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## Pre-College Engineering Education (PCEE) Division Bylaws

Approved by the ASEE Board of Directors – February 2017

Modified version for approval 2019

### 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, Vision, Mission, and Core Beliefs

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. *By “pre-college engineering education,” we simply mean engineering education that occurs prior to typical college- or university-age for students (i.e., **early childhood education for preschool** through high school ~~learners~~) in either formal or informal learning environments.* The PCEE Division Vision, Mission, and Core Beliefs are as follows:

**Vision:** Every child engages in high-quality pre-college engineering education facilitated by effective educators.

**Mission:** To grow and sustain a community whose members collectively build expertise and capacity in pre-college engineering education knowledge and practice.

**Core Beliefs:** We value:

**Being a part of a community** of thought leaders in pre-college engineering education;

**Research** that continually improves our collective understanding of pre-college engineering teaching and learning;

**Professional learning experiences** for our members and for educators through conferences and professional workshops;

**Educational resources** that support high-quality pre-college engineering education;

**Diversity** within our membership and the engineering workforce, and among the children who ultimately benefit from the work that we do;

**Inclusive and equitable policies, practices, and resources for engaging all students;**

**Dedicated and responsible service** to the division and ASEE’s other pre-college engineering education efforts through elected leadership and volunteerism;

**The development of leaders and advocates** for pre-college engineering education within and beyond the division; and

**Policies and standards** within and beyond ASEE that support our mission, and vision.

### **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 P-12 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, P-12 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 **candidates names** may be nominated for any office to be filled in an election. **These may be self-nominations or nominations from any member of the division. 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. **All nominees must be members of the Division in order for their names to be included on the ballot.**

**The timing of the nomination and voting process shall be such that the voting and determination of the elected positions will be completed at least two months prior to the annual meeting of the Society.**

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 of the Society.

## 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 at the annual meeting of the Society, and will organize a subcommittee to determine Best Paper Award winner(s) according to Best Paper Award policies and procedures (section IX).

The Awards Committee shall be composed of five members appointed by the Division Chair, with the advice and consent of the Executive Committee. There will be two subcommittees of the Awards Committee:

- 1) the ASEE Organizational Awards Subcommittee, attending to awards beyond those given by the division within ASEE (e.g., ASEE Fellow nominations), and composed comprised of the Awards Committee Chair and two Division members; and
- 2) the Division Awards Subcommittee, focused on division-level awards (section IX) not including Best Paper awards, and composed comprised of the Awards Committee Chair and two members of the Executive Committee.

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, equity, and inclusion within the Division. This Committee shall also be responsible for identifying Best Diversity Paper award winners each year according to Best Diversity Paper Award policies and procedures (section IX).

The Pre-College Engineering Education Conference Committee creates professional learning opportunities targeted for pre-college educators. It shall be composed of the Chair Elect as Chair and members of the division. In the years that the Executive Committee approves, this committee shall be responsible for developing and directing the Pre-College Engineering Education Conference that is scheduled in conjunction with the annual meeting of the Society. Responsibilities of the committee may include but are not limited to coordinating the host facility, food and beverage, sponsorships, marketing, registration, presenters, and program.

## VII. Duties and Terms of the Officers

### VII.a Elected Positions

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 **the** annual business meetings of the Division and all meetings of the Executive Committee.
- Communicate regularly to Division members (e.g., through a newsletter).
- Appoint committees and officers in accordance with the Bylaws.
- Compile an annual report of the activities of the Division **to share at annual meeting of the Society. as requested by the Secretary of the Society.**
- **Represent the Division on the Executive Board of the Council of Technical Divisions and Committees.**
- 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 the Society** of their second year. The nominees for Chair-Elect shall have previously **engaged in advancing the Division through committee work, serving as a Division officer, or other significant means. 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 **(e.g., 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).**
- Serve as the Division's Liaison to the Society's pre-college engineering education outreach department.
- **Chair the Pre-College Engineering Education Conference Committee**
- ~~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.

- Represent the Division on the Executive Board of the Council of Technical Divisions and Committees.
- Be succeeded by the Chair at the end of each odd-year annual meeting of the Society.
- Complete his/her service at the end of each odd-year [the ASEE](#) annual meeting of the Society.

