

BYLAWS FOR THE WOMEN IN ENGINEERING DIVISION

Adopted April 1978
Revised August 1990
Revised June 2007
Revised June 2010
Revised June 2012

ARTICLE I – Name

The name of this Division shall be the Women in Engineering Division of the American Society for Engineering Education (ASEE) and shall use the name WIED.

ARTICLE II - Purpose

The purpose of this Division conforms to those of the society but with special emphasis on the needs of women engineering faculty and issues related to the recruitment, retention and graduation of women engineering students.

ARTICLE III - Membership

All members of ASEE are eligible to be members of this Division. Membership of this Division shall be those members of the society who are listed in the society records as having an interest in women in engineering initiatives and who pay the division dues of \$7.00 per year.

ARTICLE IV - Officers

The officers of the Division shall be the Chair, Program Chair, Program Chair Elect, Secretary, Treasurer, Director of Awards, Director of Positions, two Directors at Large, a Webmaster, and Assistant Webmaster.

Each term of office shall be two (2) years, with the Treasurer, Assistant Webmaster, Director of Awards and Director of Positions being elected in odd numbered years, Program Chair Elect, the Secretary, and two (2) Directors at Large being elected in even numbered years. The Program Chair shall succeed the Chair. The Program Chair Elect shall succeed the Program Chair. The Assistant Webmaster shall succeed the Webmaster. Elected officers shall assume office at the conclusion of the next Business Meeting of the Division.

In case of resignation or death of any elected officer of the Division, the Executive Board will appoint a replacement to serve the remainder of the term of office, except, if the officer to be replaced is the Chair. The Program Chair will succeed to the office of the Chair for the unexpired term.

The Chair shall preside at all meetings of the Division, shall present the Division to the Society and to the public, and shall perform such other duties as they normally pertain to this office. The Program Chair shall serve as chair of the Program Committee and, in the

absence of the Chair, shall preside at meetings of the Division.. The Webmaster shall maintain and update the Division website, with the assistance of the Assistant Webmaster. The Secretary shall keep the minutes of the meetings of the Division. The Treasurer shall keep the accounts of the Division. The Directors-at-Large shall perform such functions as may be assigned to them by the Chair.

ARTICLE V - Executive Board

The affairs of the Division shall be administered by an Executive Board consisting of the Officers and the immediate Past Chair. The Chair and Secretary of the Division shall be Chair and Secretary of the Executive Board, respectively.

ARTICLE VI - Meetings

The Executive Board shall arrange for an Annual Business Meeting of the Division to be held concurrently with the Annual Conference of the Society. Interested persons, other than members of the Division, shall be eligible to attend all open meetings of the Division. Voting privileges, however, shall be extended only to members of the Division. The Secretary shall notify all members of the Division of the time and place of the annual meeting by electronic mail at least sixty (60) days in advance of the meeting.

Special meetings of the Executive Board may be called by the Chair as needed.

The Division may conduct business by electronic mail between meetings providing all provisions of the bylaws are observed and that such business is reported at the next annual meeting of the Division. A minimum of thirty (30) days shall be allowed between the distribution of any ballot, motion, or resolution and the deadline for its return.

Additional meetings may be called by the Chair.

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

ARTICLE VII - Elections

The Officers and Directors of the Division shall be elected according to the following procedures: The Chair shall appoint a Nominating Committee no later than thirty (30) days following the Annual Business Meeting with the Director of Positions of WIED serving as the Chair of the Nominating Meeting. A call for nominations will be electronically mailed to the Division Membership by February 1 following its appointment. The Nominating Committee shall present a slate with at least one name for each office to be filled and including the names of those who have been nominated by the membership, to the Executive Committee no later than ninety (90) days prior to the Annual Business Meeting of the Division. The Nominating Committee shall obtain the consent of each nominee prior to submitting his/her name for nomination.

