

Bylaws

Adopted: June 2012

Revised: June 17, 2014 (to update division name)

Revised: June 16, 2015 (Change to officers and terms)

Revised: June 27, 2017 (Change to officers and terms)

Revised: January 20, 2018 (Changes to online voting terms)

Revised: September 2, 2018, (Change to officer descriptions and provided clarifications)

Revised: June 7, 2019, (Change to officer length of service, addition of program co-/program chair elect, inclusion of best paper process)

Revised: January 6, 2020 (Addition of membership dues as part of division membership)

[A] NAME

The name of this unit shall be the Engineering Leadership Development Division.

[B] OBJECTIVES

The objectives of this unit are identical with the objectives of the Society as set out in the ASEE Constitution, with an emphasis on those objectives that pertain to provide a primary point of discussion and dissemination of the value and impact of engineering leadership education. While engineering leadership is a nascent field of pedagogy and the domain itself remains vaguely defined, nonetheless, the number of engineering leadership programs continues to grow as a function of interest from universities, students and employers. Learning methods in engineering leadership often combine academic learning objectives with application. Exploring leadership styles, learning about one's personality, reflecting on leadership roles and traits, and fostering the development of engineering leadership is needed in a world that views engineers as servants, not as leaders. Such thinking (engineers are servants) is counter-productive to innovation and development of solutions to better society. Specifically, the unit shall:

[1] provide resources to engineering educators to enhance the understanding of leadership traits for engineering students

[2] assist engineering educators in incorporating concepts of emotional intelligence and leadership development in capstone courses and projects

[3] foster the development of positive leadership traits among engineers

[4] provide opportunities for leadership development among engineering students

[5] establish a forum for best practices in engineering leadership education

[6] disseminate knowledge on engineering leadership efforts in engineering education

[7] encourage efforts to improve design, implementation, and assessment of engineering leadership pedagogy; and

[8] enhance the status of engineering leadership teaching and learning in institutions of higher education.

[C] MEMBERSHIP

The members of this unit shall be those members of the American Society for Engineering Education (ASEE) who identify to ASEE their wish to be affiliated with the Engineering Leadership Development Division (LEAD) and who pay the division dues each year. Dues shall be set by the members of the unit using the procedures indicated below in Section [M] for bylaws amendments.

[D] MEMBERSHIP DUES

Membership dues are utilized to further the impact of Engineering Leadership Development education within the division. Dues will be utilized for division awards, advertising, annual member social, and for other appropriate division purposes as determined by the ASEE Engineering Leadership Development Division Executive Committee.

- Annual Membership Due = \$5.00

[E] ORGANIZATION

The unit shall be administered by an Executive Committee composed of the Chair, Program Chair/Chair-Elect, Program Co-Chair/Program Chair-Elect, Secretary, Treasurer, Membership/Nominating Committee Chair, Directors, and Immediate Past Chairs.

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

[F] OFFICERS

[1] The unit's officers shall be:

- **Chair** – serving a term of one year and succeeding to the position of Past Division Chair
- **Program Chair/Chair-Elect** – serving a term of one year and succeeding to the position of Chair
- **Program Co-Chair/Program Chair-Elect** – serving a term of one year and succeeding to the position of Program Chair/Chair-Elect and eligible for reelection
- **Treasurer** – serving a term of two years and eligible for reelection
- **Secretary** – serving a term of one year and eligible for reelection
- **Past Division Chair** – serving a term of three years

- **Membership/Nominating Committee Chair** – serving a term of two years and eligible for reelection
- **Awards Committee Chair** – appointed by the chair in consultation with executive committee
- **Director of Scholarly Activity** – appointed by the chair in consultation with executive committee
- **Director of Strategic Planning** – appointed by the chair in consultation with executive committee
- **Outreach Liaison** – appointed by the chair in consultation with executive committee

[2] The Chair and other elected officers shall assume their duties at the close of the unit's business meeting conducted at the annual meeting of the Society. Appointed officers shall assume their duties upon appointment.

[3] 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:

[a] In the event of the resignation or death of the Chair, the Program Chair/Chair-Elect shall take office as Chair immediately, serving out the duration of the unexpired term followed by the term to which he/she was elected;

[b] In the event of the resignation or death of the Program Chair/Chair Elect, the Program Co-Chair/Program Chair-Elect shall take office as Program Chair/Chair Elect immediately, serving out the duration of the unexpired term followed by the term to which he/she was elected. A special election shall be conducted within 30 days to elect a new Program Co-Chair/Program Chair-Elect and the Executive Committee may, at its discretion, appoint a person to fulfill those duties until the position is filled by election;;

[c] In the event of the resignation or death of the Immediate Past Division Chair, the vacated office shall not be filled for the duration of the unexpired term.

