

## **PROPOSED CIVIL ENGINEERING DIVISION BY-LAWS**

**(Approved by the Executive Committee and by the members in attendance at the Annual Business Meeting, June 2017 and approved by the ASEE Board of Directors, February 4, 2018)**

- Revised June 1, 1976
- Amended June 25, 1979
- Amended June 18, 1985
- Amended June 24, 1986
- Revised June 26, 1990
- Revised June 3, 1991
- Amended June 21, 1993
- Revised June 8, 1998
- Revised June 21, 1999
- Revised June 23, 2003
- Revised June 21, 2004
- Revised June 13, 2005
- Revised June 1, 2006
- Revised June, 2012
- Approved: June 16, 2014
- Approved: June 26, 2016
- Approved: Feb 5, 2017

### **Section 1. Name and Purpose**

The name of the Division shall be the Civil Engineering Division of the American Society for Engineering Education (ASEE).

The purpose of the Civil Engineering Division of the American Society for Engineering Education shall be the advancement of civil engineering education in all of its functions which pertain to engineering and allied branches of science and technology, including the processes of teaching and learning, counseling, research, extension services and public relations. In furtherance of this purpose, the Civil Engineering Division shall serve its members as a common agency of stimulation and guidance in:

1.1 the formulation of the general goals and responsibilities of civil engineering education for the service of individuals, and the advancement of the general welfare;

1.2 the adjustment of curricula and educational processes to changing conditions; methods of personnel practices, and of administrative usages;

1.3 the development of effective teachers, counselors and administrators;

1.4 the improvement of instructional materials and methods of personnel practices, and of administrative usages;

1.5 the enhancement of professional ideals and standards;

1.6 the fostering of research as a function collateral to teaching;

1.7 the coordination of institutional aims and programs, both among schools and colleges and in their joint relations with professional, educational and public bodies;

1.8 the cultivation of a kindred spirit among teachers, counselors, researchers, administrators, practitioners and corporate and government representatives.

1.9 the fostering of a diverse and inclusive profession.

## **Section 2. Membership**

Membership shall consist of all individual members of the American Society for Engineering Education who designate Civil Engineering as a divisional interest on the records of the ASEE and pay the Division dues. Division dues are \$5.00 per year and are payable with Society dues. Only those members who are current in their Division dues shall be eligible to vote.

## **Section 3. Officers and Organization**

### **3.1 Officers**

The Officers of the Division shall be a Chair and a Vice-Chair, elected for one-year terms; a Secretary-Treasurer, elected for a three-year term; and three Directors, each elected to three-year terms, one term of which shall terminate each year. For the period between the election results being announced and the official assumption of offices (as described in 3.3.), the persons in line for respective positions will be referred to as Chair-Elect, Vice-Chair-Elect, and Secretary-Treasurer-Elect.

### **3.2 Administration**

The Division shall be administered by an Executive Board composed of the officers, the Immediate Past Chair of the Division, the liaison member to the ASCE Committee on Education, and the Chairs of the Standing Committees and Supporting Committees, the Editor, and the Historian.

### **3.3 Assumption of Offices**

Members of the Executive Board shall assume their full responsibilities at the conclusion of the annual Division Banquet as outlined in Section 6.

## **Section 4. Duties of Officers, Directors, Executive Board, Editor, and Historian**

The Division shall be represented on the Professional Interest Council-1 (PIC-1) by the Division Chair and the Vice-Chair as required by the PIC-1 Bylaws.

### **4.1 The Chair**

**In addition to serving on the PIC-1, the Division Chair shall:**

4.1.1 Have administrative responsibilities for the conduct of all functions of the Division in accordance with these Bylaws and the policies and procedures established by the Executive Board.

4.1.2 Schedule, organize, and conduct the Annual Business Meeting, the Division Banquet, and all meetings of the Executive Board as discussed in Section 6.

