

EDGD Bylaws Amended—20190606

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, 1.2.1, 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.

51 BYLAWS OF THE ENGINEERING DESIGN GRAPHICS DIVISION

52 Adopted: (insert original adoption date)

53 [Add all earlier if we have]

54 Approved by EDGD Feb 2012

55 Submitted to ASEE Oct 2012

56 Revised: (insert date)

57 **1. NAME**

- 58 1.1. The name of this Division of the American Society for Engineering Education (ASEE, aka the ASEE)  
59 shall be the Engineering Design Graphics Division (EDGD, aka the EDGD).

Commented [CRA1]: Formerly Article I, Section 1.

60 **2. OBJECTIVES**

- 61 2.1. The objectives of EDGD support the objectives of ASEE as set out in ASEE Constitution, with an  
62 emphasis on those objectives that pertain to engineering design graphics. That is, EDGD shall:
- 63 2.1.1. Provide leadership and guidance for those engaged in the teaching of engineering design,  
64 documentation and graphical analysis and their uses in industry.
  - 65 2.1.2. Investigate matters relating to engineering graphics and to inform the membership of current  
66 developments.
  - 67 2.1.3. Encourage the early participation of engineering and technology students in the areas of  
68 graphics and design.
  - 69 2.1.4. Promote, stimulate and provide opportunities for the professional interchange of ideas among  
70 the membership.
- 71 2.2. In the pursuit of these objectives, EDGD members shall treat all people with compassion and dignity,  
72 promote the inclusion and education of diverse individuals, and embrace new ideas for the innovative  
73 solution of problems in engineering design graphics and related fields.

Commented [CRA2]: Formerly Article I, Section 2.

Commented [CRA3]: New text.

74 **3. MEMBERSHIP**

- 75 3.1. The members of EDGD shall be those members of the ASEE who identify to ASEE their wish to be  
76 affiliated with EDGD each year and who pay EDGD dues each year.
- 77 3.2. Dues shall be set by the members of EDGD using the procedures indicated in paragraph 11,  
78 Amendments to the Bylaws. The dues shall be reported to ASEE Headquarters staff for implementation.

Commented [CRA4]: Formerly Article II: Membership.

79 **4. ORGANIZATION**

- 80 4.1. EDGD shall be administered by an Executive Committee composed of the:
- 81 4.1.1. Chair
  - 82 4.1.2. Vice-Chair
  - 83 4.1.3. Secretary-Treasurer
  - 84 4.1.4. Director of Membership
  - 85 4.1.5. Director of Programs
  - 86 4.1.6. Director of Publications
  - 87 4.1.7. Director of Communications
  - 88 4.1.8. Immediate Past-Chair (versus the Past-Chair and the Outgoing Past-Chair—see paragraph  
89 6.1.13.)

Commented [CRA5]: Formerly Article III, Section 1.

90 **5. OFFICERS**

- 91 5.1. The Division's officers shall be:

- 107 5.1.1. Chair, serving a term of one year and succeeding to the position of Immediate Past-Chair.  
 108 5.1.2. Vice-Chair elected and serving a term of one year and succeeding to the position of Chair.  
 109 5.1.3. Secretary-Treasurer elected and serving a term of three years.  
 110 5.1.4. Director of Membership elected and serving a term of three years.  
 111 5.1.5. Director of Programs elected and serving a term of three years.  
 112 5.1.6. Director of Publications elected and serving a term of three years.  
 113 5.1.7. Director of Communications elected and serving a term of three years.  
 114 5.2. The Chair and other elected officers shall assume their duties at the close of the Division's business  
 115 meeting conducted at the annual meeting of ASEE. Appointed officers shall assume their duties upon  
 116 appointment.  
 117 5.3. In the event of the resignation or passing of one of the members of the Executive Committee, the  
 118 vacated office shall be filled for the duration of the unexpired term by a person to be appointed by vote  
 119 of the Executive Committee, except that in the event of the resignation or passing of the:  
 120 5.3.1. Chair, where the Vice-Chair shall take office as Chair immediately, serving out the duration of  
 121 the unexpired term followed by the term to which they were elected;  
 122 5.3.2. Vice-Chair, where a special election shall be conducted within 30 days to elect a new Vice-  
 123 Chair and the Executive Committee may, at its discretion, appoint a person to fulfill the duties  
 124 of the Vice-Chair until the position is filled by election;  
 125 5.3.3. Immediate Past-Chair, where the vacated office shall not be filled for the duration of the  
 126 unexpired term.  
 127 5.4. In the absence of both EDGD Chair and Vice Chair, the Director of Programs will serve as interim  
 128 chair, assuming the duties and responsibilities of EDGD 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.

