

## ASEE Minorities in Engineering Division By-Laws Changes

The membership of the ASEE Minorities in Engineering Division (MIND) approved revised bylaws in Summer 2018 in accordance with the rules for division bylaws changes outlined in the existing bylaws. The existing bylaws were dated 2005. The proposed new bylaws are based on the suggested bylaws templated provided by ASEE. The 2005 bylaws are in a significantly different format, and therefore, there is no practical way to present a marked-up document to compare the changes. In Table 1 below, the left-hand column refers to article and section numbers for existing bylaws. On the right-hand side, article and section numbers pertain to the proposed bylaws.

**Table 1: Summary of MIND Bylaws Changes**

<b>Existing Bylaws</b>	<b>Proposed Changes to Bylaws</b>
Article II. Purpose	Article II. Objectives, Vision, and Core Beliefs (spelling out the inclusion of those who identify as including those who identify as Latinx/Hispanic, Black/African American, Native American/Pacific Islander/Alaska Native/Native Hawaiian, LGBTQIA+, a person with disabilities, or who identify with other marginalized communities in engineering)
Article IV. Officers	Article IV. Organization and Officers (adding a Chair-Elect, Immediate Past Chair, Awards Chair)
Article V. Executive Board	Article V. Election of Officers
Article VI. Meetings	Article VI. Duties of Officers
Article VII. Elections	Article VII. Committees
Article VIII. Committees	Article VIII. Meetings and Activities
Article IX. Parliamentary Authority	Article IX. Awards
Article X. Amendments to the Bylaws	Article X. Publications
Article XI. Publications	Article XI. Parliamentary Authority
Article XII. Dues	Article XII. Amendments to the Bylaws
Article XIII. Division Conference Presentations	No Article XIII

## **BYLAWS FOR THE MINORITIES IN ENGINEERING DIVISION of the AMERICAN SOCIETY FOR ENGINEERING EDUCATION (ASEE)**

Adopted: June 1999, Annual Business Meeting

Revised: June 2005, Annual Business Meeting

Revised: June 2018, Annual Business Meeting

### **ARTICLE I – NAME**

The name of this Division shall be the Minorities in Engineering Division (MIND).

### **ARTICLE II- OBJECTIVES, VISION, and CORE BELIEFS**

The objectives of this Division are identical with the objectives of the Society as set by the ASEE Constitution, with an emphasis on those objectives that pertain to minorities in engineering. Specifically, this Division shall place special emphasis on the needs of the minority engineering community and the issues related to the recruitment, retention and graduation of minority engineering students. With the division objective to serve all minorities in engineering, we intend this Division to serve the needs and advancement of engineers and future engineers including those who identify as Latinx/Hispanic, Black/African American, Native American/Pacific Islander/Alaska Native/Native Hawaiian, LGBTQIA+, a person with disabilities, or who identify with other marginalized communities in engineering.

The MIND Division has been historically committed to promoting the inclusion and education of diverse individuals and embracing diverse ideas in the professions of engineering and engineering technology. The MIND 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.

**Vision:** Every person will have opportunities and supports to pursue their interest and passion for engineering.

**Core Beliefs:** We value:

- **Equitable access** to engineering education and workforce pathways;

- **Diverse perspectives** that aim to improve the experiences of all;
- **Research and education of others** as key to understanding and improving the culture and climate;
- **Partnerships and advocates** that will amplify our voices and multiply our impact.

### **ARTICLE III - MEMBERSHIP**

All members of ASEE are eligible to be members of MIND. The members of this Division 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 a majority vote of the Executive Committee based on historic spending and the proposed budget for the next fiscal year. The dues shall be reported to ASEE Headquarters staff for implementation.

### **ARTICLE IV - ORGANIZATION AND OFFICERS**

This Division shall be administered by an Executive Committee composed of the Chair, Chair-Elect, the Immediate Past Chair, Secretary, Treasurer, Program Chair, the Awards Chair, and two Members-at-Large. Ad hoc Committee Chairs, appointed as needed by the Division Chair, will be non-voting members of the Executive Committee. A majority of Executive Committee members will constitute a quorum.

The Chair and Chair-Elect (or their designee) shall represent the Division on the Council Board of the Professional Interest Council to which the Division has been assigned by the Society.

### **ARTICLE V - ELECTION OF OFFICERS**

The Nominating Committee, with the Chair, shall solicit nominations from division members for the Executive Committee positions open in a given year. The nomination period shall last at least seven days. They will strive to put forward at least two candidates for each position. Nominees for election will be reported to the Secretary to construct and distribute the ballot (electronic or paper) to Division members. The candidate receiving the plurality of votes cast in either electronic or paper ballot voting by the Division's registered members at the time of an election shall be deemed the winner. Elections shall be called no later than May 1 for completion prior to the Annual Business Meeting. Members must have at least thirty days in which to cast their ballot.

