

## **Experimentation and Laboratory Oriented Studies (DELOS) Bylaws**

- Revised June 1990
- Revised June 2007
- Revised July 2015

### **ARTICLE I - NAME AND AFFILIATION**

The name of the Division shall be the Division for Experimentation and Laboratory Oriented Studies (DELOS) of the American Society for Engineering Education. It shall serve the interests of its members as a division of PIC IV.

### **ARTICLE II - OBJECTIVES**

The objectives of this Division are to improve engineering education through development of ideas, concepts, policies, procedures and demonstrations related to laboratory studies and experimentation for the education of engineers; through dissemination of the results of these activities in publications and meetings; and through the professional development of educators for laboratory instruction.

### **ARTICLE III -MEMBERSHIP**

The membership of the Division shall consist of the members of the Society who indicate on the Society's Annual Dues Notice or inform the Executive Director of the Society that they wish to affiliate with the Division.

### **ARTICLE IV - OFFICERS AND DIRECTORS**

Section 1. The officers of this Division shall consist of: a) Chairperson, b) Vice-Chair/Program Chair, c) Co-Program Chair, d) Secretary, e) Treasurer, f) the three past Chairpersons of the Division, and g) the three (3) Directors. All of the Officers and the Directors shall be members of the Division.

Section 2. The Chairperson shall preside over the Executive Committee, which conducts all affairs of the Division.

Section 3. The chief duty of the Vice-Chairman is to serve as Program Chair. In this capacity, the Vice-Chair/Program Chair shall preside over the Program Committee and be responsible for the coordination of activities related to the preparation of the program for the Annual ASEE Conference. The Vice-Chairman/Program Chair shall assume the duties of the Chairman when necessary.

Section 4. The Co-Program Chair shall assist the Program Chair in activities related to the preparation of the program for the Annual ASEE Conference.

Section 5. The Secretary shall prepare minutes of Division meetings and supervise and/or perform updates to the website of the Division.

Section 6. The Treasurer shall oversee management of the Division's budget and shall administer all monetary funds of the Division.

Section 7. The three Directors shall serve as members of the Executive Committee and shall assist the Chairperson in the formulation and administration of Division policies.

#### ARTICLE V - ELECTION OF THE OFFICERS

Section 1. Nominations for the officers shall be made by members of the Division at the Annual Business Meeting. Only those individuals who have previously held office in the Division shall be eligible for nomination as Chairperson. Elections will be held at the Annual Business Meeting of the Division. Elected officers shall assume their responsibilities at the conclusion of the Annual Business Meeting of the Division following the election. Election will be by majority vote of those eligible to vote.

Section 2. The Chairperson shall fill by appointment any vacancies in other offices occurring between Annual Business Meetings of the Division. The terms of these appointments shall be for the period from the time of appointment to the next Annual Business Meeting of the Division. The Vice-Chairperson/Program Chair shall preside in the absence of the Chairperson.

Section 3. The Program Chair shall automatically become Chairperson for the Division the year immediately following his/her year of service as Program Chair.

Section 4. The Co-Program Chair shall automatically become Program Chairperson for the Division the year immediately following his/her year of service as the Co-Program-Chair.

Section 5. The Secretary shall automatically become Co-Program Chairperson for the Division the year immediately following his/her year of service as the Secretary.

Section 6. The Treasurer shall automatically become Secretary for the Division the year immediately following his/her year of service as the Treasurer.

Section 7. The three Directors shall be elected for staggered two-year terms.

Section 8. Should any Officer or Director be unable to serve, the vacancy shall be filled by appointment by the Executive Committee until the time of the nearest election.

Section 9. A decision to alter the schedule of rotation of the officers and/or to merge the responsibilities of two officers can be made after approval by a majority vote at the Business Meeting. Such decisions can only affect the rotation schedule and/or the merger of officers for a period of one year without triggering a revision of the Division bylaws.

