BY-LAWS

ELECTRICAL AND COMPUTER ENGINEERING TECHNOLOGY DEPARTMENT HEADS ASSOCIATION

Notes:

1. Edited for inclusive language; approved by the membership June, 1992
2. Edited to change the Chair's term of office to two years; approved by the membership June, 1992
3. Edited to change the name from ***Electrical/Electronics Engineering Technology Department Heads Association*** *(E/EETDHA)* to ***Electrical and Computer Engineering Technology Department Heads Association (ECETDHA),*** approved by the attending members at the 06/19/00 meeting, St. Louis, MO.
4. Draft CHANGES: Edited to change terms of some officers and to convert office of Vice-Chair to Chair-Elect. Edited to allow membership to be contacted by other forms than regular mail, June, 2001, Lyle McCurdy.
5. Version for approval at ASEE 2004 Annual Meeting with above changes incorporated, M. Needler, 6-17-04. Approved by the membership, 6-23-04.
6. Edited to incorporate a single grade of membership as approved by the voting members attending the semi-annual meeting in Salt Lake City, T. Hall, 6-23-04.
7. Edited following 2005 meeting at CIEC, Savannah, to correct/update language in some paragraphs and to place the requirement that members represent programs located within regionally accredited schools, colleges, or universities. T. Hall, 2-7-05
8. Proposals to (1) change term of office of institutional representatives; (2) assign chairmanships of standing committee; (3) identify time frame for appointment of standing committee members each year; and (4) consolidation and reformatting of descriptions of standing committees to improve clarity. R. Land. Approved 6/26/07
9. Proposal to (1) split Secretary/Treasurer position into two separate officer positions; (2) modify dates of election and terms of service of officers to be consistent with historical chronology of elections; and (3) make minor editorial changes to correct errors in text. R. Land. Approved 6/24/2008
10. Proposal to (1) transfer the responsibilities of the mini-grant to the Chair-Elect; (2) creation of a new executive position “Director of the Assessment Exam”; and (3) make minor editorial changes to correct errors in text. G. Steffen. Approved 6/24/2013
11. Edited following the general meeting on September 18, 2026, to make corrections to the membership section, to allow for representatives of programs as members of the Association when Department Heads are not available for membership**,** and to make some updates to the officer positions’ descriptions. O. Popescu. Approved. 09/18/2026.

BYLAWS

ELECTRICAL AND COMPUTER ENGINEERING TECHNOLOGY DEPARTMENT HEADS ASSOCIATION

Approved June 24, 2013

I. Name and Purpose

1. The name of this organization shall be the Electrical and Computer Engineering Technology Department Heads Association (ECETDHA), hereinafter referred to as the Association.

2. The purpose of the Association shall be the advancement, understanding, and appreciation of electrical, electronic, computer, and related engineering technology programs at all levels.

3. It is further the purpose of the Association to provide a mechanism whereby the collection and dissemination of data, opinions, and viewpoints of engineering technology program administrators may be brought to bear in advancing the above-stated goal and meeting such other goals as are deemed appropriate by the Association.

II. Membership and Eligibility

Upon payment of dues, a one fiscal year membership shall be provided to a Program or Department. A representative of the unit will become a member of the ECETDHA. Department Heads, Directors, Coordinators, Program Chairs (or similarly named leaders) of post-secondary programs in Electrical and Computer Engineering Technology that are the responsibility of the Committee on Technology Accreditation Activities (CTAA) of the Institute of Electrical and Electronic Engineers (IEEE) would be the first choice in representing their units in the association. In the case these leaders are not available to join the association, they should nominate a faculty member in their program to represent them in the association. Members must represent programs from institutions that are accredited by one of the Regional Institutional Accrediting Agencies recognized by the U.S. Department of Education.

III. Administrative Year

The administrative and fiscal year of the Association shall be the twelve month period beginning July 1 and ending the following June 30.

IV. Executive Committee

1. The Association shall have an Executive Committee. The Executive Committee will consist of the following members:

   (a) The Chair of the Association

   (b) The Chair-Elect of the Association

   (c) The Treasurer of the Association

   (d) The Secretary of the Association

   (e) The Director of the Assessment Exam

(f) The most immediate Past Chair of the Association who is a member and who is willing to serve on the Executive Committee

(g) A representative of a two-year ECET program who is a member of the Association and is willing to serve on the Executive Committee,

(h) A representative of a four-year ECET program who is a member of the association and is willing to serve on the Executive Committee.

2. The Executive Committee shall have sole responsibility for the financial operation and management of the Association's affairs.

V. Officers and Duties

1. There shall be five officers of the Association -- a Chair, a Chair-Elect, a Treasurer, a Director of the Assessment Exam, and a Secretary. Each officer shall be a member of the Association.

2. The Association shall also have two institutional representatives, one from a two-year degree granting institution of engineering technology, and one from a four-year degree granting institution of engineering technology. Institutional representatives must be members of the Association.

