These notes will be deleted, so don’t worry about orphans:

Text in this shade of purple requires special attention; they reflect major editorials, other changes, or updates. Every attempt was made to retain the original text and wording as is referenced by the “Formerly” comments.

Bylaw or bylaw verses bylaws (https://robertsrules.forumflash.com/topic/30829-bylaw-or-bylaws/).
- Each provision is “a bylaw;” and they are collectively the organization’s bylaws.
- The document is referred to as the bylaws, treated as a plural, when used in that form as a noun. In the role of an adjective, it is used as the singular, such as a bylaw amendment or bylaw provision.

ASEE unit (ie divisions) bylaws should be reviewed by its parent entity periodically. The current EDGD bylaws, which were approved Feb 2012 and submitted to ASEE Oct 2012, was reviewed for currency, edited and proofed, and reformatted in accordance with ASEE's bylaws template accepted by ASEE Board Jun 2004 and revised Aug 2015 (see https://www.asee.org/member-resources/groups/divisions/model-division-bylaws.pdf). Every attempt was made to align the current content of EDGD bylaws with ASEE bylaws template.

While some template verbiage was incorporated to help clarify, almost all the verbiage is identical to the approved Oct 2012 revision of EDGD bylaws. Several changes/additions were incorporate and require special attention.

An Awards Committee to oversee the number of awards EDGD administers was added to the bylaws.

The inclusiveness statement was incorporated in the bylaws.

The following statement regarding the publication of EDGJ was incorporated: EDGJ shall continually posts new articles in an annual volume dated July 01 of the year in which the first article is published.

Titles for the three past chairs was provided.

Heading scheme: EDGD bylaws have always employed what are referred to as multilevel or hierarchical lists, which can be applied to paragraphs or headings, to organize the content of their bylaws. In its most recent bylaws, EDGD employed an Articles, Sections, and a number, letter, number, etc scheme to delineate paragraphs and headings. This particularly cumbersome scheme has been replaced with a heading number scheme (ie 1, 1.1, 1.2.1, 1.2.2, etc).

In addition to the heading scheme incorporated, line numbers, which will eventually be removed, have been included to help facilitate discussions.

Refer to Article X: Amendments to the Bylaws, of the current bylaws, which are attached, for the amendment process. The executive committee has met and voted per the following:

Section 3. Proposed amendments may be approved for submission to the membership submitted [sic] in only four ways as follows:
   a. By a majority vote of the Executive committee.

During the 2019 annual, we will do the following:

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.
BYLAWS OF THE ENGINEERING DESIGN GRAPHICS DIVISION

Adopted: (insert original adoption date)

[Add all earlier if we have]

Approved by EDGD Feb 2012

Submitted to ASEE Oct 2012

Revised: (insert date)

1. NAME

1.1. The name of this Division of the American Society for Engineering Education (ASEE, aka the ASEE) shall be the Engineering Design Graphics Division (EDGD, aka the EDGD).

2. OBJECTIVES

2.1. The objectives of EDGD support the objectives of ASEE as set out in ASEE Constitution, with an emphasis on those objectives that pertain to engineering design graphics. That is, EDGD shall:

2.1.1. Provide leadership and guidance for those engaged in the teaching of engineering design, documentation and graphical analysis and their uses in industry.

2.1.2. Investigate matters relating to engineering graphics and to inform the membership of current developments.

2.1.3. Encourage the early participation of engineering and technology students in the areas of graphics and design.

2.1.4. Promote, stimulate and provide opportunities for the professional interchange of ideas among the membership.

2.2. In the pursuit of these objectives, EDGD members shall treat all people with compassion and dignity, promote the inclusion and education of diverse individuals, and embrace new ideas for the innovative solution of problems in engineering design graphics and related fields.

3. MEMBERSHIP

3.1. The members of EDGD shall be those members of the ASEE who identify to ASEE their wish to be affiliated with EDGD each year and who pay EDGD dues each year.

3.2. Dues shall be set by the members of EDGD using the procedures indicated in paragraph 11 Amendments to the Bylaws. The dues shall be reported to ASEE Headquarters staff for implementation.

