

Bylaws of the Southeastern Section

Adopted April 26, 1963; Amended April 19, 1966, April 7, 1972, April 4, 1978, April 7, 1981, 22 March 1983, April 8, 2003, April 6, 200, April 14, 2015

Article I--Organization

The Section's membership shall be organized by areas of interest defined by Divisions that are grouped into three Units [(1) Programs, (2) Awards and Recognition, and (3) Publications and Promotion]. The Programs Unit consists of the following special-interest Divisions: Instructional, Administrative, and Research. The Awards and Recognition Unit consists of the following professional-interest Divisions: Bioengineering, Civil Engineering, Engineering Graphics, Engineering Technology, and Industrial Engineering. The Publications and Promotion Unit consists of the following professional-interest Divisions: Chemical Engineering, Computer Engineering, Electrical Engineering, Mechanical Engineering, and Software Engineering.

Article II--Requirements for Holding Office

All officers of the Section, including officers of the Units and Divisions, must be members of the American Society for Engineering Education.

Article III—Title Alignment

As noted in the constitution of the Southeastern Section, the President shall serve as the Section Chair as defined in the national ASEE constitution and the Vice-Presidents shall serve as the Section Vice-Chairs as defined in the national ASEE constitution.

Article IV--Election of Officers

Section 1. Each Unit and Division will elect annually the following officers: Chair, Vice Chair, and Secretary. Unit officers must have previously held Division Chair positions.

Section 2. The President Elect shall hold office for one year and be chosen from those who have previously served as Vice President, Secretary or Treasurer. At the end of the one-year term, the President Elect shall become President of the Section and hold that office for one year.

Section 3. The Vice President for Programs shall be elected annually, with the nominee representing the Programs Unit and its assigned special-interest divisions. The term of service is normally for one year.

Section 4. The Vice President for Awards and Recognition and the Vice President for Publications and Promotion shall be elected annually, with the nominees representing their Units and assigned professional-interest divisions. The term of service is normally for one year.

Section 5. The Secretary and Treasurer shall normally hold office for three years and can be elected to a second three-year term.

Section 6. The President Elect, Secretary and Treasurer shall be elected at an annual business meeting of the Section by a majority vote of those members present and voting.

Section 7. If an officer is unable to serve until the end of the term, the vacancy will be filled according to the following: (a) Vice Presidents, Secretary and Treasurer-- (1) officers from the affected Unit will move up to the next level or (2) in extreme circumstances a person, if possible one who has previously served in the vacated position, can be appointed by the Executive Board; (b) President Elect-- (1) when President Elect is unable to serve, the President and President Elect positions will be filled at the next general

election; (2) fulfillment of President Elect duties will be delegated by Executive Board during the interim to the next election.

Article V--Appointment of Officers

Section 1. Campus Representative Coordinator. The Campus Representative Coordinator shall be appointed by the Executive Board and shall report to President. The Campus Representative Coordinator serves as an ex officio member of the Executive Board. The duties include coordinating the activities of all campus representatives and representing the Section in this regard at national meetings.

Section 2. Conference Host-Site Coordinator. The conference Host-Site Coordinator shall be appointed by the host institution. In this capacity the site coordinator is responsible for the hotel and conference facilities, development of the conference budget in concert with the Vice President for Programs, and peripheral activities such as field trips, spouses programs, dinner speakers, and other non-technical aspects of the conference. Furthermore, the local arrangements committee is responsible for preparing the Conference Program and Book of Abstracts.

Section 3. Publications and Promotion Committee Members. At-large members of the Publications and Promotion Committee serving as Proceedings Editor, Newsletter Editor, Transactions Journal Editor, and Website Coordinator, shall be appointed to a three-year term that is renewable by the Executive Board, and report to the Vice President for Publications and Promotion. Appointees who have served at least one three-year term are eligible to run for office in the Publications and Promotion Unit, provided they have previously served as a Division Chair.

Section 4. Program Committee Members. At-large member of the Program Committee serving as Paper Management Website Coordinator shall be appointed to a three-year term that is renewable by the Executive Board, and report to the Vice President for Programs. Appointees who have served at least one three-year term are eligible to run for office in the Programs Unit, provided they have previously served as a Division Chair.

Article VI--Duties of Officers

Section 1. The President of the Section shall: (a) preside at all general sessions of the Section, (b) preside at all meetings of the Executive Board, and (c) shall implement a plan supporting the mission and goals of the Section developed as President Elect

Section 2. The President Elect shall: (a) develop a plan that supports the mission and goals of the Section, (b) preside over meetings when the President cannot act or is absent from the meeting, (c) and create the Annual Meeting Call for Papers in conjunction with the next year's host institution and provide the Call to the Vice President for Programs for dissemination.