4.1.3 Appoint Committees in accordance with these Bylaws no later than September 30th.

4.1.4 Compile all annual reports of the activities of the Division as requested by PIC-1.

4.1.5 Appoint a liaison member to the ASCE Committee on Education (COE) for a three-year term. The liaison member to ASCE COE will be a past Chair of the Civil Engineering Division of ASCE. The Chair may name any member of the Division to attend a meeting of the ASCE Committee on Education if the appointed liaison member is unable to attend. Partial funding for attendance at Committee on Education meetings will be provided by ASCE. Reimbursement for reasonable additional travel costs will be made from the Division's BASS Account.

4.1.6 Be responsible for the election of officers as described in Section 5.

4.1.7 Appoint special committees or task forces as stipulated in Section 8.

4.1.8 Use the CE Division e-mail listserv to send information of interest to Division members.

### **4.2 The Chair-Elect**

**The Chair-Elect shall:**

4.2.1 Attend all Executive Board Meetings of the Division, planning sessions, PIC-1 Meetings, and work with the incumbent Chair to facilitate a smooth transition of the office.

4.2.2 Assume responsibilities of Chair as described in Section 4.1 and Section 7 at conclusion of the annual Division Banquet.

### **4.3 The Vice-Chair**

**In addition to serving on the PIC-1, the Vice-Chair shall:**

4.3.1 Assume the responsibilities of the Chair, in the absence of the Division Chair.

4.3.2 Assist the Division Chair as requested in the conduct of assigned duties.

4.3.3 Serve as the Division's Program Chair and in this capacity be responsible for the organization of all activities associated with the Division at the Annual Conference of the ASEE. Facilitate the peer review of abstracts and papers for Annual Conference sessions, as described in Section 7.

4.3.4 Coordinate with the five Standing Committee Chairs who normally conduct the Annual Conference sessions of the Division as outlined in Section 7.

4.3.5 Attend the Annual Conference Planning Meeting, normally held at the location of the ASEE Annual Conference, for the following year's program. At this meeting, formally hand over responsibility for program planning to the Vice-Chair-Elect. At the meeting, explore co-sponsoring session(s) with other Divisions of the Society.

4.3.6 Appoint a Division Nominating Committee at the annual Business Meeting to serve during the following year (see Section 8.3.1)

### **4.4 The Vice-Chair-Elect**

**The Vice-Chair-Elect shall:**

4.4.1 Attend all Executive Board Meetings of the Division, planning sessions, PIC-1 Meetings, and work with the incumbent Vice-Chair to facilitate a smooth transition of the office.

4.4.2 Assume responsibilities of the office as described in Section 4.3 and Section 7 at the conclusion of the annual Division Banquet.

4.4.3 Chair the Division's Planning Meeting Luncheon at the ASEE Annual Conference.

### **4.5 The Secretary-Treasurer**

**The Secretary-Treasurer shall:**

4.5.1 Be responsible for all official records and correspondence of the Division and the Executive Board.

4.5.2 Record and distribute to appropriate Division officers minutes of all meetings, including but not limited to the Annual Business Meeting and meetings of the Executive Board.

4.5.3 Prepare a financial report for the Executive Board for its review and approval.

4.5.4 Present to the Division membership at the Annual Business Meeting a financial status report of the Division. Copies shall be made available to the Executive Board and any Division Member requesting a copy.

4.5.5 Report the status of Division finances to the Chief Financial Officer of ASEE and the Chair of PIC-1.

## **4.6 The Secretary-Treasurer-Elect**

### **The Secretary-Treasurer-Elect shall:**

4.5.1 Be responsible for all official records and correspondence of the Division and the Executive Board.

4.5.2 Record and distribute to appropriate Division officers minutes of all meetings, including but not limited to the Annual Business Meeting and meetings of the Executive Board.

4.5.3 Prepare a financial report for the Executive Board for its review and approval.

4.5.4 Present to the Division membership at the Annual Business Meeting a financial status report of the Division. Copies shall be made available to the Executive Board and any Division Member requesting a copy.