4. ORGANIZATION

4.1. EDGD shall be administered by an Executive Committee composed of the:

4.1.1. Chair

4.1.2. Vice-Chair

4.1.3. Secretary-Treasurer

4.1.4. Director of Membership

4.1.5. Director of Programs

4.1.6. Director of Publications

4.1.7. Director of Communications

4.1.8. Immediate Past-Chair (versus the Past-Chair and the Outgoing Past-Chair—see paragraph 6.1.13.)

5. OFFICERS

5.1. The Division’s officers shall be:
5.1. Chair, serving a term of one year and succeeding to the position of Immediate Past-Chair.
5.1.2. Vice-Chair elected and serving a term of one year and succeeding to the position of Chair.
5.1.3. Secretary-Treasurer elected and serving a term of three years.
5.1.4. Director of Membership elected and serving a term of three years.
5.1.5. Director of Programs elected and serving a term of three years.
5.1.6. Director of Publications elected and serving a term of three years.
5.1.7. Director of Communications elected and serving a term of three years.

5.2. The Chair and other elected officers shall assume their duties at the close of the Division’s business meeting conducted at the annual meeting of ASEE. Appointed officers shall assume their duties upon appointment.

5.3. In the event of the resignation or passing of one of the members of the Executive Committee, the vacated office shall be filled for the duration of the unexpired term by a person to be appointed by vote of the Executive Committee, except that in the event of the resignation or passing of the:

5.3.1. Chair, where the Vice-Chair shall take office as Chair immediately, serving out the duration of the unexpired term followed by the term to which they were elected;
5.3.2. Vice-Chair, where a special election shall be conducted within 30 days to elect a new Vice-Chair and the Executive Committee may, at its discretion, appoint a person to fulfill the duties of the Vice-Chair until the position is filled by election;
5.3.3. Immediate Past-Chair, where the vacated office shall not be filled for the duration of the unexpired term.

5.4. In the absence of both EDGD Chair and Vice Chair, the Director of Programs will serve as interim chair, assuming the duties and responsibilities of EDGD Chair.

6. DUTIES OF OFFICERS

6.1. The Chair

6.1.1. Is the chief executive officer of EDGD and of the Executive Committee and an ex officio member of all Division committees.
6.1.2. Presides at all business meetings of EDGD and the Executive Committee.
6.1.3. Is the senior member of EDGD on the Executive Board of the ASEE PIC III.
6.1.4. 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.
6.1.5. 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.
6.1.6. Shall appoint all bylaw committees (§2, Bylaw Committees) except Nominating, designating the chair of each committee except where the chair is specified by the Bylaws.
6.1.7. Shall appoint the chairs and, at their discretion, members of committees not specified by the Bylaws but considered necessary for the adequate administration and operation of EDGD and assign such committees to the Vice-Chair or appropriate Director for administrative purposes.
6.1.8. Shall review and approve the composition of all committees.
6.1.9. Shall assure the effective operation of EDGD by revoking the appointment of any appointee who is not satisfactorily performing the duties of the position to which appointed.
6.1.10. Shall, with the advice and consent of the Executive Committee, request the resignation of any officer of EDGD who is not satisfactorily performing the duties of the office to which elected, and shall appoint another member of EDGD 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 paragraph 7.8.
6.1.11. Is responsible for all meetings of EDGD and of the Executive Committee.
6.1.12. The Chair shall represent EDGD on the Council Board of the Professional Interest Council (PIC) to which EDGD has been assigned by ASEE.
6.1.13. The Chair succeeds to the Immediate Past Chair of EDGD at the beginning of ASEE-year following the term as Chair. The Immediate Past Chair succeeds to the Past Chair of EDGD at the beginning of ASEE-year following the term as Immediate Past Chair. The Past Chair

Commented [CRA6]: Formerly Article III, Section 1.

Commented [CRA7]: From the model division bylaws, paragraphs E.2 and 3 and Article IV, paragraphs 1f-1k.
6.2. The Vice-Chair

6.2.1. The term of office of the Vice-Chair begins with ASEE-year beginning in June following the Annual Conference of the calendar year in which elected.

6.2.2. The Vice-Chair succeeds to the Chair of EDGD at the beginning of ASEE-year following the term as Vice-Chair.

6.2.3. If the Chair is unable to perform the duties of the office, the Vice-Chair shall assume the Chair.

6.2.4. In the absence of the Chair, the Vice-Chair shall preside at all business meetings of EDGD and of the Executive Committee.

6.2.5. The Vice-Chair shall be the junior member of EDGD on the executive board of the ASEE PIC III.

6.2.6. The Vice-Chair shall assist the Chair in the administration and operation of EDGD.

6.2.7. To provide continuity, the Vice-Chair shall, through communication with the Chair, keep informed of current activities and become familiar with EDGD's operational procedures.

