

## Civil Engineering Division: General Membership Business Meeting

---

June 18, 2019; 5:00 to 6:00 pm

Meeting Room 9, Tampa Marriott Waterside

1. Welcome and Call to Order Andrea Welker
  - 1.1. Approval of Agenda
  - 1.2. Attendance Roster
2. Approval of 2018 General Membership Business Meeting minutes David Saftner
  - 2.1. Attachment 3 printed strange, but good on website
  - 2.2. Kevin moved to approve
  - 2.3. Steve second
  - 2.4. Unanimous approval
3. CE Division leadership Andrea Welker
  - 3.1. *Attachment 1: Division Leadership*
  - 3.2. *Attachment 2: Division Organization Chart for upcoming year*
  - 3.3. Andrea proposed changing bylaws to reflect practice regarding 2 year length of Secretary/Treasurer vs. 3 year in bylaws
  - 3.4. ASCE Liaison Committee corrections
  - 3.5. Award, Nominating, & Member Committees discussed; CJ will appoint an active, past chair for the Nominating Committee
  - 3.6. Elected officers for 2019-2020 Andrea Welker

Chair:	C.J. Riley
Vice Chair/Program Chair:	Steve Burian
Secretary-Treasurer:	Dave Saftner
Senior Director:	Matthew Lovell
Mid-Term Director:	Tonya Nilsson
Freshman Director:	Jennifer Retherford

Executive Board Appointments

Newsletter Editor:	Mary Katherine Watson	<i>entering year 3 of 3-year term</i>
Historian:	Ron Welch	<i>entering year 4 of 5-year term</i>
4. PIC I Report Agnieszka Miguel
  - 4.1. See Attachment 3 for Andrea's & Steve's notes on the PIC I meeting
  - 4.2. Best Paper Poster Session to recognize Division's Best Paper – recommend moving it from Sunday to increase attendance
  - 4.3. Code of Conduct for conference doesn't include repercussions for violating Code – working on updating it
  - 4.4. Moved selection of PIC I best paper back a week to give more time – all 12 divisions helped review
  - 4.5. New rate for K-12 teachers – please help advertise

- 4.6. 30% overhead on BASS accounts – detail account of Board finances show that 30% is correct rate for time devoted
  - 4.7. New requirement to describe BASS spending – increase transparency
  - 4.8. Monolith going away because ASEE developed and doesn't interface well with apps, membership accounts, registration, etc. – looking into replacements
  - 4.9. Bylaws should document process for awards
  - 4.10. Work-in-progress papers can't be considered for PIC or overall best paper, but are still eligible for Division best papers
  - 4.11. Operating accounts are going away and that money will be part of BASS account going forward
  - 4.12. PIC reorganization – PIC organization is historical and doesn't have equal membership – Survey Monkey survey is coming to give opportunity to rank PIC reorganization options & provide comments
  - 4.13. Room allocation question – this year the # of attendees was not taken into account this year – reoccurring problem for our Division – noted & plan to address – we moved rooms to accommodate against Conference policy – CJ will send pictures to help our case
  - 4.14. Haven't heard about the Diversity Best Paper award yet – CE paper not a finalist
  - 4.15. ASEE doing well with diversity – please don't schedule conference on Father's Day
  - 4.16. Note about CC'ing PIC chair on email – especially communication on bylaw changes, conference schedules, etc. Not all emails
  - 4.17. Conference fee was high and we ran out of lunch today
  - 4.18. Attendance roughly the same as last year
  - 4.19. How to determine Division attendance at Conference – ask PIC chair to get data
5. ASEE Diversity, Equity, and Inclusion (CDEI) Frank Falcone (calling in)
    - 5.1. Frank not calling in because no teleconference in the room
      1. A Diversity Equity and Inclusion (D E & I) Strategic Plan has been established.
      2. The members of the D E & I Committee have been assigned to sub-committees. Frank is on the Professional Development (PD) Subcommittee.
      4. Most of the recent efforts of the Committee have been directed toward establishing the D E & I Booth for the ASEE Conference. Our Division does not have comments on the Booth.
      6. D E & I goals still being established
      7. I think that Professional Development (PD) Programs can be very effective as vehicles through which D E & I issues can be examine and discussed. In Career Compass, one of our goals is to hold a D E & I Forum through which students can actively participate. I would suggest that PD Programs at other institutions establish similar venues. Career Compass will be happy to assist, if necessary. Perhaps, though such forums, substantive goals can be identified.
  6. ASEE CE Division and related ASCE reports
    - 6.1. 2019 Conference Overview C.J. Riley
      - 6.1.1.11 sessions – same for several years – 2 posters at our poster sessions – 1 panel – 2 distinguished lectures – 1 workshop – RAP session was successful (80 attendees) – 37 attending banquet after this meeting
      - 6.1.2.110 abstracts submitted – 59 to paper – 3 to poster – 18 rejected – 12 withdrew - >50% yield on abstracts
      - 6.1.3.14 diversity papers with one nominee for Best Paper
    - 6.2. Secretary-Treasurer report David Saftner
      - 6.2.1.

*Attachment 4: Treasurer's report*

- 6.3. PIC I business meeting report Andrea Welker

6.3.1.

*Attachment 3: Notes from Steve & Andrea*

- 6.4. ASCE Committee on Education report (volunteers to replace) Matt Roberts

6.4.1. Leslie handout

- 6.4.1.1. 1 ExCEED finished with 2 to go
- 6.4.1.2. 200 attendees at Educational Summit in Dallas – stay tuned for updates
- 6.4.1.3. Shorter DH Conference shorter this year because of Summit
- 6.4.1.4. New ABET this year
- 6.4.1.5. Awards coming at the banquet
- 6.4.1.6. Student chapter data
- 6.4.1.7. Student competition update – 2 new competitions with more ideas coming

6.4.2. CoE would like to help with membership

6.4.3. CoE would like to help ensure that people get recognized – Young Leader hasn't been awarded in a couple years

6.4.4. Matt is entering his 3<sup>rd</sup> year and we should find a replacement who will begin in October 2020 – Chair appoints a Past Division Chair (he's looking for volunteers) – Matt nominates Andrea

7. Supporting and Special Committee Reports

- 7.1. Awards Committee Report Kevin Hall

- 7.1.1. Gerald R. Seeley Award: Dr. Anahid Behrouzi and Mr. Michael J. Deigert from the California Polytechnic State University – San Luis Obispo
- 7.1.2. Stephen J. Ressler Best Paper Award: Susan Conrad, Kenneth Lamb, and Timothy Pfeiffer, "Where Grammar, Content, and Professional Practice Meet: The Case of the Passive Voice"
- 7.1.3. Glen L Martin Practitioner Service Award: Craig Musselman, PE
- 7.1.4. George K. Wadlin Distinguished Service Award: Al Estes, PhD, PE, F.ASCE
- 7.1.5. Induction to ASCE Fellow: none
- 7.1.6. Civil Engineering Emerging Leader Fellow: none
- 7.1.7. By-law update on language for consistency
- 7.1.8. Who gets a plaque discussion

