**Executive Board Meeting**

October 16-17, 2014 – Microtel Inn & Suites – Atlanta GA

Minutes

**Attendance:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Present PM AM** | **Name** | **Position** | **Email Address** | **School** |
|  | Beth Todd | Following Year Conference Site Coordinator | [btodd.eng@gmail.com](mailto:btodd.eng@gmail.com) | University of Alabama |
|  | Chuck Newhouse | CIVIL ENGINEERING DIVISION Chair: | [NewhouseCD@VMI.edu](mailto:bbernal@spsu.edu) | Virginia Military Institute |
|  | Daniel Kohn | SECTION OFFICER Secretary-Treasurer | [dekohn@memphis.edu](mailto:dekohn@memphis.edu) | University of Memphis |
|  | Jerry Newman | ENGINEERING TECHNOLOGY DIVISION Vice Chair: | [jdnewman@memphis.edu](mailto:jdnewman@memphis.edu) | University of Memphis |
|  | | | PROGRAM UNIT Vice President | jdnewman@memphis.edu | University of Memphis |
|  | John Abbitt | Upcoming Year Conference Site Coordinator | [jda@ufl.edu](mailto:jda@ufl.edu) | University of Florida |
|  | Ken Brannan | CIVIL ENGINEERING DIVISION Vice Chair: | [Ken.Brannan@citadel.edu](mailto:dennis.fallon@citadel.edu) | The Citadel |
|  | | | SECTION OFFICER Newsletter Editor | [Ken.Brannan@citadel.edu](mailto:Ken.Brannan@citadel.edu) | The Citadel |
|  | Paul Palazolo | INSTRUCTIONAL DIVISION Chair: | [ppalazol@memphis.edu](mailto:mjensen@fit.edu) | University of Memphis |
|  | | | SECTION OFFICER President Elect | [ppalazol@memphis.edu](mailto:rsmith@cs.ua.edu) | University of Memphis |
|  | | | AWARDS AND RECOGNITION Vice President | [ppalazol@memphis.edu](mailto:rsmith@cs.ua.edu) | University of Memphis |
|  | Priscilla Hill | SECTION OFFICER Past President | [Phill@che.msstate.edu](mailto:tfallon@spsu.edu) | Mississippi State University |
|  | Ruby Mawasha | Zone II Representative | [ruby.mawasha@wright.edu](mailto:ruby.mawasha@wright.edu) | Write State University |
|  | Sally Pardue | K-12 DIVISION Chair: | [spardue@tntech.edu](mailto:spardue@tntech.edu) | Tennessee Tech |
|  | Tanya Kunberger | PROGRAM UNIT Vice Chair | [tkunberg@fgcu.edu](mailto:tkunberg@fgcu.edu) | Florida Gulf Coast University |
|  | Tim Wilson | ADMINISTRATIVE DIVISION Chair: | Timothy.Wilson@erau.edu | Embry-Riddle Aeronautical University |
|  | | | AWARDS AND RECOGNITION Secretary | Timothy.Wilson@erau.edu | Embry-Riddle Aeronautical University |
|  | Tom Fallon | PUBLICATIONS AND PROMOTIONS Publications Unit | [tfallon@spsu.edu](mailto:tfallon@spsu.edu) | Southern Polytechnic State Univ |
|  | Tulio Sulbaran | SECTION OFFICER President | [Tulio.Sulbaran@usm.edu](mailto:tkunberg@fgcu.edu) | University of Southern Mississippi |
|  | Tyson Hall | COMPUTER ENG & TECH DIVISION Vice Chair: | [tyson@southern.edu](mailto:garfield@erau.edu) | Southern Adventist University |