All candidates will be notified of the results immediately. In case of a tie vote, the Executive Committee shall cast the deciding vote.

A new Chair-Elect will be elected each year for a three (3) year commitment of successive one (1) year each terms as Chair-Elect, Chair, and Immediate Past Chair. Each other term, Program Chair, Treasurer, Secretary, and Members-at-Large, shall be elected every two years.

The Chair-Elect will succeed the Chair. Elected officers shall assume office at the conclusion of the next Business Meeting of the Division. At the end of the each Annual Business Meeting, the Chair-Elect will succeed the Chair and the outgoing Chair succeeds the Immediate Past Chair.

Appointed officers shall assume their duties upon appointment. Appointed officers include the Awards Chair and any ad-hoc committee chairs.

In case of resignation or death of any elected officer of the Division, the Executive Committee will appoint a replacement to serve the remainder of the term of office, except:

[a] if the officer to be replaced is the Chair. The Chair-Elect will succeed to the office of the Chair for the unexpired term, followed by the term to which they were elected.

[b] in the event that the Chair-Elect resigns or dies, a specially-called election shall be initiated within 30 days to elect a new Chair-Elect, using the process in described above. If the Chair-Elect is required to fill a vacated Chair position, the Executive Committee, at their discretion, may choose a special election or appoint an acting Chair-Elect until the next regular election cycle. The acting Chair-Elect does not automatically succeed to the Chair position.

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

## **ARTICLE VI - DUTIES OF OFFICERS**

[1] The CHAIR shall preside at all meetings of the Division or the Executive Committee, shall present the Division to the Society and to the public, and shall perform such other duties as they normally pertain to this office, including:

- Have administrative responsibility for the conduct of all functions of the Division 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 Division 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 Division 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 CHAIR-ELECT shall:

- Act for the Chair at business meetings and Executive Committee meetings in the event of the Chair's absence.
- Support the Chair with any duties assigned to support the Division and the Executive Committee.
- Attend Professional Interest Council meetings with, or in place of, the Chair, representing the Division's interests and sharing information back to the Executive Committee.
- Succeed the Chair upon completion of his/her term in office.
- Take office as Chair, as specified in Article V above, in the event of the resignation or death of the Chair before his/her term is completed.

[3] The PROGRAM CHAIR shall:

- Serve as the chair of the Program Committee.
- Arrange and coordinate the Division's activities at the Society's annual meeting and other conferences (e.g. CoNECD).
- Work with the Executive Committee and Program Committee to develop technical programs in accordance with the Division'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.

[4] The TREASURER shall:

- Oversee and maintain the financial records of the Division and regularly report on financial status to the Executive Committee.
- Collect Division income, if any, and disburse monies authorized by the Division Chair.
- Keep records of all the Division's outstanding receivables and payables.
- Ensure that all the Division'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.

[5] The SECRETARY shall:

- Support the Division Chair to schedule, organize and conduct annual business meetings of the Division and all meetings of the Executive Committee.
- Record the minutes of Executive Committee meetings and the annual business meeting, and distribute copies of the minutes to appropriate Division and Society officers.
- Be responsible for the official records of the Executive Committee and the Division, and ensure that the files of the Division are passed along to his/her successor.
- Tabulate, verify, and communicate the results of Division elections and other ballots (unless they are seeking election, in which case the Chair will appoint another Executive Committee member who is not a nominee to this role).
- Serve as the Editor-in-Chief of the Division's newsletter.

[6] The MEMBERS-AT-LARGE shall:

- Serve on the Executive Committee and, upon appointment, on such other standing and ad hoc committees as the Division may establish.
- Serve, as needed, to maintain and contribute to the Division website and social media presence.

[7] The IMMEDIATE PAST CHAIR shall:

- Serve on the Executive Committee and as Chair of the standing Nominating Committee.
- Serve, upon appointment, on such other standing and ad hoc committees as the Division may establish.

[8] The NOMINATING COMMITTEE CHAIR shall:

- Lead the Nominating Committee in developing the list of candidates for Division elections.
- The Nominating Committee shall obtain the consent of each nominee prior to submitting his/her name for nomination.
- Keep the Executive Committee informed about the activities and progress of the Nominating Committee.
- Inform the Secretary of the nominees and collaborate to construct a ballot for the election.

[9] The AWARDS COMMITTEE CHAIR shall:

- Lead the Awards Committee in selecting recipients of Division awards in accordance with the provisions of each award and the policies and procedures established for awards by the Executive Committee of the Division.
- 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.

## **ARTICLE VII - COMMITTEES**

1. The Executive Committee shall establish such standing and ad hoc committees as it deems necessary to carry out the activities of the Division.
2. At least THREE (3) standing committees shall be maintained: the Nominating Committee, Program Committee, and the Awards Committee.