- 7.2. Nominating Committee Report Sean St Clair

7.2.1. FILL IN DETAILS HERE AFTER SEAN FINDS HIS GLASSES

- 7.3. Membership Committee Report: Survey Report Matthew Lovell

- 7.3.1. Memberships numbers slowly decreasing since 2009 – working on survey to DH asking about opportunities – low response to survey with most answers being neutral – recommend better collaboration with ASCE – cost is detriment – friendly once you're in but seems closed at first – need better communication
- 7.3.2. CoE wants to help – specific thoughts include coming to DH Meeting to set up a table – Jim O'Brian used to talk about CE Division at ExCEED and want to make sure that still happens
- 7.3.3. Ron recommends paper survey at meeting based on his experience at Dean's meetings
- 7.3.4. Ron reports that over the last 5 years Deans have moved from not valuing educational research to hiring PhD in Eng Ed as more than lecturers & making sure they have friendly home departments – moving senior faculty to education roles in lower levels to increase retention – CE Dean's are better informed about workshops & educational research than other backgrounds

- 7.3.5. Tom recommends approaching new people, especially on Sunday and Monday to bring people to RAP session & attract new people & help folks overcome not knowing people and being unfamiliar with Conference – Chair could pass out RAP session advertisement & count on 20-30 new people

*Attachment 5: Membership numbers*

7.4. Newsletter Report

Mary Katherine Watson

7.4.1. See email

7.5. Historian's Report

Ron Welch

7.5.1. Quiz – Steve 1<sup>st</sup>, Norm 2<sup>nd</sup>, Norb 3<sup>rd</sup>, Tonya 4<sup>th</sup> CJ 5<sup>th</sup>

8. Other business/discussion

Andrea Welker

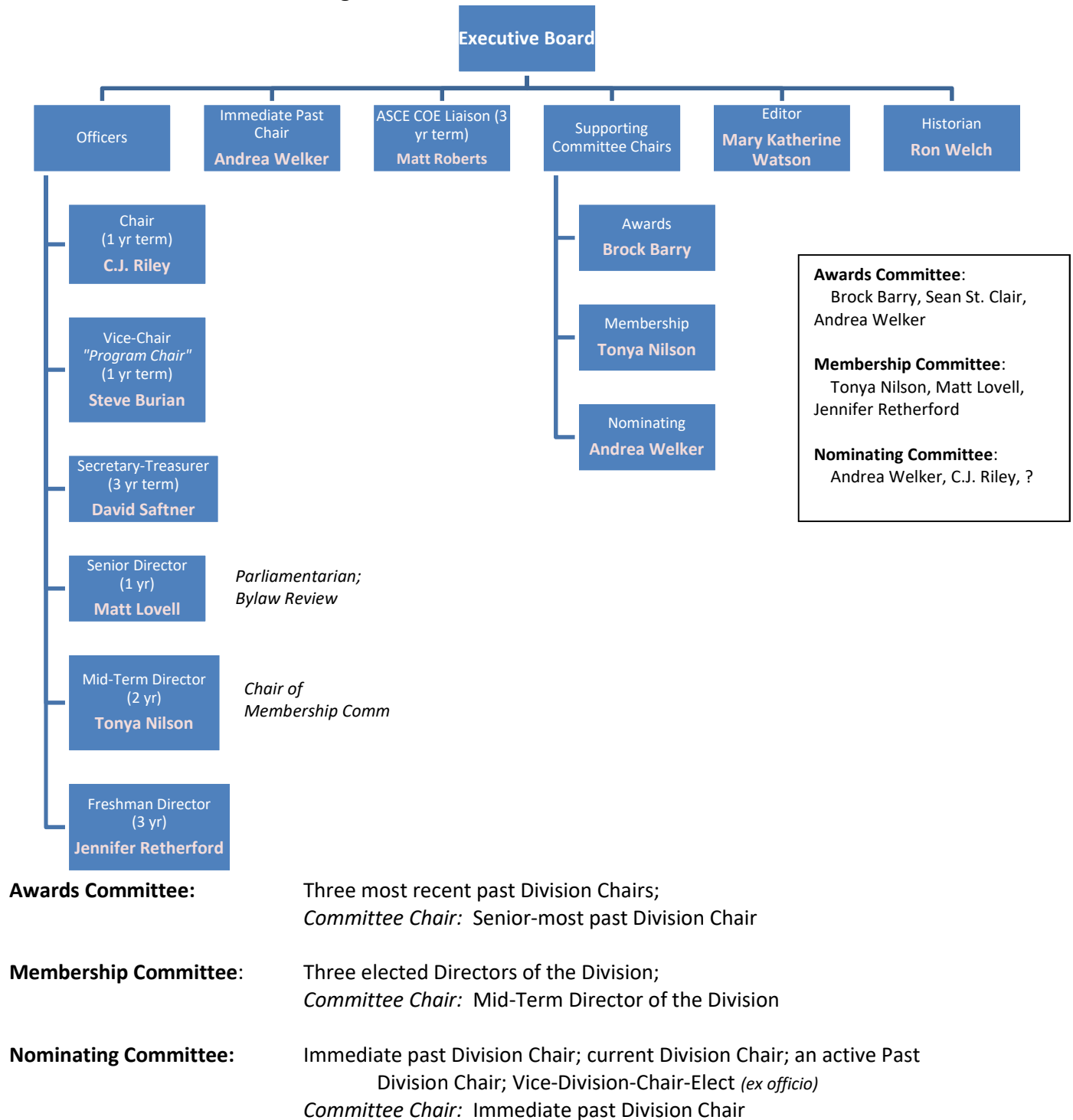
- Bylaw changes
- See Attachment 6 & 7
  - Changes updated bylaws to match current practice
  - Seely award updated to include CV review to ensure that nominee has commitment to engineering education
  - Suggestion to raise monetary award to ASEE Early Registration without workshops
  - Discussion to not give 1<sup>st</sup> author a plaque & other authors certificate – recommendation for framed certificates for everyone if money is an issue – recommendation for certificates for everyone and banquet attendance up to X people – recommendation for plaque/certificates in the bylaws and let the committee decide based on funding – recommend kicking this down the road for a year & voting on the rest
  - Unanimously approved (Ken moved, Norm second)