## ARTICLE VI - EXECUTIVE COMMITTEE

Section 1. The Division shall be directed by an Executive Committee composed of the following:

- a. Chairperson
- b. Vice-Chair/Program Chair
- c. Co-Program Chair
- d. Secretary
- e. Treasurer
- f. The three (3) past Chairpersons of the Division
- g. The three (3) Directors

Section 2. Four (4) members of this group will constitute a quorum.

Section 3. The Executive Committee shall formulate and administer all policies of the Division

## ARTICLE VII - MEETINGS

The Division shall hold an annual meeting at the society's Annual conference. The Annual meeting shall be open to the public. Voting privileges, however, shall be extended only to members of the division. The business of the annual meeting shall include reports by the officers and chairpersons of Standing and ad Hoc Committees.

The Division may adopt its own rules of procedure, but in the absence of such rules, ROBERT'S RULES OF ORDER, latest edition, shall apply.

## ARTICLE VIII - COMMITTEES

Section 1. The Chairperson, with the advice of the Executive Committee, may appoint committees as deemed necessary and shall designate the Chairperson(s) thereof.

Section 2. By November 1 following taking office, the Chairperson shall, with the advice and consent of the Executive Committee, nominate NEW Executive Members from among Division members who are not currently serving on the Executive Committee.

Section 3. The Chairperson shall appoint Associate Chairperson(s) to a Program Committee for one year terms. Such Associate Chair(s) shall coordinate the Program Committee whose objective shall be to plan, develop and arrange a sequence of programs to span two or more years.

#### ARTICLE IX -AMENDMENTS

These bylaws may be amended by a two-thirds vote of the Executive Members attending the annual meeting of the Division.

#### ARTICLE X - ADOPTION

These bylaws shall become effective upon an affirmative two-thirds vote of the Executive Members of the Division. Amendments approved by the division membership shall be submitted through the PIC IV Chair for approval by majority vote of the ASEE Board of Directors and shall take effect only upon such approval.

#### ARTICLE XI - PUBLICATIONS

Section 1. DELOS adopts a blind review process.

Section 2. DELOS is a Publish to Present Division. Acceptance of abstracts in the division does not ensure publication in the conference proceedings or presentation at the conference.

Section 3. A final, peer-reviewed paper, based on the abstract, must be approved before it can be included in the proceedings or presented at the conference.

#### ARTICLE XII - DELOS NEWS

The Division shall publish periodicals and other materials for advancing the objectives of DELOS and to encourage and recognize contributions to laboratory practice. The publications will be electronic newsletters placed on the Division's Website.

#### ARTICLE XIII - AWARDS

Section 1. All submitted papers that have been nominated by at least one of the reviewers will be candidates for nominations for DELOS Best Paper Award. In the event that fewer than four papers are nominated for Best Paper Award, the remaining nominations will be selected based on the rankings from reviewers.

Section 2. A second set of BLIND reviews will be conducted to determine the top best four (4) nominated papers. Each of the FIRST authors of the four (4) best papers will receive a cash award of \$150.

Section 3. The authors of the top four papers will be informed of their nominations and alerted to the fact that DELOS will nominate one of the four papers for PIC IV Best Paper Award. The paper with the highest rating from the blind review (Section 2) will be nominated for PIC IV Best Paper. The first authors for the highest rated paper will receive a certificate at the time of the oral presentation.

Section 5. Nominations for the DELOS Distinguished Service award may be made at any time by a member of the Division. Nominations must be received by the Chair of the Division no later than March 1st for the nominee to be considered for an award made at the ASEE Annual Conference of that year. The Executive committee will hold a vote to determine whether the nominee will be given the award. Selection will be by majority vote of at least the Chair, Program Chair, and Co-Program Chair. The Executive Committee has the discretion to not make an award for Distinguished Service at each ASEE Annual Conference.

Section 6. The DELOS Distinguished Service awardee will receive a prestigious plaque and cash award of \$150.

#### ARTICLE XIV - DUES

The Executive Committee is authorized to establish dues for the Division membership. The dues of the Division shall be determined each year by the Division in session and shall be only for such incidental items as are not supplied by the National Society. Approval of such expenses must be made by the Executive Committee.