong excellence in engineering education for every person from pre-college and beyond. The problem of excellent and broadly accessible engineering education is bolstered by empowering a diverse body of students and engineering professionals to create a better world.

**Our Mission:** ASEE connects individuals and organizations who are committed to advancing excellence in engineering education, including that which occurs prior to, during, and beyond the college or university years. The Commission on P-12 Engineering Education supports and encourages every member of ASEE, regardless of Division membership, to aid our vision of lifelong excellence in engineering education for every person in the United States from early childhood to adulthood.

### Two-pronged strategy to attend to our mission and vision:

1. Enhance and improve internal knowledge of and communication about P-12 engineering education within ASEE. Specifically:
  - a. Communicate to ASEE membership:
    - i. The impact of P-12 engineering education on undergraduate and graduate engineering education diversity, recruitment, and retention.
    - ii. The range of P-12 efforts within ASEE, including those of the ASEE Commission on P-12 Engineering Education, the Pre-College Engineering Education (PCEE) Division, and other ASEE divisions.

- iii. Funding opportunities appropriate to P20 engineering education.
  - b. Encourage intra-divisional (e.g., between PCEE and First Year Division) and intra-committee (e.g., with Engineering Dean's Council) initiatives related to P-12 engineering education.
  - c. Periodically review the ASEE mission and vision to ensure its commitment to excellence in P-12 engineering education (see above).
- 2. Support mutually beneficial partnerships, collaborations, and relationships between ASEE and other organizations.
  - a. Explore partnerships with organizations:
    - i. To utilize their existing infrastructure in P-12, particularly with respect to professional development credits, teacher evaluation measures, etc.
    - ii. To connect with STEM teacher preparation programs.
    - iii. To share best practices, resources, and research in engineering education (e.g., by spotlighting the P-12 efforts of members across divisions).
  - b. Provide our engineering education expertise to outside organizations:
    - i. To serve as a resource for states and teachers who are working to integrate engineering education – or to those who have engineering education in P-12 standards.
    - ii. To serve as a resource for any entities that are engaging in P-12 engineering education activities and/or resource development (e.g., outside professional organizations, commercial partners, and informal education venues).
    - iii. To ensure that ASEE has a voice to contribute to national-level conversations about P-12 engineering education (e.g., among national education and engineering organizations).

### **A. Statement on Diversity, Equity, Access and Inclusion**

In partnership with ASEE and the Pre-College Engineering Education Division, the Commission on P-12 Engineering Education is committed to increasing the participation, inclusion, and empowerment of historically under-represented segments of society in all venues where engineering is taught, practiced, and supported. We believe that diversity across all dimensions is essential to enriching engineering educational and professional experiences.

We pledge to

- Actively promote diversity in engineering, particularly supporting those who have been continuously disadvantaged, and also ensure that all individuals are provided with equal opportunity to access, pursue, and advance in engineering careers.
- Celebrate diversity, create opportunities, and actively support inclusive environments, in which all our students, colleagues, and members of the wider society are welcomed, respected, and valued.
- Work collaboratively with all engineering community members and stakeholders to disrupt systemic exclusion and to create a culture where all will thrive.
- Challenge ourselves and our colleagues to increase our awareness of inequities that create barriers to student access, opportunity, and success in engineering including unconscious bias, systemic/institutional bias, discrimination, prejudice, and marginalization.

More information can be found on ASEE's Statement on Diversity and Inclusiveness at and the ASEE SEFI Joint Statement on Diversity, Equity, and Inclusion.

### **Article III. Membership**

The ASEE Commission on P-12 is committed to diversity, equity, and inclusion. The ASEE Commission on P-12 shall strive to identify candidates for membership that help embody its mission and maintain a diverse composition with respect to various factors including, but not limited to, race, ethnicity, national origin, mobility, abilities, citizenship, veteran status, sex, gender, religion, and division/council representation.

#### **A. Types of Membership**

The ASEE Commission on P-12 shall be composed of two types of participants: Standing Members and P-12 Representatives from any ASEE Division.