9. Adjourn

**Attachment 1**  
ASEE CE Division Leadership (June April 2018)

Position	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Immediate Past Chair	Asghar Bhatti	Matt Roberts	Yusuf Mehta	Kevin Hall	Brock E. Barry	Sean St. Clair	Andrea Welker
Chair	Matt Roberts	Yusuf Mehta	Kevin Hall	Brock E. Barry	Sean St. Clair	Andrea Welker	C. J. Riley
Vice Chair & Program Chair	Yusuf Mehta	Kevin Hall	Brock E. Barry	Sean St. Clair	Andrea Welker	C. J. Riley	Steve Burian
Senior Director	Kevin Hall	Brock E. Barry	Sean St. Clair	Andrea Welker	C. J. Riley	Steve Burian	Matthew Lovell
Mid-Term Director	Brock E. Barry	Sean St. Clair	Andrea Welker	C.J. Riley	Steve Burian	Matthew Lovell	Tonya Nilsson
Freshman Director	Sean St. Clair	Andrea Welker	C.J. Riley	Steve Burian	Matthew Lovell	Tonya Nilsson	Jennifer Retherford
Sec/Treasurer	Andrea Welker	Steve Burian	Steve Burian	Tonya Nilsson	Tonya Nilsson	Dave Saftner	Dave Saftner
Newsletter Editor (Exec Appt: 3 yr)	C.J. Riley (2)	C.J. Riley (3)	Matt Lovell (1)	Matt Lovell (2)	Mary Katherine Watson (1)	Mary Katherine Watson (2)	Mary Katherine Watson (3)
Historian (Exec Appt: 5 yr)	Ron Welch (3)	Ron Welch (4)	Ron Welch (5)	Ron Welch (1)	Ron Welch (2)	Ron Welch (3)	Ron Welch (4)
ASCE COE Liaison (Exec Appt; 3 yr)		Kevin Sutterer (1)	Kevin Sutterer (2)	Kevin Sutterer (3)	Matt Roberts (1)	Matt Roberts (2)	Matt Roberts (3)
Webmaster (Exec Appt)	Michael Woo						
Educational Policy (+ Curriculum Dev.)	C.J. Riley Andrea Welker	N/A	Ryan Fries Yusuf Mehta Jeffrey Evans	Andrea Welker Norm Dennis	Derek Williamsom Norm Dennis	N/A	
Effective Teaching	Kevin Hall Matt Lovell	N/A	Mary Katherine Watson Matt Lovell Tonya Nilsson David Saftner	C. J. Riley Mary Katherine Watson David Saftner	Mary Katherine Watson David Saftner	N/A	
Instructional Technology	Paul Richards Radhey Sharma	N/A	Laura Doyle M.A. Karim	Matthew Sleep Steve Burian	Matthew Sleep Jenny Retherford	N/A	
Professional Practice	Kevin Sutterer Jim Nelson	N/A	Kyle Kershaw C.J. Riley	Kyle Kershaw Yusuf Mehta Jenny Retherford	Mohammad Moin Uddin Matthew Lovell	N/A	
ASCE Liaison Committee	Tom Lenox Jim O'Brien	Tom Lenox Jim O'Brien	Tom Lenox Jim O'Brien	Tom Lenox Jim O'Brien Leslie Nolan Mark Kilgore	Tom Lenox Jim O'Brien	Matt Roberts (1)	Matt Roberts (2)
Awards	Kevin Sutterer (Chair) Shashi Nambisan Asghar Bhatti	Shashi Nambisan (Chair) Asghar Bhatti Matt Roberts	Asghar Bhatti (Chair) Matt Roberts Yusuf Mehta	Matt Roberts (Chair) Yusuf Mehta Kevin Hall	Yusuf Mehta (Chair) Kevin Hall Brock E. Barry	Kevin Hall (Chair) Brock Barry Sean St.Clair	Brock Barry (Chair) Sean St.Clair Andrea Welker
Nominating	Asghar Bhatti (Chair) Shashi Nambisan Matt Roberts	Matt Roberts (Chair) Asghar Bhatti Yusuf Mehta	Yusuf Mehta (Chair) Matt Roberts Kevin Hall	Kevin Hall (Chair) Brock E. Barry ...	Brock E. Barry (Chair) Sean St. Clair Kevin Hall	Sean St. Clair (Chair) Kevin Hall Andrea Welker	Andrea Welker (Chair) C.J. Riley
Membership	Brock E. Barry (Chair) Kevin Hall Sean St. Clair	Sean St. Clair (Chair) Brock E. Barry Andrea Welker	Andrea Welker (Chair) Sean St. Clair C.J. Riley	C.J. Riley (Chair) Andrea Welker Steve Burian	Steve Burian (Chair) C.J. Riley Matthew Lovell	Matthew Lovell (Chair) Steve Burian Tonya Nilson	Tonya Nilson (Chair) Matthew Lovell Jenn. Retherford

Attachment 2  
**DIVISION ADMINISTRATION**  
**Organizational Chart 2019-2020**



**Attachment 3**

## Notes from PIC 1 Meeting

1. Incoming PIC 1 Chair: Christi Patton Luks
2. (Division Chair & Secretary/Treasurer) Board considering operating account elimination. This would mean carry over would be operational approach for all funds. More rational approach.
3. (Division Chair) Bass account statements from each division – need to send statement with info on funding sources, activities supported, target value to PIC-I Chair. Create bass spending plan in effort to create transparency. Some divisions have large balances.
4. (Division Chair) CE Division website was noted as not current
5. (Vice Chair) Bylaws update --- diversity statement noted as short, and is there a mechanisms for division to guide process of awards
6. (Program Chair) need to identify and submit diversity papers for award/recognition
7. (Program Chair) Coordinating between divisions, conference calls to discuss sessions that are forming and finding ways to have synergy and avoid conflict
8. (Division Chair) PIC reorganization - send response on strength and concerns of each scenario by mid-September. More info coming.
9. Dave Saftner reviewed papers for Best Paper – thank you!
10. Always cc PIC chair on correspondence

**Attachment 4**
**Treasurer's Report**

	10/1/2014 - 9/30/2015		10/1/2015 - 9/30/2016		10/1/2016 - 9/30/2017		10/1/2017 - 9/30/2018		10/1/2018 - 3/30/2019	
	207 Bass	307 CE Div.	207 Bass	307 CE Div.	207 Bass	307 CE Div.	207 Bass	307 CE Div.	207 Bass	307 CE Div.
<b>Beginning Balance</b>										
30000 Fund balance	\$13,723.32	\$602.00	\$8,956.74	\$593.00	\$10,982.91	\$563.00	\$7,417.96	\$568.00	\$4,912.08	\$521.00
Total Beginning Balance	\$13,723.32	\$602.00	\$8,956.74	\$593.00	\$10,982.91	\$563.00	\$7,417.96	\$568.00	\$4,912.08	\$521.00
<b>Revenue</b>										
43010 Field Unit Dues	\$2,325.00		\$2,200.00		\$2,440.00		\$2,115.00		\$1,265.00	
43020 Field Unit Contributions			\$500.00		\$500.00		\$500.00		\$4,345.64	
43030 Field Unit Other Revenue	\$2,694.90		\$6,501.60		\$5.01		\$7.12		\$33.08	
Total Revenue	\$5,019.90		\$9,201.60		\$2,945.01		\$2,622.12		\$5,643.72	
<b>Expenses</b>										
71110 Plaques/cert/medals			\$500.00		\$721.11		\$479.67			
73060 Expenses	\$9,786.48		\$5,865.43		\$5,056.85		\$4,013.83			
89016 Bass Admin Fee (new in 2015)			\$810.00		\$732.00		\$634.50		\$1,542.19	
Total Expenses	\$9,786.48		\$7,175.43		\$6,509.96		\$5,128.00		\$1,542.19	
<b>Ending Balance</b>	<b>\$8,956.74</b>	<b>\$602.00</b>	<b>\$10,982.91</b>	<b>\$593.00</b>	<b>\$7,417.96</b>	<b>\$563.00</b>	<b>\$4,912.08</b>	<b>\$568.00</b>	<b>\$9,013.61</b>	<b>\$521.00</b>



