

## **BY-LAWS OF THE TWO-YEAR COLLEGE DIVISION**

Adopted: June 30, 1998; Revised: July 12, 2012

Last Revised: March 10, 2021

### **[A] NAME**

The name of this unit shall be the Two-Year College 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 the Two-Year College Division.

The Two-Year College Division (TYCD) was established by the ASEE Board of Directors in 1992, in recognition of the important role played by two-year programs in the engineering education pipeline. The TYCD is composed of faculty and administrators from two-year colleges that have programs in Engineering transfer and/or Engineering Technology.

The primary role of the division is to focus on engineering and engineering technology education issues that are important (and, in some cases, unique) to community colleges, junior colleges, 2 + 2 programs, two-year technical institutes, and other two-year programs. Two-year colleges play an important role in educating our nation's scientists and engineers.

The objectives of two-year colleges, and thus of the TYCD, include:

- to assure a steady supply of qualified Engineering and Engineering Technology transfer graduates to four-year institutions.
- to provide students with terminal, application-oriented associate's degrees in Engineering Technology.
- to serve as a technical resource for regional business and industry.

The TYCD provides members with a forum to discuss, confer, and share thoughts and strategies on topics of interest to two-year colleges including accreditation, pedagogy, transfer issues, retention, and recruitment. The open-door policy of two-year institutions necessitate the acceptance of all students regardless of their level of academic preparation; we then educate and prepare these students for either immediate employment as Engineering Technicians, or for transfer into baccalaureate engineering programs. Finally, the purpose of the Two-Year College Division shall be the promotion and development of engineering education.

### **[C] STATEMENT ON DIVERSITY AND INCLUSIVENESS**

The Two-Year College Division is committed to promoting the inclusion and education of diverse individuals and embracing diverse ideas in the professions of engineering and engineering technology. The TYCD recognizes that diversity is strength in creativity, broadness of new ideas, and embracing new perspectives to arrive at the most innovative, resource-smart solutions possible.

### **[D] 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.

The TYCD is a dues-free division.

## **[E] ORGANIZATION**

The unit shall be administered by an Executive Committee composed of the Chair, Vice-Chair, Program Chair, Treasurer, Secretary, Immediate Past Chair, Newsletter Editor, Webmaster and Historian. Officers serving in more than one position may only vote once.

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.

## **[F] OFFICERS**

[1] The unit's officers shall be:

- Chair — serving a term of two years and succeeding to the position of Immediate Past Chair
- Vice Chair — serving a term of two years.
- Program Chair — serving a term of two years.
- Treasurer — serving a term of two years.
- Secretary — serving a term of two years.
- Immediate Past Chair — serving a term of two years, automatically extended until serving Chair becomes the new Immediate Past Chair.
- Newsletter Editor — appointed by the Executive Committee.
- Webmaster — appointed by the Executive Committee
- Historian — appointed by the 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. Officers may serve for consecutive terms with the permission and the consenting majority vote of the membership.

[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 the Chair except that:

- [a] in the event of the resignation or death of the Chair, the Vice Chair shall take office as Chair immediately, serving out the duration of the unexpired term. If the Vice Chair is unable to take on the full duties of Chair, the Program Chair will take office as Chair.
- [b] 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.

[4] It is required that all candidates for the office of Division Chair have previously held the position of Division Program Chair. Such a proviso would ensure that the incoming Division Chair has familiarity with the Society inner-workings and has had an opportunity to interact with key Society personnel who are responsible for putting together the Society's most important annual event.

## **[G] DUTIES OF OFFICERS**

[1] The CHAIR shall:

- Formulate a yearly agenda including a list of activities and events.
- 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.
- Represent the Division at ASEE community and national events, where appropriate.
- 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 VICE CHAIR shall:
- Assist the Chair in achieving the goals and objectives of the Division.
  - Act for the Chair at business meetings and Executive Committee meetings in the event of the Chair's absence.
  - Act as liaison between the Executive Board and all regular, special, and/or temporary committees.
  - 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 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 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.
  - Coordinate with other divisions for joint sponsoring, as appropriate.
- [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.
- [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.
  - Maintain written correspondence with on-campus and off-campus organizations as needed.
- [6] The IMMEDIATE PAST CHAIR shall:
- Serve on the Executive Committee and, upon appointment, on such other standing and ad hoc committees as the unit may establish.
  - Tabulate, verify, and communicate the results of unit elections and other ballots.
- [7] The NEWSLETTER EDITOR shall:
- Be responsible for the production and delivery of the TYCD's newsletter to all of its members and other appropriate ASEE committees and/or divisions. The Newsletter Editor position is an appointed position, not an elected position.
- [8] The WEBMASTER shall:
- 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 HISTORIAN shall:

- Maintain an archive of past division activities, sessions, awards, best papers, officers, sponsored competitions, sponsors, etc.
- Perform other archival duties as assigned by the Executive Committee.

## **[H] ELECTION OF OFFICERS**

[1] The election of officers shall occur during the first three months of every even-numbered year. The offices up for election are: Chair, Vice Chair, Program Chair, Treasurer and Secretary. Election of officers shall be conducted by-electronic means among the members of the unit.

The election process is as follows:

- [a] During January, the Immediate Past Chair (or in the Past Chair's absence, another TYCD member appointed by the Chair) will solicit nominations from the division membership. The Immediate Past Chair (or appointed member) will administer the election. Candidates should be committed to attending the annual conferences during the years of their term.
- [b] At least one nominee will be selected for each open officer's position.
- [c] Nominees will submit a statement of intent to the Immediate Past Chair by February 14, The statements will be distributed to the division by the last day of February, via the division's listserv and/or via the divisions ASEE webpage.
- [d] The election will be held by electronic means. The window for election will be March 1 through March 21; or at least three full weeks during March.
- [e] For unopposed elections, a simple YES/NO vote will be performed.
- [f] Election of a candidate will occur by a simple majority of votes cast. For unopposed elections, a majority of "Yes" votes must be received for election.
- [g] The results of the election will be announced, by the end of March, via the division's listserv (email).

## **[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 one standing committees shall be maintained: the TYCD Annual Design Competition Committee. The TYCD Annual Design Competition Committee shall consist of one to four members of the division.

## **[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 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] Special meetings of the Executive Board or of the Division may be called by the Division Chair as needed upon reasonable notice to the membership of the Division as appropriate. The preferred delivery method for any special meetings shall be via conference call or via a remote meeting and desktop sharing web-based application. Special votes can also take place electronically using a mechanism such as email.
- [4] The Executive Committee may establish such other activities as deemed desirable to promote the objectives of the unit.
- [5] 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.
- [6] Because the TYCD is composed of a membership generally of modest fiscal means and because many TYCD members encounter budgetary difficulties which preclude their in-person participation in the Annual Society Conference, and because so few TYCD members can regularly attend the Annual Society Conference, a quorum at any regular or special meeting of the division shall be the number present at the time and in the place designated for the meeting.

## **[K] AWARDS**

- [1] The TYCD shall award a "Best Paper" award among papers submitted to the division for the ASEE annual conference. Based on feedback from reviewers, the Program Chair will recommend 3 papers for consideration by a committee. The committee will consist of the Division Chair, the Past Chair, and the Program Chair.
- [2] In the event one or more of the review committee members has a nominated paper, the Program Chair will appoint a replacement, or replacements, from the division members to keep the committee at three members.

## **[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, 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 (3) 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 III 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 III Chair for approval by majority vote of the ASEE Board of Directors and shall take effect upon 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.