

## Proposed Revisions to ERM Bylaws, 2013

### Items for March online voting

- A. Remove defunct Vice Chair for Teacher Development position, Articles IV p. 2 and VI p. 4
- B. Remove defunct Executive Committee (subset of Exec Board), Article VII p. 6
- C. Remove defunct Executive Board meeting at ASEE, Article X p. 7
- D. Remove language requiring Directors to serve on standing committees, Article IV 2.6 p. 4
- E. Add Best Paper Committee Chair, Article VI p. 6 and committee, Article VIII p. 7

### Items for later rounds of voting

- F. Updates to Plants and Dasher committee commitment and appointment, Article VI p. 6
- G. Additional description of ASEE Program Chair responsibilities (Brouhaha and Distinguished Lecture), Article IV 2.2 p. 3
- H. Add Distinguished Service Award committee and membership (current and past 2 Division Chairs), Article VIII p. 7
- I. Add business meeting at FIE conference, Article X p. 7
  
- J. Updates to Nominating Committee and election procedures, Article V 2 p. 5
- K. Raise annual dues limit of \$5 (doesn't actually raise dues, just allows us to raise them someday above \$3), Article VII p. 6
- L. Appointments made by "Chair with approval of Executive Board," Articles IV p. 3 and VI p. 5
- M. ASEE Program chair appointed no more than 2 years in advance of the conference, Article IV 2.2 p. 3
- N. FIE Program chair appointed after location is announced, Article IV 2.3 p. 3
- O. Change "rigorous" educational research methodologies to "scholarly" ..., Article II p. 2

Text in ~~**BOLD STRIKETHROUGH**~~ indicates proposed deletions

Text in ***bold italics*** indicates proposed additions

## BYLAWS OF THE EDUCATIONAL RESEARCH AND METHODS DIVISION

Adopted June 1971

Revised June 1982

Revised June 2004

***Revised June 2012***

### ARTICLE I – Name

The name of this division shall be the Educational Research and Methods (ERM) Division of the American Society for Engineering Education (ASEE).

### ARTICLE II - Object

The Division has as its objectives

- Promoting ~~rigorous~~***scholarly*** educational research methodologies on learning and methods of engineering instruction
- Dissemination of knowledge on engineering teaching and learning
- Encouragement of efforts to improve engineering instruction through development of innovative materials and techniques, sound instructional design, and improved evaluation methodologies
- Enhancement of the status of scholarship on engineering teaching and learning
- Improvement of evaluation of engineering instruction as the basis for more adequate recognition, rewarding and encouragement of teaching excellence and scholarship

### ARTICLE III - Membership

All members of ASEE are eligible to be members of this Division. Membership of this Division shall consist of those members of ASEE who have indicated to ASEE their desire to affiliate with this Division and who are in good standing in regard to any payment of dues associated with membership in this Division.

### ARTICLE IV - Officers and Duties of Officers

*SECTION 1:* The officers of the Division shall be

- (1) the *Chair*,
- (2) the *Vice-Chair for ASEE Programs*,
- (3) the *Vice-Chair for FIE Programs*,
- (4) the *Vice-Chair for Publications*,
- ~~(5) the *Vice-Chair for Teacher Development*,~~
- (65)** the *Secretary-Treasurer*,
- ~~(76)~~ four *Directors*, and
- (87)** a maximum of two *At-Large Directors*.

These officers shall perform the duties prescribed by these bylaws.

*SECTION 2.* The officers shall be appointed or elected to serve terms as specified below. The terms of *elected* officers shall begin at the close of the annual business meeting of the Division following their election. The terms of *appointed* officers shall begin upon receipt of notification of their appointment from the Chair.

#### 2.1 The Chair

The Chair shall be *elected in odd-numbered years* to serve a two-year term, and having served a two-year term, may not be renominated for a succeeding two-year term. The nominees for Chair shall have

previously served at least one full term as a Division officer. The Vice-Chair for ASEE Programs shall serve as acting Chair in the event the Chair cannot serve. The Chair shall have administrative responsibility for this Division. The Chair shall serve as ERM representative on such committees or boards of ASEE which the ASEE constitution and bylaws shall designate.

#### 2.2 The Vice-Chair for ASEE Programs

The Vice-Chair for ASEE Programs shall be *appointed by the Chair with approval from the Executive Board each year* and shall serve a one-year term which may be renewable. ***Although the position is officially a one-year term, the commitment is for three years of ASEE conference events. Vice-Chairs for future ASEE conferences may be appointed no more than 2 years in advance of the conference for which they will serve.*** The duties of the Vice-Chair for ASEE Programs are:

1. Serve as the ERM Program Chair for the Annual ASEE Conference in the designated year,
2. **Organize the ERM Brouhaha! at the Annual ASEE Conference in the year before the designated year.**
3. **Organize the ERM Distinguished Lecture at the Annual ASEE Conference in the year following the designated year.**
24. Coordinate the Division program activities in cooperation with the other divisions of ASEE, and
35. Serve as ERM representative on such committees or boards of ASEE which the ASEE constitution and bylaws shall designate