**Attachment 5**
**Membership numbers**

2019-04-31 ASEE Membership Report

	Oct-02	Oct-03	Oct-04	Oct-05	Oct-06	Oct-07	Oct-08	Oct-09	Oct-11	Oct-12	Oct-13	Oct-14	Oct-15	Oct-16	Oct-17	Oct-18	Jan-19	03/31/19	04/30/19
<b>Division Membership</b>																			
Aerospace Engineering (PGC I)	397	409	411	407	408	431	430	430	368	392	387	390	367	352	398	290	289	284	285
Architectural Engineering (PGC I)	248	248	259	254	290	321	346	364	293	285	275	260	251	237	236	247	241	241	239
Biological and Agricultural Engineering (PGC I)	339	304	226	201	179	179	178	169	142	139	139	131	129	117	122	124	122	127	128
Biomedical Engineering (PGC I)	443	478	502	557	580	596	591	569	524	557	532	529	501	469	480	482	481	458	466
Chemical Engineering (PGC I)	801	771	685	651	614	600	609	601	552	579	571	544	541	510	470	463	459	456	462
Civil Engineering (PGC I)	612	617	617	632	654	658	671	682	613	644	607	602	593	563	568	521	529	510	534
College Industry Partnerships (PGC V)	1658	1639	1618	1687	1748	1865	1953	1930	1166	965	790	709	660	589	526	503	500	488	494
Community Engagement (PGC II)									71	341	504	654	749	807	782	779	765	745	791
Computers in Education (PGC IV)	769	724	723	711	695	656	654	652	524	558	518	484	474	469	429	379	382	364	386
Computing & Information Technology (PGC II)	788	783	767	806	817	811	810	797	630	721	795	825	832	869	874	830	852	826	878
Construction Engineering (PGC I)	129	143	140	149	166	162	184	173	155	174	155	161	148	139	137	118	121	119	129
Continuing Professional Development (PGC V)	225	217	211	216	217	211	237	209	182	202	188	186	190	194	161	160	159	153	158
Cooperative & Experiential Education (PGC V)	206	197	184	179	199	183	192	214	192	202	191	210	208	204	193	223	216	205	214
Design in Engineering Education (PGC II)	722	727	730	761	791	836	854	852	787	822	852	828	856	887	963	837	822	802	840
Educational Research and Methods (PGC IV)	1000	1025	1093	1105	1154	1226	1287	1312	1301	1348	1352	1381	1406	1402	1369	1432	1,435	1,397	1,459
Electrical and Computer Engineering (PGC I)	940	1004	1038	1063	1098	1054	1073	1007	914	928	921	878	845	803	796	727	727	725	757
Energy Conversion and Conservation (PGC II)	774	812	820	875	975	1159	1358	1496	1396	1277	1179	1125	1097	1064	1100	1102	1,033	1,064	1,044
Engineering and Public Policy (PGC II)	131	138	133	144	177	207	215	209	189	201	214	212	197	189	200	209	205	190	193
Engineering Design Graphics (PGC II)	279	284	283	273	257	279	253	247	213	212	188	208	207	201	163	156	155	159	186
Engineering Economy (PGC I)	128	130	142	152	152	154	153	147	117	134	136	124	117	116	107	113	132	145	167
Engineering Ethics (PGC II)	20	164	252	352	479	827	1106	1244	1164	1176	1129	1117	1171	1215	1217	1191	1,205	1,168	1,235
Engineering Leadership Development (PGC II)										81	261	424	663	860	1000	1093	1,119	1,102	1,204
Engineering Libraries (PGC IV)	221	216	215	230	237	242	251	247	243	240	222	224	216	209	212	213	214	216	230
Engineering Management (PGC I)	379	371	380	372	388	362	352	324	272	285	277	260	253	255	245	235	229	227	236
Engineering Physics and Physics (PGC II)	224	226	225	253	254	253	251	260	232	229	222	215	205	200	191	174	172	165	167
Engineering Technology (PGC II)	786	788	781	745	735	733	711	664	568	581	562	552	545	517	462	452	457	452	470
Entrepreneurship & Engineering Innovation (PGC IV)	352	495	558	574	411	362	368	354	314	361	375	388	406	411	391	388	393	388	405
Environmental Engineering (PGC II)	419	428	420	413	389	407	404	401	366	375	347	344	334	311	321	308	312	298	305
Experimentation and Lab-Oriented Studies (PGC IV)	1148	1199	1211	1270	1340	1341	1228	791	478	468	442	424	404	363	340	290	280	266	277
Faculty Development (PGC IV)																284	310	297	301
First-Year Programs (PGC II)	577	579	592	592	599	639	652	605	535	568	518	545	575	523	530	534	529	526	555
Graduate Studies (PGC IV)	386	380	386	420	403	391	392	367	306	324	310	288	262	270	256	254	249	242	252
Industrial Engineering (PGC I)	272	277	272	287	279	259	264	264	234	259	276	263	243	235	228	224	226	224	229
Instrumentation (PGC II)	281	259	255	239	236	221	211	199	179	192	170	167	155	145	131	130	130	125	125
International (PGC IV)	204	208	219	234	269	279	283	300	256	266	259	262	248	224	223	209	202	196	203
Liberal Education/Engineering & Society (PGC III)	221	223	231	250	243	246	238	236	241	264	280	283	312	329	342	351	352	346	358
Manufacturing (PGC I)	505	435	412	403	399	385	356	345	303	309	284	262	259	247	236	219	219	210	221
Materials Engineering (PGC II)	759	738	759	841	872	914	972	962	854	858	827	809	794	819	817	761	763	739	774
Mathematics (PGC II)	237	237	242	252	265	272	268	256	235	233	213	184	185	178	162	166	162	158	165
Mechanical Engineering (PGC I)	954	970	994	1033	1044	1042	1008	990	929	985	969	948	917	863	825	816	812	793	824
Mechanics (PGC II)	449	431	423	451	430	419	422	423	384	382	367	341	343	335	303	306	304	290	301
Military and Veterans (PGC II)																60	112	214	258
Minorities in Engineering (PGC IV)	365	372	392	420	433	471	490	483	447	486	487	485	482	483	508	533	540	530	553
Multidisciplinary Engineering (PGC II)		109	207	364	651	885	1086	1201	1103	1117	1132	1147	1231	1295	1341	1336	1,320	1,279	1,357
New Engineering Education (PGC IV)	367	339	332	301	275	263	286	293	257	259	271	265	290	289	281	280	268	252	260
Ocean and Marine Engineering (PGC II)	201	211	211	219	227	242	244	249	217	205	192	197	199	214	206	200	200	184	192
Pre-College Engineering Education (PGC IV)	28	259	388	474	577	676	699	736	730	788	755	714	745	694	578	567	560	528	553
Software Engineering (PGC II)			37	65	65	77	76	79	65	84	88	97	119	192	277	297	318	310	341
Student (PGC IV)									135	289	448	472	548	589	666	685	607	688	671
Systems Engineering (PGC II)		27	62	78	91	105	104	119	193	251	257	256	258	262	246	247	245	243	251
Tech. & Engr. Literacy/Philosophy of Engr. (PGC II)					74	117	154	209	303	337	352	366	466	574	594	590	582	564	615
Two-Year College (PGC II)	397	407	400	412	442	474	480	448	434	442	428	430	427	463	395	393	393	383	402
Women in Engineering (PGC IV)	606	628	675	737	769	852	880	899	813	895	865	885	898	862	830	874	887	862	892
<b>Total</b>	<b>20,957</b>	<b>21,626</b>	<b>22,113</b>	<b>23,115</b>	<b>24,017</b>	<b>25,356</b>	<b>26,294</b>	<b>26,143</b>	<b>23,233</b>	<b>24,403</b>	<b>24,094</b>	<b>24,158</b>	<b>24,633</b>	<b>24,610</b>	<b>24,442</b>	<b>24,466</b>	<b>24,529</b>	<b>23,953</b>	<b>25,097</b>