[G] DUTIES OF OFFICERS

[1] The CHAIR shall:

- Have administrative responsibility for the conduct of all functions of the unit 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 unit and all meetings of the Executive Committee.
- Appoint all standing committees authorized by these by-laws and special committees authorized by the Executive Committee.

- Compile an annual report of the activities of the unit as requested by the Secretary of the Society.
- Assure that official cash disbursement signatures are on file at Society headquarters and approve all expenditures of Society funds.

[2] The PROGRAM CHAIR/CHAIR-ELECT shall:

- Arrange and coordinate the unit's activities at the Society's annual meeting.
- Work with the Executive Committee and other ad hoc committees to develop technical programs in accordance with the unit's objectives.
- Coordinate sessions within the time frame set by ASEE headquarters for inviting speakers, notifying headquarters of logistical needs, etc., as set forth in the "Program Chair Guidelines" available from the ASEE Conferences department.
- Work with ASEE Conferences department staff in the on-site management of sessions.
- Act for the Chair at business meetings and Executive Committee meetings in the event of the Chair's absence.
- Succeed the Chair upon completion of his/her term in office.
- Take office as Chair, as specified in [E-3-a] above, in the event of the resignation or death of the Chair before his/her term is completed.

[3] The PROGRAM CO-CHAIR/PROGRAM CHAIR-ELECT shall:

- Assist program chair/chair elect in arranging and coordinating the unit's activities at the Society's annual meeting.
- Work with the Executive Committee and other ad hoc committees to develop technical programs in accordance with the unit's objectives.
- Co-ordinate sessions within the time frame set by ASEE headquarters for inviting speakers, notifying headquarters of logistical needs, etc., as set forth in the "Program Chair Guidelines" available from the ASEE Conferences department.
- Work with ASEE Conferences department staff in the on-site management of sessions.
- Succeed the Program Chair/Chair Elect upon completion of his/her term in office.
- Take office as Program Co-Chair/Program Chair Elect, as specified in [E-3-b] above, in the event of the resignation or death of the Program Chair/Chair Elect before his/her term is completed.

[4] The TREASURER shall:

- Oversee and maintain the financial records of the unit and regularly report on financial status to the Executive Committee.
- Collect unit income, if any, and disburse monies authorized by the unit Chair.
- Keep records of all the unit's outstanding receivables and payables.
- Ensure that all the unit's financial activities conform to the standards and procedures set forth in the ASEE Financial Policy Manual, which is available from the ASEE Accounting department.

- Lead efforts for outreach including coordination of fundraising in accordance with ASEE guidelines

[5] The SECRETARY shall:

- Record the minutes of Executive Committee meetings and the annual business meeting, and distribute copies of the minutes to appropriate unit and Society officers.
- Be responsible for the official records of the Executive Committee and the unit, and ensure that the files of the unit are passed along to his/her successor.
- Tabulate, verify, and communicate the results of unit elections and other ballots.
- Develop and maintain the unit's web site.
- Ensure that the unit web site adheres to the policies and standards of the Society as to privacy and all other internet issues.

[6] The PAST DIVISION CHAIRS shall:

- Serve on the Executive Committee and, upon appointment, on such other standing and ad hoc committees as the unit may establish and determine appropriate.

[7] The MEMBERSHIP/NOMINATING COMMITTEE CHAIR shall:

- Lead the Nominating Committee in developing the list of candidates for unit elections.
- Keep the Executive Committee informed about the activities and progress of the Nominating Committee.
- Work with the ASEE Membership Department to maximize recruitment and retention of members affiliated with the unit.
- Develop methods for getting unit members involved in unit activities.
- Keep the Executive Committee informed about the activities and accomplishments of the Membership Committee.
- Serve on the Executive Committee and, upon appointment, on such other standing and ad hoc committees as the unit may establish and determine appropriate.

[8] The AWARDS COMMITTEE CHAIR shall:

- Lead the Awards Selection Committee in selecting recipients of unit awards in accordance with the provisions of each award and the policies and procedures established for awards by the Executive Committee of the unit.
- Promptly communicate awardee selection and information to ASEE headquarters.
- Notify awardee and nominator of selection and of presentation details.
- Plan the presentation ceremony.
- Notify nominators whose nominees were not selected.
- Keep the Executive Committee informed about the activities and progress of the Awards Committee.

