

## **Bylaws of the ASEE Aerospace Division**

Adopted: 2002

Last Revision: June 18, 2019

### **A. Name**

The name of this division shall be the Aerospace Division of the American Society for Engineering Education.

### **B. Objectives**

The objectives of this Division are identical to the objectives of the Society as articulated in the ASEE Constitution, with an emphasis on those objectives that pertain to aerospace engineering. Specifically, the Division shall support the development of new aerospace engineers and those who teach them by encouraging the dissemination of information on fundamental educational research and application of new teaching methods in aerospace engineering classes.

### **C. Membership**

Membership in the Division shall be limited to members of the Society who have paid the required membership dues.

### **D. Organization**

The Division shall be administered by an Executive Committee of nine elected members.

### **E. Officers**

Four members of the Executive Committee shall serve as the Division Officers: Chair, Vice Chair, Secretary/Treasurer, and Program Chair. Five shall serve as Auxiliary Members of the Executive Committee, including the Program Chair-Elect, Webmaster, Past Chair, and two additional At-Large members.

Except in extraordinary circumstances, officers shall serve one-year terms in succession in each office in the order of Program Chair, Secretary/Treasurer, Vice Chair, and Chair. Additionally, the Program Chair-Elect shall succeed Program Chair and the Chair shall succeed Past Chair. Any Executive Committee member whose term expires at the end of the annual meeting in June of that year is eligible for election to no more than one additional consecutive term on the Executive Committee. The Chair shall not succeed himself/herself.

Vacancies in the succession of offices shall be filled by temporary appointments from Members of the Executive Committee, as approved by a five-member quorum of that Committee. The temporary appointments shall be in effect until the next annual meeting, at which time the vacancies shall be filled through regular election procedures.

### **F. Duties**

**Chair** – Oversees administration and conducts official correspondence for the Division; leads the Business Meeting and Banquet and/or Division Reception. In overseeing the administration, the Chair shall ensure that all duties and tasks are completed in a timely manner.

**Vice Chair** – Chairs the Distinguished Service Award Committee and monitors the process for granting the J. Leland Atwood Award.

**Secretary/Treasurer** – Signs for expenditures, receives account reports, reports at annual Business Meeting. In the event of vacancies in the offices of both Chair and Vice Chair, the Secretary/Treasurer shall act as Chair *pro tempore*.

**Program Chair** – Organizes and implements the Division’s program for the annual conference.

**Auxiliary Members of the Executive Committee** – The five Auxiliary Members participate in discussions and assist in the conduct of business and programs of the Division. The Past Chair serves as a resource for the Division and selects the chair of the J. Leland Atwood Award Committee. The Program Chair-Elect assists the Program Chair in preparation for assuming the duties of that office in the following year. The duties for the Chair of the J. Leland Atwood Award Committee are described in Article H.1. The duties of the webmaster are described in Article J.2. Other members stand by to complete terms or fill vacancies in the succession of offices.

## **G. Elections**

The Program Chair-Elect and the additional Auxiliary Member(s) shall be elected at the annual business meeting that coincides with the ASEE Annual Conference and Exposition. Nominations, with a requisite second, may be made from the floor for these positions. The nominations shall be voted on by the members present at the Business Meeting held during the annual conference.

## **H. Standing Committees**

### H.I. J. Leland Atwood Award Committee

The J. Leland Atwood Award, established in 1974, is bestowed annually upon an outstanding aerospace engineering educator in recognition of contributions to the profession. The award is endowed by Rockwell International and consists of an honorarium and a certificate. In addition, the AIAA presents a suitably engraved medal and certificate at the annual AIAA Science and Technology (SciTech) Forum. Nominations may be made by any member of ASEE and/or AIAA. The call for nominations is issued in the fall of the previous year. The J. Leland Atwood Award cannot be granted to the currently serving Auxiliary Member, J. Leland Atwood Award Committee member, or any previous J. Leland Atwood Award winner. The award, which may, or may not be made during any given year, is presented at the Business Meeting, Banquet, or Division Reception.

In addition to the Committee Chair, the Committee consists of four members nominated by the Committee Chair and approved by the Executive Committee. At least two of the four Committee members shall be past recipients of the J. Leland Atwood Award. The intent is that at least one Committee member is not a past awardee.

### H.II. Distinguished Service Award Committee

The Aerospace Division’s Distinguished Service Award was established in 1992 to recognize and honor members of the Aerospace Division who have served the Division in an exemplary manner. The Division Vice Chair serves as the Chair of the Committee. Membership includes two other Executive Committee members selected by the Division Chair. The Distinguished Service Award cannot be granted to the currently serving Officers. The call for nominations is issued in the fall. One or more awards are presented at the Business Meeting, Banquet, or Division Reception.

### H.III. ASEE Aerospace Division Student Paper Award Committee

Student authored papers submitted to the Aerospace Division and presented at an ASEE Annual Conference and Exposition can be considered for ASEE Aerospace Division Student Paper Award(s). Up to three awards may be presented each year. The lead author and presenter (same or different) must be a student. An award consists of both a certificate and cash award to the student author(s). The Program Chair serves as the Committee chair, with other officers serving as Award Committee members.

### **I. Meetings and Activities**

The Executive Committee shall arrange for an annual conference of the Division to be held concurrently with the annual conference of the Society and shall administer such other activities as may be desirable for the purposes of the Division, including the appointment of ad hoc committees. Members of the Society and other interested persons shall be eligible to attend meetings of the committees.

### **J. Publications**

#### J.I. Papers

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 receives 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.

#### J.II. Website

The Division Chair shall appoint a Webmaster authorized to maintain the Aerospace Division website.

### **K. Amendments**

Amendments to these bylaws may be made at any annual or special meeting of the Division upon affirmative vote of two-thirds of the members present. 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 no later than thirty days before they are to be voted upon for adoption.

### **L. Statement on Financial Reserves**

The Division strives to maintain a balance equal to approximately 1-year worth of operating expenses in a reserve account maintained by ASEE.

### **M. Statement on Diversity and Inclusiveness**

The Aerospace Division is committed to promoting the inclusion and education of diverse individuals and embracing diverse ideas in the professions of engineering and engineering technology. The Aerospace 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 <https://diversity.asee.org/about/>