## Civil Engineering Division: Proposal to Change Bylaws

---

Proposed changes to the Civil Engineering Bylaws are as follows:

1. **Preamble:** upon approval of any Bylaw changes, change approval dates as needed.
2. **Section 3.2:** minor editorial change to correct grammar.
3. **Section 5.2.8:** minor editorial change to delete word.
4. **Section 8.1.3:** Substantial changes to the wording associated with the CE Division Awards

- a. Re-order the listing of the Division Awards – so that the overall listing in Section 8.1.3 matches the order in which the subsections are presented.

Comments: the proposed order lists the awards in rank of prestige

- b. In **Section 8.1.3.2**, Rename the Gerald R. Seeley Award to the “Gerald R. Seeley Early Career Faculty Award”. In addition, add a selection criteria (in addition to “the quality of a paper submitted...” – the authors’ *curriculum vitae*.

Comments: the proposed name change better reflects the nature of the award. The addition of the authors’ *curriculum vitae* ensures the author(s) are both: (1) eligible for the award, and (2) demonstrate a commitment to excellence in civil engineering education.

- c. In Sections **8.1.3.1, 8.1.3.4, and 8.1.3.5** – add the Division Chair as a possible recipient of nominations for the award(s).

Comments: by providing two possible recipients, nominators are given ample opportunity to submit nominations; in addition, it may be easier to identify the Division Chair, compared to the Chair of the Awards Committee.

- d. In Sections **8.1.3.2** (Seeley), **8.1.3.3** (Ressler), **8.1.3.4** (Martin), and **8.1.3.5** (Wadlin) – add, or revise, a description of the individual for whom the award is named.

Comments: this proposed change provides context for the award, and continuity to current and future members who do not know the individuals for whom the award is named.

- e. In Sections **8.1.3.1**, **8.1.3.2**, **8.1.3.3**, **8.1.3.4**, and **8.1.3.5** – reword the substance of the award(s), e.g. plaques, complementary tickets, etc., for consistency.

Changes to the substance of the award(s) include:

- i. In Section **8.1.3.1** (Emerging Leader Fellow), add the provision of a complementary ticket to all CE Division social events.

Comments: since the nature of the award is to provide opportunity for the recipient to experience all aspects of the Division, it is reasonable to enable the recipient to attend the CE Division Banquet.

- ii. In Section **8.1.3.3** (Ressler), change the award description – only the primary author will receive a plaque and a complementary ticket to CE Division social events; co-authors will receive only a certificate.

Comments: currently, all listed authors are awarded an “engraved plaque” and a complementary ticket to CE Division social events; given the possibility that the recognized paper may have multiple/numerous authors, the award becomes costly. The proposed revision continues to provide recognition for all authors, but honors only the primary author at the CE Division Banquet.

## **PROPOSED CIVIL ENGINEERING DIVISION BY-LAWS**

**(Approved by the Executive Committee and by the members in attendance at the Annual Business Meeting, June 18, 2019 and approved by the ASEE Board of Directors, February 5, 2020)**

- Revised June 1, 1976
- Amended June 25, 1979
- Amended June 18, 1985
- Amended June 24, 1986
- Revised June 26, 1990
- Revised June 3, 1991
- Amended June 21, 1993
- Revised June 8, 1998
- Revised June 21, 1999
- Revised June 23, 2003
- Revised June 21, 2004
- Revised June 13, 2005
- Revised June 1, 2006
- Revised June, 2012
- Approved: June 16, 2014
- Approved: June 26, 2016
- Approved: February 2017

### **Section 1. Name and Purpose**

The name of the Division shall be the Civil Engineering Division of the American Society for Engineering Education (ASEE).

The purpose of the Civil Engineering Division of the American Society for Engineering Education shall be the advancement of civil engineering education in all of its functions which pertain to engineering and allied branches of science and technology, including the processes of teaching and learning, counseling,

research, extension services and public relations. In furtherance of this purpose, the Civil Engineering Division shall serve its members as a common agency of stimulation and guidance in:

1.1 the formulation of the general goals and responsibilities of civil engineering education for the service of individuals, and the advancement of the general welfare;

1.2 the adjustment of curricula and educational processes to changing conditions; methods of personnel practices, and of administrative usages;

1.3 the development of effective teachers, counselors and administrators;

1.4 the improvement of instructional materials and methods of personnel practices, and of administrative usages;

1.5 the enhancement of professional ideals and standards;

1.6 the fostering of research as a function collateral to teaching;

1.7 the coordination of institutional aims and programs, both among schools and colleges and in their joint relations with professional, educational and public bodies;

1.8 the cultivation of a kindred spirit among teachers, counselors, researchers, administrators, practitioners and corporate and government representatives.

1.9 the fostering of a diverse and inclusive profession.

## **Section 2. Membership**

Membership shall consist of all individual members of the American Society for Engineering Education who designate Civil Engineering as a divisional interest on the records of the ASEE and pay the Division dues. Division dues are \$5.00 per year and are payable with Society dues. Only those members who are current in their Division dues shall be eligible to vote.

## **Section 3. Officers and Organization**

### **3.1 Officers**

The Officers of the Division shall be a Chair and a Vice-Chair, elected for one-year terms; a Secretary-Treasurer, elected for a three-year term; and three Directors, each elected to three-year terms, one term of which shall terminate each year. For the period between the election results being announced and the official assumption of offices (as described in 3.3.), the persons in line for respective positions will be referred to as Chair-Elect, Vice-Chair-Elect, and Secretary-Treasurer-Elect.

### **3.2 Administration**

The Division shall be administered by an Executive Board composed of the officers, the Immediate Past Chair of the Division, the liaison member to the ASCE Committee on Education, the Chairs of the Standing Committees and Supporting Committees, the Editor, and the Historian.

### **3.3 Assumption of Offices**

Members of the Executive Board shall assume their full responsibilities at the conclusion of the annual Division Banquet as outlined in Section 6.

## **Section 4. Duties of Officers, Directors, Executive Board, Editor, and Historian**

The Division shall be represented on the Professional Interest Council-1 (PIC-1) by the Division Chair and the Vice-Chair as required by the PIC-1 Bylaws.

### **4.1 The Chair**

**In addition to serving on the PIC-1, the Division Chair shall:**

4.1.1 Have administrative responsibilities for the conduct of all functions of the Division in accordance with these Bylaws and the policies and procedures established by the Executive Board.

4.1.2 Schedule, organize, and conduct the Annual Business Meeting, the Division Banquet, and all meetings of the Executive Board as discussed in Section 6.