1. Meeting called to order by Tullio Sulbaran at 7:15pm
2. Motion made by Paul Palazolo and 2nd by Jerry Newman to approve the minutes with minor corrections.
3. Income and Disbursement (Daniel Kohn)
   1. During the discussion on the Income and Disbursement, it was brought up that this is the 3rd such report that was awaiting corrections and explanations from National Headquarters. After some discussions on the issues associated with financial reporting, a motion was made by Daniel Kohn and 2nd by Sally Pardue that “We ask the Zone II representative to request a written response from national on how they intend to take corrective action on accounting errors, reporting of institutional dues and reporting of interest and ask them to make the accounting process more transparent by putting all records on line and available to sections treasurers. “ Motion unanimously passed.
   2. Motion to accept the Treasure’s report made by Pricilla Hill and 2nd by Paul Palazolo. Passed.
4. Budget (Daniel Kohn)
   1. Before the budget was introduced, a number of items were discussed that impact the budget for the following year.
      1. The discussion of CD’s vs DVD’s vs USB Thumb-drives. At last year’s conference, Barbara Bernal reported that the Conference Proceedings (1998-Present) no longer fit on one CD and that an attempt was made to burn to DVD’s but the process was too time consuming (so only the present Conference Proceedings were on some of the disks). At that time the discussion was started on possibly going to USB Thumb-drives. Since this year’s host has the capability of coping the drives and they were planning on doing so, it was motioned by Sally Pardue and 2nd by multiple individuals that we go with USB Thumb-drives. Motion Passed (It was also decided to increase the proceedings budget line item to $2500 and the Dean’s Mailout budget to $500 with the understanding that these are MAXIMUM amounts to be spent on the production of the USB Proceedings distributions).
         1. Since this will change the production of the Conference Proceedings and Dean’s Mailout, it was discussed and decided that proceeding editor, will continue to create the content of the USB stick. The proceeding editor will then be responsible to find a vender to make the copies and ship the USB to the conference site. A Second edition will be issued to Deans after editing to exclude papers not presented and this distribution is still the responsibility of the proceedings editor.
      2. Tyson Hall reported that OpenConf (the software we use to handle the paper submission and review process) has come out with a new pricing scheme. This past year we had the option of staying with the old version and pricing scheme, but next year they might not give us the option and the price for the license might jump from $270 to $700. Since this would be a large increase, it was decided that the Programs Officers look into paper submission system options (ie using nationals, other software, staying with OpenCof etc). It was further decided that the budget be increased to the $700 incase the committee recommends the new version of OpenConf.
      3. It was also discussed and approved to increase the Awards Budget by $100 for recognizing Unit Chairs, Division Chairs and board members.
   2. A motion was put forth by Priscilla Hill and 2nd by Sally Pardue that the proposed budget, with the above modifications, be accepted. It unanimously passed (see Appendix for full budget)
5. Conference Budget (John Abbitt)
   1. John presented the budget for this year’s Conference. After some modifications to his proposed budget, a motion was made by Pricilla Hill and 2nd by Paul Palazolo that we accept the modified conference budget. Motion passed.
6. Zone II Report (Ruby Mawasha)
   1. Report from the National Board Meeting on June 17 (at the national conference).
      1. The majority of the meeting was on the budget. Most of the revenue for ASEE is from grants with NSF or other partnerships and grants. Since that income is dramatically down due to budget cuts, ASEE is looking at other revenue sources. Also it was decided that the International Conference be held after the US National Conference as a budget cutting move.
      2. National HQ is asking each section to participate in the Year Of Diversity (see <http://www.asee.org/Surmounting_the_Barriers.pdf>)

We discussed how we, as a section could participate. One idea was to highlight papers on the subject at our conference in a special session. It was felt that enough of the papers indicated included relevant subjects in their abstracts to make this possible. It was also suggested that we add a workshop or panel discussion to the conference on this subject. Lastly, since a review of Divisions and Units was already decided upon in our Site Planning Meeting, it was asked that the taskforce also consider Diversity in their discussion (possibly adding a Diversity or Under Represented Groups subsection to the Instructional and K-12 Divisions)

* + 1. Zone II Conference – We were asked to vote to support a Zone II Conference to be help in Puerto Rico in 2017. As in the past, there was some questions that came up during the discussion on the conference:
       1. Tulio asked if National would help with financial backing for the conference and also asked how the profit /loss would be divided between sections.
       2. Tulio also brought up questions about the division of work for planning and running the conference.
       3. There were a number of concerns about deciding on a location before knowing how and who would be organizing the conference. Many had concerns about who would be the “boots on the ground” if the conference were held in Puerto Rico since we have not had a lot of active members from there.
       4. There was also mention, as in the past, about how we keep the continuity of officers for the region at a Zone conference.

After much debate, the motion was made by Priscilla Hill that “we support a Zone II conference in 2017 with the location to be determined”. The motion was then 2nd by Paul Palazolo. The executive board voted unanimously for the motion.

1. Due to the hour, the meeting was adjourned at 10:34pm and will reconvene prior to the Technical Planning Meeting tomorrow morning.

