

Engineering Design Graphics Division (EDGD)
of the
American Society for Engineering Education (ASEE)
Bylaws

Article I: Name and Objectives

Section 1. The name of this Division of the American Society for Engineering Education (the Society) shall be the Engineering Design Graphics Division (the Division).

Section 2. The objectives of the Division shall be to:

- a. Provide leadership and guidance for those engaged in the teaching of engineering design, documentation and graphical analysis and their uses in industry.
- b. Investigate matters relating to engineering graphics and to inform the membership of current developments.
- c. Encourage the early participation of engineering and technology students in the areas of graphics and design.
- d. Promote, stimulate and provide opportunities for the professional interchange of ideas among the membership.

Article II: Membership.

The membership of the Division shall consist of all members of the Society who have indicated an interest in the Division and have paid the annual Division dues. Division dues are billed, due and payable with the Society dues on the anniversary of the date on which a member joined the Society. Division dues are deposited by the Society to the account of the Division and disbursed upon request of the Division Chair or Secretary-Treasurer. Dues fund Division publications sent to each member.

Article III: Officers and Duties

Section 1. The Division shall be administered by an Executive Committee consisting of the following elected officers plus the immediate past chair: (See Article VI)

- Chair - 1 Year
- Vice Chair - 1 Year
- Secretary-Treasurer - 3 Years
- Directors (4) - 3 Years

Terms of office shall conform to the Society-year, beginning in June following the Annual Conference of the calendar year in which elected (See Article IV, Section 1f).

Section 2. The duties of the Division officers shall be those usually associated with the respective office and described as follows:

2a. Chair

2a(1). The Chair is the chief executive officer of the Division and of the Executive Committee and an ex officio member of all Division committees. The Chair

- presides at all business meetings of the Division and the Executive Committee.
- 2a(2).** The Chair is the senior member of the Division on the Executive Board of the ASEE Professional Interest Council III.
 - 2a(3).** The Chair shall prepare a written report, including budget expenditures, for the term of office just completed and transmit, not later than thirty (30) days following completion of the term of office, copies to the Secretary-Treasurer.
 - 2a(4).** The Chair shall keep the Vice-Chair informed of all Division activities during the term of office, and transmit to the Vice-Chair at the end of the term all material needed to maintain continuity.
 - 2a(5).** The Chair shall appoint all bylaw committees (See Article VII) except the Nominating and Elections Committees, designating the chair of each committee except where the chair is specified by the bylaws.
 - 2a(6).** The Chair shall appoint the chairs and, at his/her discretion, members of committees not specified by the bylaws but considered necessary for the adequate administration and operation of the Division, and assign such committees to the Vice-Chair or appropriate Director for Administrative control.
 - 2a(7).** The Chair shall review and approve the composition of all committees.
 - 2a(8).** The Chair shall assure the effective operation of the Division by revoking the appointment of any appointee who is not satisfactorily performing the duties of the position to which appointed.
 - 2a(9).** The Chair shall, with the advice and consent of the Executive Committee, request the resignation of any officer of the Division who is not satisfactorily performing the duties of the office to which elected, and shall appoint another member of the Division to that office for the remainder of the unexpired term. If the officer refuses to resign or does not respond to the resignation request within thirty (30) days, the Chair shall relieve that office by executive fiat and appoint a replacement to serve the remainder of the unexpired term (see Article IV Section 1g).
 - 2a(10).** The Chair is responsible for all meetings of the Division and of the Executive Committee.

2b. Vice-Chair

- 2b(1).** The term of office of the Vice-Chair begins with the Society-year beginning in June following the Annual Conference of the calendar year in which elected (See Article III, Section 1).
- 2b(2).** The Vice-Chair succeeds to the Chair of the Division at the beginning of the Society-year following the term as Vice-Chair.
- 2b(3).** In the event that the Chair is unable to perform the duties of the office, the Vice-Chair shall assume the Chair.
- 2b(4).** In the absence of the Chair, the Vice-Chair shall preside at all business meetings of the Division and of the Executive Committee.
- 2b(5).** The Vice-Chair shall be the junior member of the Division on the executive board of the ASEE Professional Interest Council III.
- 2b(6).** The Vice-Chair shall assist the Chair in the administration and operation of the Division.
- 2b(7).** To provide continuity, the Vice-Chair shall, through communication with the Chair, keep informed on all current activities and become familiar with the Division's operational procedures.