4.1.3 Appoint Committees in accordance with these Bylaws no later than September 30th.

4.1.4 Compile all annual reports of the activities of the Division as requested by PIC-1.

4.1.5 Appoint a liaison member to the ASCE Committee on Education (COE) for a three-year term. The liaison member to ASCE COE will be a past Chair of the Civil Engineering Division of ASCE. The Chair may name any member of the Division to attend a meeting of the ASCE Committee on Education if the appointed liaison member is unable to attend. Partial funding for attendance at Committee on Education meetings will be provided by ASCE. Reimbursement for reasonable additional travel costs will be made from the Division's BASS Account.

4.1.6 Be responsible for the election of officers as described in Section 5.

4.1.7 Appoint special committees or task forces as stipulated in Section 8.

4.1.8 Use the CE Division e-mail listserv to send information of interest to Division members.

## **4.2 The Chair-Elect**

### **The Chair-Elect shall:**

4.2.1 Attend all Executive Board Meetings of the Division, planning sessions, PIC-1 Meetings, and work with the incumbent Chair to facilitate a smooth transition of the office.

4.2.2 Assume responsibilities of Chair as described in Section 4.1 and Section 7 at conclusion of the annual Division Banquet.

## **4.3 The Vice-Chair**

### **In addition to serving on the PIC-1, the Vice-Chair shall:**

4.3.1 Assume the responsibilities of the Chair, in the absence of the Division Chair.

4.3.2 Assist the Division Chair as requested in the conduct of assigned duties.

4.3.3 Serve as the Division's Program Chair and in this capacity be responsible for the organization of all activities associated with the Division at the Annual Conference of the ASEE. Facilitate the peer review of abstracts and papers for Annual Conference sessions, as described in Section 7.

4.3.4 Coordinate with the five Standing Committee Chairs who normally conduct the Annual Conference sessions of the Division as outlined in Section 7.

4.3.5 Attend the Annual Conference Planning Meeting, normally held at the location of the ASEE Annual Conference, for the following year's program. At this meeting, formally hand over responsibility for program planning to the Vice-Chair-Elect. At the meeting, explore co-sponsoring session(s) with other Divisions of the Society.

4.3.6 Appoint a Division Nominating Committee at the annual Business Meeting to serve during the following year (see Section 8.3.1)

## **4.4 The Vice-Chair-Elect**

### **The Vice-Chair-Elect shall:**

4.4.1 Attend all Executive Board Meetings of the Division, planning sessions, PIC-1 Meetings, and work with the incumbent Vice-Chair to facilitate a smooth transition of the office.



4.4.2 Assume responsibilities of the office as described in Section 4.3 and Section 7 at the conclusion of the annual Division Banquet.

4.4.3 Chair the Division's Planning Meeting Luncheon at the ASEE Annual Conference.

#### **4.5 The Secretary-Treasurer**

##### **The Secretary-Treasurer shall:**

4.5.1 Be responsible for all official records and correspondence of the Division and the Executive Board.

4.5.2 Record and distribute to appropriate Division officers minutes of all meetings, including but not limited to the Annual Business Meeting and meetings of the Executive Board.

4.5.3 Prepare a financial report for the Executive Board for its review and approval.

4.5.4 Present to the Division membership at the Annual Business Meeting a financial status report of the Division. Copies shall be made available to the Executive Board and any Division Member requesting a copy.

4.5.5 Report the status of Division finances to the Chief Financial Officer of ASEE and the Chair of PIC-1.

#### **4.6 The Secretary-Treasurer-Elect**

##### **The Secretary-Treasurer-Elect shall:**

4.5.1 Be responsible for all official records and correspondence of the Division and the Executive Board.

4.5.2 Record and distribute to appropriate Division officers minutes of all meetings, including but not limited to the Annual Business Meeting and meetings of the Executive Board.

4.5.3 Prepare a financial report for the Executive Board for its review and approval.

4.5.4 Present to the Division membership at the Annual Business Meeting a financial status report of the Division. Copies shall be made available to the Executive Board and any Division Member requesting a copy.

4.5.5 Report the status of Division finances to the Chief Financial Officer of ASEE and the Chair of PIC-1.

#### **4.7 The Directors**



**The Directors shall:**

4.7.1 Assist the Chair by serving on special assignments for the betterment of the Division and shall have specific duties within the Division.

4.7.2 Be identified by the year of their term:

4.7.2.1 The Director serving the third year of a term shall be the Senior Director and shall be the parliamentarian at all meetings conducted by the Division. The Senior Director shall be responsible for an annual review of the Bylaws to keep them current.

4.7.2.2 The Director serving the second year of a term shall be the Mid-term Director and shall chair the Membership Committee.

4.7.2.3 The Director serving the first year of a term shall be the Freshman Director.

4.7.3 Be eligible to hold more than one position in the Division, although such multiple assignments should be limited to special situations to ensure the maximum number of the Division's membership are involved in the Division's activities.

4.7.4 Be eligible to be re-elected to a second consecutive three-year term. No Director shall serve more than six consecutive years. The ranking of the Directors in Section 4.7.2.1 shall govern with the first year of the second three-year term being identified as the Freshman Year.

**4.8 The Executive Board****The Executive Board shall:**

4.8.1 Assist the Chair in administering the affairs of the Division and assist the Program Chair in planning and organizing the program for the ASEE Annual Conference.

4.8.2 Fill a vacancy of the Division Chair with a Past Chair of the Division.

**4.9 The Editor****The Editor shall:**

4.9.1 Be appointed by the Executive Board for a three-year term and shall serve on the Executive Board as a voting member.

4.9.2 Be responsible for editing, producing, and circulating the Civil Engineering Division Newsletter.

4.9.3 Be responsible for keeping the Division website up to date as directed by the Executive Board.

4.9.4 Be responsible for other Division publications as directed by the Executive Board.

#### **4.10 The Historian**

##### **The Historian shall:**

4.10.1 Be appointed by the Executive Board for a five-year term and shall serve on the Executive Board as a voting member.

4.10.2 Be responsible for maintaining the historical documents (minutes, treasurers' reports, etc.) of the Civil Engineering Division.

4.10.3 Be responsible for editing, producing, and circulating the publication "Civil Engineering Division Chairs."

4.10.4 Be responsible for other Division publications as directed by the Executive Board.

4.10.5 Be responsible for maintaining an up-to-date list of the Division's past and present Officers, Directors, Secretary-Treasurers, Editors, and Historians and the year(s) they served.

4.10.6 Be responsible for obtaining a 3x5-inch photograph of the Chair and maintaining an album of all the past Chairs for archival purposes.

4.10.7 Be responsible for maintaining an up-to-date list of all the Division's award recipients, including the names of the awards and the year received and communicating this information to ASEE Headquarters.

### **Section 5. Election of Officers**

#### **5.1 Nominating Committee Responsibilities:**

##### **The Nominating Committee shall:**

5.1.1 Nominate at least one member of the Division for each office to be filled: Chair, Vice-Chair, Director, and when necessary Editor, Secretary-Treasurer, and Historian. Candidates must be willing and able to serve.

5.1.2 Submit a list of eligible nominees to the Division Chair by September 30th.

#### **5.2 Division Chair Responsibilities:**

**The Division Chair shall:**

5.2.1 Send out the list of eligible nominees submitted by the nominating committee to the Civil Engineering Division membership by October 15th. At the same time, inform the Civil Engineering Division of the process for petitioning for additional nominations as described in 5.2.2.