1. Standing members are voting members and must maintain their ASEE membership. They include the following:

*Leadership team* represents three to five (3-5) members of the Pre-College Engineering Education (PCEE) Division with demonstrated records of commitment to P-12. These members include the Commission Chair, Pre-College Engineering Education Division Chair, and one to three (1-3) Pre-College Engineering Education Division Representatives. The Commission Chair must have previously held any executive leadership position on the PCEE Executive Committee and is nominated by a Commission member and voted on by the Standing Members for a 3-year term. The PCEE Chair becomes a member of the Commission upon appointment. The Pre-College Representatives are nominated by any ASEE Member or self-nominated through a nomination

request. Nominations are reviewed by the Leadership Team, and appointed to a 3-year term.

*Founding Divisions Members* represent three (3) Standing Members from the Divisions that contributed to the creation of the original ASEE CDEI organization. These Divisions include Minorities in Engineering Division (MIND), Women in Engineering Division (WIED), and First Year Programs Division (FYP). Each of these three Divisions shall have 1 Division member representative who serves . The nomination(s) will be reviewed by the Leadership Team to serve a 3-year term.

*At-large Members* (3-4) that can be filled by any ASEE P-12 teacher member or member that works directly with P-12 teachers, herein called members-at-large. These members are nominated by any ASEE Member or self nominated through a nomination request. Nominations are reviewed by the Leadership Team, and appointed to a 3-year term.

*Partner Council Members* from three (3) partnered councils: Corporate Member Council, Engineering Dean's Council, and Engineering Technology Council. Each council shall have 1 council member representative who serves on the Commission on P-12. The nomination(s) will be reviewed by the Leadership Team for appointment to serve a 3-year term.

2. *P-12 Representatives* are nominated or self-nominated from any ASEE Division. These members meet bi-annually with the Commission on P-12 leadership team to keep up to date on the news and events from PCEE and Commission on P-12 to encourage collaboration and encourage P-12 work within their divisions.

## **B. Terms of Membership**

All Commission members serve a three-year term. Terms of service begin and expire each year at the close of the ASEE Annual Conference. Terms of the members will be three consecutive years with a limit of two consecutive terms. Additional terms may be served after one year off the Board.

P-12 Representatives serve an indefinite term and may choose to end their affiliation at any time. At the end of their term, the associated division will nominate a new P-12 Representative from their membership.

## **C. Rights and Responsibilities of Standing Members**

All standing board members will act in both a legal and ethical manner in all business of the Commission, holding themselves to the highest practices and conduct in representing the Commission and by extension, ASEE's interests in P-12 engineering education. All members have a vote in board meetings and are expected to attend all board meetings.

## **D. Vacancies of a Standing Member**

Written notice of resignation by a standing member should be sent to the Commission Chair. In the event of resignation or death, the chair will oversee the replacement of the member, drawing from the list of nominated members to maintain the Governing Board diversity. In the case of resignation of the Commission Chair, written notice should be sent to the ASEE Headquarters Liaison. The Immediate Past Chair will oversee the election of a new chair from among the standing members who will serve out the remainder of the term.

Individuals who fill vacant positions that start at any time other than the conclusion of the ASEE Annual Conference will serve in said capacity until the conclusion of the vacant term. If the partial term is longer than 1.5 years, this will count as one full term of membership on the Commission. Said individual may then start a new term as defined in Article III Section B at the conclusion of the partial term.

## **Article IV. Organization**

Responsibilities for the management of the Commission are as follows.

### **A. Chair**

The Chair oversees operational and strategic initiatives of the Commission. The Chair sets the agenda, convenes regular meetings, and provides accountability to all committees to ensure progress is being made. The Chair officially communicates on behalf of the Commission and works with the ASEE Commission Liaison to communicate Commission efforts and concerns to the ASEE Board. The Chair is responsible for on-boarding all new Commission members. The Chair performs other duties as required by these Bylaws and as prescribed by the ASEE Board of Directors.

Additionally, the Chair will perform the following duties:

- Appoint all standing committees authorized by these bylaws and special committees as they occur.
- Compile an annual report of the activities of the unit, in collaboration with the Secretary/Treasurer, as requested by the Secretary of the Society.
- Review and revise meeting minutes.
- Assure that official cash disbursement signatures are on file at Society headquarters and approve all expenditures of Society funds.

### **B. Immediate Past Chair**

- Serve in an advisory capacity to support and assist the Chair.

- Chair a Commission committee as defined in Article 5.
- Conduct other duties as requested by the Chair.

#### C. PCEE Division Chair

- Serve as primary liaison between the PCEE Division and Commission.
- Chair a Commission standing committee as defined in Article 5.
- Conduct other duties as requested by the Chair.