**Part II of the meeting was convened at 7:35am**

1. Awards (Paul Palazolo)
   1. So far the response for the call for nominations has been less than stellar. So far he received one nomination and an intent to submit email for a second nomination.
2. Future Meeting Sites
   1. We have commitments for year / location from:

* 2015 University of Florida – Gainesville, FL
* 2016 University of Alabama – Tuscaloosa, AL

There was some confusion as to whether the following have agreed in principle or have formally accepted the invitation to host:

* 2017 Embry-Riddle Aeronautical Univ – Daytona Beach, FL
* 2018 Auburn University – Auburn, AL
* 2019 The University of Memphis – Memphis, TN

This needs to be followed up on with Tom Fallon (who was unable to attend the executive meeting). Members from both Embry-Riddle and University of Memphis were under the impression that their institutions had in fact accepted the invitation. Embry-Riddle’s representative (Tim Wilson) did state that they would be willing to host either the Zone II conference in 2017 OR a SE Conference the same year or the following year.

[*clarification – It was correct that a formal acceptance has yet to be obtained for the 2017 conference host and beyond. Since the ZONE II conference in 2017 was yet to be decided, formal letters to those schools asking them to host the conferences have yet to be sent and formal acceptance to host have yet to be obtained.*]

1. Conference Proceedings (Emailed Report from Barbara Bernal)
   1. Dean’s mailing will go out shortly. There was a delay due to national sending mailing labels for ALL ASEE SE members not just the deans.
2. Campus Rep Report (Emailed report from John Brocato presented by Priscilla Hill)
   1. See Appendix
3. Newsletter and Website (Ken Brannan)
   1. Updated template for this years’ paper submissions (to match more closely with nationals format)
   2. He also requested the call for student posters as soon as possible so he can get it on the website.
4. Review of Committee Assignments (Tulio Sulbaran)

* Nominating: Priscilla Hill (chair), Tyson Hall, Brent Jenkins, Jerry D Newman
* Programs: Jerry Newman (chair) , Tanya Kunberger, Priya Goeser
* Resolutions: Paul Palazolo (chair), Daniel Kohn, Priscilla Hill, Tanya Kunberger
* Awards: Paul Palazolo (chair), Cindy K Waters, Tim Wilson, Zhaoxian Zhou, Richard Stansbury, and John Brocato
* Publications and Promotion: Donna Reese (chair), Tom Fallon, Zhaoxian Zhou, Barbara Bernal, Ken Brannan, and John Brocato

The Nominating Committee was asked to recommend candidate(s) for President Elect as soon as they can so that they can be involved with the initial discussions and planning for the Zone II Conference that will occur while they are President.

1. Constitution / Bylaw / Officer’s Manual Changes
   1. Paper Management Website Coordinator Position (Tyson Hall) – already approved by the board, but still needs ratification by the membership at the Annual Meeting at the Conference (see Appendix).
   2. Split Secretary/Treasurer into two positions (Daniel Kohn) – See Appendix. The reasoning for this proposed change is that both positions have peak workloads at the same times (around the fall executive meeting and annual conference). Also, by splitting the positions, we will have two – 3 year term officers on the board for continuity. The motion was made by Pricilla Hill and 2nd by Paul Palazolo to present this proposal to the membership for ratification. If this passes, the nominating committee will then put forth a name for one of the two positions for immediate election at the annual meeting. When asked, the current Secretary/Treasurer (Daniel Kohn) said he was willing to serve in either position but felt that since there are currently issues with Financial Reporting (see above) he would prefer staying on as Treasurer until those issues are resolved.
   3. Awards and Recognition Officers Manual Changes (Tulio Salbaran) to add to the list of responsibilities recognition for Division Chairs, Unit Chairs and Board Members. Since this is a change to the Officer’s Manual only a motion was made by Paul Palazolo and 2nd by Daniel Kohn to modify the officer’s manual. Passed. (see appendix for changes)
   4. Council of Past Presidents (Tulio Salbaran) - this proposed change to the constitution and bylaws is designed for formalize the SE Section’s tradition of keeping Past Presidents involved in our section and to ensure the historical and experiential knowledge of past chairs is utilized for the betterment of the section. A motion was put forth by Paul Palazolo and 2nd by Pricilla Hill to put the proposed changes to the membership for ratification. Passed. (see attached)

[Note: the vote for items a and b above will need to be ratified before the election of new officers at the Annual Membership Meeting at the end of the Regional Conference. Election of new officers to follow immediately after. ]

