

Submitted December 5, 2003
Adopted February 1, 2004
Revised June 15, 2015

Pre-College Engineering Education (PCEE) Division Bylaws

I. Name

The name of this Division shall be the **Pre-College Engineering Education (PCEE)** Division of the American Society for Engineering Education.

II. Objectives

The objectives of this Division are identical with those of the Society as stated in Article 1, Section 2 of the Constitution of ASEE, with special emphasis on those objectives that pertain to **pre-college engineering education, i.e., preschool through grade 12 (P12) engineering education in both formal and informal settings.** The primary objectives of this Division shall be to:

1. Promote an understanding of the relevance of engineering to literacy and as a context for integrating the teaching and learning of science, technology, mathematics and other subjects in **pre-college settings.**
2. Promote diversity and inclusion in **pre-college** engineering education to develop and implement best practices for engaging all students.
3. Provide a focus for the research, development, implementation and dissemination of **pre-college** engineering education initiatives, curriculum, instruction and ideas.
4. Build and expand communities engaged in **pre-college** engineering education through fostering networking and dialog among **P12** teachers, **educators in informal settings**, post-secondary educators, and other interested participants.
5. Partner with and support the professional learning of **P12** teachers **and informal educators** in engineering content and education methods, and enable them to develop and deliver **pre-college engineering** education.

III. Membership

Membership of this Division shall consist of those members of the Society who are listed in the Society records as having an interest in **pre-college engineering education** initiatives.

Division dues will be charged to all members of the Division. Such dues shall be used to fund Division activities, as determined by the Executive Committee. Dues may be changed if Division activities warrant. **Dues changes will be approved by majority vote of the Executive Committee.**

IV. Organization and Officers

The Division shall be administered by an Executive Committee composed of the Division Chair, the Division Chair-Elect, the Division Program Chair, the Division Program Chair-Elect, three Division P12 Representatives, the Division Secretary-Treasurer, the Immediate Past Chair of the Division, the Immediate Past Program Chair, the Division Publications Editor, and four Members-at-Large.

The Division Chair and Immediate Past Chair, in accordance with the Council By-Laws, shall represent the Division on the Executive Board of the Council of Technical Divisions and Committees.

V. Election of Officers

The Nominating Committee shall aim to annually nominate two or more candidates for each of the offices of Program Chair-Elect, P12 Representatives, and for each of two rotating seats as Member-at-Large, and biannually nominate two or more candidates for the office of Chair-Elect (odd-numbered years), and Secretary-Treasurer (even-numbered years).

In addition to those nominations made by the Nominating Committee, additional names may be nominated for any office to be filled in an election upon presentation of such nominations in writing signed by five Division members present at the annual Meeting. These nominations shall be voted upon together with the names of the members nominated by the Nominating Committee.

In the event of the resignation or loss of one of the members of the Executive Committee, a person appointed by vote of the Executive Committee shall fill the vacated office for the duration of the unexpired term. Except that in the event of resignation or loss of the Chair, the Chair-Elect shall automatically assume the duties of Interim Chair, and the vacated Chair-Elect position shall remain unfilled until the next annual meeting.

VI. Committees

The Executive Committee shall establish such regular and special committees as it deems necessary to carry out the purposes of the Division.

The Nominating Committee shall be composed of the Immediate Past Chair of the Division as Chair and two current Executive Committee members appointed by the Division Chair, with the advice and consent of the Executive Committee.

The Program Committee shall be composed of the Program Chair, Program Chair-Elect, Immediate Past Program Chair, and committee members appointed by the Division Chair. This committee shall be responsible for the development and administration of Division workshops, seminars, conferences, and short courses.

The Awards Committee shall be composed of three members appointed by the Division Chair, with the advice and consent of the Executive Committee. The members shall serve staggered three-year terms so that one member shall be replaced each year. The Chair shall be appointed by the Division Chair to serve a one-year term and shall be chosen from the Committee membership. The Awards Committee shall develop policies and procedures for Division awards which shall be approved by the Executive Committee. It shall select recipients of awards, communicate awardee selection and related information to ASEE headquarters, notify awardee and nominator of selection and presentation details, and plan presentation ceremonies.

The Diversity Committee shall be composed of one member of the Executive Committee as appointed by the Division Chair and at least two members of the Division. The Diversity Committee shall be responsible for promoting best practices for diversity and inclusion within the Division.

VII. Duties and Terms of the Officers

The **Chair** shall serve a two-year term, and having served a two-year term, may not be re-nominated for a succeeding two-year term of Chair-Elect. The Chair shall serve as **the pre-college engineering education** representative on such committees or boards of ASEE that the ASEE constitution and bylaws shall designate and shall:

- Have administrative responsibility for the content of all functions of the Division in accordance with these By-Laws and the policies and procedures established by the Executive Committee.
- Schedule, organize, and conduct annual business meetings of the Division and all meetings of the Executive Committee.
- Appoint committees and officers in accordance with the Bylaws.
- Compile an annual report of the activities of the Division as requested by the Secretary of the Society.
- Be succeeded by the Chair-Elect at the end of each odd-year annual meeting of the Society.
- Transition to Immediate Past Chair for the following two years.