4.5.5 Report the status of Division finances to the Chief Financial Officer of ASEE and the Chair of PIC-1.

## **4.7 The Directors**

### **The Directors shall:**

4.7.1 Assist the Chair by serving on special assignments for the betterment of the Division and shall have specific duties within the Division.

4.7.2 Be identified by the year of their term:

4.7.2.1 The Director serving the third year of a term shall be the Senior Director and shall be the parliamentarian at all meetings conducted by the Division. The Senior Director shall be responsible for an annual review of the Bylaws to keep them current.

4.7.2.2 The Director serving the second year of a term shall be the Mid-term Director and shall chair the Membership Committee.

4.7.2.3 The Director serving the first year of a term shall be the Freshman Director.

4.7.3 Be eligible to hold more than one position in the Division, although such multiple assignments should be limited to special situations to ensure the maximum number of the Division's membership are involved in the Division's activities.

4.7.4 Be eligible to be re-elected to a second consecutive three-year term. No Director shall serve more than six consecutive years. The ranking of the Directors in Section 4.7.2.1 shall govern with the first year of the second three-year term being identified as the Freshman Year.

## **4.8 The Executive Board**

### **The Executive Board shall:**

4.8.1 Assist the Chair in administering the affairs of the Division and assist the Program Chair in planning and organizing the program for the ASEE Annual Conference.

4.8.2 Fill a vacancy of the Division Chair with a Past Chair of the Division.

## **4.9 The Editor**

### **The Editor shall:**

4.9.1 Be appointed by the Executive Board for a three-year term and shall serve on the Executive Board as a voting member.

4.9.2 Be responsible for editing, producing, and circulating the Civil Engineering Division Newsletter.

4.9.3 Be responsible for keeping the Division website up to date as directed by the Executive Board.

4.9.4 Be responsible for other Division publications as directed by the Executive Board.

## **4.10 The Historian**

### **The Historian shall:**

4.10.1 Be appointed by the Executive Board for a five-year term and shall serve on the Executive Board as a voting member.

4.10.2 Be responsible for maintaining the historical documents (minutes, treasurers' reports, etc.) of the Civil Engineering Division.

4.10.3 Be responsible for editing, producing, and circulating the publication "Civil Engineering Division Chairs."

4.10.4 Be responsible for other Division publications as directed by the Executive Board.

4.10.5 Be responsible for maintaining an up-to-date list of the Division's past and present Officers, Directors, Secretary-Treasurers, Editors, and Historians and the year(s) they served.

4.10.6 Be responsible for obtaining a 3x5-inch photograph of the Chair and maintaining an album of all the past Chairs for archival purposes.

4.10.7 Be responsible for maintaining an up-to-date list of all the Division's award recipients, including the names of the awards and the year received and communicating this information to ASEE Headquarters.

## **Section 5. Election of Officers**

### **5.1 Nominating Committee Responsibilities:**

#### **The Nominating Committee shall:**

5.1.1 Nominate at least one member of the Division for each office to be filled: Chair, Vice-Chair, Director, and when necessary Editor, Secretary-Treasurer, and Historian. Candidates must be willing and able to serve.

5.1.2 Submit a list of eligible nominees to the Division Chair by September 30th.

### **5.2 Division Chair Responsibilities:**

#### **The Division Chair shall:**

5.2.1 Send out the list of eligible nominees submitted by the nominating committee to the Civil Engineering Division membership by October 15th. At the same time, inform the Civil Engineering Division of the process for petitioning for additional nominations as described in 5.2.2.

5.2.2 Accept additional nominations if a petition addressed to the Division Chair is supported and signed in writing or equivalent electronic correspondence by at least ten (10) members of the Division and is received by the Division Chair no later than November 15. The petition shall contain the name(s) of the Division member(s), the position(s) being contested, biographies of each petitioned member(s), and a statement signed by the petitioned member(s) of his/her (their) willingness to serve.

5.2.3 Provide the recommendations of the nominating committee and any additional nominations to the Executive Board for ratification by November 30.