- a. The Nominating Committee consists of at least three members. It will be chaired by the Immediate Past President. Other members may be Executive Committee members or general members. No one serving on the Nominating Committee is eligible to be nominated for an elected position.
  - b. The Program Committee consists of at least three members. The elected Program Chair will serve as Program Committee Chair. Other committee members may be Executive Committee members or general members. In addition to the Program Committee Chair, one member of the Program Committee will serve as the CoNECD Program Chair.
  - c. The Awards Committee consists of at least three members. The appointed Awards Chair will serve as Awards Committee Chair (if the function is not assigned by by-law to an elected officer). Other committee members will typically be chosen from among Executive Committee members.
3. The Chair of the Division shall be an ex-officio member of all committees except the Nominating Committee.

## **ARTICLE VIII – MEETINGS & ACTIVITIES**

The Executive Committee shall arrange for an Annual Business Meeting of the Division to be held concurrently with the Annual Conference of the Society. Interested persons, other than members of the Division, shall be eligible to attend all open meetings of the Division. Voting privileges, however, shall be extended only to members of the Division.

Special meetings of the Executive Committee may be called by the Chair as needed.

A quorum at any regular or special meeting of this Division shall be comprised of a quorum of the Executive Committee and at least four additional division members.

The Division may conduct business, including special elections, by electronic mail between meetings providing all provisions of the bylaws are observed and that such business is reported at the next annual meeting of the Division. A minimum of thirty (30) days shall be allowed between the mailing of any ballot, motion, or resolution and the deadline for its return.

Additional meetings may be called by the Chair.



The Division may adopt its own rules of procedure, but in the absence of such rules, ROBERT'S RULES OF ORDER, latest edition, shall apply.

## **ARTICLE IX - AWARDS**

Annual awards for Minorities in Engineering Division comprise the Best Division Paper (also nominated for best PIC/Conference paper) and/or a Best Diversity Paper (submitted as the Division's nominee to the ASEE Committee on Diversity, Equity, and Inclusion). The Awards Committee will work with the Program Chair to identify and secure additional reviews for nominated papers. The recipients of these awards will receive certificates and acknowledgement at the Annual Business Meeting or the Annual Division Social.

Other awards that may be made at the discretion of the Executive Committee upon nomination by a Division member are: Distinguished Service Award and Lifetime Achievement Award. Recipients of these awards will receive a letter of acknowledgement for their contributions to MIND and ASEE and a plaque. The Executive Committee will establish guidelines and criteria for these awards in accordance with ASEE procedures.

The Awards Committee also has responsibility for nominating MIND members for the ASEE rank of Fellow, and other Society level recognitions, in compliance with ASEE guidelines.

## **ARTICLE X - PUBLICATIONS**

The Division shall produce and distribute such publications as the Executive Committee deems appropriate to promote the objectives of the Division.

The Secretary shall serve as Editor-in-Chief of the Division's newsletter. They will publish a newsletter to inform members of the Division's activities and to disseminate appropriate information.

The Division may publish other materials to advance the objectives of the Division.

Division members, and other ASEE members, may submit publications for presentation as part of Division programming at the ASEE Annual Conference. In addition to

complying with all published ASEE author guidelines and rules, to give a presentation in this Division at the Annual Conference, the author(s) must:

1. Submit an abstract in response to the call for papers;
2. Agree to review abstracts and papers for the Division;
3. Have the abstract approved for submission of a paper;
4. Submit a draft and final paper by the stated deadline dates;
5. Register for the conference and transfer copyright to ASEE;
6. Have the final paper approved for publication.

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.

#### **ARTICLE XI - PARLIAMENTARY AUTHORITY**

Robert's Rules of Order (Latest Edition) shall govern the conduct of meetings of the Division in all cases to which they are applicable, and in which they are not inconsistent with the Constitution and Bylaws of the ASEE and the Bylaws of the Division. In all cases the Constitution and Bylaws of the Society shall be paramount.

#### **Other Provision**

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.

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.

#### **ARTICLE XII - AMENDMENTS TO THE BYLAWS**

Amendments to these bylaws may be made at the annual business meeting of the Division, 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/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 Division may vote on proposed amendments to the by-laws.

Proposed amendments to these bylaws shall be prepared by a committee of at least three (3) Division members appointed by the Division Chair. Amendments to bylaws may be proposed to the Executive Committee in writing, by any member of the Division, and, if approved by a simple majority of the Executive Committee, they will be referred to that committee. Proposed amendments shall be sent to the full membership of the Division by letter or in the publications of the Division not less than 30 days before they are to be voted upon. Proposed amendments may also be sent to members by email, providing that they are also sent by mail to those members who do not have an email address on their membership records.

Amendments approved by the division membership shall be submitted through the PIC IV Chair for approval by majority vote of the ASEE Board of Directors and shall take effect only upon such approval.

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 IV Chair for approval by majority vote of the ASEE Board of Directors and shall take effect upon approval.