1. Old Business
   1. Zone II Conference and Paper Management System were already discussed
2. New Business
   1. Ken Brannan received a request to add a link to a financial aid guide to the page. It was felt that this would be construed as an endorsement and that we did not want to have to vet organizations or be asked to add additional groups. Since the “Links Page” was intended for ASEE Member Universities to link to their sites, but so few are listed, it was decided that we should remove this page from our website instead.
   2. Since we are renaming the Tilmans Service Award to the Tilmans-Dion Service Award, it was felt that we should recognize Tom Dion with a special recognition at the conference to officially acknowledge his service to the section and the renaming of the award in his honor. So moved by Pricilla Hill and 2nd by Paul Palazolo. Passed unanimously. Ken Brannan also suggested that the Awards Committee ensure that at least one person be nominated for this award each year. The executive agreed.
   3. Tanya Kunberger asked about extended abstracts once again. It was moved Paul Palazolo and 2nd by Pricillia Hill to remove the Extended Abstract requirement for papers and for all future conferences use the regular abstract for publication. Extended Abstracts will still be required for student posters. Passed.
   4. Daniel Kohn mentioned that ASEE has recently announced it has partnered with First Robotics, a K-12 STEM outreach program. There are many schools in our region that are involved with this program and just wanted it acknowledged our regions support for this partnership .
3. Meeting adjourned at 9am.

**Appendix:**

**2014-15 Budget:**



**Campus Rep Coordinator’s Report for ASEE-SE Board Meeting 10/16-17/14 (John Brocato)**

*Outstanding Campus Representative Award – ASEE SE Executive Board Meeting*

*Thursday, October 16, 2014, 7:00pm, agenda item 6*

I’m awaiting the Campus Rep reports from ASEE HQ, after which I’ll form an ad hoc committee to select the award winner. Here’s a recap of the procedure:

1. ASEE HQ sends me all the SE Section Campus Rep reports.
2. I form an ad hoc committee to review the reports and select the winner.
3. The winner is notified by the section, receives a certificate at the conference and a cash award via mail, and is automatically entered in the competition for Outstanding Zone II Campus Rep, the plaque for which is given at the national conference.

*Campus Representative Coordinator Report – ASEE SE Executive Board Meeting*

*Thursday, October 16, 2014, 7:00pm, agenda item 9*

The following items came up during the Campus Representatives Business Meeting in Indianapolis:

* Since 2004, **4,610** members have joined ASEE under the Dean’s Program; 15% of these are still members. (In case anyone doesn’t know, the Dean’s Program pays the first-year dues for brand-new members, and deans often agree to pay for a second year, meaning new members get the first two years of due at no cost to them.)
* Effective in 2015, Campus Rep Reports will no longer be automatically submitted to the Campus Rep’s dean. Rationale: some Campus Reps have less-than-supportive relationships with their deans, and thus they don’t want their reports going to them automatically. Depending on what ASEE IT can implement, Campus Reps could have the option to forward the report to their dean.
* ASEE Campus Reps nationwide are debating more robust ways to select the section Outstanding Campus Rep Award winner; one suggestion was to transfer the responsibility of selecting the Outstanding Campus Rep from the Section Campus Rep Coordinator to the Section Chair, in part because the Section Campus Rep Coordinator is usually in the running for the award. [*Note from John B.: I recuse myself from the ad hoc committee for this very reason*.] ASEE HQ would have no problem with sections deciding to approach the award this way, but if this process is outlined in the section by-laws, then a change in procedure could also mean a change in bylaws. [*Note from John B.: I find no mention of this award or process in our bylaws, constitution, or officers’ manual*.]
* Reps also debated how to solicit more reports as very few are typically submitted overall. [*Note from John B.: e.g., out of nearly 50 Campus Reps in the SE Section, I received four total reports last October.*]

FYI: Both Outstanding Zone II Campus Reps the past two years have come from the SE Section: Christopher Rowe of Vanderbilt and John Brocato of Mississippi State.

**ASEE-SE  
Proposed Updates to the Officer’s Manual, Constitution, and Bylaws to create a  
Paper Management Website Coordinator position**

**Constitution**

* *Edit Article VI, Section 3 to read:***Section 3**. The Section shall have a Programs Committee with duties defined in the Bylaws. This committee consists of the Vice President for Programs and ~~four~~ five members as provided in the Bylaws.