[9] The DIRECTOR OF SCHOLARLY ACTIVITY shall:

- Serve on the Executive Committee and, upon appointment, on such other standing and ad hoc committees as the unit may establish and determine appropriate.
- Actively promote scholarly research collaboration opportunities among unit members and promote scholarly research to strengthen unit
- Make recommendations to program committee for annual call for papers

[10] The DIRECTOR OF STRATEGIC PLANNING shall:

- Serve on the Executive Committee and, upon appointment, on such other standing and ad hoc committees as the unit may establish and determine appropriate.
- Coordinate strategic initiatives for the unit and provide leadership for strategic initiatives committee.

[11] The OUTREACH LIAISON shall:

- Serve on the Executive Committee and, upon appointment, on such other standing and ad hoc committees as the unit may establish and determine appropriate.
- Coordinate with affiliated and/or independent engineering leadership groups and stakeholders to ensure communication and collaborative progress between ASEE LEAD Division and such groups

[H] ELECTION OF OFFICERS

[1] The Membership/Nominating Committee shall nominate one or more candidates for each elected office for which the term is due to expire at the next annual business meeting. Officers to be elected by vote of the unit members are Program Chair/Chair-Elect, Program Co-Chair/Program Chair Elect, Secretary, Treasurer, and Membership/Nominating Committee Chair.

[2] Additional nominations for any elective office may be made at the annual meeting by nomination and second by members in attendance at the meeting. These additional nominees shall be voted on along with the nominees selected by the Membership/Nominating Committee.

[3] Except in the case of a special election necessitated by the resignation or death of the Program Chair/Chair-Elect, as required in [F-3-b] above, election of officers shall be conducted by written ballot among those members of the unit actually present at the annual business meeting. Special elections may be conducted by e-mail, providing that those members of the unit who do not have e-mail addresses on record have the opportunity to vote by either mail or fax.

[I] COMMITTEES

- [1] The Executive Committee shall establish such standing and ad hoc committees as it deems necessary to carry out the activities of the unit.
- [2] At least two (2) standing committees shall be maintained: the Membership/Nominating Committee and Awards Committee.
- [3] The Membership/Nominating Committee consists of the Membership/Nominating Committee Chair and Immediate Past Division Chairs. Additional committee members may be identified under the direction of the Membership/Nominating Committee Chair.
- [4] The Awards Committee consists of the Awards Committee Chair with support from the , Immediate Past Division Chairs, and Secretary. Additional committee members may be identified under the direction of the Awards Committee Chair.

[J] MEETINGS & ACTIVITIES

- [1] An annual business meeting of the unit shall be held during the annual conference of the Society. Those members present at the meeting shall constitute a quorum. The business meeting shall include at least:
 - [a] Reports from the incumbent officers on the unit's activities for the preceding year, membership, and finances.
 - [b] Election of officers for the following year.
 - [c] Presentation of unit awards, unless the unit schedules a separate function for that purpose.
- [2] The Executive Committee shall hold regular meetings during the annual conference of the Society and regular meetings throughout the year as called by the Chair. Those members of the Executive Committee present at meetings of the Executive Committee shall constitute a quorum.
- [3] The Executive Committee may establish such other activities as deemed desirable to promote the objectives of the unit.
- [4] All meetings of the unit are open to all interested persons. Only members of the Executive Committee, however, are eligible to vote on Executive Committee matters and only members of the unit are eligible to vote on unit-wide matters, including the election of officers. [K]

[K] BEST PAPER AWARD PROCESS

[1] Purpose of the Award

[a] What is the purpose of the award?

To recognize outstanding contributions in the field of engineering leadership development education by ASEE Engineering Leadership Development (LEAD) members who authored and presented a paper at the ASEE Annual Conference within the division.

[b] What is the desired outcome for establishing the award?

Through this award, LEAD hopes to promote high quality publications and presentations at the ASEE Annual Conference.

[2] Description of the Awards

The award will consist of a plaque or an award certificate for each author selected as a best paper recipient. The award will be supported by BASS account funds.

[3] Criteria and Qualifications for Award

[a] What will be the published judging criteria for selecting the award winner?

With minor revisions, the ASEE Best PIC Paper and Best Conference Paper Competitions Rubric will be referenced by the Awards Committee to score the nominated papers. Information about the award and the rubric may be published on the ASEE website for reference for all authors.