130 **6. DUTIES OF OFFICERS**

131 6.1. **The Chair**

- 132 6.1.1. Is the chief executive officer of EDGD and of the Executive Committee and an ex officio  
 133 member of all Division committees.  
 134 6.1.2. Presides at all business meetings of EDGD and the Executive Committee.  
 135 6.1.3. Is the senior member of EDGD on the Executive Board of the ASEE PIC III.  
 136 6.1.4. Shall prepare a written report, including budget expenditures, for the term of office just  
 137 completed and transmit, not later than thirty (30) days following completion of the term of  
 138 office, copies to the Secretary-Treasurer.  
 139 6.1.5. Shall keep the Vice-Chair informed of all Division activities during the term of office and  
 140 transmit to the Vice-Chair at the end of the term all material needed to maintain continuity.  
 141 6.1.6. Shall appoint all bylaw committees (8.2. Bylaw Committees) except Nominating, designating  
 142 the chair of each committee except where the chair is specified by the Bylaws.  
 143 6.1.7. Shall appoint the chairs and, at their discretion, members of committees not specified by the  
 144 Bylaws but considered necessary for the adequate administration and operation of EDGD and  
 145 assign such committees to the Vice-Chair or appropriate Director for administrative purposes.  
 146 6.1.8. Shall review and approve the composition of all committees.  
 147 6.1.9. Shall assure the effective operation of EDGD by revoking the appointment of any appointee  
 148 who is not satisfactorily performing the duties of the position to which appointed.  
 149 6.1.10. Shall, with the advice and consent of the Executive Committee, request the resignation of any  
 150 officer of EDGD who is not satisfactorily performing the duties of the office to which elected,  
 151 and shall appoint another member of EDGD to that office for the remainder of the unexpired  
 152 term. If the officer refuses to resign or does not respond to the resignation request within thirty  
 153 (30) days, the Chair shall relieve that office by executive fiat and appoint a replacement to  
 154 serve the remainder of the unexpired term—see paragraph 7.8.  
 155 6.1.11. Is responsible for all meetings of EDGD and of the Executive Committee.  
 156 6.1.12. The Chair shall represent EDGD on the Council Board of the Professional Interest Council  
 157 (PIC) to which EDGD has been assigned by ASEE.  
 158 6.1.13. The Chair succeeds to the Immediate Past Chair of EDGD at the beginning of ASEE-year  
 159 following the term as Chair. The Immediate Past Chair succeeds to the Past Chair of EDGD at  
 160 the beginning of ASEE-year following the term as Immediate Past Chair. The Past Chair  
 161

- 162 succeeds to the Outgoing Past Chair of EDGD at the beginning of ASEE-year following the  
 163 term as Past Chair.
- 164 6.2. The Vice-Chair
- 165 6.2.1. The term of office of the Vice-Chair begins with ASEE-year beginning in June following the  
 166 Annual Conference of the calendar year in which elected.
- 167 6.2.2. The Vice-Chair succeeds to the Chair of EDGD at the beginning of ASEE-year following the  
 168 term as Vice-Chair.
- 169 6.2.3. If the Chair is unable to perform the duties of the office, the Vice-Chair shall assume the Chair.
- 170 6.2.4. In the absence of the Chair, the Vice-Chair shall preside at all business meetings of EDGD and  
 171 of the Executive Committee.
- 172 6.2.5. The Vice-Chair shall be the junior member of EDGD on the executive board of the ASEE PIC  
 173 III.
- 174 6.2.6. The Vice-Chair shall assist the Chair in the administration and operation of EDGD.
- 175 6.2.7. To provide continuity, the Vice-Chair shall, through communication with the Chair, keep  
 176 informed on all current activities and become familiar with EDGD's operational procedures.
- 177 6.2.8. In May, the incoming Vice-Chair shall appoint the Nominating subject to the approval of the  
 178 Executive Committee at ASEE Annual Conference.
- 179 6.2.9. The incoming Vice-Chair shall prepare a list of committees for the following year for  
 180 presentation to EDGD. Printed copies of this list shall be made available to the Executive  
 181 Committee and provided to all persons attending the annual business meeting of EDGD.
- 182 6.2.10. The Vice-Chair is responsible for the functioning and performance of the following Bylaw  
 183 Committees: Nominating, Policy, Awards, and Distinguished Service Award. The duties and  
 184 composition of these committees are defined in paragraph 8.2.
- 185 6.3. The Secretary-Treasurer
- 186 6.3.1. Is Secretary-Treasurer of EDGD and of the Executive Committee.
- 187 6.3.2. Shall keep complete records of all meetings of EDGD and of the Executive Committee and  
 188 within sixty (60) days following each meeting or group of meetings shall provide copies of the  
 189 minutes to all members of the Executive Committee and proxies.
- 190 6.3.3. Shall distribute copies of the minutes of the previous Annual and Midyear business meetings  
 191 to all members in attendance at the Annual business meeting.
- 192 6.3.4. Shall receive and preserve copies of all reports presented at the meetings of EDGD and of the  
 193 Executive Committee.
- 194 6.3.5. Shall, within sixty (60) days following the Annual conference at which the changes become  
 195 effective, provide each Division officer with a copy of the (revised) Bylaws, when changes are  
 196 made to these Bylaws.
- 197 6.3.6. Shall receive any Division money excluding Division dues and other funds under control of the  
 198 Publications Committee. Such money shall promptly be placed on deposit in a suitable account  
 199 in a federally-insured financial institution under the name of the EDGD-ASEE with signatures  
 200 of both the Secretary-Treasurer and one other Division member approved by the Executive  
 201 Committee.
- 202 6.3.7. Shall be the disbursing agent for EDGD and will disburse funds upon approval of EDGD  
 203 Chair.
- 204 6.3.8. Shall submit an annual financial report at the annual business meeting and an interim report at  
 205 the Midyear meeting.
- 206 6.4. Directors
- 207 6.4.1. There shall be four Directors, each elected to serve for a three-year term. No more than two (2)  
 208 directors shall be elected for any ASEE-year. Each Director shall be responsible for all  
 209 committees in one of the following categories:
- 210 6.4.1.1. Membership
- 211 6.4.1.2. Programs
- 212 6.4.1.3. Publications
- 213 6.4.1.4. Communications
- 214 6.4.2. General Duties of Directors. Directors are responsible for establishing functions and guidelines  
 215 for the operations of each of their assigned committees. Each year, prior to the Annual  
 216 Conference, they shall recommend to the incoming Chair names of suggested committee chairs  
 217 and members of committees under the Director's jurisdiction. A Director whose term is ending