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

- Initiate advance planning for Division programming, including conferences, workshops, seminars, and short courses **that will take place at the annual meeting of the Society.**
- Coordinate special conference events **that will take place at the annual meeting of the Society** with the Division Chair and the Executive Committee.
- Receive, distribute for review, and decide upon acceptance of abstracts/papers for presentation at the **annual meeting of the Society 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.
- **Arrange a gathering event for the Executive Committee at the annual meeting of the Society.**
- 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 **of the Society.**

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 **of the Society.**

The **P-12 Representatives** shall serve for one year. These representatives shall be currently engaged in teaching engineering-related content to P-12 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 P-12 engineering education in some other capacity (e.g. administrator, after school, informal). The P-12 Representatives shall:

- Begin their term at the end of the [ASEE](#) annual meeting **of the Society** in the year of their election.
- Ensure that Division initiatives align with evolving P-12 trends and meet evolving needs of the P-12 education community.
- End her/his service at the end of each annual meeting of the Society.

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 **of the Society** 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.
- Create certificates or plaques for the Division Award winners to be presented at the annual business meeting.
- 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:

- **Begin their term at the end of the annual meeting of the Society in the year of their election.**
- 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.

### **VII.b Appointed Positions**

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 (beyond that produced and disseminated by the Division Chair).

**Members of the ASEE Organizational Awards Subcommittee** (of the Awards Committee) shall:

- **Be appointed by the Division Chair**
- Serve three-year terms, which may be repeated pending approval by the member and the Division Chair.
- For awards beyond Division awards (e.g., ASEE fellow nominations), select nominees, lead the nomination process for award candidates, communicate awardee selection and related information to ASEE headquarters, and notify awardee and nominator of selection and presentation details.

The **Awards Committee Chair** shall:

- Be selected from the ASEE Organizational Awards Subcommittee of the Awards Committee.
- Serve a one-year term as Chair, which may be repeated pending approval by the member and the Division Chair.
- In this role, serve as the Chair of both the ASEE Organizational Awards Subcommittee and Division Award Subcommittee.
- Ensure that policies and procedures related to ASEE organizational awards and Division awards are being followed.

**Members of the Division Awards Subcommittee (of the Awards Committee) shall:**

- **Be appointed by the Division Chair**
- Include the Awards Committee Chair (see above), and two additional members.
- Each additional member will serve a one-year term, which may be repeated pending approval by the member and the Division Chair.
- Follow policies and procedures related to Division Awards (see section IX).

### **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 **at least one** 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. Division Awards**

Division Awards are meant to highlight excellence service and scholarly contributions within the division. One or more of the following awards will be presented each year at the Division's annual business meeting:

***Meritorious Service*** – This award is given to a PCEE Division member who has provided exemplary service in alignment with the PCEE Division Vision, Mission, and Core Beliefs and in support of pre-college engineering education efforts within ASEE. Such service goes above and beyond baseline expectations for service within elected or appointed positions.

***Lifetime Achievement*** – This award is given to a PCEE Division member who has provided a high standard of service in alignment with the PCEE Division Vision, Mission, and Core Beliefs and in support of pre-college engineering education efforts within ASEE, and who has made significant and sustained contributions (10 years or more) to the field of pre-college engineering education.

***Best Paper*** – This award is given to the PCEE Division author(s) whose paper, submitted to the division for the annual conference, was recognized as the “Best Paper” with regard to its quality and contribution to pre-college engineering education. **In order to receive this award, the lead author must be a member of the PCEE Division.**

***Best Diversity Paper*** – This award is given to the PCEE Division author(s) whose paper, submitted to the division for the annual conference, was recognized as the “Best Diversity Paper.” As such, it represents a paper of high quality that contributes to pre-college engineering education and that addresses the division’s core values regarding diversity and inclusion. **In order to receive this award, the lead author must be a member of the PCEE Division.**

~~The Awards Committee will develop policies and procedures for all Division Awards.~~ These policies and procedures **for distributing awards** are as follows:

***Procedures for Meritorious Service & Lifetime Achievement Division Awards*** – The Division Chair will solicit nominations for Meritorious Service and Lifetime Achievement Awards from the Executive Board. Self-nominations are allowed. Nominations must be submitted directly to the Division Awards Chair by **February 15 April 30** each year. Nominations will include the name of the nominee and a paragraph (200-word, maximum) making the case for why the candidate is appropriate for the award. The Division Awards Subcommittee will review nominations and select awardees. The Awards Committee Chair will: communicate awardee selection and related information (e.g., presentation details) to the awardee, Secretary/Treasurer, **ASEE Awards team that oversees the Annual Awards Program**, and Division Chair by **March 15 May 30**; and plan presentation ceremonies to take place at the Division’s Annual Business Meeting at the **annual meeting of the Society ASEE Annual Conference and Exposition**. The Secretary/Treasurer will create certificates for the awards to be presented at the meeting.