3. Officer's duties:

(a) The Chair shall preside at meetings of the Executive Committee and shall be responsible for the management of the Association and for meeting the needs of the constituency the Association represents. The Chair, subject to the approval of the Executive Committee, shall make such appointments to ad hoc and standing committees of the Association as necessary in furtherance of the aims and objectives of the Association. The Chair shall also oversee the LinkedIn group for the Association, being responsible for inviting and accepting new members and approval of the postings.

(b) The Chair-Elect shall perform the duties of the Chair in the latter's absence. The Chair-Elect shall be responsible for notifying the membership of the spring and fall deadlines to apply for the Association's mini-grant funds. The notifications should be sent out at least one month prior to the application deadlines specified in the Association's mini-grant guidelines and should be done via electronic means to ensure timely delivery. In addition, the Chair-Elect shall assume such other duties as are delegated by the Chair.

(c) The Treasurer is responsible for the production, maintenance, and reporting of accurate financial records of the Association. The Treasurer is also responsible for the necessary and appropriate transfer of funds, the arranging of audits, and the submission of financial reports as required or directed by the Executive Committee. The Treasurer shall also monitor and maintain appropriate financial records pertaining to grants awarded by the Association, as specified by the Association's Mini-grant Guidelines. The Secretary shall also maintain a list of current Association members and an archive of lapsed memberships for the previous three years. The Treasurer will also assume such additional duties as are delegated by the Chair.

(d) The Director of the Assessment Exam is responsible for overseeing the management of the Association's outcome-based assessment examination. The Director will be the Association's advocate when working with the test proctoring service and other exam

partners. The Director will be responsible for maintaining the question database and organizing the update and expansion of database questions. The Director shall also maintain statistics associated with the exam. The Director will also assume such additional duties as are delegated by the Chair.

(e) The Secretary is responsible for taking, organizing, and disseminating to the membership minutes of all Association business meetings. The Secretary shall also be responsible for maintaining and disseminating to the membership documentation produced as a result of grants awarded by the Association. In the event that the Secretary cannot attend a scheduled Association business meeting, it shall be the Secretary's responsibility to arrange, in consultation with the Chair, for an alternate to take minutes for the meeting. The secretary shall also be responsible for updating the Association's website and for the social media presence and activity of the Association. The Secretary will also assume such additional duties as are delegated by the Chair.

(f) The institutional representatives will serve to provide input from their respective institutions to the Executive Committee. They may also serve to disseminate information to their respective institutions.

VI. Terms of Office

1. The office terms of all officers and institutional representatives of the Association shall begin July 1 of the year in which they are elected and shall end two years later, expiring on June 30 of the second year of the term, except as noted below. All elections will be completed by no later than the end of the June business meeting of the Association.

2. The Chair Elect shall serve two years as Chair-Elect, the following two years as Chair, and then two additional years as Past Chair of the Association.

3. Elections for Chair-Elect, Director of the Assessment Exam and the Treasurer shall be held in odd-numbered years.

4. Elections for Secretary and Institutional Representatives shall be held in even-numbered years.

5. To ensure full staffing of the Executive Committee at all times, the sitting Chair shall not be eligible for election to consecutive terms. He or she may, however, be re-elected to the Chair position in non-consecutive terms.

6. Consecutive election to the position of Treasurer, Secretary, Director of the Assessment Exam or Institutional Representative is permitted.

7. Officers shall, in any case, continue until their successors are duly elected and take office.

VII. Standing Committees

1. The following shall be the Standing Committees of the Association:

(a) Membership Committee

(b) Nominating Committee

(c) Publications Committee

2. Duties and Makeup of the Standing Committees are:

(a) Membership Committee:

- Shall review all applications for membership in the Association and verify the validity and correctness of the information of all applications for the Association. It shall also verify that the applicant satisfies the criteria for membership and report to the Secretary the results of such application reviews.
- The Membership Committee shall consist of a Chair and such other members as deemed necessary by the Executive Committee of the Association. The Chair shall be the Secretary of the Association.

(b) Nominating Committee:

- Shall assist in making nominations and appointments for all elected and appointed positions and committees of the Association.
- Nominating Committee duties shall include:
  i. Establishing and maintaining an active and up-to-date file of members of the Association who, actually or potentially, constitute the most promising group from which effective management and spokespersons can be drawn.
  ii. Encouraging qualified individuals to accept committee assignments or other positions of responsibility that further the growth and understanding of the Association and its goals.
  iii. Upon request from incoming officers and committee chairs, suggesting names of qualified individuals for positions to be filled.
  iv. Prior to March 1 of each year, submitting to the Association Secretary a written list containing at least one eligible candidate for each officer and institutional representative position of the Association that is due for election in that year.
  v. Ascertaining that eligible candidates for election meet the Association's requirements and are willing to serve if elected.
- Membership of the Nominating Committee shall consist of a Chair and at least two other members of the Association. The Chair of the Nominating Committee shall be the most immediate Past Chair of the Association who is able and willing to serve in this capacity. Additional members of the Nominating Committee shall be appointed by the Chair of the Association. With the exception of the individual serving in the capacity of Nominating Committee Chair, no member of the Nominating Committee shall be a current member of the Executive Committee of the Association.