218 should consult with the elected replacement as to the committee composition. The actual  
 219 appointments should not be made until approved by the Executive Committee and EDGD  
 220 Chair as described in paragraph 6.1.7. Directors shall maintain contact with the chairs of their  
 221 assigned committees to ensure timely performance of the committees' functions. Directors are  
 222 responsible for the presentation of reports on the activities of their assigned committees at the  
 223 Executive Committee meetings during the Annual and Midyear Conferences. Directors may  
 224 recommend the creation of new committees (or the discontinuance of committees that have  
 225 fulfilled their function) within the category under their jurisdiction. Recommended actions  
 226 must be approved by the Executive Committee and EDGD Chair. Directors shall be  
 227 responsible for notifying EDGD Chair of any appointee under their supervision whose  
 228 unsatisfactory performance could require action under the provisions in paragraph 6.1.9.

229 6.4.3. Director of Membership. The Director is responsible for the function and performance of the  
 230 Membership Committee.

231 6.4.4. Director of Programs. The Director is responsible for the programs of all Conference sessions  
 232 during the term of office. The Director shall be responsible for seeing that a Call for Papers is  
 233 presented at each Conference. The Director shall maintain a Manual of Procedures to aid the  
 234 Program Chair in planning the conference for which they are responsible, as well as keeping  
 235 the Program Chair informed of all pertinent information regarding that conference including  
 236 papers submitted, requests to participate, theme, and general guidelines. The Director will  
 237 approve all proposed programs before submitting them for approval of EDGD Chair and the  
 238 Executive Committee. The Director will work with the conference program chair to ensure that  
 239 a call for papers is distributed to the membership. The Director is responsible for ensuring that  
 240 all program committees are properly functioning and maintaining their time schedule. In the  
 241 absence of both EDGD Chair and Vice Chair, the Director will serve as interim chair,  
 242 assuming the duties and responsibilities of EDGD Chair.

243 6.4.5. Director of Publications. The Director shall serve as Editor of the *Engineering Design*  
 244 *Graphics Journal (EDGJ)* and is responsible for the effective performance of all members of  
 245 the Publications Committee—see paragraph 10.

246 6.4.6. Director of Communications. The Director is responsible for the management and upkeep of  
 247 EDGD website, ensuring that EDGD website adheres to the policies and standards of ASEE  
 248 with respect to privacy and all other internet issues, and shall serve as the Division archivist.  
 249 As the Division's archivist, the Director shall ensure that plaques, certificates, and other like  
 250 mementos are available for presentation at the Annual and Midyear conferences. The Director  
 251 shall seek and disperse information about EDGD activities and other items of interest to  
 252 EDGD members.

Commented [CRA8]: Formerly Article III, Section 2.

254 **7. ELECTIONS AND SUCCESSION OF OFFICERS**

255

256 7.1. A slate of candidates, for each office to be filled, shall be prepared by the Nominating Committee. An  
 257 eligible candidate must be a current member of EDGD who has expressed a willingness to accept the  
 258 nomination and to serve if elected to the office to be filled. The slate of candidates shall be posted to  
 259 *EDGJ* by December 15.

260 7.2. Additional candidates for an elective office may be nominated by a written petition addressed to the  
 261 Chair of the Nominating Committee bearing ten (10) signatures of members of EDGD and  
 262 accompanied by a statement from the nominee affirming a willingness to serve if elected. The names of  
 263 candidates nominated by petition shall be added to the slate as prepared by the Secretary-Treasurer  
 264 under the provisions of paragraph 7.4.

265 7.3. The nomination period shall close on December 1. A petition for nomination received after December 1  
 266 cannot be accepted.

267 7.4. Not later than January 15, and returnable before February 15, the Chair of the Nominating Committee  
 268 shall inform the Secretary-Treasurer of the need to send a ballot by either electronic or surface mail to  
 269 each member of record (as provided by *EDGJ* Circulation Manager-Treasurer) of EDGD. The ballot  
 270 shall bear the slate submitted by the Nominating Committee together with additional names presented  
 271 by petition. A candidate receiving the largest number of votes for the office sought shall be declared  
 272 elected. The ballots or votes, if electronic, shall be returnable to EDGD Vice-Chair.