- 2b(8).** In May, the incoming Vice-Chair shall appoint the Nominating and Elections Committees (See Article VII, Sects. 1a and 1b) subject to the approval of the Executive Committee at the ASEE Annual Conference.
- 2b(9).** The Vice-Chair is the chair of the Elections Committee and with the aid of the other members of the Elections Committee, counts the election ballots and submits a confidential report of the results of the election to the Chair of the Division.
- 2b(10).** The incoming Vice-Chair shall prepare a list of committees for the following year for presentation to the Division. Printed copies of this list shall be made available to the Executive Committee and provided to all persons attending the annual business meeting of the Division.
- 2b(11).** The Vice-Chair is responsible for the functioning and performance of the following Bylaws Committees: Nominating, Elections and Distinguished Service Award. The duties and composition of these committees are defined in Article VII, Section 1.

2c. Secretary-Treasurer (S-T)

- 2c(1).** The Secretary-Treasurer is Secretary-Treasurer of the Division and of the Executive Committee.
- 2c(2).** The Secretary-Treasurer shall keep complete records of all meetings of the Division and of the Executive Committee and within sixty (60) days following each meeting or group of meetings shall provide copies of the minutes to all members of the Executive Committee and proxies. The Secretary-Treasurer shall distribute copies of the minutes of the previous Annual and MidYear business meetings to all members in attendance at the Annual business meeting.
- 2c(3).** The Secretary-Treasurer shall receive and preserve copies of all reports-presented at the meetings of the Division and of the Executive Committee.
- 2c(4).** When changes are made to these Bylaws, the Secretary-Treasurer shall, within sixty (60) days following the Annual conference at which the changes become effective, provide each Division officer with a copy of the (revised) Bylaws.
- 2c(5).** The Secretary-Treasurer shall receive any Division money excluding Division dues and other funds under control of the Publications Committee. Such money shall promptly be placed on deposit in a suitable account in a federally-insured financial institution under the name of the EDGD-ASEE with signatures of both the Secretary-Treasurer and one other Division member approved by the Executive Committee.
- 2c(6).** The Secretary-Treasurer shall be the disbursing agent for the Division, and will disburse funds upon approval of the Division Chair.
- 2c(7).** The Secretary-Treasurer shall submit an annual financial report at the annual business meeting and an interim report at the MidYear meeting.

2d. Directors

- 2d(1).** There shall be four Directors, each elected to serve for a three-year term. No more than two (2) directors shall be elected for any Society-year. Each Director shall be responsible for all committees in one of the following categories:
 - A.** Membership
 - B.** Programs

C. Publications

D. Communications

- 2d(2). General Duties of Directors.** Directors are responsible for establishing functions and guidelines for the operations of each of their assigned committees. Each year, prior to the Annual Conference, they shall recommend to the incoming Chair names of suggested committee chairs and members of committees under the Director's jurisdiction. A Director whose term is ending should consult with the elected replacement as to the committee composition. The actual appointments should not be made until approved by the Executive Committee and the Division Chair as described in Article III, Section 2a(6). Directors shall maintain contact with the chairs of their assigned committees to ensure timely performance of the committees' functions. Directors are responsible for the presentation of reports on the activities of their assigned committees at the Executive Committee meetings during the Annual and MidYear Conferences. Directors may recommend the creation of new committees (or the discontinuance of committees that have fulfilled their function) within the category under their jurisdiction. Recommended actions must be approved by the Executive Committee and the Division chair. Directors shall be responsible for notifying the Division Chair of any appointee under their supervision whose unsatisfactory performance could require action under the provisions of Article III, Section 2a(8).
- 2d(3a). Director: Membership.** The Director is responsible for the function and performance of the Membership Committee as defined in Article VII, Section 2a(1).
- 2d(3b). Director: Programs.** The Director is responsible for the programs of all Conference sessions during the term of office. The Director shall be responsible for seeing that a Call for Papers is presented at each Conference. The Director shall maintain a Manual of Procedures to aid the Program Chair in planning the conference for which they are responsible, as well as keeping the Program Chair informed of all pertinent information regarding that conference including papers submitted, requests to participate, theme, and general guidelines. The Director will approve all proposed programs before submitting them for approval of the Division Chair and the Executive Committee. The Director will work with the conference program chair to ensure that a call for papers is distributed to the membership. The Director of Programs is responsible for ensuring that all program committees are properly functioning and maintaining their time schedule. In the absence of both the Division Chair and Vice Chair, the Director: Programs will serve as interim chair, assuming the duties and responsibilities of Division Chair [See Article VII, Section 2a(2)].
- 2d(3c). Director: Publications.** The Director shall serve as Editor of the *Engineering Design Graphics Journal* (the *Journal*), and is responsible for the effective performance of all members of the Publications Committee (See Article VIII).
- 2d(3d). Director: Communications.** The director is responsible for the management and upkeep of the EDGD website and shall serve as the Division archivist. The director shall seek and disperse information about Division activities and other items of interest to Division members. [See Article VII, Section 2a(3)].

