

## Community Engagement Division By-Laws

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Adopted: June 29, 2011

Revised: September 16, 2015

### **[A] NAME**

The name of this unit shall be the Community Engagement Division.

### **[B] OBJECTIVES**

The objectives of this unit are identical with the objectives of the Society as set out in the ASEE Constitution, with an emphasis on those objectives that pertain to provide a primary point of discussion and dissemination of the value and impact of service-based efforts in engineering. Learning through service represents a conglomeration of pedagogical methods that combine academic learning objectives with service efforts. Such efforts have lead to an explosion of interest among many of the stakeholders involved in engineering including faculty, students, administrators, alumni, employers, and affected community partners. Specifically, the unit shall:

[1] disseminate knowledge on service-based efforts in engineering education

[2] encourage efforts to improve design, implementation, and assessment of service-based pedagogy; and

[3] enhance the status of service-based teaching and learning in institutions of higher education.

### **[C] MEMBERSHIP**

The members of this unit 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.

### **[D] ORGANIZATION**

The unit shall be administered by an Executive Committee composed of the Chair, Vice Chair, Secretary-Treasurer, Program Chair Elect, and Program Chair.

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

### **[E] OFFICERS**

[1] The unit's officers shall be:

**Chair** – serving a term of two years

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**Vice Chair** – serving a term of one year

**Secretary-Treasurer** – serving a term of two years

**Program Chair Elect** – serving a term of one year and succeeding to the position of Program Chair

**Program Chair** – serving a term of one year and succeeding to the position of Vice Chair

**Nominating Committee Chair** – appointed by the Chair

**Awards Committee Chair** – appointed by the Chair

[2] The Chair and other elected officers shall assume their duties at the close of the unit'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, except that:

[a] in the event of the resignation or death of the Chair, the Vice Chair shall take office as Chair immediately, serving out the duration of the unexpired term of the Chair;

[b] in the event of the resignation or death of the Vice Chair, a special election shall be conducted within 30 days to elect a new Vice Chair and the Executive Committee may, at its discretion, appoint a person to fulfill the duties of the Vice Chair until the position is filled by election;

[c] in the event of the resignation or death of the Secretary-Treasurer, a special election shall be conducted within 30 days to elect a new Secretary-Treasurer and the Executive Committee may, at its discretion, appoint a person to fulfill the duties of the Secretary-Treasurer until the position is filled by election;

### **[F] DUTIES OF OFFICERS**

[1] The CHAIR shall:

- Have administrative responsibility for the conduct of all functions of the unit 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 unit and all meetings of the Executive Committee.

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- Appoint all standing committees authorized by these by-laws and special committees authorized by the Executive Committee. Appoint chairs and members of the Nominating and Awards Committee.
- Compile an annual report of the activities of the unit 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 Division funds.

[2] The VICE CHAIR shall:

- Act for the Chair at business meetings and Executive Committee meetings in the event of the Chair's absence.
- Take office as Chair, as specified in [E-3-a] above, in the event of the resignation or death of the Chair before his/her term is completed.
- Support the Program Chair in arranging and coordinating the unit's technical sessions and other activities at the Society's annual meeting.
- Coordinate the unit's annual social dinner and social events at the Society's annual meeting.
- Work with the Executive Committee to develop technical programs in accordance with the unit's objectives.
- Serve on the Award committee as described in [H4] below.

[3] The PROGRAM CHAIR shall:

- Arrange and coordinate all unit activities at the Society's annual meeting including technical sessions.
- Work with the Executive Committee to develop technical programs in accordance with the unit'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:

- Support the Program Chair in arranging and coordinating the unit's activities at the Society's annual meeting.
- Work with the Executive Committee to develop technical programs in accordance with the unit's objectives.

[5] The SECRETARY-TREASURER shall:

- Oversee and maintain the financial records of the unit and regularly report on financial status to the Executive Committee.
- Collect unit income, if any, and disburse monies authorized by the unit Chair.
- Keep records of all the unit's outstanding receivables and payables.

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- Ensure that all the unit'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.
- Record the minutes of Executive Committee meetings and the annual business meeting, and distribute copies of the minutes to appropriate unit and Society officers.
- Be responsible for the official records of the Executive Committee and the unit, and ensure that the files of the unit are passed along to his/her successor.
- Tabulate, verify, and communicate the results of unit elections and other ballots.

[6] The IMMEDIATE PAST CHAIR shall:

- Serve on the Nominating Committee as described in section [H-3] below and, upon appointment by the unit Chair, on such other standing and ad hoc committees as the unit may establish.

[7] The NOMINATING COMMITTEE CHAIR shall:

- Lead the Nominating Committee in developing the list of candidates for unit elections.
- Keep the Executive Committee informed about the activities and progress of the Nominating Committee.