#### 2.3 The Vice-Chair for Frontiers in Education (FIE) Programs

The Vice-Chair for FIE Programs shall be *appointed by the Chair with approval from the Executive Board each year* and shall serve a one-year term which may be renewable. ***Vice-Chairs for future FIE conferences may be appointed once the location of the conference for which they will serve has been announced.*** He or she shall be responsible for the ERM Division programs at the Frontiers in Education (FIE) Conference. The duties of the Vice-Chair for FIE Programs are:

1. Serve as ERM Program Chair for the Frontiers in Education Conference, and
2. Coordinate the ERM Division program activities in cooperation with the other sponsoring organizations for the FIE Conference

#### 2.4 The Vice-Chair for Publications

The Vice-Chair for Publications shall be *appointed by the Chair with approval from the Executive Board each year* and shall serve a one-year term which may be renewable. The duties of the Vice-Chair for Publications are:

1. Coordinate the Division publication activities, and
2. Coordinate the ERM web site

## **~~2.5 The Vice-Chair for Teacher Development~~**

~~The Vice-Chair for Teacher Development shall be appointed by the Executive Board each year and shall serve a one-year term, which may be renewable. The duties of the Vice-Chair for Teacher Development are:~~

- ~~1. Coordinate teacher development activities, and~~
- ~~2. Coordinate Regional Effective Teaching Institutes (RETIs)~~

## **2.56** The Secretary-Treasurer

The *Secretary-Treasurer* shall be *elected in even-numbered years* to serve a two-year term. He or she shall be responsible for the minutes of the meetings of the Executive Board, Executive Committee and the annual business meeting of the Division and shall maintain the financial accounts and records of the Division in coordination with the Society Headquarters staff. He or she shall make a written financial report at each meeting of the Executive Board and at the annual business meeting of the Division. He or she shall be responsible for preparing Division financial and activity reports as may be required by ASEE.

## **~~2.67~~** The Directors

*Directors* shall be elected to serve a two-year term and shall not be eligible to serve a second successive term. Two directors shall be elected each year. ~~Each Director is required to serve on one or more of the Standing Committees associated with the Division.~~ Directors may ~~also~~ be asked to serve in ~~some other a~~ capacity as determined by the Chair.

## **~~2.78~~** The At-Large Directors

*At-Large-Directors* may be appointed by the *Chair*, if he or she desires, and they shall serve for a one-year term. Each At-Large Director may be required to serve on one or more of the Standing Committees associated with the Division or to serve in some other capacity as determined by the Chair.

*SECTION 3.* In the case of resignation or death of any officer of the Division, the Executive Board will appoint a replacement to serve the remainder of the term of office.

## **ARTICLE V – Election/Appointment of Officers**

### *SECTION 1:*

Elected officer positions include

- Chair
- Secretary/Treasurer
- Directors

Appointed officers positions include

- Vice-Chairs
- At-Large Directors
- ***FIE Steering Committee members representing ERM***
- ***Committee chairs and representatives listed in Article VI***

### *SECTION 2:*

The Chair shall appoint a Nominating Committee, which shall nominate candidates for the offices to be filled at the close of the next Annual Conference of ASEE. To obtain names for nomination, the Nominating Committee will:

- Solicit nominations from the Division membership.
- Obtain a brief biographic statement from each nominee (after ascertaining their willingness to serve if elected.)

- Determine ~~eligible~~**eligible** candidates from the pool of nominations by considering such things as previous work within the division or ASEE and how the individual exhibits characteristics commensurate with the objectives of the division.
- Present the names **of all eligible candidates** with brief biographic statements of all candidates for elected positions in an election ballot to all members of the Division in the Spring of each year.
- ~~Present the names with brief biographic statements of all candidates for appointed positions to the Executive Board for consideration in the Spring of each year.~~

For elected positions, a simple majority of the ballots ~~received is required for counted~~ **shall constitute** election. **When there are more than two candidates for a position, ballots will collect rankings for all candidates.** In case of a tie vote, **an instant runoff approach shall be used until the necessary number of candidates receives a majority of votes<sup>1</sup>, the tie shall be broken by a simple majority vote of the members present at the annual business meeting of the Division.** The Chair ~~of the Nominating Committee~~ shall notify each candidate of the outcome of the election. Election results will be announced at the annual business meeting of the Division. ~~For appointed positions, a simple majority of votes cast by Executive Board members shall result in appointment.~~

#### ARTICLE VI - Executive Board

The Division shall be administered by the Executive Board, which shall consist of the officers of the Division, the most immediate living past Chair, and chairs of Division committees (who~~which~~ are not also serving as officers of the Division.) The National Effective Teaching Institute (NETI) Director shall serve as an ex officio member of the Executive Board.