Article IV: Elections and Succession of Officers

Section 1. Elected personnel shall be nominated and elected according to the following procedures:

- 1a.** A slate of candidates, for each office to be filled, shall be prepared by the Nominating Committee. An eligible candidate must be a current member of the Division who has expressed a willingness to accept nomination and to serve if elected to the office to be filled. The slate shall be published in the Autumn issue of the *Engineering Design Graphics Journal*.
- 1b.** Additional candidates for an elective office may be nominated by a written petition addressed to the Chair of the Nominating Committee bearing ten (10) signatures of members of the Division and accompanied by a statement from the nominee affirming a willingness to serve if elected. The names of candidates nominated by petition shall be added to the slate as prepared by the Secretary-Treasurer under the provisions of par. 1d, below.
- 1c.** The nomination period shall close on December 1. A petition for nomination received after December 1 cannot be accepted.
- 1d.** Not later than January 15, and returnable before February 15, the Secretary-Treasurer shall send a ballot by either electronic or surface mail to each member of record (as provided by the *Journal* Circulation Manager-Treasurer) of the Division. The ballot shall bear the slate submitted by the Nominating Committee together with additional names presented by petition. A candidate receiving the largest number of votes for the office sought shall be declared elected. The ballots or votes, if electronic, shall be returnable to the Division Vice-Chair.
- 1e.** The holder of an elective office whose term continues beyond the current Society-year is not eligible for nomination to another office or appointed position.
- 1f.** Assumption of office by newly elected personnel shall be concurrent with that of the offices of the Society.
- 1g.** If any elected person is unable or fails to perform the duties of the office, the Division Chair shall, with the advice and consent of the Executive Committee, appoint another Division member to serve in that office for the remainder of the term (See Art III, Sec 2a (9)).
- 1h.** If the Chair-elect is unable to assume or continue in office, the Vice-Chair shall assume the office of Chair and the Executive Committee will elect a Vice-Chair from its membership. The newly elected Chair will appoint a qualified member to fill the vacancy on the Executive Committee.
- 1j.** If both the Chair and Vice-Chair are unable to assume or continue in office, the Director: Programs shall serve as Interim Chair until a Chair and Vice-Chair can be duly nominated and elected at the next scheduled Division election. The Interim Chair may, if desired, appoint a qualified member to serve as acting Director: Programs.
- 1k.** The Division Chair may be removed from office for failure to satisfactorily perform the duties and responsibilities of that office. Action to remove the Chair may be initiated by a petition, addressed to the chair of the Policy Committee, signed by at least three (3) members of the Executive Committee or ten (10) members at large of the Division. Upon receipt of such petition the chair of the Policy Committee will seek the counsel and approval to proceed from three (3) or more other members of the Policy Committee. The chair of the Policy Committee will either return the petition to its source without further

action or poll the Executive Committee on the question of removing the Chair from office. A telephone or electronic poll, confirmed in writing, shall be conducted as expeditiously as practicable. Five (5) of a possible seven (7) votes will be required to remove the Chair from office. The chair of the Policy Committee will notify the Chair that the removal action is pending and of the results of the poll, and if the vote favors removal, request the Chair's resignation. If the resignation is not forthcoming, the Chair will be removed by executive fiat, and the Executive Secretary of ASEE so notified. Replacement of the removed Chair shall be in accordance with the provisions of Article IV, Sections. 1h or 1j, as applicable.

Article V: Conferences

Section 1. Annual Conference. There shall be an Annual Conference of the Division to be held concurrently with the Annual Conference of the Society, and it shall include the annual Division dinner meeting, one or more conference sessions, and a luncheon business meeting. The Annual Conference shall be planned to include areas of interest to instructors in technical education as well as those instructing at junior and senior levels and employers of graduates. Joint meetings with other divisions and constituent committees of the Society are to be encouraged.

