

## **Professional Interest Councils By-Laws**

### ***Article I: PURPOSE***

#### Section 1.

The purpose of ASEE Professional Interest Councils (PICs) are to serve as the broad focal point for interaction between educators of engineers, engineering technologists, industry or government, and represent their common interests on the ASEE Board of Directors.

#### Section 2.

The primary objectives of the PICs are to:

- a. Establish and maintain liaison with other organizations concerned with professional and technical education.
- b. Provide a formal organizational structure to promote, encourage, and facilitate ASEE activities pertaining to professional and technical education.
- c. Provide a forum for the discussion of problems and exchange of information pertaining to professional and technical education related to engineering and engineering technology.
- d. Identify mutual interests to serve as a basis for cooperation among education, industry, and government.
- e. Assess and recommend the establishment of methods and practices affecting the education of engineers and engineering technologists.
- f. Encourage close relationships among all individuals from academia, industry, and government engaged in engineering and engineering technology through the organization of programs of mutual interest at ASEE conferences (e.g., ASEE Annual Conference, mini Conferences sponsored by one or more Divisions, ASEE Section conferences).
- g. Provide programs at meetings.
- h. Actively support ASEE through promotion of individual memberships as well as educational, industrial, and governmental institutional members in the Society.

#### Section 3.

The Professional Interest Councils are committed to fostering collaborative and inclusive environments that value equity and celebrate diversity. The Professional Interest Councils commit 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 Councils, 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 II: MEMBERSHIP***

#### Section 1.

The Board of Directors of ASEE, by majority vote, may change the number of Professional Interest Councils. The Professional Interest Councils shall be designated as:

- Profession Interest Council I
- Profession Interest Council II
- Profession Interest Council III
- Profession Interest Council IV
- Profession Interest Council V

## Section 2.

Council membership is intended to provide an equitable distribution of resources and opportunities for Divisions across all Councils within ASEE.

- a. As new Constituent Committees/Divisions are created, the PIC Chairs will endeavor to balance Council size (e.g., number of Divisions, membership, papers/technical sessions at the Annual Conference) across all of the Councils with the desired council placement expressed by the new constituent Committee/Division. As a matter of practice, the PIC Chairs recommendation to the Board of Directors will be guided by maintaining an equitable distribution of Divisions based on Council size.
- b. The Board of Directors of ASEE, by majority vote, may change the Divisions and Constituent Committees comprising within each Council in any manner.

## **Article III OFFICERS AND DUTIES**

### Section 1.

The Professional Interest Councils shall collectively consist of the following officers:

- Chair of PIC I
- Chair of PIC II
- Chair of PIC III
- Chair of PIC IV
- Chair of PIC V

### Section 2.

The PIC Chairs shall annually elect a Vice President of PICs to serve as a liaison between the PIC Chairs and the Executive Committee of the ASEE Board of Directors.

- Eligibility - the Vice President of PICs must have served as a Council Chair a minimum of one (1) year and can complete the role within their normal appointment cycle.
- Election – a simple majority vote of all eligible Council Chairs. Eligible Council Chairs include all of the current Council Chairs less those seeking the role of Vice President of PICs. Voting can be done by any method (e.g., oral, electronic, paper ballot).
- The Vice President of PICs may be re-elected.
- In the event that the Vice President of PICs is unable to complete their term of office, the remaining PIC Chairs will use the aforementioned process to elect a new Vice President of PICs.

### Section 3.

Each PIC Chair:

- a. represents the Council from which they have been elected, and shall serve as a member of the Board of Directors of ASEE.
- b. shall serve as Chair of their respective Council Board, whose members consist of the Chairs of all Divisions and Constituent Committees housed within that Council.
- c. shall have the administrative responsibility for a Council, shall be responsible for all Council and Council Board meetings, and shall provide an annual report of Council activities to the ASEE Board of Directors.
- d. shall, with the advice of the Council Board, appoint such Council committees as are necessary for the adequate administration and operation of the Council. The PIC Chair shall serve as an ex-officio member of all such Council committees.
- e. shall supply to all officers of the Council up-to-date copies of these Bylaws within sixty (60) days following any amendments adopted pursuant to Article VIII.