- 273 7.5. The Secretary-Treasurer shall compile and transmit the results of the election to the Chair of EDGD.  
 274 The Chair shall inform each candidate (including those not elected) of the election results for their  
 275 office and shall transmit the names of the newly-elected officers to the Editor of *EDGJ* for publication  
 276 in the *Journal*. The Secretary-Treasurer shall report the results of the election to EDGD at the annual  
 277 business meeting.
- 278 7.6. The holder of an elective office whose term continues beyond the current Society-year is not eligible for  
 279 nomination to another office or appointed position.
- 280 7.7. Assumption of office by newly elected personnel shall be concurrent with that of the offices of ASEE.
- 281 7.8. If any elected person is unable or fails to perform the duties of the office, EDGD Chair shall, with the  
 282 advice and consent of the Executive Committee, appoint another EDGD member to serve in that office  
 283 for the remainder of the term.
- 284 7.9. If the Chair-elect is unable to assume or continue in office, the Vice-Chair shall assume the office of  
 285 Chair and the Executive Committee will elect a Vice-Chair from its membership. The newly elected  
 286 Chair will appoint a qualified member to fill the vacancy on the Executive Committee.
- 287 7.10. If both the Chair and Vice-Chair are unable to assume or continue in office, the Director of Programs  
 288 shall serve as Interim Chair until a Chair and Vice-Chair can be duly nominated and elected at the next  
 289 scheduled EDGD election. The Interim Chair may, if desired, appoint a qualified member to serve as  
 290 acting Director of Programs.
- 291 7.11. EDGD Chair may be removed from office for failure to satisfactorily perform the duties and  
 292 responsibilities of that office. Action to remove the Chair may be initiated by a petition, addressed to  
 293 the chair of the Policy Committee, signed by at least three (3) members of the Executive Committee or  
 294 ten (10) members at large of EDGD. Upon receipt of such petition the chair of the Policy Committee  
 295 will seek the counsel and approval to proceed from three (3) or more other members of the Policy  
 296 Committee. The chair of the Policy Committee will either return the petition to its source without  
 297 further action or poll the Executive Committee on the question of removing the Chair from office. A  
 298 telephone or electronic poll, confirmed in writing, shall be conducted as expeditiously as practicable.  
 299 Five (5) of a possible seven (7) votes will be required to remove the Chair from office. The chair of the  
 300 Policy Committee will notify the Chair that the removal action is pending and of the results of the poll,  
 301 and if the vote favors removal, request the Chair's resignation. If the resignation is not forthcoming, the  
 302 Chair will be removed by executive fiat, and the Executive Secretary of ASEE so notified. Replacement  
 303 of the removed Chair shall be in accordance with the provisions of paragraph 7.8 or 7.9, as applicable.

**Commented [CRA9]:** Formerly Article IV: Election and Succession of Officers.

305 **8. COMMITTEES**

- 306
- 307 8.1. Executive Committee: EDGD shall have an Executive Committee whose duty shall be to administer the  
 308 affairs of EDGD and report to EDGD at the Midyear and Annual Conferences.
- 309 8.1.1. The Executive Committee shall convene for a meeting prior to the Annual and Midyear  
 310 business meetings to receive and discuss written reports from EDGD's committees and to  
 311 conduct such other business as required.
- 312 8.1.2. The Executive Committee shall schedule and arrange for Annual conferences, Midyear  
 313 conferences and summer schools. It shall administer such other activities as may be desirable  
 314 for the promotion of the objectives of EDGD, including the appointment of special  
 315 committees.
- 316 8.1.3. The officers of the Executive Committee shall be the officers of EDGD.
- 317 8.1.4. The members of the Executive Committee shall be the officers of EDGD and the immediate  
 318 past chair.
- 319 8.1.5. A member of the Executive Committee who cannot attend a meeting may designate a proxy. If  
 320 no proxy is designated, the Chair of EDGD may appoint a proxy from the membership of  
 321 EDGD.
- 322 8.1.6. The Chair of EDGD is responsible for the agenda of the Executive Committee meeting and  
 323 EDGD business meeting. Persons desiring a place on either agenda should submit a written  
 324 request, including a brief statement of purpose and justification, to the Chair at least thirty (30)  
 325 days prior to the scheduled meeting. Persons not on the agenda desiring the floor at an  
 326 Executive Committee or Division business meeting may be recognized at the discretion of the  
 327 Chair.