Each Awards Committee member selected from the membership of the Executive Committee of LEAD will independently score the nominated papers based on the categories outlined in the ASEE Best PIC Paper and Best Conference Paper Competitions Rubric. This rubric (see example below), includes three major categories: (1) Content, (2) Focus, and (3) Language. Each category contains between two and five sub-categories. Each subcategory is to be scored independently from 0-3 points

In the Engineering Leadership Development Division (LEAD), the requirement for research approach and results can be flexible for cases in which papers introduce and describe the development of educational innovations and/or novel practices, approaches, and perspectives.

		3-Excellent	2- Good	1 - Satisfactory	0 – Needs Improvement
CONTENT	Originality	Content contains highly original treatment of, or new perspective on, the topic.	Content contains some original treatment of, or new perspective on, the topic	Content contains moderately original treatment of, or new perspective on, the topic.	Content contains minimal original treatment of, or new perspective on, the topic.
	Research Approach	The research approach is novel and/or sophisticated and appropriate for the purpose of the paper, and is consistent with the perspective (quantitative, qualitative, mixed, or more specific).	The research approach is advanced and appropriate for the purpose of the paper, and is consistent with the perspective (quantitative, qualitative, mixed, or more specific)	The research approach is basic, but still appropriate for the purpose of the paper, and is consistent with the perspective (quantitative, qualitative, mixed, or more specific).	The research approach is inadequate and/or not appropriate for the purpose of the paper.
	Results	Data collection and assessment results are very clear and logical, strongly supporting the goals of the paper.	Data collection and assessment results are clear and logical, supporting the goals of the paper.	Data collection and assessment results are somewhat clear and logical, moderately supporting the goals of the paper.	Data collection and assessment results need improvement.
	Scholarship	Content reviews and builds on appropriate prior work to a significant extent.	Content reviews and builds on appropriate prior work to a moderate extent.	Content reviews and builds on appropriate prior work to a limited extent.	Content does not review and build on appropriate prior work.
	Relevance	The paper makes a highly significant contribution to the field of engineering education.	The paper makes a significant contribution to the field of engineering education.	The paper makes a moderate contribution to the field of engineering education.	The paper makes a minimal contribution to the field of engineering education.
	Goals	The goals are strongly developed and explicitly stated	The goals are developed and explicitly stated.	The goals are not fully developed and/or stated.	The goals are not developed and/or stated
FOCUS	Order	The order in which ideas are presented is explicitly and consistently clear, logical and effective.	The order in which ideas are presented is reasonably clear, logical and effective, but could be improved	The order in which ideas are presented is occasionally confusing.	There is little apparent structure to the flow of ideas, causing confusion.
	Conclusions	The conclusions are very well formulated and are strongly supported by the data.	The conclusions are well formulated and are supported by the data.	The conclusions are moderately effective and are only partially supported by the data.	The conclusions are minimally effective and do not appear to be supported by the data
	Style	The paper is clear, concise, and consistent. It is easily understandable and a pleasure to read.	The paper is mostly understandable, with occasional inconsistencies that could be improved	Multiple sections of the paper are difficult to read/understand. The paper could be better structured or more clearly explained	The paper is difficult to read/understand due to sentence/paragraph structure, word choices, lack of explanations, etc.
LANGUAGE	Mechanics	The writing is near perfect with little to no grammar or spelling errors.	Minor grammar or spelling errors are present, but do not detract from the content. Content is clear	Some grammar or spelling errors are significant and detract from the content. Paper requires further editing.	Pervasive grammar or spelling errors distort meaning and make reading difficult.

Each row is to be scored independently from zero to three points.

[b] What are the desired traits or qualifications of successful nominations or candidates?

From eligible papers, the Awards Committee will vote for the recipients of the Best Paper Award based on the following criteria, further outlined in Best PIC paper Rubric:

- 1) significance and relevance of the paper to LEAD*
- 2) contribution to scholarship or innovation in engineering leadership development education*
- 3) use of appropriate methodological rigor and assessment*
- 4) clarity and organization of writing*

[c] Are there any restrictions regarding those who are eligible for the award?

For a paper to be considered eligible for the LEAD Best Paper Award the paper must be nominated during the LEAD draft paper review process or selected by the LEAD Program Chair after careful consideration of the independent review scores and comments.

[4] General Overview of the Process

[a] What is the process for nominations and are self-nominations allowed?

The nominees for the LEAD Best Paper Award shall be determined based on Best Paper nominations received during the peer review process of ASEE draft papers. Papers must receive at least one nomination to be considered for the award. If not enough nominations are received via the draft paper review process or if any additional papers are deemed eligible by the Program Chair, then the Program Chair may select papers from the review pool to add to the list of nominations based on average scores and comments submitted by the independent blind reviewers. Self-nominations will not be permitted.