6.2.8. In May, the incoming Vice-Chair shall appoint the Nominating subject to the approval of the Executive Committee at ASEE Annual Conference.

6.2.9. The incoming Vice-Chair shall prepare a list of committees for the following year for presentation to EDGD. Printed copies of this list shall be made available to the Executive Committee and provided to all persons attending the annual business meeting of EDGD.

6.2.10. The Vice-Chair is responsible for the functioning and performance of the following Bylaw Committees: Nominating, Policy, Awards, and Distinguished Service Award. The duties and composition of these committees are defined in paragraph 8.2.

6.3. The Secretary-Treasurer

6.3.1. Is Secretary-Treasurer of EDGD and of the Executive Committee.

6.3.2. Shall keep complete records of all meetings of EDGD 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.

6.3.3. Shall distribute copies of the minutes of the previous Annual and Midyear business meetings to all members in attendance at the Annual business meeting.

6.3.4. Shall receive and preserve copies of all reports presented at the meetings of EDGD and of the Executive Committee.

6.3.5. 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, when changes are made to these Bylaws.

6.3.6. 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.

6.3.7. Shall be the disbursing agent for EDGD and will disburse funds upon approval of EDGD Chair.

6.3.8. Shall submit an annual financial report at the annual business meeting and an interim report at the Midyear meeting.

6.4. Directors

6.4.1. 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 ASEE-year. Each Director shall be responsible for all committees in one of the following categories:

6.4.1.1. Membership

6.4.1.2. Programs

6.4.1.3. Publications

6.4.1.4. Communications

6.4.2. 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 EDGD Chair as described in paragraph 6.1.7. 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 EDGD Chair. Directors shall be responsible for notifying EDGD Chair of any appointee under their supervision whose unsatisfactory performance could require action under the provisions in paragraph 6.1.9.

6.4.3. Director of Membership. The Director is responsible for the function and performance of the Membership Committee.

6.4.4. Director of 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 EDGD 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 is responsible for ensuring that all program committees are properly functioning and maintaining their time schedule. In the absence of both EDGD Chair and Vice Chair, the Director will serve as interim chair, assuming the duties and responsibilities of EDGD Chair.

6.4.5. Director of Publications. The Director shall serve as Editor of the Engineering Design Graphics Journal (EDGJ) and is responsible for the effective performance of all members of the Publications Committee—see paragraph 10.

6.4.6. Director of Communications. The Director is responsible for the management and upkeep of EDGD website, ensuring that EDGD website adheres to the policies and standards of ASEE with respect to privacy and all other internet issues, and shall serve as the Division’s archivist. As the Division’s archivist, the Director shall ensure that plaques, certificates, and other like mementos are available for presentation at the Annual and Midyear conferences. The Director shall seek and disperse information about EDGD activities and other items of interest to EDGD members.

7. ELECTIONS AND SUCCESSION OF OFFICERS

7.1. 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 EDGD who has expressed a willingness to accept the nomination and to serve if elected to the office to be filled. The slate of candidates shall be posted to EDGJ by December 15.

7.2. 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 EDGD 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 paragraph 7.4.

7.3. The nomination period shall close on December 1. A petition for nomination received after December 1 cannot be accepted.

7.4. Not later than January 15, and returnable before February 15, the Chair of the Nominating Committee shall inform the Secretary-Treasurer of the need to send a ballot by either electronic or surface mail to each member of record (as provided by EDGJ Circulation Manager-Treasurer) of EDGD. 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 EDGD Vice-Chair.
7.5. The Secretary-Treasurer shall compile and transmit the results of the election to the Chair of EDGD. The Chair shall inform each candidate (including those not elected) of the election results for their office and shall transmit the names of the newly-elected officers to the Editor of EDGJ for publication in the Journal. The Secretary-Treasurer shall report the results of the election to EDGD at the annual business meeting.

7.6. 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.

7.7. Assumption of office by newly elected personnel shall be concurrent with that of the offices of ASEE.

7.8. If any elected person is unable or fails to perform the duties of the office, EDGD Chair shall, with the advice and consent of the Executive Committee, appoint another EDGD member to serve in that office for the remainder of the term.

7.9. 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.

7.10. If the Chair and Vice-Chair are unable to assume or continue in office, the Director of Programs shall serve as Interim Chair until a Chair and Vice-Chair can be duly nominated and elected at the next scheduled EDGD election. The Interim Chair may, if desired, appoint a qualified member to serve as acting Director of Programs.

7.11. EDGD 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 EDGD. 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 paragraph 7.8 or 7.9, as applicable.