**Commented [CRA10]:** Formerly Article VI: Executive Committee

- 328 8.2. Bylaw Committees: The Chair of each Bylaw Committee is expected to submit a report to the Vice-  
329 Chair of EDGD well in advance of the Executive Committee meeting at the Annual and Midyear  
330 Conferences. The report should be available for study by members of the Executive Committee so that  
331 controversial or other critical issues may be intelligently discussed and action taken at the Executive  
332 Committee meeting.
- 333 8.2.1. Nominating Committee: A Nominating Committee shall be recommended by the incoming  
334 Vice-Chair to be confirmed by the Executive Committee at its Annual meeting. The  
335 Nominating Committee shall consist of five members, three of whom shall be the most recent  
336 past Chairs of EDGD, and two other qualified members. The chair of the Nominating  
337 Committee shall be the Outgoing Past-Chair.
- 338 8.2.2. Policy Committee: A Policy Committee shall be recommended by the incoming Chair to be  
339 confirmed by the Executive Committee at its Annual meeting. The Policy Committee shall be  
340 composed of three (3) or more members, of who three (3) shall be past Chairs of EDGD. The  
341 Policy Committee shall consider all matters of policy for EDGD that are assigned to it and  
342 make recommendations to EDGD and the Executive Committee.
- 343 8.2.3. Awards Committee: The Awards Committee consists of EDGD Chair, Vice-Chair, *EDGJ*  
344 Editor, and Midyear Program Chair. The Vice-Chair shall administer the Awards Committee,  
345 which shall include ensuring that the Secretary-Treasurer is provided the information needed to  
346 make the monetary payments to the respective award recipients and the Director of  
347 Communications is provided the information needed to produce the plaques, certificates, and  
348 other like mementos for presentation at the respective venue. This Committee shall consider  
349 recommendations for new awards and maintain and administer all EDGD awards except the  
350 Distinguished Service Award.
- 351 8.2.4. Distinguished Service Award Committee: The Distinguished Service Award (DSA)  
352 Committee shall be composed of the three immediate past chairs of EDGD—the Immediate  
353 Past Chair, Past Chair, and Outgoing Past Chair. The Outgoing Past Chair shall chair the  
354 Committee. The Committee shall consider as possible recipients of DSA those nominees  
355 thought to be worthy of the award because of exceptional service to the engineering  
356 profession, EDGD, and to engineering education. Since the recipient is recognized by both  
357 EDGD and ASEE as a person of considerable professional stature, the Committee need not  
358 select a recipient in any year that none of the nominees fully meet the requirements established  
359 by EDGD and set forth in these Bylaws.
- 360 8.2.4.1. The purpose of DSA is to encourage and recognize those persons who have made  
361 outstanding contributions to the field of graphics and EDGD of ASEE. These  
362 contributions should include the teaching of students within the realm of interest of  
363 EDGD and participation in EDGD activities.
- 364 8.2.4.2. The award shall consist of an appropriate certificate and/or plaque presented at EDGD  
365 awards dinner at the Annual ASEE Conference.
- 366 8.2.4.3. To be recognized with DSA, a person must have made a clearly discernible  
367 contribution to the field of graphics in several of the following ways. Service to  
368 EDGD is a requisite.
- 369 8.2.4.3.1. Success as an educator established both as to competence in a subject  
370 matter and ability to inspire students to high achievement.
- 371 8.2.4.3.2. Improvement of the tools and conditions for teaching. Evidence of  
372 achievement may consist of subject matter publications, courses of  
373 curricula, diagrams and models, laboratory and other teaching equipment,  
374 and other similar activities.
- 375 8.2.4.3.3. Improvements of teaching that may include the development of teachers in  
376 a department or in another school, cooperation with other types of  
377 educational institutions or industry, development of testing and guidance  
378 programs, and the coordination of fields of subject matter.
- 379 8.2.4.3.4. These improvements may be demonstrated by recognitions and significant  
380 honors.
- 381 8.2.4.3.5. Scholarly contributions to the field may include papers, presentations,  
382 research, data, and other literature.

- 383 8.2.4.3.6. Service to EDGD as evidenced by regular attendance at its meetings,  
 384 service on EDGD committees and as an EDGD officer with a record of  
 385 definite achievement and contribution to EDGD programs, publications, or  
 386 summer school programs.
- 387 8.2.4.4. Nominations: Nominations may be made by any member or group of members of  
 388 EDGD except members of the Distinguished Service Award Committee. Members of  
 389 the Distinguished Service Award Committee shall not have their credentials  
 390 considered for DSA if nominated. Rather, their names shall be carried forward—see  
 391 paragraph 8.2.4.7. Their three-year window shall start once they are no longer serving  
 392 on DSA Committee.
- 393 8.2.4.5. Nomination Form: A nomination form shall be prepared by DSA Committee, which  
 394 will outline the qualifications and will provide space for a brief description of a  
 395 nominee's performance in each category. This form shall accompany the election  
 396 ballot.
- 397 8.2.4.6. The Report of this Committee shall be made at the appropriate time and place.
- 398 8.2.4.7. Nominees from the previous three years may also be considered for the award by this  
 399 committee. The names of the nominees, and all supporting information, shall be  
 400 passed on to the incoming Outgoing Past Chair of the Committee by the Outgoing  
 401 Past Chair upon completion of their term of service as Outgoing Past Chair.
- 402 8.3. Non-Bylaw Committees. Non-Bylaw committees shall be assigned to one of the following described  
 403 categories under the supervision of the appropriate Director. They may be appointed by EDGD Chair or  
 404 by the Executive Committee when such a committee is deemed necessary for the proper functioning of  
 405 EDGD. Some special purpose committees may be assigned under the leadership of the Chair or Vice-  
 406 Chair.
- 407 8.3.1. Membership: The purpose of the committee is to attract and retain members of EDGD.  
 408 Specific tasks include but are not limited to: advertise and provide new member material at all  
 409 ASEE Annual and EDGD Midyear Conferences, revise and distribute the EDGD "Welcome  
 410 Letter" and brochure to new members, coordinate and ensure prospective members receive a  
 411 year's subscription to the *EDGJ*, and to coordinate and manage the EDGD Mentor Program.
- 412 8.3.2. Programs Committees are responsible for planning and implementing the ongoing programs of  
 413 EDGD. There shall be an Ad Hoc Program Committee for each Annual and Midyear  
 414 Conference. They shall be responsible for all conference sessions sponsored totally or jointly  
 415 by EDGD during that conference. Each program committee shall be appointed at the  
 416 conference occurring approximately 18 months prior to the conference for which it is  
 417 responsible and shall cease to exist following the conference for which it was formed. A  
 418 Program Committee shall generally consist of EDGD Vice-Chair, the Director of Programs, a  
 419 Conference Chair, a Program Chair, and at least one other person closely allied with, or  
 420 especially qualified to represent and act as liaison for, the institution or area in which the  
 421 conference is to be held. This person may also be the Conference Chair or the Program Chair.
- 422 8.3.3. Communications: Committees in this category are responsible for increasing and promoting  
 423 communication among the members and communication with professional constituents who  
 424 may not be members.
- 425 8.4. Committee Chairs. Committee chairs are responsible for following the guidelines established by their  
 426 Director and for keeping the appropriate Director informed of the activities of their committee. The  
 427 chair directs the activities of the committee members within the constraints of those guidelines. The  
 428 committee chair may suggest to the appropriate Director such additional activities as deemed necessary  
 429 for the committee's proper functioning. Each chair shall prepare and submit reports to the appropriate  
 430 Director in time for the reports required of the Director to be prepared. Required reports are interim for  
 431 presentation at the Midyear and Annual Conferences.
- 432 8.4.1. Program Chair for the Annual Conference. The Program Chair shall submit proposed programs  
 433 to the Director of Programs for approval. The Director will in turn submit the proposal to  
 434 EDGD Chair and Executive Committee for their approval. The Program Chair for an Annual  
 435 Conference and EDGD Chair shall attend the ASEE planning meeting for that conference. The  
 436 Program Chair, with the assistance of the Program Committee, determines the number, type  
 437 and specifics of all national events, including participants and session moderators. Although it  
 438 is the Director's responsibility to pass on to the Program Chair all available program

