

BYLAWS OF THE ASEE ENGINEERING DEANS COUNCIL UNDERGRADUATE EXPERIENCE COMMITTEE

ARTICLE I: NAME

The name of this organization shall be the Undergraduate Experience Committee (UEC) of the Engineering Deans Council of the American Society for Engineering Education (ASEE).

ARTICLE II: MISSION

The Undergraduate Experience Committee will work to share and leverage proven practices to enhance the undergraduate engineering student's experience.

ARTICLE III: OBJECTIVES

The objectives of the UEC shall be as follows:

1. To provide a forum for discussion and information exchange concerning undergraduate education issues and experiences in engineering and engineering technology colleges and schools.
2. To represent and exchange ideas on behalf of member engineering and engineering technology colleges and schools regarding all matters affecting the undergraduate experience, including, but not limited to, administration, academics, career preparation and transition, climate, policy, accreditation, funding, and student support.
3. To evaluate and recommend policies affecting curriculum design and assessment related to the implementation of accreditation for accredited engineering and engineering technology colleges and schools.
4. To collaborate with other segments of the Society on matters of common interest.

ARTICLE IV: MEMBERSHIP

Membership in the UEC shall be by designation of the institution's representative to the Engineering Deans Council. It is recommended that UEC representatives be the persons responsible for undergraduate education (Deans, Assistant/Associate Dean(s), Director(s), etc.).

ARTICLE V: ORGANIZATION AND OFFICERS

Section 1. Overarching Governance

The UEC shall consist of the duly authorized Institutional Representatives, or designees, from each UEC member institution and shall be presided over by the co-chairs elected by the UEC.

Section 2. UEC Leadership

1. The UEC leadership will consist of six elected members: two co-chairs *elect*, two co-chairs, and two *past* co-chairs.
2. The co-chairs of the UEC shall consist of one dean (from a predominantly undergraduate-focused institution) and one designate of the dean (from a heavily research-engaged institution) serving as the Institutional Representatives of the UEC.
3. The UEC officers shall each serve a three-year role. Year one as "co-chair-elect," year two as "co-chair," and year three as "past co-chair."

Section 3. UEC Leadership Overarching Duties

The co-chairs shall perform the duties usually assigned to chairpersons of committees, including, but not limited to, presiding over meetings, proposing agenda items and initiatives, representing the committee before the larger organization and elsewhere, and attending to the business of the committee when it is not in session.

Typically, the UEC co-chairs, co-chairs-elect, and past co-chairs assist in developing sessions at the ASEE conference, including the UEC's annual meeting (Sunday), the business meeting, and UEC-sponsored technical sessions.

Section 4. Terms of Office

1. The deans' representative for co-chair of the UEC shall be filled by succession of the deans' representative co-chair elect biennially for a term starting in odd-numbered calendar years.
2. The deans' designee for co-chair of the UEC shall be filled by succession of the deans' designee elect biennially for a term starting in even-numbered calendar years.
3. The term of newly elected Officers shall begin concurrently with the beginning of the Society year (the ASEE Annual Conference). In the case of special elections, the term of the newly elected Officers shall begin ten (10) days after their election. Notwithstanding the above provision, elected Officers shall hold office until their successors are elected and qualified.

ARTICLE VI: ELECTIONS OF OFFICERS

Section 1. Nominating Committee:

The UEC Nominating Committee shall consist of the co-chairs and co-chairs-elect of the UEC.

Section 2. Nominations and Elections:

1. The UEC Nominating Committee shall nominate one or more members for each office vacancy to be filled in the regular annual election of Officers. Nominations should be completed by January 15 of the calendar year when the new officers will take office.
2. As stipulated in Article IV, Section 1 of these bylaws, nominees for all UEC Board positions must be members of the UEC at the time of nomination.
3. An electronic ballot containing these nominations, with brief biographies and spaces provided for write-in names of other candidates, shall be sent to all UEC Institutional Representatives or designees. The electronic ballot commences within 15 days of the close of nominations. Only one UEC member per institution may vote.
4. The outcome of the election shall be determined by a simple majority of ballots returned to the co-chairs of the UEC within 30 days of the ballot being issued.
5. Special elections to fill vacancies in the membership of the UEC shall be conducted only in exceptional circumstances. When a special election is called for, it shall be conducted by the method described above, except that the Nominating Committee shall make a nomination or nominations within 30 days.
6. Any elected Officer of the UEC may be re-elected for one (1) immediate consecutive term. Thereafter, at least one (1) term shall elapse before the member is again eligible to hold the same office.
7. No elected Officer may receive any salary from the UEC.