The Program Chair will forward each paper which meets this criterion to the Awards Committee Chair. The author(s) names and institutions will not be included on the papers to ensure a blind review process.

[b] What is the timeline for nominations?

The nomination process will take place between the deadline for draft paper submission and the deadline for finalization of all papers. Identification of best paper nominees will occur within seven days of the deadline for authors to finalize papers for the proceedings. The Awards Committee will receive copies of the nominated papers once this deadline has passed. The Awards Committee Chair will notify the PIC II Chair, LEAD Division and Program Chairs, and the award winners.

[c] How will the selection committee be formed and who will Chair the committee?

The Awards Committee will serve as the selection committee as stated above in [H-4] and be chaired by the Awards Committee Chair.

[d] What provisions are needed for a committee member to recuse themselves, due to conflicts of interest?

Awards Committee members will get a list of all of the authors who are eligible for the award and will indicate to the Chair of the committee if there is a conflict of interest with any of the authors. If a conflict of interest arises (e.g., a member of the committee has a close relationship to an author of a paper being reviewed), the award committee member's rankings on that paper will not be included in the final tabulation; scores from the other members of the committee will be averaged and used in place of the scores from that committee member. In addition any member whose paper is nominated will be removed from the Awards Committee.

[e] What is the process for including the selected LEAD division best paper for consideration as best paper for PIC or ASEE.

The Awards Committee Chair working with the Program Chair/Chair elect will forward to the PIC II Chair the selected paper by established ASEE deadlines for inclusion in the best paper process.

[5] Presentation of the Award

[a] When and where will the award be presented?

The winning Best Paper authors will be announced at the LEAD Business Meeting and/or LEAD Social held at the ASEE Annual conference.

[b] Does the winner need to be present to accept the award?

The winner does not need to be present to accept the award.

[c] If it is a paper award, please clarify whether it is the written paper or oral presentation, or both, that will be the main determinant for selection.

The main determinant for Best Paper selection is the written paper, thus scores for each paper will be averaged across the Awards Committee members, and the paper with the highest average score will receive the award. In the advent of a tie, the Awards Committee Chair will select the winner.

[6] Award Modification Policy

- [a] What provisions exist for future modifications to the award and the selection process to determine the recipient?

Proposed amendments to this award shall be prepared by members of the Executive Committee and follow the unit bylaw amendment process.

[7] Approval Procedure (ASEE Stated Policy)

All ASEE awards must be approved by the ASEE Awards Policy Committee and the ASEE Board of Directors. Any division, section, zone, committee, or council wishing to implement an award shall prepare a proposal detailing the selection process and proposed award. The venue for presenting the award should be included in the proposal. If there is a monetary component to the award, the annual source for funding must also be included. The proposal shall be submitted through the appropriate PIC, Zone, or Council Chair for presentation to the Board of Directors.

[L] PUBLICATIONS

- [1] The unit shall produce and distribute such publications as the Executive Committee deems appropriate to promote the objectives of the unit.
- [2] 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 receive 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.

[M] AMENDMENTS

- [1] Amendments to these by-laws may be made at the annual business meeting of the unit, or by mail or e-mail ballot at any time during the year, upon affirmative vote by two-thirds of the members who vote. If e-mail balloting is used, those members who do not have email addresses on their membership records shall be provided the opportunity to cast their vote by mail or fax. Only members of the unit may vote on proposed amendments to the by-laws.
- [2] Proposed amendments to these by-laws shall be prepared by a committee of unit members appointed by the unit Chair. Proposed amendments shall be sent to the full membership of the unit by letter or in the publications of the unit not less than 30 days before they are to be voted upon. Proposed amendments may also be sent to members by e-mail, providing that they are also sent by mail to those members who do not have an e-mail address on their membership records.

[3] Amendments approved by the unit membership shall be submitted through the PIC II Chair for approval by majority vote of the ASEE Board of Directors and shall take effect only upon such approval.

[N] OTHER PROVISIONS

[1] 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) to which the unit belongs.

[2] The rules contained in Robert's Rules of Order, latest edition, shall govern this unit in all matters of parliamentary authority to which they are applicable and in which they are consistent with the Constitution and By-Laws of the Society and the By-Laws of this unit. In all other matters, the Constitution of the Society shall govern.

[O] DIVERSITY

The Engineering Leadership Development Division [LEAD] is also committed to promoting the inclusion and education of diverse individuals and embracing diverse ideas in the professions of engineering and engineering technology. LEAD 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.