[8] The AWARDS COMMITTEE CHAIR shall:

- Lead the Awards Selection Committee in selecting recipients of unit awards (including but not limited to the Best Paper Award and Community Engagement Video Awards) in accordance with the provisions of each award and the policies and procedures established for awards by the Executive Committee of the unit.
- Promptly communicate awardee selection and information to ASEE headquarters.
- Notify awardee and nominator of selection and of presentation details.
- Plan the presentation ceremony.
- Notify nominators whose nominees were not selected.
- Keep the Executive Committee informed about the activities and progress of the Awards Committee.

### **[G] ELECTION OF OFFICERS**

[1] The Nominating Committee shall annually nominate two or more candidates for each elected office for which the term is due to expire at the next annual business meeting. Officers to be elected by vote of the unit members on a two year cycle are Chair and Secretary-Treasurer

[2] Additional nominations for any elective office may be made at the annual meeting by presentation of such nominations in writing with the signatures of at least five (5) unit members who are present at the meeting. These additional nominees shall be voted on along with the nominees selected by the Nominating Committee. A simple plurality of the votes cast shall be sufficient to elect an officer.

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[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] above, election of officers shall be conducted by written ballot among those members of the unit actually present at the annual business meeting. Special elections may be conducted by e-mail, providing that those members of the unit who do not have e-mail addresses on record have the opportunity to vote by either mail or fax.

[4] Members may not hold more than one Executive Committee office at any time, except under the provisions of Article [E].

### **[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 unit.

[2] At least two (2) standing committees shall be maintained: the Nominating Committee and Awards Committee.

[3] The Nominating Committee consists of the Nominating Committee Chair, Immediate Past Chair, and any other members appointed by the current Chair. The unit Chair shall appoint one member of the committee to serve as Nominating Committee Chair.

[4] The Awards Selection Committee consists of the Awards Committee Chair, Program Chair, Program Chair Elect, and any other members appointed by the current Chair. The unit Chair shall appoint one member of the committee to serve as Awards Committee Chair.

### **[I] MEETINGS & ACTIVITIES**

[1] An annual business meeting of the unit 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 unit's activities for the preceding year, membership, and finances.

[b] Election of officers for the following year.

[c] Presentation of unit awards, unless the unit 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. A minimum of three members of the Executive Committee shall be required to establish a quorum.

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[3] The Executive Committee may establish such other activities as deemed desirable to promote the objectives of the unit.

[4] All meetings of the unit 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 unit are eligible to vote on unit-wide matters, including the election of officers.

### **[J] PUBLICATIONS**

[1] The unit shall produce and distribute such publications as the Executive Committee deems appropriate to promote the objectives of the unit.

[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] Disbursement of Funds**

[1] All requests for disbursement of funds from unit accounts shall be made directly to the current Division Chair.

[2] In response to such request, the Division Chair shall first ask the Secretary-Treasurer for an up-to-date accounting of division funds.

[3] Assuming such funds are available for disbursement, the Division Chair shall put forth a motion among the Executive Committee to either award or deny the funds requested.

[4] A simple majority vote, carried out by email, shall carry the above motion.

[5] At no time shall a Division Chair commit to disbursing funds without first following the above stated procedure.

### **[L] AMENDMENTS**

[1] Amendments to these by-laws may be made at the annual business meeting of the unit, 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

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cast their vote by mail or fax. Only members of the unit may vote on proposed amendments to the by-laws.

[2] Proposed amendments to these by-laws shall be prepared by a committee of unit members appointed by the unit Chair. Proposed amendments shall be sent to the full membership of the unit by letter or in the publications of the unit 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 III Chair for approval by majority vote of the ASEE Board of Directors and shall take effect only upon such approval.

### **[M] DIVERSITY**

[1] The Community Engagement Division promotes diversity and inclusion in engineering education to develop and implement best practices for engaging all stakeholders in a community engagement activity, effort, or program. This includes working to improve the engineering education culture to become more cognizant of the mindsets of current, and future, generations of engineering students, faculty and practitioners. Therefore, the Community Engagement Division supports a diverse membership and the goal of a diverse engineering education community. The division does not discriminate on the basis of sex, gender, age, sexual orientation, race, ethnicity, disability, veteran status, or any other identification of individuals.

[2] Membership and election to officer positions in the Community Engagement Division is open to all individuals regardless of sex, gender, age, sexual orientation, race, ethnicity, disability, veteran status, or any other identification of individuals.

### **[N] BEST PAPER**

[1] The annual Community Engagement Division Best Paper Award shall be selected by the Awards Committee on the basis of guidelines established by that committee.

[2] The Program Chair shall select no more than five (5) papers for consideration from those submitted for publication at the ASEE Annual Meeting. Selection of papers shall be based on guidelines established by the Awards Committee.

[3] The awards committee shall be provided with digital copies of the selected papers by the Program Chair at least 3 weeks prior to the Community Engagement Division Business Meeting at the ASEE Annual Meeting.

### **[O] OTHER PROVISIONS**

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[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 unit belongs.

[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 By-Laws of the Society and the By-Laws of this unit. In all other matters, the Constitution of the Society shall govern.

- See more at: <http://www.asee.org/member-resources/groups/divisions/ceee/bylaws#sthash.phKwo7KI.dpuf>