8. COMMITTEES

8.1. Executive Committee: EDGD shall have an Executive Committee whose duty shall be to administer the affairs of EDGD and report to EDGD at the Midyear and Annual Conferences.

8.1.1. The Executive Committee shall convene for a meeting prior to the Annual and Midyear business meetings to receive and discuss written reports from EDGD's committees and to conduct such other business as required.

8.1.2. 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 EDGD, including the appointment of special committees.

8.1.3. The officers of the Executive Committee shall be the officers of EDGD.

8.1.4. The members of the Executive Committee shall be the officers of EDGD and the immediate past chair.

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

8.1.6. The Chair of EDGD is responsible for the agenda of the Executive Committee meeting and EDGD 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.
8.2. **Bylaw Committees:** The Chair of each Bylaw Committee is expected to submit a report to the Vice-Chair of EDGD 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.

8.2.1. **Nominating Committee:** A Nominating Committee shall be recommended by the incoming Vice-Chair to be confirmed by the Executive Committee at its Annual meeting. The Nominating Committee shall consist of five members, three of whom shall be the most recent past Chairs of EDGD, and two other qualified members. The chair of the Nominating Committee shall be the Outgoing Past-Chair.

8.2.2. **Policy Committee:** A Policy Committee shall be recommended by the incoming Chair to be confirmed by the Executive Committee at its Annual meeting. The Policy Committee shall be composed of three (3) or more members, of whom three (3) shall be past Chairs of EDGD. The Policy Committee shall consider all matters of policy for EDGD that are assigned to it and make recommendations to EDGD and the Executive Committee.

8.2.3. **Awards Committee:** The Awards Committee consists of EDGD Chair, Vice-Chair, EDGJ Editor, and Midyear Program Chair. The Vice-Chair shall administer the Awards Committee, which shall include ensuring that the Secretary-Treasurer is provided the information needed to make the monetary payments to the respective award recipients and the Director of Communications is provided the information needed to produce the plaques, certificates, and other like mementos for presentation at the respective venue. This Committee shall consider recommendations for new awards and maintain and administer all EDGD awards except the Distinguished Service Award.

8.2.4. **Distinguished Service Award Committee:** The Distinguished Service Award (DSA) Committee shall be composed of the three immediate past chairs of EDGD—the Immediate Past Chair, Past Chair, and Outgoing Past Chair. The Outgoing Past Chair shall chair the Committee. The Committee shall consider as possible recipients of DSA those nominees thought to be worthy of the award because of exceptional service to the engineering profession, EDGD, and to engineering education. Since the recipient is recognized by both EDGD and ASEE 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 EDGD and set forth in these Bylaws.

8.2.4.1. The purpose of DSA is to encourage and recognize those persons who have made outstanding contributions to the field of graphics and EDGD of ASEE. These contributions should include the teaching of students within the realm of interest of EDGD and participation in EDGD activities.

8.2.4.2. The award shall consist of an appropriate certificate and/or plaque presented at EDGD awards dinner at the Annual ASEE Conference.

8.2.4.3. To be recognized with DSA, a person must have made a clearly discernible contribution to the field of graphics in several of the following ways. Service to EDGD is a requisite:

- **8.2.4.3.1.** Success as an educator established both as to competence in a subject matter and ability to inspire students to high achievement.
- **8.2.4.3.2.** 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.
- **8.2.4.3.3.** 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.
- **8.2.4.3.4.** These improvements may be demonstrated by recognitions and significant honors.
- **8.2.4.3.5.** Scholarly contributions to the field may include papers, presentations, research, data, and other literature.
8.2.4.3.6. Service to EDGD 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.

8.2.4.4. Nominations: Nominations may be made by any member or group of members of
EDGD except members of the Distinguished Service Award Committee. Members of
the Distinguished Service Award Committee shall not have their credentials
considered for DSA if nominated. Rather, their names shall be carried forward—see
paragraphs 8.2.4.7. Their three-year window shall start once they are no longer serving
on DSA Committee.

8.2.4.5. Nomination Form: A nomination form shall be prepared by DSA 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
bulletin.

8.2.4.6. The Report of this Committee shall be made at the appropriate time and place.

8.2.4.7. Nominees from the previous three years may also be considered for the award by this
committee. The names of the nominees, and all supporting information, shall be
passed on to the incoming Outgoing Past Chair of the Committee by the Outgoing
Past Chair upon completion of their term of service as Outgoing Past Chair.

