

Military and Veterans Division

Adopted: August 2015

[A] NAME

The name of this unit shall be the Military and Veterans Constituent Committee until such time as the unit is granted full division status, upon which the name shall become the Military and Veterans 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 active duty military engineers and engineering technologists as well as users of their engineering services and veterans of the military who are pursuing pathways into engineering and engineering technology careers.

Specifically, the Military and Veterans Division shall serve its members as a common agency of collaboration, stimulation and guidance in:

1. promoting awareness of Engineering Technician, Engineering Technology and Engineering (ETETE) careers, pathways and academic readiness for active duty military and veterans.
2. recognizing strategies and models that leverage military experience for appropriate academic and professional recognition.
3. fostering academic environments supportive of a military cultural background.
4. leveraging academic, industry, and government resources to stimulate the pipeline of active duty military and veterans into ETETE careers.
5. improving the quality of education in engineering and engineering technology courses and programs conducted by military organizations.
6. promoting connections and research efforts between civilian engineering schools and appropriate military organizations.
7. promoting effective means to assist veterans in transitioning to the engineering profession.

8. promoting effective recruitment and retention strategies for both civilian and military engineers within military engineering institutions (programs).

[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.

Dues may be set in the future by the members of the unit using the procedures indicated below in Section [K] for bylaws amendments. The dues shall be reported to ASEE Headquarters staff 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 Selection Committee Chair, the News Editor & Webmaster, the Veterans Chair, 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.

Veterans Chair – appointed by the Executive Committee for a three-year term and may be reappointed.

Nominating Committee Chair – serving a term of one year.

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

Newsletter Editor-Webmaster – 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.

Historian- appointed by the Executive Committee for a three-year term and may be reappointed.

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 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 Chair Elect, a special election shall be conducted within 30 days to elect a new Chair Elect and the Executive Committee may, at its discretion, appoint a person to fulfill the duties of the Chair Elect until the position is filled by election;

[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 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 shall:

- 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. 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 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.

3. The PROGRAM CHAIR ELECT shall:

- Succeed the Program Chair upon completion of his/her term in office.
- 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 VETERANS COMMITTEE CHAIR shall:

- Lead the Veterans Committee in developing Veterans specific program content for the unit.
- Provide and coordinate Veterans content for the unit web page.
- Provide and coordinate Veterans content for the unit newsletter.
- Work with the Awards Committee on Veterans-specific awards.
- Keep the Executive Committee informed about the activities and progress of the Veterans Committee.

6. 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.

7. 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.

8. The NEWSLETTER EDITOR/ WEBMASTER shall:

- Collect, evaluate, and edit material for periodic newsletters to the unit membership.
- Manage and maintain a continuous publication of quality, good taste, timeliness and progressive spirit.
- 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.

9. The MEMBERS AT LARGE shall:

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

10. The HISTORIAN shall:

- Keep, catalog, and transfer to his/her successor those unit documents that are not normally kept by the Secretary or/and Treasurer but are records of the activities and achievements of the unit and its members.
- Be responsible for filing the appropriate historical documents in the unit's paper or/and electronic archival library.

[G] ELECTION OF OFFICERS

1. The Nominating Committee shall annually 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 the Secretary/Treasurer, Awards Committee Chair, and Members at Large.

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. Except in the case of a special election necessitated by the resignation or death of the Program Chair- Elect, as required in [E-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 electronic means, providing that those members of the unit who do not have internet access have the opportunity to vote by either mail or fax.

[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 three standing committees shall be maintained: the Nominating Committee, Awards Committee, and Veterans Committee.
3. The Nominating Committee consists of the three most immediate unit Past Chairs. The most immediate unit Past Chair shall serve as the Chair of the Nominating Committee. The Nominating Committee will accomplish the tasks outlined in Section [G] of these by-laws.
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.
5. The Veterans Committee consists of five members. The Committee Chair will be appointed by the Executive Committee for a two-year term and may be reappointed. The remaining Committee members will be appointed for two-year terms and may be reappointed. These

members should be representative of the four major service components; Army, Navy, Coast Guard, and Air Force. The Veterans Committee shall develop recommendations for Veterans-focused initiatives and activities for consideration 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:
 - 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 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. 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.
3. The unit shall produce Military and Veterans Division News, an internet publication containing information useful to Division members following the guidelines below:
 - A. Military and Veterans Division 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.
 - B. Through the activities of the Newsletter Editor/Webmaster, the Executive Committee shall be responsible for: setting publication policy and general guidelines for the management and content of Military and Veterans Division News; if appropriate, solicitation of advertising and grants; and, if appropriate, supervision of financial management.
 - C. The Newsletter Editor/Webmaster 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.
 - D. 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/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 division 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.
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 II 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 Military and Veterans Division fully embraces the ASEE statement on Diversity and Inclusiveness and is dedicated to conducting itself in a manner that is welcoming to all interested participants and is committed to treating all individuals with dignity and respect.

[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.