

Adopted 2000

Updates voted on and approved in the ENT Division Business Meetings:
June 2004, June 2005, and June 2018

I. Name

The name of this Division shall be the Entrepreneurship & Engineering Innovation Division of the American Society for Engineering Education.

II. Objectives

The objectives of this Division are identical with those of the Society as stated in Article 1, Section 2 of the Constitution of ASEE but with special emphasis to those objectives that pertain to the field of entrepreneurship. The primary objectives of this Division shall be:

A. To provide a means for the development of concepts in entrepreneurship and engineering innovation education;

B. To provide a means for the presentation of new educational programs and methods in the area of entrepreneurship and engineering innovation; and

C. To encourage the continued development of educators in entrepreneurship and engineering innovation.

III. Membership

Membership of this Division shall consist of those members of the Society who are listed in the Society records as having an interest in Entrepreneurship and Engineering Innovation and who pay division dues of \$5 per year.

IV. Organization and Officers

The Division shall be administered by an Executive Committee composed of the Division Chair, Division Chair-Elect, Immediate Past Chair of the Division, the Division Vice Chair for Program Development (also called the Program Chair), Program Chair-Elect, Immediate Past Program Chair, the Division Secretary-Treasurer, the Division Newsletter Editor/Webmaster, the Membership Chair and three elected at-large members. The three elected at-large members shall serve three year terms staggered so as to have one replaced by election each year.

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

V. Election of Officers

The Chair of the Division shall retire at the end of each annual meeting of the Society. The Chair-Elect will succeed to the office of Chair upon completion of their term of office as Chair-Elect.

The Nominating Committee shall annually nominate one or more candidates for the offices of: Division Chair-Elect; Division Program-Chair Elect, Division Secretary-Treasurer and other Executive Committee members as required; and in addition one or more candidates for one at-large position on the Executive Committee.

In addition to those nominations made by the Nominating Committee, additional names may be nominated for any office to be filled in an election upon presentation of such nominations in writing signed by five members of the Division present at the annual Meeting. These nominations shall be voted upon together with the names of the members nominated by the Nominating Committee.

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 (1) in the event of resignation or death of the Division Chair, the Chair-Elect shall assume automatically the duties of the Division Chair; (2) in the event of resignation or death of the Program Chair, the Program Chair-Elect shall assume automatically the duties of the Program Chair; (3) in the event of resignation or death of the Immediate Past Chair of the Division or the Immediate Past Program Chair, the vacated office shall not be filled until after the next election.

VI. Committees

The Executive Committee shall establish such regular and special committees as it deems necessary to carry out the purposes of the Division.

The Nominating Committee shall be composed of the Chair of the Division as Chair and two current Executive Committee members appointed by the Division Chair with the advice and consent of the Executive Committee.

The Division Vice Chair for Program Development and their committee shall be responsible for the development and presentation of workshops, seminars, conferences, and short courses to provide for the continued development of entrepreneurship and engineering innovation educators.

VII. Duties and Terms of the Officers

The **Division Chair** shall serve for one year and shall:

Have administrative responsibility for the content of all functions of the Division 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 Division and all meetings of the Executive Committee.

Appoint committees in accordance with the By-Laws.

Compile an annual report of the activities of the Division as requested by the Secretary of the Society.

The **Division Chair-Elect** shall serve for one year and shall:

Act for the Chair at business meetings of the Division and Executive Committee in the event of the Chair's absence from these meetings.

Conduct other duties as requested by the Chair.

The **Program Chair** shall serve for one year and shall:

Initiate advance planning for the conference programming.

Coordinate special conference events with the Division Chair and the Executive Committee.

The **Program Chair-Elect** shall serve for one year and shall:

Assist the Program Chair in planning for the upcoming year's programming.

Conduct other duties as requested by the current Program Chair.

The **Secretary-Treasurer** shall serve for two years and shall:

Be responsible for official records and correspondence of the Division and Executive Committee.

Be responsible for financial records and the payment of bills of the Division and Executive Committee.

Record minutes of the annual business meeting and meetings of the Executive Committee and distribute copies to appropriate Society and Division officers.

Secure copies of papers presented at the Annual Meeting sessions, submit same to the Executive Committee for recommendations on publication, and transmit these recommendations to the appropriate editor.

Report to the secretary of the Society or other appropriate office on Division finances and proceedings of the annual meeting sessions.

The **Division Publications Editor/Webmaster** shall serve for two years and shall:

Be responsible for the editing, production, and circulation of the Division Newsletter and such Division publications as the Executive Committee may decide to produce, and shall be responsible for preliminary editing and submitting to the Society Editor any material to be printed in ENGINEERING EDUCATION or other Society organs as a publication sponsored by the Division.

The **Division Membership Chair** shall serve for two years and shall:

Work with the Division Chair to identify information and resources that are of value to the Division members.

Act as a voice for all Division members on the Executive Committee.

VIII. Meetings and Activities

An annual business meeting and conference of the Division shall be held concurrently with the Annual Meeting of the Society. The theme and objectives of the Division's conference sessions shall be established by the Executive Committee.

The Executive Committee shall hold regular meetings at the Annual Meeting of the Society and special meetings as called by the Chair.

Those members present at the meetings of the Division and Executive Committee shall constitute a quorum.

The Executive Committee shall establish such other activities as may be desirable for the promotion of the purposes of the Division.

Members of the Society and other interested persons shall be eligible to attend all meetings of the Division.

IX. Publications

The Division shall sponsor, produce, and circulate such publications as the Executive Committee may determine to be appropriate.

All papers presented at meetings of the Division become the property of the Society and may be recommended for publication in ENGINEERING EDUCATION or in the publications of the Division as may be deemed proper by the Executive Committee of the Division. Papers not accepted for publication shall be returned to the authors and shall no longer be considered the property of the Society.

X. STATEMENT ON DIVERSITY AND INCLUSIVENESS

The Division is also committed to promoting the inclusion and education of diverse individuals and embracing diverse ideas in the professions of engineering and engineering technology. The Division recognizes 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. More information can be found on ASEE's Statement on Diversity and Inclusiveness at <http://www.asee.org/about-us/diversity>

XI. Amendments

Amendments to these By-Laws may be made at the annual business meeting of the Division or newsletter ballot or by e-mail or on-line voting upon affirmative vote of two-thirds of the members present or responding.

Proposed amendments are to be prepared by a committee of three members appointed by the Chair of the Division. The amendments are to be sent to the members by letter or in the publications of the Division not later than thirty (30) days before they are to be voted upon.

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.