The **Chair-Elect** shall be elected in odd-numbered years to serve a two-year term, and having served a two-year term, will become Chair at the end of the ASEE annual meeting of their second year. The nominees for Chair-Elect shall have previously served at least one full term as a Division officer. The Chair-Elect shall:

- Serve as acting Chair-Elect in the event the Chair-Elect cannot serve.
- Serve as the Division's Liaison to the Society's **pre-college engineering education** outreach department.
- Act for the Chair at business meetings of the Division and Executive Committee in the event of the Chair's absence from these meetings.
- Act as Interim Chair if needed.
- Conduct other duties as requested by the Chair.
- Succeed the Chair upon completion of his or her term of office as Chair-Elect.

The **Immediate Past Chair** shall serve for two years and shall:

- Serve in an advisory capacity to support and assist the Chair.
- Conduct other duties as requested by the Chair.
- Complete his/her service at the end of the ASEE annual meeting.

The **Program Chair** shall serve for one year and shall:

- Initiate advance planning for Division programming, including conferences, workshops, seminars and short courses.
- Coordinate special conference events with the Division Chair and the Executive Committee.
- Receive, distribute for review, and decide upon acceptance of abstracts/papers for presentation at the Annual Conference.
- Be succeeded by the Program Chair-Elect at the end of each annual meeting of the Society
- Transition to Immediate Past Program Chair for the following year.

The **Program Chair-Elect** shall serve for one year and shall:

- Assist the Program Chair with advance planning for Division programming, including programming for the annual conference.
- Conduct other duties as requested by the Program Chair.
- Succeed the Program Chair upon completion of his or her term of office as Program Chair-Elect at the end of the ASEE annual meeting.

The **Immediate Past Program Chair** shall serve for one year and shall:

- Serve in an advisory capacity to support and assist the Program Chair.
- Complete her/his service at the end of the ASEE annual meeting.

The **P12 Representatives** shall serve for one year. These representatives shall be currently engaged in teaching engineering-related content to P12 aged youth with one representative serving on behalf of grade P-5 classroom teachers, a second serving on behalf of grade 6-12 classroom teachers, and a third serving P12 engineering education in some other capacity (e.g. administrator, after school, informal). The P12 Representatives shall:

- Begin their term at the end of the ASEE annual meeting in the year of their election.
- Ensure that Division initiatives align with evolving pre-college trends and meet evolving needs of the pre-college engineering education community.

The **Secretary-Treasurer** shall be elected in even-numbered years to serve a two-year term, and will take over the role at the end of the ASEE annual meeting in the year of their election and shall:

- Be responsible for official records and correspondence of the Division and Executive Committee.
- Be responsible for financial records and the payment of bills of the Division and Executive Committee.
- Record minutes of the annual business meeting and meetings of the Executive Committee and distribute copies to appropriate Society and Division officers.
- Secure copies of papers presented at the Annual Meeting sessions, submit same to the Executive Committee for recommendations on publication, and transmit these recommendations to the appropriate editor.
- Report to the secretary of the Society or other appropriate office on Division finances and proceedings of the annual meeting sessions.

The **Members-at-Large** shall:

- Serve two-year terms, staggered so as to have two replaced by election each year.
- Serve on the Executive Committee and, upon appointment, on such other standing and ad hoc committees as the unit may establish.

The **Division Publications Editor** shall:

- Be appointed by the Division Chair with the advice and consent of the executive committee for a term to be determined at the time of appointment.
- Be responsible for the production and maintenance of the Division Website.
- Be responsible for the editing, production and circulation of Division publications.

VIII. Meetings and Activities

An annual business meeting and conference of the Division shall be held concurrently with the Annual Meeting of the Society. The Executive Committee shall establish the theme and objectives of the Division's conference sessions.

The Executive Committee shall hold regular meetings at the Annual Meeting of the Society and special meetings as called by the Chair.

Those members present at the meetings of the Division and Executive Committee shall constitute a quorum.

The Executive Committee shall establish such other activities as may be desirable for the promotion of the purposes of the Division.

All meetings of the Division are open to all interested persons. However, only members of the Division are eligible to vote on Division business matters, including election of officers.

IX. Publications

The Division shall sponsor, produce and circulate such publications as the Executive Committee may determine to be appropriate.

All papers presented at meetings of the Division become the property of the Society and may be recommended for publication in Journal of Engineering Education or in the publications of the Division as may be deemed proper by the Executive Committee of the Division. Papers not accepted for publication shall be returned to the authors and shall no longer be considered the property of the Society.

X. Amendment of Bylaws

Bylaws and amendments to the bylaws may be proposed, in writing, by any member of the Division. A Division Bylaws Committee will be formed as needed by the Division Chair consisting of a minimum of three members. Changes will be provided to the division membership for comment for a period of twenty-one (21) days. Then, if approved by a simple majority of the Executive Board, the proposed bylaws shall be presented either at the annual business meeting of the Division or via electronic ballot. Said Bylaws shall be adopted upon an affirmative vote of two-thirds of the Division members present or, if not presented during the annual meeting, by electronic ballot upon affirmative vote of two-thirds of the responders to electronic solicitation. If not in conflict with the ASEE constitution and bylaws, the approved bylaws shall become effective at the close of the meeting or upon the Chair's electronic communication to the voting members.

XI. Amendments

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