

American Society for Engineering Education
Illinois-Indiana Section
Bylaws

Article I. Name, Mission, and Objectives

1. The name of the organization shall be the “Illinois-Indiana Section” of the American Society for Engineering Education, hereinafter referred to as the Section. The American Society for Engineering Education will hereinafter be referred to as the Society.
2. The mission of the Section is to *“to promote the scholarship of engineering and engineering technology education within the Illinois-Indiana Section.”*
3. The objectives of the Section are to:
 - a. create a favorable climate for the growth of the educational community - technically, professionally, and socially;
 - b. promote the highest ideals in the conduct of engineering and engineering technology education;
 - c. cultivate a kindred spirit among faculty, students, researchers, administrators, industry practitioners, and government representatives;
 - d. provide an opportunity for members to meet and benefit from issues of mutual interest;
 - e. promote the publication and dissemination of information in the fields of engineering and engineering technology education;
 - f. promote efforts to acquire increased breadth of outlook and insight into the activities and trends of the Society;
 - g. promote collegiality among member institutions;
 - h. promote excellence in instruction, research, public service, and practice;
 - i. disseminate instructional materials and methods to enhance student learning and improve teaching.

Article II. Section Membership

1. Membership within the Section shall be both Institutional and Individual.
2. Institutional Memberships are identified as Engineering Institutional Membership, Engineering Technology Institutional Membership, or Affiliate Institutional Membership. All Institutional Memberships are defined as an institute of higher learning located within the geographical boundaries of the Section with an academic program in engineering and/or engineering technology.
 - a) Engineering Institutional Membership is offered to institutions that have at least one engineering program accredited by the Engineering Accreditation Commission (EAC) of the Accreditation Board for Engineering and Technology (ABET).
 - b) Engineering Technology Institutional Membership is offered to institutions that have at least one engineering technology program accredited by the Engineering Technology Accreditation Commission (ETAC) of the Accreditation Board for Engineering and Technology (ABET).

- c) Affiliate Institutional Membership is offered to institutions with engineering or engineering technology programs that are not accredited by the Accreditation Board for Engineering and Technology (ABET) and to institutions that offer accredited or non-accredited Associates degree programs in engineering technology. This includes community colleges and technology schools that wish to become more involved in engineering and engineering technology education.
3. An Individual Membership is defined as a member of the Society whose primary residence is located within the geographical boundaries of the Section.

Article III. Section Officers

1. The elected Section officers consist of the Section Chair, Section Chair-Elect, Past Section Chair, Section Secretary, Section Treasurer, and Section Awards Chair. Non-elected Section officers include the Current Conference Program Chair, the Future Conference Program Chair, and the Past Conference Program Chair, the Section Newsletter Editor, Section Campus Representative, and Section Webmaster/Archivist.
 - a. The term of all Elected Officers shall be two (2) years, with the exception of the Section Chair-Elect and Past Section Chair who serve one (1) year terms. Non-elected officers serve one (1) year terms.
 - b. Elections for the Section Chair-Elect and the Section Secretary shall be held on even-numbered years. Elections for the Section Treasurer and the Section Awards Chair shall be held on odd-numbered years.
 - c. The Section Chair-Elect assumes the role of the Section Chair upon completion of the term of the Section Chair.
 - d. Terms of the Elected Officers coincide with the ASEE Annual Meeting. Elected Officers assume the roles of their positions at the conclusion of the ASEE Annual Meeting.
 - e. The Section Chair and the Section Chair-Elect shall serve as representatives to the Zone II Council.
2. The Section Chair assumes the responsibility for the functioning of the Section. The Section Chair shall:
 - a. preside at all Business and Executive Committee meetings of the Section;
 - b. appoint all standing committees authorized by the Section and *ad hoc* committees authorized by the members or by the Section Executive Committee and serve as an *ex officio* member of all committees;
 - c. inform the ASEE Executive Director and the Chair of Zone II of all activities related to the Section;
 - d. write letters of appreciation to all Section Officers, with copies to their deans, at the close of their terms of office;
 - e. notify the President of the Society, the Executive Director of the Society, the Editor of the Society, and the Chair of Sections, Zone II, of the names and terms of office of all officers and Executive Board members immediately after they are elected or selected.