(c) Publications Committee:

- Shall prepare and arrange for suitable means for dissemination of newsworthy items and notifications to the membership of the Association.
- Membership of the Publications Committee shall consist of a Chair and such other members as are deemed necessary by the Executive Committee. The Chair shall be the current Chair of the Association.

3. Appointments to standing committees shall ordinarily be for the duration of the current administrative year, but shall, in any case, extend until successor appointments have been made. Committee Chairs will make replacement appointments as soon as practical following the Association's Annual Meeting in June.

4. Except as may be otherwise specified in the Association Bylaws, the committee chairs shall appoint their committee members subject to the ratification of such appointments by the Executive Committee of the Association.

5. If a designated member of the Executive Committee is not able to chair a standing committee as specified above, an alternative member of the Executive Committee shall be assigned to chair that committee and shall be responsible for liaison between it and the Executive Committee.

6. A standing committee Chair may request that the Secretary place items on the agenda for an Executive Committee meeting.

7. The Executive Committee of the association may propose a new Standing Committee at any time as needed.

VIII. Affiliation with Other Organizations

The Association may affiliate with other groups or organizations provided the proposed affiliation has been reported on favorably by at least a two-thirds majority of the Executive Committee of the Association and that this affiliation has also been ratified by a majority of the Association members voting at a regularly scheduled meeting of the Association.

IX. Meetings

1. The Association shall hold its Annual Meeting in June of each year in conjunction with the annual meeting of the American Society for Engineering Education (ASEE). A second meeting will generally be scheduled to coincide with the ASEE's CIEC conference held in the January/February timeframe each year. (This second meeting will be virtual.)

2. The Association shall hold such additional meetings as are required, provided that notice of such other meetings is given at least 30 days prior to the meeting. In general, these additional meetings would be held virtually.

3. Association business shall normally be conducted at the Annual Meeting or at any other meeting for which the required notice has been given. Association business, however, may be transacted at any other meeting sponsored by the Executive Committee of the Association.

4. A majority of the members of the Executive Committee shall constitute a quorum at an Executive Committee meeting at which Association business is transacted and that requires a vote to be taken.

X. Finances and Dues

1. The Treasurer shall be responsible for the preparation of a budget detailing the current financial status and the actual fiscal operation of the Association for the previous administrative year, and indicating the expected expenditures for the coming six months. The budget shall detail items of income and expense and shall be presented to the Executive Committee of the Association at each scheduled business meeting.

2. Dues for membership in the Association shall be fixed by the Executive Committee of the Association with due regard for the proposed budget for the subsequent fiscal year's operations.

3. Supplementary reports indicating the Association's financial status shall be prepared by the Treasurer and presented to the Executive Committee as requested.

4. The Association is authorized to seek and accept gifts and grants from other organizations and individuals in furtherance of the aims and goals of the Association.

XI. Election of Officers and Institutional Representatives

1. Nominations submitted by the Nominating Committee shall be made known to the voting membership of the Association through the means most suitably determined by the Publications Committee on or before April 1 of each year.

2. Additional nominations may be made by a petition signed by at least five voting members of the Association or five percent of the voting membership, whichever is greater, not later than May 1 of each year.

3. In the event there is no contest for any office, the election for that office shall take place at the Annual Meeting by voice vote.

4. In the event there is more than one nominee for any elective position, the election for that position shall be conducted by means of a ballot sent to all voting members. These ballots shall be distributed no later than May 15th and must be returned no later than June 1.

5. The ballot distributed to members shall also list, for information, the names of the nominees for all uncontested positions.

6. Only votes for nominated candidates shall be counted.

7. A plurality of the votes cast shall be necessary for the election of an officer. The candidates who receive the highest number of votes for the Institutional Representative positions shall be the representatives elected.

8. Should a vacancy occur in the office of Chair of the Association, the Chair-Elect shall move to the Chair position. A vacancy in any other office or in the positions of Institutional Representative shall be filled through appointment by the Chair with the approval of the Executive Committee. Such appointments shall complete the unfinished term of the replaced officer.

XII. Amendments to the Bylaws

1. Recommended amendments to the Bylaws and the reasons for such shall be sent to all voting members of the Association at least thirty days in advance of the Annual Meeting or any other meeting called by the Executive Committee.

2. An affirmative vote of at least two-thirds of the eligible voting members present at an Annual Meeting shall be required for enactment.