5.2.2 Accept additional nominations if a petition addressed to the Division Chair is supported and signed in writing or equivalent electronic correspondence by at least ten (10) members of the Division and is received by the Division Chair no later than November 15. The petition shall contain the name(s) of the Division member(s), the position(s) being contested, biographies of each petitioned member(s), and a statement signed by the petitioned member(s) of his/her (their) willingness to serve.

5.2.3 Provide the recommendations of the nominating committee and any additional nominations to the Executive Board for ratification by November 30.

5.2.4 Prepare, upon ratification by a majority vote of the Executive Board by January 30, an electronic ballot for distribution by e-mail. The ballot will include candidates for Chair, Vice-Chair, Secretary-Treasurer (if required), and Freshman Director.

5.2.5 Obtain from each candidate a short biography. These biographies will be included with the electronic ballot.

5.2.6 Notify the petitioner(s) and the individual member(s) candidate(s) of the Executive Board's action.

5.2.7 Prepare a ballot that includes all candidates and spaces for a write-in vote.

5.2.8 Conduct the election by sending a ballot notification to all Division members. Eligible voting Division members will be given at least fourteen (14) days to cast their votes. Division members will be sent a reminder to cast their votes as the voting deadline approaches.

5.2.9 Count the votes and inform all Division members of the election results no later than April 15.

**5.3 If more than one candidate is running for a specified position, the Division member who receives the most votes cast shall be elected to the position.**

**5.4 Vacancies**

5.4.1 A vacancy in the office of Division Chair will be filled in accordance with Section 4.8.2.

5.4.2 In the event of the vacancy of the Vice-Chair, the Editor, the Secretary-Treasurer, the Historian, a Director, or a Committee Chair position, the Executive Board shall fill the vacant position.

5.4.3 In the event of a resignation by the Vice-Chair, the Editor, the Secretary-Treasurer, the Historian, a Director, or a Committee Chair, the individual resigning shall write a letter of resignation to the Division Chair. Once the resignation has been acknowledged and acted upon by the Division Chair, the position is considered vacant and shall be filled by action of the Executive Board. The position will be filled by appointment or by special ballot at the discretion of the Executive Board.

## **Section 6. Meetings**

6.1 A Division Banquet open to all Civil Engineering Division members will be held each year at the ASEE Annual Conference.

6.2 An Annual Business Meeting open to all Civil Engineering Division members will be held each year at the ASEE Annual Conference, but prior to the Division Banquet.

6.3 The Planning Meeting Luncheon open to all Civil Engineering Division members will be held each year at the ASEE Annual Conference to plan the next year's tentative program and to determine the following year's conference program. The meeting will be chaired by the Vice-Chair-Elect of the Division.

6.4 The Executive Board of the Division shall meet no less than once each year prior to the Business Meeting and the Division Banquet at the ASEE Annual Conference. The Vice-Chair-Elect and Director-Elect will be invited to attend as non-voting members. The Standing Committee Chairs of the current Annual Conference shall be the official representatives to the Executive Board.

## **Section 7. Standing Committees**

The Standing Committees foster the goals of the ASEE and Division. Their functions are:

### **7.1 The Committee on Educational Policy**

This Committee shall be concerned with undergraduate and graduate curricula development and accreditation; continuing education; faculty recruitment and development; and all other matters relating to educational policy within the general scope of civil engineering.

### **7.2 The Committee on Professional Practice**

This committee shall establish liaisons with professional/technical societies and practicing engineers for the purpose of identifying the entry and postgraduate educational needs of students; develop programs to improve the interaction of educators and practitioners; and improve cooperation between the Division and other professional/technical societies.

### **7.3 The Committee on Effective Teaching**

The Committee shall promote innovation in the development of improved teaching methods and organize programs and discussions on teaching methods. Particular attention shall be given to the teaching of design and experimental concepts.

#### **7.4 The Committee on Instructional Technology**

The Committee shall promote the utilization and integration of instructional technology in civil engineering education. The committee will also function as a vehicle for facilitating the demonstration and sharing of computer software and other forms of instructional technology.

#### **7.5 The ASCE Liaison Committee**

The Committee shall enhance the formal linkage between the CE Division and the American Society of Civil Engineers (ASCE) Educational community, but shall not supersede or alter the functions of the ASCE liaisons to the ASCE Committee on Education (COE). The ASCE Liaison Committee shall promote ongoing and upcoming ASCE initiatives, programs, and projects that affect civil engineering education. The Chair of the ASCE Liaison Committee shall be the Chair of the ASCE Committee on Education, the ASCE Director of Educational Activities, or their designated representative. The designated Chair must be an ASCE member.

#### **7.6 Committee Activities**

The Standing Committees shall, under the leadership of their respective Chairs, conduct the Annual Conference sessions under the coordination of the Program Chair and the Executive Board of the Division. The four Standing Committees, described in Sections 7.1 through 7.4, shall meet individually each year at the Division's Planning Meeting Luncheon at the ASCE Annual Conference. This Luncheon meeting is specifically scheduled for the planning of the conference programs for the next year.

#### **7.7 Composition**

Members of the Division have the option of serving on Standing Committees of their choice. There shall be no limit to the number of members on each standing committee.

#### **7.8 The Standing Committee Chairs shall:**

7.8.1 Be elected by the members of the associated standing committee at the start of the Division's Planning Meeting Luncheon.

7.8.2 Assume immediate responsibilities separate and apart from the incumbent Standing Committee Chairs. The incumbent Chairs shall be responsible for facilitating the election of the new Chairs and then shall turn the meeting over to the new Chairs when those persons are identified. An incumbent Chair may be re-elected.

7.8.3 Be responsible for coordinating their program session(s) with the Vice-Chair-Elect of the Division at the time of the Planning Meeting Luncheon and continue coordinating the program session(s) with the Vice-Chair for the yearlong period between the Planning Meeting Luncheon and the Annual Conference.

7.8.4 Serve on the Executive Board of the Division for the duration of their tenure as Chair, with the termination of their responsibilities for any given year occurring at the conclusion of the annual Division Banquet.

7.8.5 Caucus with the members of the individual committees at the Planning Meeting Luncheon to determine a program topic for their sessions that will incorporate the theme of next year's conference as established by the ASEE.

7.8.6 Provide the Vice-Chair-Elect with a written summary of the topic for their session(s) as well as the identity of all attending standing committee members at the conclusion of the Planning Meeting Luncheon.

7.8.7 Identify, when appropriate, a Peer Review Board for each Annual Conference session sponsored by the standing committee. Peer reviewers should generally be members of the associated standing committee; however, other reviewers may be used, at the discretion of the Committee Chair and Division Vice-Chair.

7.8.8 Facilitate the peer review of abstracts and papers for Annual Conference sessions.

## **Section 8. Supporting Committees**

The Supporting Committees of the Division shall promote and retain membership in the Division and recognize noteworthy accomplishments of Division members.

### **8.1 The Awards Committee**

The Awards Committee shall:

8.1.1 Be appointed by and be responsible to the Executive Board. The members of the committee shall be made up of the three most recent living Division Past Chairs. The Chair shall be the Senior Past Division Chair.