***Procedures for Best Paper Award*** - Division conference paper reviewers nominate papers for this award, and then the Best Paper Committee of three, appointed by the Program Chair, reviews the nominations to ensure they represent the division's standards for quality and contribution. **If the lead author of a nominated paper is not a member of the PCEE division, the Best Paper Committee will contact them to request that they become a division member. If the author does not join the division by the requested date, their paper will be removed from consideration of the Best Paper award.** A nominated paper that meets these **criteria of quality and contribution** to the fullest extent is selected as the Best Paper. This paper will be recommended as the Division’s Best Paper to compete for Best Paper within our Professional Interest Council.

A representative from the Best Paper Committee will: communicate awardee selection and related information (e.g., presentation details) to the Awards Committee Chair, Program

Chair, Secretary/Treasurer and Division Chair by April 30. The Awards Committee Chair will notify awardee(s) of their receipt of the Best Paper Award by May 30, and the Division Awards Subcommittee will plan presentation ceremonies to take place at the Division Business Meeting during the [annual meeting of the Society Annual Conference](#). The Secretary/Treasurer will create certificates for awardees to be presented at the meeting.

***Procedures for Best Diversity Paper Award*** – Division conference paper reviewers nominate papers for this award, and then the Division Diversity Committee reviews the nominations to ensure they represent the division's standards for quality, contribution and attention to diversity and inclusion. **If the lead author of a nominated paper is not a member of the PCEE division, the Division Diversity Committee will contact them to request that they become a division member. If the author does not join the division by the requested date, their paper will be removed from consideration of the Best Diversity Paper award.** A nominated paper that meets these [criteria of quality, contribution, and attention to diversity and inclusion](#) to the fullest extent is selected as the Best Diversity Paper. This paper will be recommended as the Division's Best Diversity Paper to compete for Best Diversity Paper within our Professional Interest Council.

A representative from the Division Diversity Committee will: communicate awardee selection and related information (e.g., presentation details) to the Awards Committee Chair, Program Chair, Secretary/Treasurer and Division Chair by April 30. The Awards Committee Chair will notify awardee(s) of their receipt of the Best Diversity Paper Award by May 30, and the Division Awards Subcommittee will plan presentation ceremonies to take place at the Division Business Meeting during the [annual meeting of the Society Annual Conference](#). The Secretary/Treasurer will create certificates for awardees to be presented at the meeting.

**The Awards Committee will bring any suggested changes to the policies and procedures for all Division Awards to the Executive Committee.**

## **X. 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.

## **XI. 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 **of the Society**, 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.

## **XII. 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.

### **Addendum: Record of Bylaws Changes**

#### Original Bylaws (K-12 & Pre-College Engineering Division)

- Submitted December 5, 2003 and adopted February 1, 2004.

#### Bylaws Change 1

- Proposed revisions April 22 and May 2015 for comments.
- Voted by Executive Committee May 14-18 and June 10, 2015; voted by membership May 26 and June 15, 2015.

#### Bylaws Change 2

- Significant change: name change to Pre-College Engineering Education Division. Other minor changes.
- Approved by a simple majority of the Division Executive Committee, September 9, 2015, and a simple majority of the Division via an electronic voting and comment period, September 9 – 30, 2015.
- Approved by the ASEE Board of Directors, November 16, 2015.

#### Bylaws Change 3

- Significant changes: replacement of objectives with Vision, Mission, and Core Beliefs statements; changes to Awards Committee structure, policies and procedures; and inclusion of Division Awards in bylaws.
- Minor changes to Chair and Secretary/Treasurer duties.
- Twenty-one day comment period June 1-22, 2016. Approved at the 2016 Annual Business Meeting of the PCEE Division: 43 voted to approve, 0 voted against approval, and 0 abstained.

- Approved by the ASEE Board of Directors, February 5, 2017.

#### Bylaws Change 4

- Significant changes:
  - Added Pre-College Engineering Education Conference Committee,
  - Restricted Division Best Paper and Best Diversity Paper to those with a lead author that is a member of the division - putting in place a process for this if the lead author is not currently a member of the Division,
- Minor changes:
  - added language including equity and inclusiveness to our core beliefs
  - clarified duties and timeframes of Division positions and elections,
  - listed Division positions under either 'elected' or 'appointed' for clarity
  - consistently refer to the 'annual meeting of the Society'
  - added timeframes to Division Award nominations
  - grammatical corrections
- Proposed revisions finalized by Executive Committee April 12, 2019; Extended to membership for comment period leading up to the Business meeting at the annual meeting of the Society, plan to vote on changes at the Business meeting.