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## BY-LAWS: ENGINEERING TECHNOLOGY DIVISION

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Effective June 25, 1980  
(Revised June 27, 1995)  
(Revised June 26, 2007)  
(Revised June 12, 2012)  
(Revised June 9, 2020)  
(Revised February 2, 2021)

### Article I: Name

The name of this organization shall be the Engineering Technology Division of the American Society for Engineering Education.

### Article II: Objective

The purpose of this Division shall be the promotion and development of Engineering Technology Education and shall be consistent with the purpose of the Society as stated in Article I Section 2 of the constitution of ASEE.

### Article III: Membership

Membership shall consist of those members of the Society who are interested in the objectives of the Division and annually pay division dues.

### Article IV: Statement on Diversity, Equity, and Inclusion

The Engineering Technology Division of the American Society for Engineering Education is committed to fostering collaborative and inclusive environments that value equity and celebrate diversity. The Engineering Technology Division of the American Society for Engineering Education commits to ensuring that we continually challenge ourselves to deepen and broaden our understanding of inequities, so that we are prepared to take action to transform our Engineering Technology Division, ASEE, our institutions, universities, and the whole of the engineering community. More information can be found on ASEE's Statement on Diversity and Inclusiveness at <https://diversity.asee.org/about/> and the ASEE SEFI Joint Statement on Diversity, Equity, and Inclusion. ([https://diversity.asee.org/wp-content/uploads/2020/05/ASEE-SEFI\\_DEIStatement.pdf](https://diversity.asee.org/wp-content/uploads/2020/05/ASEE-SEFI_DEIStatement.pdf))

### Article V: Officers

Section 1. The officers of this Division shall consist of a Division Chair, Vice-Chair for ASEE Annual Programs, Vice-Chair for Communication, Assistant Vice-Chair for ASEE Annual Programs, Secretary, Treasurer, two Members-at-Large, CIEC ETD Program Chair, CIEC ETD Vice Chair, the Chair of the Engineering Technology Council (ex officio), and the immediate past Chair of the Division.

Section 2. The Division Chair, Treasurer, CIEC ETD Program Chair, and CIEC ETD Vice Chair, one Member-at-Large shall be elected for terms of two years starting in the odd-numbered years. The Vice-Chair for Communication, Secretary and second



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Member-at-Large shall be elected for terms of two years starting in the even-numbered years. The Assistant Vice-Chair for ASEE Annual Programs shall be elected each year and serve one year in that capacity and one year as Vice-Chair for ASEE Annual Programs in the second year of the term.

Section 3. Nominations for these offices shall be made by a committee appointed by the Division Chair, and by members at the Annual Business Meeting of the Division. Only those individuals who have previously held elected office in the Engineering Technology Division shall be eligible for nomination as Division Chair. Elections will be held by mail or electronic ballot in spring of each year and all ETD Division members shall be eligible to vote. Elected officers shall assume their offices at the conclusion of the ASEE Annual Conference following the election. Election will be by majority vote of those voting.

Section 4. The Division Chair shall preside over all meetings of the Executive Committee and of the ETD general body business meetings to ensure the division realizes its directives and strategic priorities. The Division Chair will also exercise and perform such other duties as may be from time to time prescribed by the Executive Committee and Division. More specifically, the Division Chair has the responsibility to:

- Lead the Division and the Executive Committee to carry out its governance functions.
- Attend meetings of the PIC, ETC, CIEC board, and other affiliated entities.
- Assure ongoing recruitment, development, and contributions of officers.
- Set priorities and, with the assistance of the secretary, create agendas for meetings.
- Preside over meetings of the Division and Executive Committee.

Section 5. The Vice-Chair for Communications shall be responsible for maintaining the division's website including website support for affiliated engineering technology organizations including but not limited to the Engineering Technology Council, Engineering Technology Leadership Institute, and the Journal of Engineering Technology. The position is also responsible for soliciting information and compiling, generating, and distributing the division's communications.

Section 6. The secretary shall record and maintain minutes of the Executive Committee and ETD general body business meetings. The secretary shall also:

- Archive and update contact information of the Executive Committee and ETD members that attend the business meetings.
- Request copies of written reports from meeting presenters in preparation for meetings.
- Prepare meeting materials, including minutes of previous meetings, agendas, and written reports for Executive Committee and ETD business meetings.
- Distribute copies of meeting materials (electronic and/or paper copies).
- Maintain a list of current officers.