8.1.2 Be concerned with advancing civil engineering education by emphasizing noteworthy accomplishments. Such accomplishments may include, but are not limited to, technical papers in ASEE Annual Conference Proceedings and meritorious service to civil engineering education in general and the Civil Engineering Division in particular. The committee shall give attention to identifying and nominating Division members worthy of Fellow status in the ASEE. Nominations for awards may be submitted to the Division Chair by the incumbent Standing Committees and by interested members of the Division.

8.1.3 Annually select recipients of the George K. Wadlin Distinguished Service Award, the Glen L. Martin

Practitioner Service Award, the Stephen J. Ressler Best Paper Award, the Gerald R. Seeley Early Career Faculty Award, and the Emerging Leader Fellow Award. Recipients are selected by a vote of the Awards Committee. Nominations for division service awards (Wadlin and Martin) will be considered for three years from the nomination date.

8.1.3.1 The George K. Wadlin Distinguished Service Award is given to a member of the Division for outstanding service in support of civil engineering education and the Civil Engineering Division of ASCE. Wadlin, after enlisted service in two battle campaigns during World War II, served for thirty years on the faculties of the University of Maine and Michigan Technological University to include Head of Civil Engineering at both universities. A Fellow of ASCE and ASCE, Wadlin leveraged his influence as the staff leader of ASCE's Educational Services from 1978 to 1986 to strengthen and formalize the connection between ASCE's educational activities, the nation's CE department heads, and the Civil Engineering Division of ASCE. He was selected as the first recipient of the George K. Wadlin Distinguished Service Award in 1987 in recognition of his many important contributions to civil engineering education. Nominations are due by February 1<sup>st</sup> of the award year and can be submitted to the Division Chair or Chair of the Awards Committee by any member of the Division. Self-nominations are not accepted. The Awards Committee may consider any Past-Chairs of the Division for this award even if not formally nominated. The Award consists of an engraved plaque and a complimentary ticket to all CE Division social events at the ASCE annual conference at which the award is presented.

8.1.3.2 The Glen L. Martin Practitioner Service Award is awarded to an engineering practitioner for distinguished service to or support of civil engineering education. Martin served in various academic leadership positions at Oregon State University, Montana State University, and San Diego State University before joining the consulting firm of CH2M Hill. A Fellow of ASCE and ASCE, Martin was renowned for his commitment to civil engineering education as both an educator and practitioner through his long-term service to ASCE, ASCE, ABET, and NSPE. While the recipient can be a former faculty member, the distinguished service for this award must occur over a period of time when the recipient served as an engineering practitioner in a position not normally held by an engineering educator. Nominations are due by February 1<sup>st</sup> of the award year and can be submitted to the Division Chair or the Chair of the Awards Committee by any individual, committee, or organization; however, at least one individual of the nominating group must be a member of the Division. Self nominations are not accepted. The Award consists of an engraved plaque and a complimentary ticket to all CE Division social events at the ASCE annual conference at which the award is presented.

8.1.3.3 The Stephen J. Ressler Best Paper Award is given for the best paper on a topic in civil engineering education, presented at the ASCE annual conference and published in the ASCE Annual Conference Proceedings in the year prior to the award. Ressler served for 34 years as an Army officer including 21 years as a civil engineering faculty member at the U.S. Military Academy at West Point, serving as Head of the USMA Department of Civil & Mechanical Engineering. Ressler is internationally recognized as a passionate engineering educator whose numerous scholarly papers on engineering accreditation, curriculum assessment, faculty development, teaching techniques, K-12 engineering outreach, and information technology have earned numerous ASCE CE Division best paper awards, status as Distinguished member ASCE, and Fellow of ASCE. Each co-author of the paper will be notified of the award and receive a

certificate. The primary author will receive an engraved plaque and one complimentary ticket to all CE Division social events at the ASCE annual conference at which the award is presented.

8.1.3.4 The Gerald R. Seeley Early Career Faculty Award is awarded to a civil engineering faculty member with five or fewer years of teaching experience. Seeley, a former Dean of Engineering at both Tri-State University and Valparaiso University, was renowned for selfless service to the civil engineering profession through his work with ASCE, NSPE, and ASCE. A recipient of an ASCE Centennial Certificate and the George K. Wadlin award, Seeley was celebrated for recruiting, welcoming, and mentoring new members of the CE Division. The basis for selection is the quality of a paper submitted for presentation in a CE Division session at the upcoming ASCE Annual Conference for which the nominee is the primary author, and the nominee's curriculum vitae demonstrating achievement in teaching. The Awards chair shall annually announce the Award to the Division membership at the time for the call for abstracts. The Award consists of \$500 to defray costs of attending the conference, a complementary ticket to all CE Division social events, and a certificate.

8.1.3.5 The Emerging Leader Fellow Award is awarded to a member of the Division who has been a member of the division for no longer than five years and aspires to a leadership position. The purpose of the award is to recruit and support promising members of the division to participate in and learn more about Division leadership activities. Nominations are due by February 1<sup>st</sup> of the award year and can be submitted to the Division Chair or the Chair of the Awards Committee by any member of the Division. Self-nominations will also be accepted. The Award consists of \$500 to defray costs of attending the conference, a complementary ticket to all CE Division social events, and a certificate.

8.1.4 Assist the Program Chair in selecting the CE Division's nominee(s) for the ASCE Best Paper Award.

## **8.2 The Membership Committee**

The Membership Committee shall:

8.2.1 Identify and pursue the ways and means by which the membership of the Division might be increased (membership promotion) and by which the Division might be of increased service to its individual members (membership retention).

8.2.2 Be composed of the three elected Directors of the Division with the Mid-Term Director serving as Membership Committee Chair. The Membership Committee is responsible to the Executive Board.

## **8.3 The Nominating Committee**

The Nominating Committee shall:



8.3.1 Be appointed by the Vice-Chair at the annual Business Meeting and be made up of the Immediate Past Chair, the current Chair, and an active Past Chair. The Vice-Chair-Elect shall be an ex-officio member. The Past Division Chair shall serve as the Nominating Committee Chair and shall provide a written report to the Division Chair by ~~October~~ September 30.

## **8.4 Special Committees or Task Forces**

8.4.1 The Division Chair may appoint special committees or task forces, as necessary, to study and make recommendations on issues important for the betterment of the Division. Only committees of the Division may have a “corresponding member” duly named by the appropriate similar committee of ASCE unless otherwise specified herein.

8.4.2 When the Division chooses to organize Annual Conference sessions in addition to those associated with the four standing committees, the Division Chair may appoint Session Chairs to organize the additional sessions. Session Chairs will facilitate the peer review of abstracts and papers for their respective sessions, as described in Section 8.

## **Section 9. Jurisdiction and Amendments**

9.1 Should a conflict exist between the Division Bylaws and the ASEE Constitution, the latter will govern.

9.2 These Bylaws may be amended by a majority vote of the active members present at the Annual Business Meeting of the Division.

9.3 Any amendments to the Bylaws must be approved at the Annual Business Meeting of the Division and then submitted to the ASEE Board of Directors for ratification and to ASEE headquarters for posting on the ASEE website.