1a. Program for the Annual Conference

The program for the Annual Conference shall be considered by the Executive Committee at the MidYear Conference of the Division at the MidYear luncheon business meeting along with other items of business. Written reports of committees shall be received and distributed.

1a(1). The chair shall transmit the program for the Annual Conference to the Executive Director of the Society. The tentative draft of the program shall be submitted when requested by the Society subject to modifications enacted by the Executive Committee at the MidYear Conference.

Section 2. MidYear Conference. There shall be a MidYear Conference to be held at an appropriate date annually between October 1 and January 31, and shall include a Division MidYear dinner meeting, one or more technical/professional sessions, and a luncheon business meeting.

2a. Program for the MidYear Conference

The program for the MidYear Conference shall be considered by the Executive Committee at the Annual Conference of the Division. The Chair shall present the MidYear Conference program to members of the Division at the annual luncheon business meeting.

2a(1). Site Selection for MidYear Conferences

Individuals wishing to host a MidYear Conference shall submit a letter of proposal to the Director of Programs of the Division no later than one-year in advance of the Conference date. The Chair of the Division shall then include the proposal on the agenda for the next regularly scheduled Executive Committee meeting. A representative of each campus wishing to host a MidYear Conference must be present at the Executive Committee meeting to present a brief proposal to the Committee. The Executive Committee will then be responsible for selecting

sites for conferences. Whenever possible, preference will be given to geographic distribution of conference sites.

Section 3. Periodic Summer Schools shall be held at the direction of the Executive Committee.

Section 4. Division members are urged to plan group meetings of engineering design graphics instructors in connection with sectional conferences of ASEE, and are urged to make those meetings of interest to instructors in technical education and of junior and senior college levels with a view of including such instructors as members of the Division.

Section 5. Members of the Society and other interested persons are eligible to attend all open conferences and meetings of the Division.

Article VI: Executive Committee

Section 1. Duties

- 1a.** The Division shall have an Executive Committee whose duty shall be to administer the affairs of the Division and report to the Division at the MidYear and Annual Conferences.
- 1b.** The Executive Committee shall convene for a meeting prior to the Annual and MidYear business meetings in order to receive and discuss written reports from the Division's committees and to conduct such other business as required.
- 1c.** The Executive Committee shall schedule and arrange for Annual conferences, MidYear conferences and summer schools. It shall administer such other activities as may be desirable for the promotion of the objectives of the Division, including the appointment of special committees.

Section 2. Officers. The officers of the Executive Committee shall be the officers of the Division.

Section 3. Members. The members of the Executive Committee shall be the officers of the Division and the immediate past chair.

Section 4. Proxies. A member of the Executive Committee who cannot attend a meeting may designate a proxy. If no proxy is designated, the Chair of the Division may appoint a proxy from the membership of the Division.

Section 5. Agenda. The Chair of the Division is responsible for the agenda of the Executive Committee meeting and the Division business meeting. Persons desiring a place on either agenda should submit a written request, including a brief statement of purpose and justification, to the Chair at least thirty (30) days prior to the scheduled meeting. Persons not on the agenda desiring the floor at an Executive Committee or Division business meeting may be recognized at the discretion of the Chair.

Article VII: Committees

Section 1. Bylaw Committees. The Chair of the Bylaw committee is expected to submit a report to the Vice-Chair of the Division well in advance of the Executive Committee meeting at the Annual and MidYear Conferences. The report should be available for study by members of the Executive Committee so that controversial or other critical issues may be intelligently discussed and action taken at the Executive Committee meeting.

1a. Nominating Committee

A Nominating Committee shall be recommended by the incoming Vice-Chair to be confirmed by the Executive Committee at its Annual meeting in June. The Nominating Committee shall consist of five members, three of whom shall be the most recent past Chairs of the Division, and two other qualified members. The chair of the Nominating Committee shall be the senior past chairman, so appointed.

1b. Elections Committee

The Elections Committee for the following year shall consist of the Vice-Chair in office and two members of the Division appointed by the Vice-Chair. The appointments shall be subject to approval by the Executive Committee. The Vice-Chair shall chair the Elections Committee.

1b(1). The chair of the Elections Committee shall transmit the results of the election to the Chair of the Division. The Chair shall inform each candidate (including those not elected) of the results of the election for his office and shall transmit the names of the newly-elected officers to the Editor of the *Journal* for publication in the Spring issue of the *Journal*. The chair of the Elections Committee shall report the results of the election to the Division at the annual business meeting.