8.3. 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 EDGD Chair or
by the Executive Committee when such a committee is deemed necessary for the proper functioning of
EDGD. Some special purpose committees may be assigned under the leadership of the Chair or Vice-
Chair.

8.3.1. Membership: The purpose of the committee is to attract and retain members of EDGD.
Specific tasks include but are not limited to: 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 EDGJ, and to coordinate and manage the EDGD Mentor Program.

8.3.2. Programs Committees are responsible for planning and implementing the ongoing programs of
EDGD. There shall be an Ad Hoc Program Committee for each Annual and Midyear
Conference. They shall be responsible for all conference sessions sponsored totally or jointly
by EDGD 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 EDGD 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
conference is to be held. This person may also be the Conference Chair or the Program Chair.

8.3.3. Communications: Committees in this category are responsible for increasing and promoting
communication among the members and communication with professional constituents who
may not be members.

8.4. 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 the Midyear and Annual Conferences.

8.4.1. Program Chair for the Annual Conference. The Program Chair shall submit proposed programs
to the Director of Programs for approval. The Director will in turn submit the proposal to
EDGD Chair and Executive Committee for their approval. The Program Chair for an Annual
Conference and EDGD Chair shall attend the ASEE planning meeting for that 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
9. MEETINGS & ACTIVITIES

9.1. The Executive Committee shall hold regular meetings during the Annual Conference of ASEE and special meetings throughout the year as called by the Chair. Those members of the Executive Committee present at meetings of the Executive Committee shall constitute a quorum.

9.2. There shall be an Annual Conference of EDGD to be held concurrently with the Annual Conference of ASEE, 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 ASEE are encouraged.

9.2.1. An annual business meeting of the unit shall be held during the annual conference of ASEE. Those members present at the meeting shall constitute a quorum. The business meeting shall include at least reports from the incumbent officers on the unit's activities for the preceding year, membership, and finances.

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

9.2.3. The Chair shall transmit the program for the Annual Conference to the Executive Director of ASEE. The tentative draft of the program shall be submitted when requested by ASEE subject to modifications enacted by the Executive Committee at the Midyear Conference.

9.3. 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.

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

9.3.2. Individuals wishing to host a Midyear Conference shall submit a letter of proposal to the Director of Programs of EDGD no later than one-year in advance of the Conference date. The Chair of EDGD 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.

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

9.5. EDGD 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 EDGD.

9.6. Members of the Society and other interested persons are eligible to attend all open conferences and meetings of EDGD.

10. PUBLICATIONS

10.1. The Publications Committee shall be composed of the Director/Editor (see paragraph 6.4.5.), the Circulation Manager-Treasurer, the Advertising Manager, and such Assistant and Associate Editors as are deemed necessary by the Director/Editor. The Publications Committee shall be responsible for the timely publication of EDGI, and any other Division publications, as authorized or directed by the Executive Committee. EDGI shall
10.2. Selection of the Publications Committee
10.2.1. The Director of Publications shall be elected for a three-year term—see paragraph 7.
10.2.2. The Circulation Manager-Treasurer shall be appointed by the Director of 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 of Publications and the responsibilities of the office are properly served. The appointment may be terminated by resignation or passing, 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 of Publications. Termination, for whatever reason, shall consider the best interests of EDGD and be handled in such a manner as to ensure continuity of the operations of this office.

10.2.3. The Advertising Manager shall be appointed by the Director of Publications and serve a concurrent term with and at the pleasure of the Director of Publications.

10.3. The duties of the members of the Publications Committee shall be as follows:

10.3.1. The Director of Publications is chair of the Publications Committee, Editor of EDGJ, and a member of the Executive Committee.

10.3.1.1. The Editor is responsible for soliciting, selecting and editing all articles and other material published in EDGJ.
10.3.1.2. The Editor will cooperate with the editor of ASEE publication, Engineering Education, as to material referred to EDGJ 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 volume of EDGJ to appropriate entities in ASEE.

10.3.1.3. The Editor shall report on all matters pertaining to EDGJ to the Executive Committee at all its meetings and at other times as requested.

10.3.1.4. The Editor shall appoint, subject to the approval of the Executive Committee, any Assistant Editors required to assist with the publication of EDGJ.

10.3.2. The Circulation Manager-Treasurer is responsible to the Director-Editor for all matters pertaining to the circulation and finances of EDGJ.
10.3.2.1. The Circulation Manager-Treasurer shall solicit subscriptions from viable non-member sources and provide current subscriber lists to the Editor.

