

BY-LAWS OF THE MECHANICAL ENGINEERING DIVISION

Adopted June, 1963

Revised June, 1970, June 1971, June 1974, June 1978, Dec. 1989, June 1990, Nov. 1990, June 2002, June 2011, July 2015

A. NAME

The name of this unit shall be the Mechanical Engineering Division.

B. OBJECTIVE

The objectives of this unit are identical with the objectives of the Society as set out in the ASEE Constitution with emphasis on those objectives as they pertain to the field of Mechanical Engineering.

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 group each year and who pay the division dues each year. Dues shall be set by members of the unit. Changes in dues may be made at the annual business meeting of the unit, or by mail, e-mail or electronic ballot at any time during the year, upon affirmative vote by two-thirds of the members who vote. If e-mail or electronic balloting is used, those members who do not have e-mail addresses on their membership records shall be provided the opportunity to cast their vote by mail or fax. The dues shall be reported to the ASEE Headquarters for implementation.

D. ORGANIZATION

The unit shall be administered by an Executive Committee composed of the Chair, the Program Chair, the Program Chair Elect, the Secretary/Treasurer, the Nominating Committee Chair, the Awards Committee Chair, the Mechanical Engineering News Editor, and three elected Members at Large.

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

E. OFFICERS

1. The unit's officers shall be:

Chair- Serving a term of one year and succeeding to the position of Nominating Committee Chair.

Program Chair- Serving a term of one year and succeeding to the position of Chair.

Program Chair Elect- Serving a term of one year and succeeding to the position of Program Chair.

Secretary/Treasurer- Serving a term of one year and succeeding to the position of Program Chair Elect.

Nominating Committee Chair - serving a term of one year.

Awards Committee Chair- the elected member of the Awards Committee with the most seniority and serving a term of one year.

Mechanical Engineering News Editor- appointed by the Executive Committee for a three-year term and may be reappointed.

Members at Large- the three elected members shall serve three-year terms, staggered so as to have one replaced each year.

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, a person appointed by vote of the Executive Committee shall fill the vacated office for the duration of the unexpired term. An exception is if the vacated position is Chair. In this case, the Program Chair shall assume the duties of the Chair.

F. 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 the annual business meeting 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 the Society headquarters and approve all expenditures of Society funds.
2. The PROGRAM CHAIR shall:
 - Arrange and coordinate the unit's activities at the Society's annual meeting.
 - Work with the Executive Committee to develop technical programs in accordance with the unit's objectives.
 - Coordinate sessions within the timeframe 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 on-site management of sessions.
- Act for the Chair at business meetings of the unit and Executive Committee in the event of the Chair's absence from these meetings.

3. The PROGRAM CHAIR ELECT shall:

- Assist the Program Chair with planning, organization and conducting of the unit's activities at the Society's annual meeting.

4. The SECRETARY/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.
- 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.

5. The 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.

6. The AWARDS COMMITTEE CHAIR shall:

- Lead the Awards Selection Committee in selecting recipients of unit awards.
- 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

7. The MECHANICAL ENGINEERING NEWS EDITOR: shall:
 - Manage and maintain a continuous publication of quality, good taste, timeliness and progressive spirit.
8. The MEMBERS AT LARGE shall:
 - Attend the annual business meeting of the unit and all meetings of the Executive Committee.
 - Represent the best interests of the membership in carrying out the objectives of the unit.

G. ELECTION OF OFFICERS

1. The Nominating Committee shall annually nominate one or more candidates for the following positions- Secretary/Treasurer, Member at Large and Member of the Awards Committee.
2. Any member attending the annual meeting may make additional nominations, including self-nominations. These additional nominees shall be voted on along with the nominees selected by the Nominating Committee.
3. Elections shall be conducted by written ballot among those members of the unit actually present at the annual business meeting.

H. 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 standing committees shall be maintained: the Nominating Committee and the Awards Committee.
3. The Nominating Committee consists of the Immediate Past Chair as Chair and two members appointed by the Executive Committee.
4. The Awards Committee consists of three elected members and three members appointed by the Executive Committee. The three elected members and the three appointed members shall serve staggered terms so that one elected member and one appointed member shall be replaced each year. The Awards Committee Chair shall be the elected member with the most seniority. The Awards Committee shall select recipients of unit awards in accordance with the provisions of each award and the procedures and policies established by the Executive Committee.

I. 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:
 - Reports from the incumbent officers on the unit's activities for the preceding year, membership and finances.
 - Election of officers.
 - 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 special 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.

J. PUBLICATIONS

1. 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.
2. The unit shall produce Mechanical Engineering News, an internet publication containing information useful to Mechanical Engineering educators following the guidelines below:
 - Mechanical Engineering News shall be published within the ASEE Publication Guidelines for Periodicals. Currently, there is no cost to the unit for this internet publication, but should a cost be incurred, it shall be totally financed by subscriptions, advertising and grants.

- Through the activities of the Mechanical Engineering News Editor, the Executive Committee shall be responsible for: setting publication policy and general guidelines for the management and content of Mechanical Engineering News; if appropriate, solicitation of advertising and grants; and, if appropriate, supervision of financial management.
- The Mechanical Engineering News Editor shall be responsible for the overall management of publishing including editorial content, format, page layout, overall composition and style and server selection. The Editor shall establish general operating procedures and publication deadlines to assure publication on a regular schedule.
- The Editor may appoint Associate Editors as additional contributors to the publication. The number of Associate Editors shall depend on the areas of editorial responsibility needed.

K. AMENDMENTS

1. Amendments to these by-laws may be made at the annual business meeting of the unit, or by mail, e-mail or electronic ballot at any time during the year, upon affirmative vote by two-thirds of the members who vote. If e-mail or electronic balloting is used, those members who do not have e-mail addresses on their membership records shall be provided the opportunity to cast their vote by mail or fax. 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 three 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 I Chair for approval by majority vote of the ASEE Board of Directors and shall take effect only upon such approval.
4. New division and national awards must be approved by the Awards Policy Committee (APC). Once approved by the APC, the award description shall be submitted through the PIC I Chair for approval by majority vote of the ASEE Board of Directors and shall take effect upon approval.

L. STATEMENT ON DIVERSITY AND INCLUSIVENESS

The Mechanical Engineering Division is also committed to promoting the inclusion and education of diverse individuals and embracing diverse ideas in the professions of engineering and engineering technology. The Mechanical Engineering 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.

M. 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.