- f. may, at their discretion, appoint a Council Secretary from among the members in good standing of any division or constituent committee within the Council who have completed at least one year as an officer within the Council. The Council Secretary will assist with duties as directed by the PIC Chair. The Council Secretary serves as a member of the Council Board but does not have voting rights unless they are also currently serving as a Division or Constituent Committee Chair.

#### **Article IV ELECTIONS AND SUCCESSION OF OFFICERS**

##### Section 1.

- a. The Chair of a Council is a National office and will be elected by procedures established by the Board of Directors and Membership of ASEE.
- b. Assumption of office by the Chair shall be concurrent with that of officers of ASEE.
- c. In the event that the Chair is unable to complete their term of office, succession will be as established by the Constitution and Bylaws of ASEE.

##### Section 2.

###### Nomination process

The process for selecting a PIC Chair is a two (2) step process:

- a. The PIC Council Board (i.e., the PIC Chair, along with the current Division Chairs in the PIC) shall forward a slate of PIC Chair candidates (generally two (2) individuals, but no more than three (3)) for consideration by the ASEE Nominating Committee.
  - To be eligible be a nominee for PIC Chair, a nominee must have served as a Division Chair (not necessarily in the PIC) and have completed their leadership role in the Division by the time they assume the PIC Chair role.
  - To be eligible, a nominee must submit the following:
    - i. A Curriculum Vitae.
    - ii. A one-page bio that includes a photo.
    - iii. A document describing their ASEE-related activities.
- b. The candidates selected by the Nominating Committee are then presented to the ASEE membership and will be voted on in the ASEE Board elections.

#### **Article V COUNCIL BOARD**

##### Section 1. Duties

- a. Each Council shall have a Council Board whose duty shall be to promote and coordinate the activities of the Divisions and Constituent Committees.
- b. A Council Board shall serve as a channel of communication for its members and shall make recommendations on matters of concern to the Board of Directors of ASEE.
- c. The Council Chair shall schedule and arrange for Council Board meetings. The Council Chair shall administer such other activities as may be desirable for the objectives of the Council.

##### Section 2. Members

A Council Board shall consist of the PIC Chair plus the Chairs of all Divisions and Constituent Committees housed within that Council..

##### Section 3. Proxies

If the Chair of a Division or Constituent Committee is unable to serve on a Council Board or attend a Council Board Meeting, the appropriate Division or Constituent Committee shall designate a replacement from among the Officers of the Division or Constituent Committee.

#### **Article VI MEETINGS**

##### Section 1.

A Council Board shall hold its annual business meeting at the time and place of the Annual Conference of ASEE and can be face-to-face, electronically, or some hybrid. The time and place of the annual business meeting shall be announced to the members of the Council Board not less than thirty (30) days before the date of the meeting.

##### Section 2.

A semiannual meeting of the Council Board (e.g., face-to-face, electronically, or some hybrid) may be held at a place and on a date as organized by the Council Chair. The time and place of the semiannual business meeting shall be announced to the members of the Council Board not less than fifteen (15) days before the date of the meeting.

##### Section 3.

Special meetings of a Council Board may be called by the Council Chair with not less than fifteen (15) days' notice provided to Council Board members.

##### Section 4.

Voting on Council matters can be done face-to-face, electronically, or by paper ballot.

#### **Article VII PARLIAMENTARY AUTHORITY**

##### Section 1.

The rules contained in Robert's Rules of Order (latest edition) shall govern a Council in all cases which applicable, and in which they are consistent with the Constitution and Bylaws of ASEE or the Bylaws of the Council; in other cases the Constitution and Bylaws of ASEE shall govern.

#### **Article VIII AMENDMENTS TO BYLAWS**

##### Section 1.

These Bylaws, except for Article VIII, may be amended by a two-thirds (2/3) majority of those attending a meeting of the combined members of all of the Council Boards. Voting can be performed by an oral count at a face-to-face meeting, electronically, or by paper ballot.

##### Section 2.

These Bylaws may also be amended by a paper or electronic ballot of the combined members of all of the Council Boards. The amendment will be approved if two-thirds (2/3) majority or more of the ballots returned within the voting period are affirmative. The voting period will be no less than fourteen (14) days, but no greater than thirty (30) days.

##### Section 3.

Amendments may be proposed by a Council Board or may be submitted by petitions signed by not less than fifty (50) individual members of ASEE to a Council Chair through the Executive Director of ASEE.