Section 3. The Vice Presidents of the three Units shall preside over meetings of their Units. Unit officers serve in the following capacities: (a) Programs Unit: Chair as Vice President for Programs, Vice Chair as Annual Meeting Technical Program Chair, and Secretary as a member of the Promotions Committee and Advertising Coordinator, (b) Awards and Recognition Unit: Chair as Vice President for Awards and Recognition, Vice Chair and Secretary as members of the Awards Committee, and (c) Publications and Promotion Unit: Chair as Vice President for Publications and Promotion, Vice Chair and Secretary as members of the Publications and Promotion Committee (handling special projects and promotion). The Vice Presidents shall serve as members of the Executive Board, shall be responsible for the program of their Units at scheduled meetings, and shall be responsible for appointment of committees of their Units.

Section 4. Vice President for Programs. The Vice President for Programs shall: (a) Chair the Programs Committee, (b) be responsible for the overall conduct of the annual meeting through a coordinated effort with the Host-Site Coordinator, (c) disseminate of the Annual Meeting Call for Papers and the general

announcement of the meeting as provided by the President Elect, (d) promote of the development of new faculty, and (e) coordinate workshops and seminars with, or in addition to the annual meeting, as approved by the Executive Board.

Section 5. Vice President for Awards and Recognition. The Vice President for Awards and Recognition shall: (a) Chair the Awards and Recognition Committee, (b) oversee the selection process for awards and any special recognition given by the Section including publicity, selection, and notification, (c) exercise responsibility for all award certificates and checks being available for distribution at the Annual Awards Banquet, (d) work with the Secretary-Treasurer to develop sources of funding, and (e) conduct a review of awards and make recommendations to the Executive Board to eliminate or create new arrivals.

Section 6. Vice President for Publications and Promotion. The Vice President for Publications and Promotion shall: (a) Chair of the Publications and Promotion Committee, (b) be responsible for the Conference Proceedings, Section Newsletter, Transactions Journal, Section Website, and any other publications authorized by the Executive Board, (c) promote the interests of the Section to the membership, to member institutions, to the public, and to the profession, (d) promote the annual meeting using appropriate publicly and through member institutions, (e) coordinate the Section's position on issues affecting engineering and engineering technology, as directed by the President and Executive Board, and (f) maintain and update future conference sites up to five years in advance.

Section 7. The Secretary of the Section shall: (a) be responsible for the minutes of all general session meetings of the Section and Executive Board and cause them to be kept as permanent records, (b) be responsible for all correspondence concerning the business of the section, The Secretary shall furnish the host of the annual meeting a copy of the responsibilities of the host.

Section 8. The Treasurer of the Section shall: (a) collect all income to the Section, and (b) keep a permanent record of all receipts and expenditures of the Section. In addition, the Treasurer shall be responsible for preparation of the annual budget, in cooperation with the President, and shall present it to the Executive Board for consideration annually.

Section 9. The representatives to the Council of Sections, Zone II, shall represent the Section in that Council and shall report their activities to the Section.

Section 10. The Secretary of each Unit and Division shall be responsible for the minutes of Unit/Division meetings and their distribution to the President, Vice Presidents and Secretary of the Section.

Article VII--Voting Privileges

Section 1. All individual members of the Section are entitled to vote in the election of officers of the Section or on questions concerning the Section as a whole.

Section 2. Individual members of each Unit are entitled to vote in the election of Unit officers of or on questions concerning the Unit.

Section 3. Individual members of each Division are entitled to vote in the election of Division officers of or on questions concerning the Division.

Article VIII--Standing Committees

Section 1. Nominating Committee. The Nominating Committee of the Section shall consist of the Immediate-Past President as Chair, the two preceding Past Presidents, and a fourth member appointed by the President from the Executive Board. Nominating Committee duties include seeking, evaluating and nominating a candidate for each of the following Section officer positions: (a) President Elect (b) Secretary (c) Treasurer.

Section 2. Programs Committee. Programs Committee consists of the Vice President for Programs as Chair and five additional members. These members include the Vice Chair from the Programs Unit, the Secretary of the Programs Unit who is the Advertising Coordinator, the Annual Meeting Host-Site Coordinator, the Workshop/Seminar Coordinator and the Paper Management Website Coordinator.

The Programs Committee is responsible for the conduct of the annual meeting including promotion, budget, entertainment, conference workshops, technical program, and procurement of keynote speaker.

The Vice Chair of the Programs Unit is the Technical Program Coordinator and is responsible for the coordination of the conference program including workshops, keynote speaker, technical sessions, and review of papers, panel discussions, and all other aspects of the technical program.

The Secretary of the Programs Unit is the Advertising Coordinator and shall be responsible for disseminating the Call for Papers as provided by the President Elect and general announcement of the conference. Further, the Advertising Coordinator shall promote the conference in appropriate publications and through member institutions.