10.3.2.2. The Circulation Manager-Treasurer shall assist the Editor in any way requested to expedite the distribution of EDGJ.

10.3.2.3. The Circulation Manager-Treasurer shall receive all monies due EDGJ 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 EDGJ. 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 account(s).

10.3.2.4. The Circulation Manager-Treasurer shall pay by check all costs, approved by the Editor, related with publication of EDGJ.

10.3.2.5. 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 Conference executive committee meetings.

10.3.2.6. EDGJ financial records shall be presented annually for audit by an ad hoc audit committee appointed by EDGD Chair.

10.3.2.7. 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).

10.3.3. The Advertising Manager shall be responsible to the Editor for all matters pertaining to advertising EDGJ.
10.3.1. The Advertising Manager shall actively solicit and procure advertisement from all appropriate sources.

10.3.2. The Advertising Manager shall represent EDGI in all business matters with advertisers, submitting bills according to the current rates, and promptly transmitting monies received to the Circulation Manager-Treasurer.

10.3.3. The Advertising Manager shall maintain logs of advertising accounts, contracts, accounts receivable and recommendations for changes in advertising policy.

10.3.4. The Advertising Manager shall submit reports on the status of all advertising activities to the Editor prior to the Midyear and Annual Conference executive committee meetings.

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

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

10.6. Finances: The Publications Committee will conduct an annual financial review of EDGI and other publications financed from EDGI 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 EDGD publications for one year will, financial solvency permitting, be maintained in a suitable account in a federally-insured institution in the name of EDGI. Funds more than the operating budget and emergency contingency fund may, by action of the Executive Committee, be transferred to the custody of EDGI Secretary-Treasurer for deposit in EDGI fund account to be used as the Executive Committee may direct. Available EDGI 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.

10.7. EDGD shall produce and distribute such publications as the Executive Committee deems appropriate to promote the objectives of EDGD.

10.8. In accordance with ASEE Constitution, papers and discussions presented at meetings of ASEE and the councils or groups therein shall become the property of ASEE and may be published as ASEE series, miscellaneous or occasional publications if authorized by the Board of Directors or its delegated representative. ASEE Board of Directors, through its delegated representative, may grant permission to publish such papers and discussions elsewhere on condition that ASEE receive proper credit or may waive any property right ASEE may have in the paper or discussion. Papers not accepted for publication shall be returned to the authors and shall no longer be considered the property of ASEE.

11. **AMENDMENTS TO THE BYLAWS**

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

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

11.3. Proposed amendments may be approved for submission to the membership in only four ways:

11.3.1. By a two-thirds majority vote of the Executive Committee;

11.3.2. By petition to the Chair signed by ten (10) individual members of EDGD;

11.3.3. By recommendation to EDGD Chair by the Constitution and Bylaws Committee of ASEE through its Executive director;

11.3.4. By unanimous vote of the Policy Committee of EDGD.

11.4. Amendments to these Bylaws must be approved by the ASEE board of directors. The Secretary-Treasurer of EDGD will forward Amended Bylaws to National Headquarters for ASEE board of director’s approval and posting to ASEE website.
11.5. Amendments approved by EDGD membership shall be submitted through the PIC Chair for EDGD for approval by majority vote of ASEE Board of Directors and shall take effect only upon such approval.

11.6. New EDGD and national awards must be approved by the Awards Policy Committee (APC). Once approved by the APC, the award description shall be submitted through the PIC Chair for EDGD for approval by majority vote of ASEE Board of Directors and shall take effect upon approval.

12. STATEMENT ON DIVERSITY AND INCLUSIVENESS

12.1. Members of EDGD are committed to promoting the inclusion and education of diverse individuals and embracing diverse ideas in the professions of engineering and engineering technology. EDGD recognizes that diversity is strength in creativity, broadness of new ideas, and embraces new perspectives to arrive at the most truly innovative, resource-smart solutions possible. More information can be found on ASEE’s Statement on Diversity and Inclusiveness.

13. OTHER PROVISIONS

13.1. Any provision of these Bylaws shall be deemed invalid if it contravenes the Constitution and Bylaws of ASEE or of the PIC to which EDGD belongs.

13.2. The rules contained in Robert's Rules of Order, latest edition, shall govern EDGD in all matters of parliamentary authority to which they are applicable and in which they are consistent with the Constitution and Bylaws of ASEE and the Bylaws of EDGD. In all other matters, the Constitution of ASEE shall govern.

///End of EDGD Bylaws///