**Officer’s Manual**

* *Edit 13 to read:*  
  Programs Committee. The Programs Committee consists of the Section Vice President for Programs as Chair and ~~four~~ 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, ~~and~~ 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 the keynote speaker.
* *Add 13.A:*Paper Management Website Coordinator. 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.

**Bylaws**

* *Add Article V, Section 4:***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.
* *Edit Article VIII, Section 2, Paragraph 1 to read:***Section 2**. Programs Committee. Programs Committee consists of the Vice President for Programs as Chair and four 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, ~~and~~ the Workshop/Seminar Coordinator, and the Paper Management Website Coordinator.
* *Append Article VIII, Section 2 with the following*:  
  The Paper Management Website Coordinator duties as defined as follows:  
  (a) Paper Management Website Coordinator. 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.

**Procedure**

* 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.
* A favorable two-thirds vote of the members who are present at an annual meeting of the Section.

**ASEE-SE  
Proposed Updates to the Officer’s Manual, Constitution, and Bylaws to split the**

**position of Secretary-Treasurer into two positions**

**Constitution**

**Article IV Officers**

**Section 1.** The Officers of the Section shall be President, President Elect***,*** three Vice Presidents who are

Chair***s*** of the three Units (Programs, Awards and Recognition, and Publications and Promotion), ~~and~~

Secretary-, and Treasurer. The President shall serve as the Section Chair and the Vice Presidents shall serve as

the Section Vice Chairs as defined by the national ASEE constitution.

**Section 3.** Officer terms shall be held in accordance with the following limits: (a) President-serves a oneyear

term; however, can serve a second term, but not consecutively; (b) three Vice Presidents representing

Units--normally serve a one-year term; (c) Secretary and Treasurer each serve a three-year term; however, each can serve a second term.

**Article V--Executive Board**

The Executive Board of the Section shall consist of the President, the President Elect, the three Vice

Presidents, the Secretary-, the Treasurer, and the Immediate-Past President and ex officio members as specified

by the Bylaws. Its function shall be to coordinate the activities of the Section. Its actions shall be final as

to (a) approval of budgets, (b) meetings, (c) appointments of officers to fill emergency vacancies, and (d)

determination of eligibility of institutional members.

**Article VI—Committees**

**Section 2.** The Section shall have a Committee on Resolutions with duties defined in the Bylaws. This committee consists of the President Elect, Secretary , ~~Treasurer~~, Immediate-Past President, and a Unit representative as provided in the Bylaws.

**Bylaws**

**Article IV--Election of Officers**

**Section 2.** The President Elect shall hold office for one year and be chosen from those who have

previously served as Vice President ~~or as,~~ 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 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 ~~and,~~ 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 ~~and~~, 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 VI--Duties of Officers**

**~~Section 7.~~** ~~The Secretary-Treasure 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~~**~~,~~** ~~(c) collect all income to the~~

~~Section, and (d) keep a permanent record of all receipts and expenditures of the Section. In addition, the~~

~~Secretary-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. The Secretary-Treasurer~~

~~shall furnish the host of the annual meeting a copy of the responsibilities of the host.~~

Replace With:

**Section 7a.** 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 7b.** 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.

**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 and (b)

Secretary c) Treasurer.

**Article XI—Meetings**

**Section 3.** Each Host-Site Coordinator shall comment on the responsibilities and pass them on through the

Secretary ~~Treasurer~~ of the Section to the Host-Site Coordinators for future meetings.

**ASEE-SE  
Proposed Updates to the Officer’s Manual, Constitution, and Bylaws to**

**Recognize ASEE-SE Unit and Division Chairs as well as Board members**

**for their very valuable service to the section.**

**Constitution**

* *No changes*

**Officer’s Manual**

*ADD - Pg 6- Section Vice President for Award and Recognition*

* Prepare Certificates to Recognize ASEE-SE: 1- Division Chairs, 2- Unit Chairs and 3- Board Members for their very valuable service to the section
* Coordinate with the Technical Program chair to verify active participation of division chairs
* Request from the recipients of the recognition contact information of their immediate supervisor
* Send letter and/or e-mail to the immediate supervisor of recognition recipients

**Bylaws**

* *No changes*

**ASEE-SE  
Proposed Updates to the Officer’s Manual, Constitution, and Bylaws to create a  
Council of Past Presidents**

**Constitution**

* Add Article V and move all others

**Article V – 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.

**Officer’s Manual**

* *Add on Page 16*

**Council of Past Presidents**

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**Bylaws**

* Add Article IX and move all others

**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.