Commented [CRA11]: Formerly Article VII, Section 1.

Commented [CRA12]: Formerly Article VII, Section 2.



439 suggestions and other pertinent information, it shall be the responsibility of the Program Chair  
440 to select and schedule the actual events and participants after the program has been approved  
441 by the Director of Programs and the Executive Committee. The Program Chair shall also be  
442 responsible for preparing feature articles or announcements publicizing the program in  
443 appropriate journal(s) and to otherwise promote the program.

Commented [CRA13]: Formerly Article VII, Section 3.

## 445 9. MEETINGS & ACTIVITIES

- 446
- 447 9.1. The Executive Committee shall hold regular meetings during the Annual Conference of ASEE and  
448 special meetings throughout the year as called by the Chair. Those members of the Executive  
449 Committee present at meetings of the Executive Committee shall constitute a quorum.
- 450 9.2. There shall be an Annual Conference of EDGD to be held concurrently with the Annual Conference of  
451 ASEE, and it shall include the annual Division dinner meeting, one or more conference sessions, and a  
452 luncheon business meeting. The Annual Conference shall be planned to include areas of interest to  
453 instructors in technical education as well as those instructing at junior and senior levels and employers  
454 of graduates. Joint meetings with other divisions and constituent committees of ASEE are encouraged.
- 455 9.2.1. An annual business meeting of the unit shall be held during the annual conference of ASEE.  
456 Those members present at the meeting shall constitute a quorum. The business meeting shall  
457 include at least reports from the incumbent officers on the unit's activities for the preceding  
458 year, membership, and finances.
- 459 9.2.2. The program for the Annual Conference shall be considered by the Executive Committee at the  
460 Midyear Conference of EDGD at the Midyear luncheon business meeting along with other  
461 items of business. Written reports of committees shall be received and distributed.
- 462 9.2.3. The Chair shall transmit the program for the Annual Conference to the Executive Director of  
463 ASEE. The tentative draft of the program shall be submitted when requested by ASEE subject  
464 to modifications enacted by the Executive Committee at the Midyear Conference.
- 465 9.3. There shall be a Midyear Conference to be held at an appropriate date annually between October 1 and  
466 January 31, and shall include a Division Midyear dinner meeting, one or more technical/professional  
467 sessions, and a luncheon business meeting.
- 468 9.3.1. The program for the Midyear Conference shall be considered by the Executive Committee at  
469 the Annual Conference of EDGD. The Chair shall present the Midyear Conference program to  
470 members of EDGD at the annual luncheon business meeting.
- 471 9.3.2. Individuals wishing to host a Midyear Conference shall submit a letter of proposal to the  
472 Director of Programs of EDGD no later than one-year in advance of the Conference date. The  
473 Chair of EDGD shall then include the proposal on the agenda for the next regularly scheduled  
474 Executive Committee meeting. A representative of each campus wishing to host a Midyear  
475 Conference must be present at the Executive Committee meeting to present a brief proposal to  
476 the Committee. The Executive Committee will then be responsible for selecting sites for  
477 conferences. Whenever possible, preference will be given to geographic distribution of  
478 conference sites.
- 479 9.4. Periodic Summer Schools shall be held at the direction of the Executive Committee.
- 480 9.5. EDGD members are urged to plan group meetings of engineering design graphics instructors in  
481 connection with sectional conferences of ASEE and are urged to make those meetings of interest to  
482 instructors in technical education and of junior and senior college levels with a view of including such  
483 instructors as members of EDGD.
- 484 9.6. Members of the Society and other interested persons are eligible to attend all open conferences and  
485 meetings of EDGD.

Commented [CRA14]: Formerly Article VI, Section 1,  
paragraph 1b

Commented [CRA15]: Formerly Article V, Section 1 and  
includes the words from paragraph I.2 of the model division  
bylaws.

Commented [CRA16]: Formerly Article V, Section 2.

Commented [CRA17]: Formerly Article V, Section 3.