3. The Section Chair-Elect shall:
 - a. preside over meetings when the Section Chair cannot act or is absent from the meeting;
 - b. assume such other related duties as may be delegated by the Section Chair.
4. The Section Secretary shall:
 - a. document all minutes and records of Section meetings and activities;
 - b. send the minutes of the Section annual meeting to the Section Officers for dissemination within two (2) weeks following the annual meeting of the Section.
5. The Section Treasurer shall:
 - a. collect all Section income and disburse all monies authorized by the Section;
 - b. maintain Section financial records;
 - c. submit a financial report at the annual meeting of the Section.
3. The Section Awards Chair shall:
 - a. serve as Chair of the Awards Committee;
 - b. be responsible for organizing and scheduling Award Committee meetings.
4. The Section Newsletter Editor shall:
 - a. be responsible for preparation, publication, and dissemination of the newsletters of the Section. The frequency of publication shall be approved by the Executive Board;
 - b. edit and publish reports and other documents of the Section;
 - c. perform such other related duties as may be assigned by the Section Chair.
5. The Section Past Section Chair shall:
 - a. serve as Chair of the Nominating Committee;
 - b. perform such other related duties as may be assigned by the Section Chair.
6. The Section Campus Representative shall:
 - a. serve as a focal point for all Section related campus representative activities;
 - b. arrange for an annual campus representative meeting to be held at the annual Section Conference;
 - c. submit the selection of the Section Outstanding Campus Representative to the Chair of Zone II as a nomination for the Zone II Outstanding Campus Representative;
 - d. work with all Campus Representatives within the Section to promote the recruiting and retention of ASEE membership.
7. The Section Webmaster/Archivist shall:
 - a. be responsible for the content of the Section website and shall work closely with a designated individual at the website host institution for implementation, update, and maintenance of the website;
 - b. post those Section documents which are not normally kept by the Secretary or Treasurer but are indicative of the activities and achievements;
 - c. take responsibility for filing the appropriate historical documents in the Section's archival library on the website and convey that information to the Society.

8. The Current Conference Program Chair shall:
 - a. be responsible for planning and organizing the annual Section Conference and Section Business Meeting, both of which occur during the term of appointment.

Article IV. Section Executive Committee

1. Members of the Section Executive Committee include all elected officers of the Section and the Current Conference Program Chair.
2. The Section Chair shall be the Chair of the Section Executive Committee.
3. The terms of office of the Section Executive Committee shall coincide with the elected terms of office of the Section Officers. The Current Conference Program Chair serves a one-year term.
4. The Section Executive Committee shall work with the Current Conference Program Chair and the host institution to schedule and coordinate the Section Conference and the Section Business Meeting.
5. The Section Executive Committee is responsible for the day-to-day operations of the Section for the purposes of planning and implementing the annual meeting including the expenditure of ASEE allocated funds, processing proposals for discretionary funds, and calling regular or special elections of the Section.

Article V. Section Committees

1. Nominations Committee.
 - a. The Nominations Committee shall consist of three (3) Section officers as appointed by the Section Chair.
 - b. The Section Chair-Elect shall be the chair of the Nominations Committee on odd-numbered years and the Past Section Chair shall be the chair of the Nominations Committee on even-numbered years.
 - c. At the Annual Business Meeting, the Nominations Committee shall be responsible for presenting a slate of nominees for officer positions whose terms will expire at the following ASEE Annual Meeting.
2. Awards Committee.
 - a. The Awards Committee shall consist of Awards Chair and three (3) members of the Executive Committee as appointed by the Section Chair;
 - b. The Awards Committee shall solicit nominations, review submitted materials, and select award recipients for all Section awards.
3. Resolutions Committee.
 - a. The Resolutions Committee shall be appointed by the Section Chair, prior to the annual Section Conference.
 - b. The Resolutions Committee shall consist of at least two (2) members of the Executive Committee who are not members of the host institution of the Section Conference.
 - c. The Resolutions Committee shall present the resolutions report at the closing session of the annual Illinois-Indiana Section Business Meeting.

Article VI. Conferences and Meetings

1. There shall be one (1) Section Conference and one (1) Section Business Meeting to be held annually at a date and time designated by the host institution and approved by the Executive Committee.

2. The annual Section Business Meeting shall be included on the agenda at the annual Section Conference.
3. Conference host institutions shall be limited to those institutions with ABET-accredited programs in engineering and/or engineering technology.
4. The Section Executive Committee shall select the host institution which shall designate the Current Conference Program Chair and select a conference planning committee.
5. The Current Conference Program Chair shall serve on the Executive Committee of the Section.
6. The Executive Committee shall meet periodically throughout the year to conduct Section business. These meetings may be held using conferencing technologies.
7. A quorum at the Section Business Meeting shall be those Section members in attendance at the Section Business Meeting.

Article VII. Parliamentary Authority

1. *Robert's Rules of Order* (current edition) shall govern the Section in all cases to which they are applicable and in which they are not inconsistent with the Constitution or Bylaws of the Society.
2. Actions taken by the Executive Committee shall be valid unless challenged by the Board of Directors of the Society or by a petition signed by at least 10 percent of the members of the Section. The validity of challenges by petition shall be determined by a vote of the Section which may be conducted electronically.

Article VIII. Statement on Diversity and Inclusiveness

1. The Illinois-Indiana Section is committed to promoting the inclusion and education of diverse individuals and embracing diverse ideas in the professions of engineering and engineering technology. The Illinois-Indiana Section 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.

Article IX. Amendments

1. The Bylaws of the Section can only be amended by a majority vote of the Section membership in attendance at the annual Section Business Meeting or by a majority vote of the Section membership participating in an electronic vote.
2. Proposed amendments to the Bylaws shall be made available to all Section members at least thirty (30) days prior to the annual Section Business Meeting or a call for an electronic vote of the Section.
3. Amendments approved by the Section membership shall be submitted to the Zone II Chair who will forward those to the ASEE Board of Directors for ratification and formal adoption.

Bylaws Adopted: April 10, 1973

Bylaws Amended: April 15, 1977

Bylaws Amended: April 2, 2005

Bylaws Amended: March 23, 2019