5.2.4 Prepare, upon ratification by a majority vote of the Executive Board by January 30, an electronic ballot for distribution by e-mail. The ballot will include candidates for Chair, Vice-Chair, Secretary-Treasurer (if required), and Freshman Director.

5.2.5 Obtain from each candidate a short biography. These biographies will be included with the electronic ballot.

5.2.6 Notify the petitioner(s) and the individual member(s) candidate(s) of the Executive Board's action.

5.2.7 Prepare a ballot that includes all candidates and spaces for a write-in vote.

5.2.8 Conduct the election by sending ~~the~~ a ballot notification to all Division members ~~via the Division e-mail list serv~~. Eligible voting Division members will be given at least fourteen (14) days to cast their votes. Division members will be sent a reminder to cast their votes as the voting deadline approaches.

5.2.9 Count the votes and inform all Division members of the election results no later than April 15.

**5.3 If more than one candidate is running for a specified position, the Division member who receives the most votes cast shall be elected to the position.**

## **5.4 Vacancies**

5.4.1 A vacancy in the office of Division Chair will be filled in accordance with Section 4.8.2.

5.4.2 In the event of the vacancy of the Vice-Chair, the Editor, the Secretary-Treasurer, the Historian, a Director, or a Committee Chair position, the Executive Board shall fill the vacant position.

5.4.3 In the event of a resignation by the Vice-Chair, the Editor, the Secretary-Treasurer, the Historian, a Director, or a Committee Chair, the individual resigning shall write a letter of resignation to the Division Chair. Once the resignation has been acknowledged and acted upon by the Division Chair, the position is considered vacant and shall be filled by action of the Executive Board. The position will be filled by appointment or by special ballot at the discretion of the Executive Board.

## **Section 6. Meetings**

6.1 A Division Banquet open to all Civil Engineering Division members will be held each year at the ASEE Annual Conference.

6.2 An Annual Business Meeting open to all Civil Engineering Division members will be held each year at the ASEE Annual Conference, but prior to the Division Banquet.

6.3 The Planning Meeting Luncheon open to all Civil Engineering Division members will be held each year at the ASEE Annual Conference to plan the next year's tentative program and to determine the following year's conference program. The meeting will be chaired by the Vice-Chair-Elect of the Division.

6.4 The Executive Board of the Division shall meet no less than once each year prior to the Business Meeting and the Division Banquet at the ASEE Annual Conference. The Vice-Chair-Elect and Director-Elect will be invited to attend as non-voting members. The Standing Committee Chairs of the current Annual Conference shall be the official representatives to the Executive Board.

## **Section 7. Standing Committees**

The Standing Committees foster the goals of the ASEE and Division. Their functions are:

### **7.1 The Committee on Educational Policy**



This Committee shall be concerned with undergraduate and graduate curricula development and accreditation; continuing education; faculty recruitment and development; and all other matters relating to educational policy within the general scope of civil engineering.

## **7.2 The Committee on Professional Practice**

This committee shall establish liaisons with professional/technical societies and practicing engineers for the purpose of identifying the entry and postgraduate educational needs of students; develop programs to improve the interaction of educators and practitioners; and improve cooperation between the Division and other professional/technical societies.

## **7.3 The Committee on Effective Teaching**

The Committee shall promote innovation in the development of improved teaching methods and organize programs and discussions on teaching methods. Particular attention shall be given to the teaching of design and experimental concepts.

## **7.4 The Committee on Instructional Technology**

The Committee shall promote the utilization and integration of instructional technology in civil engineering education. The committee will also function as a vehicle for facilitating the demonstration and sharing of computer software and other forms of instructional technology.

## **7.5 The ASCE Liaison Committee**

The Committee shall enhance the formal linkage between the CE Division and the American Society of Civil Engineers (ASCE) Educational community, but shall not supersede or alter the functions of the ASEE liaisons to the ASCE Committee on Education (COE). The ASCE Liaison Committee shall promote ongoing and upcoming ASCE initiatives, programs, and projects that affect civil engineering education. The Chair of the ASCE Liaison Committee shall be the Chair of the ASCE Committee on Education, the ASCE Director of Educational Activities, or their designated representative. The designated Chair must be an ASEE member.