Commented [CRA18]: Formerly Article V, Sections 4 and  
5.

## 487 10. PUBLICATIONS

- 488
- 489 10.1. The Publications Committee shall be composed of the Director/Editor (see paragraph 6.4.5.), the  
490 Circulation Manager-Treasurer, the Advertising Manager, and such Assistant and Associate Editors as  
491 are deemed necessary by the Director/Editor.
- 492 10.1.1. The Publications Committee shall be responsible for the timely publication of *EDGJ*, and any  
493 other Division publications, as authorized or directed by the Executive Committee. *EDGJ* shall

- 494 continually posts new articles in an annual volume dated July 01 of the year in which the first  
 495 article is published.
- 496 10.2. Selection of the Publications Committee
- 497 10.2.1. The Director of Publications shall be elected for a three-year term—see paragraph 7.
- 498 10.2.2. The Circulation Manager-Treasurer shall be appointed by the Director of Publications, subject  
 499 to the approval of the Executive Committee. The term of appointment shall be indefinite and  
 500 continue for so long as it is mutually agreeable with the appointee, the supporting institution,  
 501 and the Director of Publications and the responsibilities of the office are properly served. The  
 502 appointment may be terminated by resignation or passing, by request from the supporting  
 503 institution, or for cause by action of the Executive Committee. A recommendation to terminate  
 504 the appointment may be made to the Executive Committee by the Director: Publications or  
 505 may be initiated by the Executive Committee after suitable notice to the Director of  
 506 Publications. Termination, for whatever reason, shall consider the best interests of EDGD and  
 507 be handled in such a manner as to ensure continuity of the operations of this office.
- 508 10.2.3. The Advertising Manager shall be appointed by the Director of Publications and serve a  
 509 concurrent term with and at the pleasure of the Director of Publications.
- 510 10.3. The duties of the members of the Publications Committee shall be as follows:
- 511 10.3.1. The Director of Publications is chair of the Publications Committee, Editor of *EDGJ*, and a  
 512 member of the Executive Committee.
- 513 10.3.1.1. The Editor is responsible for soliciting, selecting and editing all articles and other  
 514 material published in *EDGJ*.
- 515 10.3.1.2. The Editor will cooperate with the editor of ASEE publication, *Engineering*  
 516 *Education*, as to material referred to *EDGJ* for publication, and as to material referred  
 517 to *Engineering Education* for publication. In conjunction with the Circulation  
 518 Manager, the Editor shall supply copies of each volume of *EDGJ* to appropriate  
 519 entities in ASEE.
- 520 10.3.1.3. The Editor shall report on all matters pertaining to *EDGJ* to the Executive Committee  
 521 at all its meetings and at other times as requested.
- 522 10.3.1.4. The Editor shall appoint, subject to the approval of the Executive Committee, any  
 523 Assistant Editors required to assist with the publication of *EDGJ*.
- 524 10.3.2. The Circulation Manager-Treasurer is responsible to the Director-Editor for all matters  
 525 pertaining to the circulation and finances of *EDGJ*.
- 526 10.3.2.1. The Circulation Manager-Treasurer shall solicit subscriptions from viable non-  
 527 member sources and provide current subscriber lists to the Editor.
- 528 10.3.2.2. The Circulation Manager-Treasurer shall assist the Editor in any way requested to  
 529 expedite the distribution of *EDGJ*.
- 530 10.3.2.3. The Circulation Manager-Treasurer shall receive all monies due *EDGJ* from non-  
 531 member subscriptions, advertising income, fees, etc., and deposit such monies in a  
 532 suitable account in a federally insured financial institution under the name of *EDGJ*.  
 533 Signatures of both the Circulation Manager-Treasurer and a Division member  
 534 approved by the Executive Committee shall be on file with either having access to the  
 535 accounts(s).
- 536 10.3.2.4. The Circulation Manager-Treasurer shall pay by check all costs, approved by the  
 537 Editor, related with publication of *EDGJ*.
- 538 10.3.2.5. The Circulation Manager-Treasurer shall maintain accurate financial records in a  
 539 standard bookkeeping form and submit a financial statement and a report on other  
 540 activities at the Midyear and Annual Conference executive committee meetings.
- 541 10.3.2.6. *EDGJ* financial records shall be presented annually for audit by an ad hoc audit  
 542 committee appointed by EDGD Chair.
- 543 10.3.2.7. When a new Circulation Manager-Treasurer is appointed, the financial records will be  
 544 audited, and the incumbent Circulation Manager-Treasurer will transmit to the  
 545 successor Circulation Manager-Treasurer all financial records together with all  
 546 monies in the *Journal* account(s).
- 547 10.3.3. The Advertising Manager shall be responsible to the Editor for all matters pertaining to  
 548 advertising *EDGJ*.