The Chair of the Nominating Committee shall conduct the election. Ballots will be made available to each member of the Division by April 1 preceding the Annual Business Meeting. A majority of the votes cast for a given office shall constitute election. Members must have at least thirty days in which to cast their ballot. All candidates will be notified of the results immediately. In case of a tie vote, the Executive Board shall cast the deciding vote.

If no candidate for a given office receives the majority of the vote, a run-off election must be held. Candidates in the run-off are the two candidates who received the highest number of votes. If their combined votes are not at least fifty percent of the votes cast, the candidate with the third highest number of votes shall be added to the run-off ballot.

The Nominating Committee may not nominate the current Chair for a second term.

ARTICLE VIII - Committees

The standing committees of this organization shall be the Executive Committee described in Article VI, a Program Committee, a Membership Committee, a Publications Committee, a Nominating Committee and an Awards Committee. The Chair of the Division shall appoint such additional committees as are deemed necessary and shall designate the Chairs of those committees who are not otherwise specified in these bylaws.

The Chair of the Division shall be an ex-officio member of all committees except the Nominating Committee.

The Program Chair shall appoint and chair a Program Committee whose objective shall be to plan, develop, and arrange a sequence of programs to span two years.

The Division shall have a Historian appointed by the chair.

ARTICLE IX – Parliamentary Authority

Robert's Rules of Order (Latest Edition) shall govern the conduct of meetings of the Division in all cases to which they are applicable, and in which they are not inconsistent with the Constitution and Bylaws of the ASEE and the Bylaws of the Division. In all cases the Constitution and Bylaws of the Society shall be paramount.

ARTICLE X - Amendments

Bylaws and amendments to the bylaws may be proposed, in writing, by any member of the Division, and, if approved by a simple majority of the Executive Board, presented at the annual Business Meeting.

The Bylaws may be amended by a two-thirds affirmative vote of the Division members present and voting at the Annual Business Meeting provided that proposed amendments

have been made known to the Division membership at large at least thirty (30) days prior to the date of the Annual Meeting at which the vote is to take place. These Bylaws may also be amended by a two-thirds affirmative vote, of the votes cast by the Division membership. *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 cast their vote by mail or fax.* Thirty days must be allowed for return of the ballot.

Amendments to the Bylaws may also be proposed by petition to the Executive Board, and signed by at least twenty-five (25) 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

The Webmaster shall maintain and update a Division website to inform members of the Division's activities and to disseminate appropriate information. The Chair will forward an electronic newsletter to the membership periodically linking to the website.

The Division may publish other materials to advance the objectives of the Division.

ARTICLE XII - Dues

The Executive Board is authorized to establish dues for Division membership, subject to approval of the membership at an Annual Meeting.

ARTICLE XIII - Division Conference Presentations

To give a presentation at the Annual Conference, the author(s) must

- (1) submit an abstract in response to the call for papers,
- (2) have the abstract approved for submission of a paper,
- (3) submit a draft and final paper by the stated deadline dates.
- (4) have the final paper approved for publication.

Additionally, the author(s) must comply with stated ASEE author guidelines and rules.

ARTICLE XIV – Awards

The Awards Committee shall be chaired by the Director of Awards, with membership appointed by and responsible to the Executive Board. The Program Chair is an ex-officio member of the Awards Committee.

The Awards Committee shall be responsible for the annual selection of the Denise B. Denton Best Paper Award. The recipients are selected by a vote of the Awards Committee. The basis for selection is the quality of a paper submitted for presentation at the upcoming ASEE Annual Conference. The award consists of a \$250 honorarium and a plaque. The nominees for the Best Paper Award shall be selected by the Program Chair, with the assistance of the Director of Awards.

The Awards Committee shall be responsible for the annual selection of the recipient(s) of the Mara H. Wasburn Apprentice Educator Grants. The recipients are selected by a vote of the Awards Committee. The basis for selection is the quality of an application submitted in response to a call for applications. The award consists of reimbursement of up to \$2,000 in travel expenses to attend the Annual Conference.

The Director of Awards shall annually announce these Awards to the Division membership at the time of the call for abstracts.

ARTICLE XV – Other Provisions

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) IV.