1c. Policy Committee

A Policy Committee shall be recommended by the incoming Chair to be confirmed by the Executive Committee at its annual meeting in June. The Policy Committee shall be composed of three (3) or more members, of who three (3) shall be past Chairs of the Division. The Policy Committee shall consider all matters of policy for the Division that are assigned to it and make recommendations to the Division and the Executive Committee (See Article IV, Section 1k).

1d. Distinguished Service Award Committee

The Distinguished Service Award Committee shall be composed of the three immediate past Chairs of the Division. The senior, past Chair shall chair the Committee. The Committee shall consider as possible recipients of the Distinguished Service Award those nominees thought to be worthy of the award because of exceptional service to the engineering profession, the Division, and to engineering education. Since the recipient is recognized by both the Division and the Society as a person of considerable professional stature, the Committee need not select a recipient in any year that none of the nominees fully meet the requirements established by the Division and set forth in these Bylaws.

1d(1). The purpose of the Distinguished Service Award is to encourage and recognize those persons who have made outstanding contributions to the field of graphics and the Engineering Design Graphics Division of ASEE. These contributions should include the teaching of students within the realm of interest of the Engineering Design Graphics Division and participation in EDGD activities.

1d(2). The Award. The award shall consist of an appropriate certificate and/or plaque

presented at the Engineering Design Graphics Division awards dinner at the Annual ASEE Conference.

1d(3). Requirements. In order to receive the Distinguished Service Award, a person must have made a clearly discernible contribution to the field of graphics in several of the following ways. Item (f), Service to the Engineering Design Graphics Division is a requisite.

- a. Success as an educator established both as to competence in a subject matter and ability to inspire students to high achievement.
- b. Improvement of the tools and conditions for teaching. Evidence of achievement may consist of subject matter publications, courses of curricula, diagrams and models, laboratory and other teaching equipment, and other similar activities.
- c. Improvements of teaching that may include the development of teachers in a department or in another school, cooperation with other types of educational institutions or industry, development of testing and guidance programs, and the coordination of fields of subject matter.
- d. These improvements may be demonstrated by recognitions and significant honors.
- e. Scholarly contributions to the field may include papers, presentations, research, data, and other literature.
- f. Service to the Engineering Design Graphics Division of ASEE as evidenced by regular attendance at its meetings, service on EDGD committees and as an EDGD officer with a record of definite achievement and contribution to EDGD programs, publications, or summer school programs.

1d(4). Nominations: Nominations may be made by any member or group of members of the Division except members of this Awards Committee.

1d(5). Nomination Form: A nomination form shall be prepared by the Distinguished Service Award Committee, which will outline the qualifications and will provide space for a brief description of a nominee's performance in each category. This form shall accompany the election ballot (See Article IV, Section 1d).

1d(6). The Report of this Committee shall be made at the appropriate time and place.

1d(7). Nominees from the previous three years may also be considered for the award by this committee. A list of names of those individuals, and all supporting information, shall be passed on to the incoming chair of the Committee by the outgoing chair.

Section 2. Non-Bylaw Committees. Non- Bylaw committees shall be assigned to one of the following described categories under the supervision of the appropriate Director. They may be appointed by the Division Chair or by the Executive Committee when such a committee is deemed necessary for the proper functioning of the Division. Some special purpose committees may be assigned under the control of the Chair or Vice-Chair.

2a(1). Membership: The purpose of the committee is to perform all responsibilities to attract and retain members of the Division. Specific tasks include: advertise and provide new member material at all ASEE Annual and EDGD MidYear Conferences, revise and distribute the EDGD "Welcome Letter" and brochure to new members, coordinate and ensure prospective members receive a year's subscription to the *EDGD Journal*, and to coordinate and manage the EDGD

Mentor Program.

2a(2). Programs Committees in this category are responsible for planning and implementing the ongoing programs of the Division. There shall be an Ad Hoc Program Committee for each Annual and MidYear Conference, and it shall be responsible for all conference sessions sponsored totally or jointly by the Division during that conference. Each program committee shall be appointed at the conference occurring approximately 18 months prior to the conference for which it is responsible, and shall cease to exist following the conference for which it was formed. A Program Committee shall generally consist of the Division Vice-Chair, the Director of Programs, a Conference Chair, a Program Chair, and at least one other person closely allied with, or especially qualified to represent and act as liaison for, the institution or area in which the particular conference is to be held. This person may also be the Conference Chair or the Program Chair.