- 549 10.3.3.1. The Advertising Manager shall actively solicit and procure advertisement from all  
550 appropriate sources.
- 551 10.3.3.2. The Advertising Manager shall represent *EDGJ* in all business matters with  
552 advertisers, submitting bills according to the current rates, and promptly transmitting  
553 monies received to the Circulation Manager-Treasurer.
- 554 10.3.3.3. The Advertising Manager shall maintain logs of advertising accounts, contracts,  
555 accounts receivable and recommendations for changes in advertising policy.
- 556 10.3.3.4. The Advertising Manager shall submit reports on the status of all advertising  
557 activities to the Editor prior to the Midyear and Annual Conference executive  
558 committee meetings.
- 559 10.3.4. Assistant and Associate Editor duties shall be assigned by the Editor.
- 560 10.4. Advertising Rates: The Publications Committee shall fix advertising rates subject to the approval of the  
561 Executive Committee.
- 562 10.5. Subscription Rates: The Publications Committee shall fix subscription rates for non-members subject to  
563 the approval of the Executive Committee.
- 564 10.6. Finances: The Publications Committee will conduct an annual financial review of *EDGJ* and other  
565 publications financed from *EDGJ* funds and prepare an operating budget for the coming year. In  
566 addition to the operating fund, an emergency contingency fund of sufficient amount to finance EDGD  
567 publications for one year will, financial solvency permitting, be maintained in a suitable account in a  
568 federally-insured institution in the name of *EDGJ*. Funds more than the operating budget and  
569 emergency contingency fund may, by action of the Executive Committee, be transferred to the custody  
570 of EDGD Secretary-Treasurer for deposit in EDGD fund account to be used as the Executive  
571 Committee may direct. Available EDGD funds may, with the approval of the Executive Committee, be  
572 transferred to the Circulation Manager-Treasurer of the Publications Committee, to meet existing or  
573 anticipated deficits in operating funds or to finance special or unusual "one time" projects. No separate  
574 account will be maintained by the Secretary-Treasurer of funds received from the Publications  
575 Committee, nor will funds made available to the Publications Committee by the Secretary-Treasurer be  
576 limited to amounts previously deposited.
- 577 10.7. EDGD shall produce and distribute such publications as the Executive Committee deems appropriate to  
578 promote the objectives of EDGD.
- 579 10.8. In accordance with ASEE Constitution, papers and discussions presented at meetings of ASEE and the  
580 councils or groups therein shall become the property of ASEE and may be published as ASEE series,  
581 miscellaneous or occasional publications if authorized by the Board of Directors or its delegated  
582 representative. ASEE Board of Directors, through its delegated representative, may grant permission to  
583 publish such papers and discussions elsewhere on condition that ASEE receive proper credit or may  
584 waive any property right ASEE may have in the paper or discussion. Papers not accepted for  
585 publication shall be returned to the authors and shall no longer be considered the property of ASEE.
- 586
- 587 **11. AMENDMENTS TO THE BYLAWS**
- 588
- 589 11.1. These Bylaws may be amended at any annual business meeting of EDGD by a two-thirds majority vote  
590 of the members of EDGD who are present.
- 591 11.2. These Bylaws may also be amended by a letter or electronic ballot of the members of EDGD as  
592 recorded in the office of ASEE, mailed or electronically distributed by the Secretary-Treasurer of  
593 EDGD; the amendment being approved if two thirds of the ballots returned within thirty (30) days are  
594 favorable.
- 595 11.3. Proposed amendments may be approved for submission to the membership in only four ways:
- 596 11.3.1. By a two-thirds majority vote of the Executive committee.
- 597 11.3.2. By petition to the Chair signed by ten (10) individual members of EDGD.
- 598 11.3.3. By recommendation to EDGD Chair by the Constitution and Bylaws Committee of ASEE  
599 through its Executive director.
- 600 11.3.4. By unanimous vote of the Policy Committee of EDGD.
- 601 11.4. Amendments to these Bylaws must be approved by ASEE board of directors. The Secretary-Treasurer  
602 of EDGD will forward Amended Bylaws to National Headquarters for ASEE board of director's  
603 approval and posting to ASEE website.

**Commented [CRA19]:** Formerly Article VIII:  
Publications

- 604 11.5. Amendments approved by EDGD membership shall be submitted through the PIC Chair for EDGD for  
605 approval by majority vote of ASEE Board of Directors and shall take effect only upon such approval.  
606 11.6. New EDGD and national awards must be approved by the Awards Policy Committee (APC). Once  
607 approved by the APC, the award description shall be submitted through the PIC Chair for EDGD for  
608 approval by majority vote of ASEE Board of Directors and shall take effect upon approval.

**Commented [CRA20]:** Formerly Article X: Amendments to the Bylaws.

609  
610 **12. STATEMENT ON DIVERSITY AND INCLUSIVENESS**

- 611  
612 12.1. Members of EDGD are committed to promoting the inclusion and education of diverse individuals and  
613 embracing diverse ideas in the professions of engineering and engineering technology. EDGD  
614 recognizes that diversity is strength in creativity, broadness of new ideas, and embraces new  
615 perspectives to arrive at the most truly innovative, resource-smart solutions possible. More information  
616 can be found on ASEE's Statement on Diversity and Inclusiveness.

**Commented [CRA21]:** New.

617  
618 **13. OTHER PROVISIONS**

- 619  
620 13.1 Any provision of these Bylaws shall be deemed invalid if it contravenes the Constitution and Bylaws of  
621 ASEE or of the PIC to which EDGD belongs.  
622 13.1 The rules contained in Robert's Rules of Order, latest edition, shall govern EDGD in all matters of  
623 parliamentary authority to which they are applicable and in which they are consistent with the  
624 Constitution and Bylaws of ASEE and the Bylaws of EDGD. In all other matters, the Constitution of  
625 ASEE shall govern.

**Commented [CRA22]:** New.

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627  
///End of EDGD Bylaws///