**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 serves a three-year term; however, 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~~-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.