2a(3). Communications: Committees in this category are to increase and promote communication among the members and communication with professional constituents who may not be members.

Section 3. Committee Chairs. Committee chairs are responsible for following the guidelines established by their Director and for keeping the appropriate Director informed of the activities of their committee. The chair directs the activities of the committee members within the constraints of those guidelines. The committee chair may suggest to the appropriate Director such additional activities as deemed necessary for the committee's proper functioning. Each chair shall prepare and submit reports to the appropriate Director in time for the reports required of the Director to be prepared. Required reports are interim for presentation at MidYear Conference and annual for presentation at the Annual Conference.

3a. Program Chair for the Annual Conference. Each Program Chair shall submit proposed programs to the Director: Programs for approval. The Director will in turn submit the proposal to the Division Chair and Executive Committee for their approval. The Program Chair for an Annual Conference and the Division Chair shall attend the ASEE planning meeting for that particular conference. The Program Chair, with the assistance of the Program Committee, determines the number, type and specifics of all national events, including participants and session moderators. Although it is the Director's responsibility to pass on to the Program Chair all available program suggestions and other pertinent information, it shall be the responsibility of the Program Chair to select and schedule the actual events and participants after the program has been approved by the Director: Programs and the Executive Committee. The Program Chair shall also be responsible for preparing feature articles or announcements publicizing the program in the appropriate journal(s) and in other ways assist in the proper advertising and promotion of the program.

Article VIII: Publications

Section 1. Publications Committee. The Publications Committee shall be composed of the Director-Editor (See Article III, Section 2d (3c), the Circulation Manager-Treasurer, the Advertising Manager, and such Assistant Editors as are deemed necessary by the Director-Editor.

- 1a.** The Publications Committee shall be responsible for the timely publication of the *Engineering Design Graphics Journal*, and any other Division publications, as authorized or directed by the Executive Committee. A minimum of three issues of the *Journal* shall be published each year.

Section 2. Selection of the Publications Committee

- 2a. The Director: Publications** shall be elected for a three-year term as described in Article IV.
- 2b. Circulation Manager-Treasurer.** The Circulation Manager-Treasurer shall be appointed by the Director: Publications, subject to the approval of the Executive Committee. The term of appointment shall be indefinite and continue for so long as it is mutually agreeable with the appointee, the supporting institution, and the Director: Publications and the responsibilities of the office are properly served. The appointment may be terminated by resignation or death, by request from the supporting institution, or for cause by action of the Executive Committee. A recommendation to terminate the appointment may be made to the Executive Committee by the Director: Publications or may be initiated by the Executive Committee after suitable notice to the Director: Publications. Termination, for whatever reason, shall consider the best interests of the Division and be handled in such a manner as to ensure continuity of the operations of this office.
- 2c. The Advertising Manager** shall be appointed by the Director: Publications and serve a concurrent term with and at the pleasure of the Director: Publications.

Section 3. Duties. The duties of the members of the Publications Committee shall be as follows:

3a. Director - Publications

The Director: Publications is chair of the publications Committee and Editor of the *Engineering Design Graphics Journal* and a member of the Executive Committee.

- 3a(1).** The Editor is responsible for soliciting, selecting and editing all articles and other material published in the *Journal*.
- 3a(2).** The Editor will cooperate with the editor of the Society publication, *Engineering Education*, as to material referred to the *Engineering Design Graphics Journal* for publication, and as to material referred to *Engineering Education* for publication. In conjunction with the Circulation Manager, the Editor shall supply copies of each issue of the *Journal* to appropriate entities in ASEE.
- 3a(4).** The Editor shall report on all matters pertaining to the *Journal* to the Executive Committee at all of its meetings and at other times as requested.
- 3a(5).** The Editor shall appoint, subject to the approval of the Executive Committee, any Assistant Editors required to assist with the publication of the *Journal*.

3b. Circulation Manager-Treasurer. The Circulation Manager-Treasurer is responsible to the Director-Editor for all matters pertaining to the circulation and finances of the *Journal*.