- Section 7. The treasurer shall manage the financial affairs of the division. The treasurer also prepares all financial reports for the division and communicates the fiscal health of the division at meetings of the Executive Committee and ETD Business meetings. The treasurer shall:
- Distribute funds as required by the division to individuals, companies, etc. as approved by the Executive Committee.
  - Maintain all accounts belonging to the division.
  - Prepare financial reports and keep the organization apprised of key financial events, trends, and concerns.
  - Make recommendations to the division to increase proceeds and ensure the financial stability of the division.
- Section 8. The Vice-Chair for ASEE Annual Programs shall be responsible for the ETD program at the ASEE Annual Conference during his or her term of office. The Assistant Vice-Chair for ASEE Annual Programs shall be responsible for peer review process of papers submitted for the ETD program at the same ASEE Conference.
- Section 9. The CIEC ETD Program Chair shall be responsible for the CIEC ETD program at the annual CIEC Conference during his or her term of office. The CIEC ETD Vice Chair shall be responsible for peer review process of papers submitted for the ETD program at the same annual CIEC Conference.
- Section 10. The Division Chair and Vice-Chair for ASEE Annual Programs may not succeed themselves, although a Vice-Chair may be elected to the position of Division Chair.
- Section 11. In case of vacancy in the office of the Division Chair, that office shall be filled by the Vice-Chair for ASEE Annual Programs.
- Section 12. The Division Chair shall fill by appointment any vacancies in other offices occurring between Annual Business Meetings of the Division. The terms of these appointments shall be for the period from the time of appointment to the end of the term of the replaced officer.
- Section 13. One Member-at-~~of~~ Large shall be in charge of updating and maintaining the ETD Guidelines document, posting it to the ETD website, and providing it to new ETD officers before the Annual Conference. (Note: The ETD Guidelines document was used for a number of years to serve as a guide for timelines, responsibilities of officers, and reference info, including the Bylaws. It was about 25 pages long. The Bylaws are currently updated about every 15 years and therefore a ‘non-responsibility’ for a Member-at-Large. Mark Pagano might have a ‘current’ electronic version of the Guidelines. Frank Gourley has a paper copy.)
- Section 14. One Member-at-~~of~~ Large shall be in charge of promoting membership by



communicating with ETD members and institutions offering engineering technology programs through the ETD Listserv and through other means regarding professional development, service, and leadership opportunities in ASEE.

#### **Article VI: Meetings**

- Section 1. The Executive Committee shall arrange for an Annual Business Meeting of the Division to be held concurrently with the Annual Conference of the Society. A second business meeting of the Division may be held annually as deemed necessary by the Executive Committee. A normal time for this meeting would be at the Annual Conference for Industry and Education Collaboration (CIEC). Interested persons, as well as members of the Division, shall be eligible to attend all meetings, except closed executive sessions.
- Section 2. Special meetings of the Executive Committee or of the Division may be called by the Division Chair as needed upon reasonable notice to the membership of the Committee or Division as appropriate.
- Section 3. A quorum at any regular or special meeting of the Executive Committee or Division shall be the number present at the time and in the place designated for the meeting with the proviso that official actions of the Executive Committee require a quorum consisting of at least six of the voting members of the committee.
- Section 4. All ETD Division's operations and activities shall be conducted in accord with the requirements of the *ETD Division Bylaws* and are further delineated by and consistent with the *ETD Guidelines*.

#### **Article VII: Executive Committee**

- Section 1. The Division shall be directed by an Executive Committee composed of the following:
- The Division Chair
  - The Vice-Chair for Communications
  - The Vice-Chair for ASEE Annual Program
  - The Secretary
  - The Treasurer
  - The Chair of the Engineering Technology Council (ex officio)
  - The immediate past Chair of the Division
  - Two elected Members at Large
  - The Assistant Vice-Chair for ASEE Annual Programs
  - CIEC ETD Program Chair
  - CIEC ETD Vice Chair

Section 2. Six voting members of this group will constitute a quorum.



Section 3. The Executive Committee will normally meet twice annually: (1) before the Annual Business Meeting at the ASEE Annual Conference; and (2) at the Annual Conference for Industry and Education Collaboration (CIEC).

#### **Article VIII: Committees**

Section 1. The Division Chair shall appoint such committees as are deemed necessary to accomplish the objectives of the Division and designate the committee chair, responsibilities of the committee and term thereof.

Section 2. The Division shall have a Historian appointed by the Chair.

#### **Article IX: Parliamentary Authority**

Section 1. The rule contained in Robert's Rules of Order (latest edition) shall govern the Division in all cases to which they are applicable, and in which they are consistent with the Constitution and Bylaws of the ASEE and the Bylaws of this Division.

Section 2. Any action by this Division shall be invalid if it is in conflict with the Constitution or Bylaws of the ASEE.

#### **Article X: Amendments to Bylaws**

Section 1. Proposed amendments shall be circulated to the membership of the Division at least thirty (30) days before the annual meeting at which adoption is desired, unless it is unanimously agreed at the annual meeting to introduce an amendment at that same meeting.

Section 2. These Bylaws may be amended by a two-thirds affirmative vote of those members voting at the Annual Business Meeting.

Section 3. These Bylaws may also be amended by two-thirds affirmative vote of the members of this Division obtained by ballot (letter or electronic). Only those ballots received within thirty (30) days of the sending out date shall be counted.

Section 4. Bylaw amendments may be submitted by a majority vote of the Executive Committee of this Division or by a petition to the Executive Committee signed by no fewer than twenty-five (25) members of the Division.

Section 5. Amendments approved by the division membership shall be submitted through the PIC V Chair for approval by majority vote of the ASEE Board of Directors and shall take effect upon such approval.