##### Executive Board Structure Officers

1. Chair - elected in odd years
2. Vice-Chair for ASEE Programs – appointed yearly by the **Chair with approval from the** Executive Board
3. Vice-Chair for FIE Programs – appointed yearly by the **Chair with approval from the** Executive Board
4. Vice-Chair for Publications - appointed yearly by the **Chair with approval from the** Executive Board

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<sup>1</sup> **In an instant runoff election, voters rank candidates in order of preference, and their ballots are counted as one vote for their first choice candidate. If a candidate secures a majority of votes cast, that candidate wins. Otherwise, the candidate with the fewest votes is eliminated. A new round of counting takes place, with each ballot counted as one vote for the advancing candidate who is ranked highest on that ballot. This process continues until the winning candidate receives a majority of the vote against the remaining candidates.**

**5. Vice-Chair for Teacher Development – appointed yearly by the Executive Board**

**65.** Secretary-Treasurer – elected in even years

**76.** Four Directors – two elected in odd years, two elected in even years

**87.** At-Large Directors – appointed by the Chair

Others

**98.** Most immediate living Past-Chair

**109.** Nominating Committee Chair – appointed by the Chair

**110.** *ERM representative to the Benjamin Dasher Award Committee Chair*– appointed by the Chair *to a three-year term (intended as two years of serving and training followed by one year of chairing the committee, subject to current committee operating procedures)*

**121.** *ERM representative to the Helen Plants Award Committee Chair*– appointed by the Chair *to a three-year term (intended as two years of serving and training followed by one year of chairing the committee, subject to current committee operating procedures)*

**132.** Apprentice Faculty Grant Committee Chair – appointed by the Chair

**13.** *ASEE (ERM) Best Paper Committee Chair – appointed by the Chair*

**14.** NETI Director – ex officio

**ARTICLE VII - Dues**

*SECTION 1:* The limits of annual dues for individual members of the Division shall be as stated in the bylaws of the division, Article VII, Section 2. Any change of these limits shall be determined only by a majority ballot of the individual members of the division, received within forty-five (45) days after mailing by the Chair. Initiation of such changes of dues within the limits shall be determined by a majority vote of those Executive Board members present and voting during the meeting at which a dues change is proposed.

*SECTION 2:* the limits of annual dues shall be \$35.00.

**ARTICLE VIII - Division Committees**

*SECTION 1:* Each year the Chair shall constitute and charge such committees as are necessary to promote the purpose of the Division. It shall be the responsibility of the committee chairsmen to keep their committee members and division officers informed of the activities being performed by the committee. Committee activities are subject to review and approval by the Division Executive Board.

***SECTION 2: Executive Committee***

~~There shall be an Executive Committee consisting of (1) Chair, (2) the Secretary-Treasurer, (3) the Vice-Chair for Teacher Development, (4) the Vice-Chair for Publications, (5) the Vice-Chair for ASEE Programs, and (6) the Vice-Chair for FIE Programs. The Chair of the Division will be Chair of the Executive Committee and the Secretary-Treasurer of the Division shall be Secretary-Treasurer of the Executive Committee.~~

~~The Executive Committee shall conduct such business of the Division as may be necessary between meetings of the Executive Board. Under extreme situations, (e.g. where it is impossible to conform to the bylaws) the Executive Committee may waive the bylaws. Such action may not be taken if there is more than one dissenting vote of the Executive Committee. All actions of the Executive Committee shall be reported to the Executive Board at its next meeting.~~

***SECTION 23:*** Standing Committees

The following standing committees of the ERM Division exist:

1.1 Nominating

~~1.2 Benjamin Dasher Award~~

**1.3 Helen Plants Award**

**1.4 1.2 Apprentice Faculty Grant Award**

**1.3 ASEE (ERM) Best Paper**

**1.4 ERM Distinguished Service Award**

**Article VI describes how committee chairs are appointed, with the exception of the ERM Distinguished Service Award. The Distinguished Service Award committee will be chaired by the current ERM chair and have as its membership the current ERM division chair and the two most recent living ERM division chairs.**

**ARTICLE IX - Amendment of Bylaws**

Bylaws and amendments to the bylaws may be proposed, in writing, by any member of the Division, and if approved by a simple majority of the Executive Board, shall be presented to the membership for vote. If not in conflict with the ASEE constitution and bylaws, ERM bylaws shall be adopted upon an affirmative vote of two-thirds of the Division members present or, if not presented during the annual meeting, by electronic ballot upon affirmative vote of two-thirds of the responders to electronic solicitation.

**ARTICLE X - Meetings**

A ~~meeting of the Executive Board and a~~ annual business meeting of the Division shall be held at the time and location of the ASEE Annual Conference. **An additional business meeting may be held at the Frontiers in Education Conference. Additional** Executive Board meetings may be called by the Chair, or by a jointly-signed request from any three members of the Executive Board, at times and places other than the Annual Conference of ASEE.