



## 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 Chairs 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 one-year 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-Treasurer 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**

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.

#### 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.