## **7.6 Committee Activities**

The Standing Committees shall, under the leadership of their respective Chairs, conduct the Annual Conference sessions under the coordination of the Program Chair and the Executive Board of the Division. The four Standing Committees, described in Sections 7.1 through 7.4, shall meet individually each year at the Division's Planning Meeting Luncheon at the ASEE Annual Conference. This Luncheon meeting is specifically scheduled for the planning of the conference programs for the next year.

## **7.7 Composition**

Members of the Division have the option of serving on Standing Committees of their choice. There shall be no limit to the number of members on each standing committee.

## **7.8 The Standing Committee Chairs shall:**

7.8.1 Be elected by the members of the associated standing committee at the start of the Division's Planning Meeting Luncheon.

7.8.2 Assume immediate responsibilities separate and apart from the incumbent Standing Committee Chairs. The incumbent Chairs shall be responsible for facilitating the election of the new Chairs and then shall turn the meeting over to the new Chairs when those persons are identified. An incumbent Chair may be re-elected.

7.8.3 Be responsible for coordinating their program session(s) with the Vice-Chair-Elect of the Division at the time of the Planning Meeting Luncheon and continue coordinating the program session(s) with the Vice-Chair for the yearlong period between the Planning Meeting Luncheon and the Annual Conference.

7.8.4 Serve on the Executive Board of the Division for the duration of their tenure as Chair, with the termination of their responsibilities for any given year occurring at the conclusion of the annual Division Banquet.

7.8.5 Caucus with the members of the individual committees at the Planning Meeting Luncheon to determine a program topic for their sessions that will incorporate the theme of next year's conference as established by the ASEE.

7.8.6 Provide the Vice-Chair-Elect with a written summary of the topic for their session(s) as well as the identity of all attending standing committee members at the conclusion of the Planning Meeting Luncheon.

7.8.7 Identify, when appropriate, a Peer Review Board for each Annual Conference session sponsored by the standing committee. Peer reviewers should generally be members of the associated standing committee; however, other reviewers may be used, at the discretion of the Committee Chair and Division Vice-Chair.

7.8.8 Facilitate the peer review of abstracts and papers for Annual Conference sessions.

## **Section 8. Supporting Committees**

The Supporting Committees of the Division shall promote and retain membership in the Division and recognize noteworthy accomplishments of Division members.

### **8.1 The Awards Committee**

The Awards Committee shall:

8.1.1 Be appointed by and be responsible to the Executive Board. The members of the committee shall be made up of the three most recent living Division Past Chairs. The Chair shall be the Senior Past Division Chair.

8.1.2 Be concerned with advancing civil engineering education by emphasizing noteworthy accomplishments. Such accomplishments may include, but are not limited to, technical papers in ASEE Annual Conference Proceedings and meritorious service to civil engineering education in general and the Civil Engineering Division in particular. The committee shall give attention to identifying and nominating Division members worthy of Fellow status in the ASEE. Nominations for awards may be submitted to the Division Chair by the incumbent Standing Committees and by interested members of the Division.

8.1.3 Annually select recipients of the Stephen J. Ressler Best Paper Award, the George K. Wadlin Distinguished Service Award, the Gerald R. Seeley Award, the Glen L. Martin Practitioner Service Award, and the Emerging Leader Fellow Award. Recipients are selected by a vote of the Awards Committee. Nominations for division service awards (Wadlin and Martin) will be considered for three years from the nomination date.

8.1.3.1 The Stephen J. Ressler Best Paper Award is given for the best paper on a topic in civil engineering education, presented at the ASEE annual conference and published in the ASEE Annual Conference Proceedings in the year prior to the award. Each co-author of the paper selected is awarded an engraved plaque and one complimentary ticket to all CE Division social events at the ASEE annual conference at which the award is presented.

