**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.