- 3b(1).** The Circulation Manager-Treasurer shall solicit subscriptions from viable non-member sources and provide current subscriber lists to the Editor.
- 3b(2).** The Circulation Manager-Treasurer shall assist the Editor in any way requested to expedite the distribution of the *Journal*.
- 3b(3).** The Circulation Manager-Treasurer shall receive all monies due the *Journal* from

non-member subscriptions, advertising income, fees, etc., and deposit such monies in a suitable account in a federally insured financial institution under the name of the *Engineering Design Graphics Journal*. Signatures of both the Circulation Manager-Treasurer and a Division member approved by the Executive Committee shall be on file with either having access to the accounts(s).

- 3b(4).** The Circulation Manager-Treasurer shall pay by check all costs, approved by the Editor, related with publication of the *Journal*.
- 3b(5).** The Circulation Manager-Treasurer shall maintain accurate financial records in a standard bookkeeping form and submit a financial statement and a report on other activities at the MidYear and Annual meetings.
- 3b(6).** The *Journal* financial records shall be presented annually for audit by an ad hoc audit committee appointed by the Division Chair.
- 3b(7).** When a new Circulation Manager-Treasurer is appointed, the financial records will be audited and the incumbent Circulation Manager-Treasurer will transmit to the successor Circulation Manager-Treasurer all financial records together with all monies in the *Journal* account(s).

3c. Advertising Manager. The Advertising Manager shall be responsible to the Editor for all matters pertaining to advertising the *Journal*.

- 3c(1).** The Advertising Manager shall actively solicit, and procure advertisement from all appropriate sources.
- 3c(2).** The advertising Manager shall represent the *Journal* in all business matters with advertisers, submitting bills according to the current rates, and promptly transmitting monies received to the Circulation Manager-Treasurer.
- 3c(3).** The Advertising Manager shall maintain logs of advertising accounts, contracts, accounts receivable and recommendations for changes in advertising policy.
- 3c(4).** The Advertising Manager shall submit reports on the status of all advertising activities to the Editor prior to the MidYear and Annual meetings.

3d. Assistant Editors. Their duties shall be assigned by the Editor.

Section 4. Advertising Rates. The Publications Committee shall fix advertising rates subject to the approval of the Executive Committee.

Section 5. Subscription Rates. The Publications Committee shall fix subscription rates for non-members subject to the approval of the Executive Committee.

Section 6. Finances. The Publications Committee will conduct an annual financial review of the *Journal* and other publications financed from *Journal* funds and prepare an operating budget for the coming year. In addition to the operating fund, an emergency contingency fund of sufficient amount to finance Division publications for one year will, financial solvency permitting, be maintained in a suitable account in a federally-insured institution in the name of the *Engineering Design Graphics Journal*. Funds in excess of the operating budget and emergency contingency fund may, by action of the Executive Committee, be transferred to the custody of the Division Secretary-Treasurer for deposit in the Division fund account to be used as the Executive Committee may direct. Available Division funds may, with the approval of the Executive committee, be transferred to the Circulation Manager-Treasurer of the Publications Committee, to meet existing or anticipated deficits in operating funds or to

finance special or unusual “one time” projects. No separate account will be maintained by the Secretary-Treasurer of funds received from the Publications Committee, nor will funds made available to the Publications Committee by the Secretary-Treasurer be limited to amounts previously deposited.

Article IX: Parliamentary Authority

Section 1. The rules contained in Robert's Rules of Order (latest edition) shall govern the Division in all cases to which they are applicable and in which they are not inconsistent with the Constitution and Bylaws of the Council of Technical Division and Committees, or the Bylaws of the Division; in other cases the constitution and Bylaws of ASEE shall govern.

Article X: Amendments to the Bylaws

Section 1. These Bylaws may be amended at any annual business meeting of the Division by a two-thirds majority vote of the members of the Division who are present.

Section 2. These Bylaws may also be amended by a letter or electronic ballot of the members of the Division as recorded in the office of the American Society for Engineering Education, mailed or electronically distributed by the Secretary-Treasurer of the Division; the amendment being approved if two thirds of the ballots returned within thirty (30) days are favorable.

Section 3. Proposed amendments may be approved for submission to the membership submitted in only four ways as follows:

- a. By a majority vote of the Executive committee.
- b. By petition to the Chair signed by ten (10) individual members of the Division.
- c. By recommendation to the Division Chair by the Constitution and Bylaws Committee of the Society through its Executive director.
- d. By unanimous vote of the Policy Committee of the Division.

Section 4. Amendments to these Bylaws must be approved by the ASEE board of directors. The Secretary-Treasurer of the Division will forward Amended Bylaws to National Headquarters for ASEE board of director’s approval and posting to the society website.