ARTICLE VII: DUTIES AND SUCCESSION OF OFFICERS

Section 1. Co-chairs

1. The co-chairs of the UEC Board shall be as defined in Article V, Section 3.
2. When a UEC co-chair cannot perform the duties of this office, the UEC co-chair-elect of the same designation shall assume said duties and responsibilities.
3. A co-chair may determine such incapacity of a UEC co-chair to constitute a permanent vacancy because of death, resignation, or other valid reason, to which the preceding succession shall apply.

Section 2. Co-Chairs-Elect

The co-chair-elect shall succeed in the office of co-chair upon completion of the term of office as co-chair-elect.

ARTICLE VIII: MEETINGS

Section 1. Annual Regular Meeting

The UEC membership shall meet annually for a Business Meeting, usually during the ASEE National Conference. The UEC co-chairs shall appoint a scribe to record the minutes of each meeting.

Section 2. Special Meetings

The UEC co-chairs may call special meetings of the UEC membership or its subcommittees as needed upon thirty (30) days notice to the membership of the UEC or the respective subcommittee.

Section 3. Voting at Meetings

A quorum at any regular or special meetings of the UEC shall be the number of UEC members present at the time and in the place designated for the meeting.

ARTICLE IX: SUBCOMMITTEES

Section 1. Types of Subcommittees

The UEC co-chairs shall establish such standing and special subcommittees deemed necessary. Examples of subcommittees include:

- UEC Curriculum Design & Assessment
- UEC Advising / Student Services
- UEC Nominating
- UEC Public Policy
- UEC Planning
- UEC Educational Grant Funding
- UEC Recruitment / Retention / Enrollment Management
- UEC Alumni & Career Services
- UEC Faculty Development
- Retention of Women & Minority Faculty

Section 2. Subcommittee Discontinuation

All standing and special subcommittees of the UEC shall be reconfirmed annually or shall expire.

Section 3. Subcommittee Membership

Members of these subcommittees shall be appointed by the UEC co-chairs from the membership of the UEC (Article IV, Section 1 of these Bylaws).

Section 4. Subcommittee Leadership

The UEC co-chairs shall designate the Chairperson of each subcommittee, except for the UEC Nominating Committee. The deans' representative co-chair of the UEC shall serve as the Chairperson of the UEC Nominating Committee, as outlined in Article V, Section 1 of these Bylaws.

ARTICLE X: FINANCES

The Engineering Deans Council shall provide the finances required to operate the UEC.

ARTICLE XI: PARLIAMENTARY AUTHORITY

Section 1. Governance

The rules contained in Robert's Rules of Order Newly Revised (latest Edition) shall govern the UEC in all cases to which they are applicable and in which they are consistent with the ASEE Constitution and Bylaws or the Bylaws of the UEC. In other cases, the ASEE Constitution and Bylaws shall govern.

Section 2. Governance with ASEE Bylaws

Any action by the UEC shall be invalid if it conflicts with the ASEE Constitution or Bylaws.

Section 3. Third-Party Representation

The UEC co-chairs may, at their discretion, appoint a parliamentarian for meetings of the UEC Board.

ARTICLE XII: AMENDMENTS TO BYLAWS

Section 1. Voting

These Bylaws may be amended by either:

- a. A two-thirds vote of the Institutional Representatives, or designees, from UEC member institutions present and voting at any annual meeting **OR**
- b. A letter/electronic ballot of the Institutional Representatives, or designees, from UEC member institutions. A proposed amendment is approved if two-thirds of the letter ballots received are returned with a favorable vote within 30 days after the ballot is emailed.

Section 2. Timing

Amendments to be presented for action at an annual meeting shall be circulated to the members of the UEC by email not less than fifteen (15) days prior to the annual meeting.

Section 3. Number of Members Required

Amendments may be submitted by a majority vote of the UEC co-chairs and co-chairs elect or by a petition signed by at least ten (10) members of the UEC to the UEC co-chairs.