#### D. Secretary/ Treasurer

- Oversee the Commission finances, which come from ASEE Headquarters, as well as any Commission fundraising activities.
- Communicate with ASEE Headquarters to ensure budget numbers are congruent.
- Collaborate with the Commission Chair in establishing and managing an annual budget.
- Keep record of all Commission communications and actions.
- Maintain notes from Commission Executive Committee meetings and P-12 representative meetings; distribute meeting minutes.
- Work with ASEE Headquarters liaison to keep Commission membership list up-to-date.
- Maintain documentation of the history and activities of the organization.
- Oversee orientation of the newly elected Secretary/Treasurer.

### **Article V. Committees**

The Leadership Team shall establish such regular and special committees as it deems necessary to carry out the purposes of the Commission or as directed by the ASEE Board of Directors.

#### A. Committee Participation

All Commission on P-12 members are expected to participate in at least one Committee.

#### B. Committee Leadership

The Commission on P-12 will solicit nominations, including self-nominations, for Committee Chair positions. Nominations may come from individuals active within the Commission, or others active in P-12 engineering education work. These individuals will

work with the current Chairs of their respective Committees to ensure a smooth transfer of responsibilities starting at the time of notification through the ASEE Annual Conference.

If a Committee Chair position becomes vacant, then the Committee Chair's responsibilities will pass to the Co-Chair of said Committee until another Member is appointed by the Leadership Team. Committee Chairs are appointed to said positions at the end of the ASEE Annual Conference and serve in appointed positions for one year.

### C. Standing Committees

The Commission on P-12 maintains several Standing Committees to ensure its Goals and Objectives are reached.

1. ASEE Endorsement Committee - Reviews endorsement process and oversees applications to endorsements provided by the Commission, including the Engineering Teacher Professional Development Endorsement and other endorsements that are developed
2. P-12 Delegates Committee - Works with P-12 Delegates from other ASEE Divisions, including sending P-12 updates and attending two annual meetings in January and June (during Annual Conference)
3. Communication Committee - Provides support for external communication to stakeholders. This includes the ASEE Commission on P-12 website, social media and monthly spotlights. This committee coordinates messaging and seeks new content.

Additional Ad Hoc committees may be added as deemed necessary by the Leadership Team in order to advance the goals and mission of ASEE.

## **Article VI. Meetings**

The ASEE Commission on P-12 Engineering Education shall meet, at a minimum, on a quarterly basis. Meetings may be conducted in person or through tele/video-conferencing. Any participant joining a meeting via tele/video conferencing is said to be "present" at the meeting for voting purposes. Commission committees shall, at a minimum, meet monthly to ensure progress is being made.

The quorum is the standard majority of the non-ex officio Standing Members present at a meeting. If a vote is called via email, the quorum is defined as the total number of non-ex officio Standing Members. Therefore, a standard majority is needed to pass the vote. All Standing Members who do not respond with their vote will be recorded as abstaining. The Chair may call a vote on any topic as needed.

## **Article VII. Amendments**

Proposed amendments to these Bylaws will be submitted in writing to the Secretary/Treasurer. The Secretary/Treasurer will circulate the proposed amendment(s) to all Commission members at least a week before the next meeting. Suggested amendments may be discussed and advanced during any in-person or virtual meeting or electronic vote of the Commission on P-12 upon affirmative vote by two-thirds of the non-ex officio Standing Members. Amendments approved by the commission membership shall be submitted for approval by a majority vote of the ASEE Board of Directors and shall take effect only upon such approval.

At least once every five years, the Chair shall appoint an ad hoc committee to carry out a review of the ByLaws.

## **Article VIII. Other Provisions**

### **A. Removal of a Commission Member**

Any Executive Officer or Commission Member who causes significant harm to the Commission or its membership, or its reputation by association, as determined by a super majority vote of two-thirds of the membership of the Executive Board will be removed from their office and/or the Executive Committee.

### **B. Indemnity**

The Commission, by this article, for itself and on behalf of its individual members, disclaims any and all liability for any losses, claims, demands, or actions arising or resulting from the recommendations or advice made or given in good faith to ASEE pursuant to the activities anticipated herein. It is intended that the ASEE exercise independent judgment and evaluate for itself the usefulness of the advice and recommendations so given.