8.1.3.2 The George K. Wadlin Distinguished Service Award is given to a member of the Division for outstanding service in support of civil engineering education and the Civil Engineering Division of ASEE. Nominations are due by February 1<sup>st</sup> of the award year and can be submitted to the Chair of the Awards Committee by any member of the Division. Self-nominations are not accepted. The Awards Committee may consider any Past-Chairs of the Division for this award even if not formally nominated. The recipient is awarded an engraved plaque and a complimentary ticket to all CE Division social events at the ASEE annual conference at which the award is presented.

8.1.3.3 The Gerald R. Seeley Award is awarded to a civil engineering faculty member with five or fewer years of teaching experience. The basis for selection is the quality of a paper submitted for presentation in a CE Divisions session at the upcoming ASEE Annual Conference. The Awards chair shall annually announce the Awards to the Division membership at the time for the call for abstracts. The Award consists of a \$500 reimbursement for conference registration and attendance at CE Division social events and business meetings, as well as an ASEE certificate.

8.1.3.4 The Glen L. Martin Practitioner Service Award is awarded to an engineering practitioner for distinguished service to or support of civil engineering education. While the recipient can be a former faculty member, the distinguished service for this award must occur over a period of time when the recipient served as an engineering practitioner in a position not normally held by an engineering educator. Nominations are due by February 1<sup>st</sup> of the award year and can be submitted to the Chair of the Awards Committee by any individual, committee, or organization; however, at least one individual of the nominating group must be a member of the Division. Self nominations are not accepted. The Award consists of an engraved plaque and a complimentary ticket to all CE Division social events at the ASEE annual conference at which the award is presented.

8.1.3.5 The Emerging Leader Fellow Award is awarded to a member of the Division who has been a member of the division for no longer than five years and aspires to a leadership position. The purpose of the award is to recruit and support promising members of the division to participate in and learn more about Division leadership activities. Nominations are due by February 1<sup>st</sup> of the award year and can be submitted to the Chair of the Awards Committee by

any member of the Division. Self-nominations will also be accepted. The Award consists of \$500 to defray costs of attending the conference, as well as a certificate.

8.1.4 Assist the Program Chair in selecting the CE Division's nominee(s) for the ASEE Best Paper Award.

## **8.2 The Membership Committee**

The Membership Committee shall:

8.2.1 Identify and pursue the ways and means by which the membership of the Division might be increased (membership promotion) and by which the Division might be of increased service to its individual members (membership retention).

8.2.2 Be composed of the three elected Directors of the Division with the Mid-Term Director serving as Membership Committee Chair. The Membership Committee is responsible to the Executive Board.

## **8.3 The Nominating Committee**

The Nominating Committee shall:

8.3.1 Be appointed by the Vice-Chair at the annual Business Meeting and be made up of the Immediate Past Chair, the current Chair, and an active Past Chair. The Vice-Chair-Elect shall be an ex-officio member. The Past Division Chair shall serve as the Nominating Committee Chair and shall provide a written report to the Division Chair by September 30.

## **8.4 Special Committees or Task Forces**

8.4.1 The Division Chair may appoint special committees or task forces, as necessary, to study and make recommendations on issues important for the betterment of the Division. Only committees of the Division may have a "corresponding member" duly named by the appropriate similar committee of ASCE unless otherwise specified herein.

8.4.2 When the Division chooses to organize Annual Conference sessions in addition to those associated with the four standing committees, the Division Chair may appoint Session Chairs to organize the additional sessions. Session Chairs will facilitate the peer review of abstracts and papers for their respective sessions, as described in Section 8.

## **Section 9. Jurisdiction and Amendments**

9.1 Should a conflict exist between the Division Bylaws and the ASEE Constitution, the latter will govern.

9.2 These Bylaws may be amended by a majority vote of the active members present at the Annual Business Meeting of the Division.

9.3 Any amendments to the Bylaws must be approved at the Annual Business Meeting of the Division and then submitted to the ASEE Board of Directors for ratification and to ASEE headquarters for posting on the ASEE website.