The Programs Committee is also responsible for coordinating any workshops and seminars, as approved by the Executive Board, held at times other than the annual meeting.

The Paper Management Website Coordinator shall be responsible for the installation, maintenance, and administration of the section's paper management website and shall work closely with the technical program chair to facilitate abstract and paper submissions and the paper review process.

Section 3. Resolutions Committee. The Committee on Resolutions of the Section shall consist of the President Elect as Chair, and three additional members including the Secretary-Treasurer, the Immediate-Past President, and the Vice Chair of the Programs Unit.

Section 4. Awards Committee. The Awards Committee shall be chaired by the Vice President for Awards and Recognition, and shall include the Vice Chair and Secretary of the Awards and Recognition Unit, the Secretary of the Publications and Promotion Unit, and Chairs of the Instructional and Research Divisions.

The Awards Committee is responsible to form individual selection committees and coordinate individual Award reviews. Selection committees shall consist of representatives from different institutions. Selection committees shall verify that Awardees meet stipulated requirements, and will attend the annual meeting, if a requirement.

Section 5. Publications and Promotion Committee. The Publication and Promotion Committee shall be chaired by the Vice President for Publications and Promotion, and include the Vice Chair and Secretary of the Publications and Promotion Unit, the Proceedings Editor, the Newsletter Editor, the Transactions Journal Editor, the Website Coordinator, and the Section Campus Representative Coordinator.

The Publications and Promotion Committee is responsible for: (a) promoting the interests of the Section to the membership, to member institutions, to the public, and to the profession; (b) promoting the annual meeting using appropriate publicity and through member institutions; (c) exploring and formulating recommended Section positions on issues pertaining to engineering and engineering technology; (d) evaluating potential meeting sites for future conferences by considering the geography of the Section; (e) seeks new host sites approved by the Executive Board for future conferences while trying to include all member institutions.

The Proceedings Editor, Newsletter Editor, Transactions Journal Editor, and Website Coordinator, duties as defined as follows:

- (a) Proceedings Editor. The Proceedings Editor shall be responsible for publication of the proceedings of the annual conference in electronic or printed form as determined by the Executive

- Board. Included in the responsibility are preparation and update of templates for authors to use when preparing manuscripts for the conference.
- (b) Newsletter Editor. The Newsletter Editor shall be responsible for preparation, publication, and dissemination of the newsletters of the Section. The frequency of publication shall be approved by the Executive Board and is dependent upon available funds.
 - (c) Transactions Journal Editor. The Transactions Journal Editor shall be responsible for publication of the Transactions Journal of the Southeastern Section. Included in the responsibilities for the journal are coordination of the editorial review board, solicitation of papers for the journal, review of submitted papers, and maintenance of high editorial standards for the journal
 - (d) Website Coordinator. The Website Coordinator shall be responsible for the content of the section website and shall work closely with a designated individual at the web site host institution for implementation, update, and maintenance of the web site.

Article IX – Council of Past Presidents

Council of Past Presidents shall consist of all Past Presidents. Members of the council of past presidents are welcome (but not required) to participate in any of the meetings of the Section. The Council of Past Presidents in attendance to any meeting will provide advice based on previous actions' basis and/or intent. The Council of Past Presidents in attendance will share lessons learned from past events important to consider in the decision making process of current issues and/or actions. The Council of Past Presidents will also serve as a resource for historical information, to support the activities and advise the Executive Board on issues of importance to the Section.

Article X--Funds

Section 1. Funds of the Section shall be administered by the Executive Board.

Section 2. In general, if funds are in the treasury, the Section pays for the following in connection with each meeting; printing of postal cards, spouses programs, car signs, and complimentary tickets for keynote speakers for the luncheon and/or the banquet on the day they speak.

Section 3. A registration fee may be charged for a meeting of the Section.

Section 4. The host site must submit a budget for approval to the President of the Section before any expenditures are made.

Article XI--Fiscal Year

The fiscal year of the Section shall be from July 1 through June 30.

Article XII--Meetings

Section 1. The annual meeting sites shall reflect the geography of the Section.

Section 2. All members are to be sent notification and invitations prior to each annual meeting of the Section.

Section 3. Each Host-Site Coordinator shall comment on the responsibilities and pass them on through the Secretary of the Section to the Host-Site Coordinators for future meetings.

Article XIII--Amendments to the Bylaws

These Bylaws may be amended by a favorable two-thirds vote of the members who are present at an annual meeting of the Section. Amendments may be submitted by a majority vote of the members of the Executive Board of the Section or by petition signed by not fewer than ten (10) members of the Section. Proposed amendments shall be circulated by mail or by electronic means to members of the Section not less than thirty (30) days prior to the annual meeting at which the amendments will be presented for adoption.