



## Professional Interest Councils II Bylaws

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## **Article I NAME AND PURPOSE**

### **Section 1.**

The name of this Council of the American Society for Engineering Education (ASEE) shall be the Council for PICII.

### **Section 2.**

The primary objectives of the Council shall be:

- a. To provide a formal organizational structure to promote, encourage, and facilitate ASEE activities pertaining to professional and technical education.
- b. To provide a forum for the discussion of problems and exchange of information pertaining to professional and technical education related to engineering and technology.
- c. To provide programs at meetings.
- d. To establish and maintain liaison with other organizations concerned with professional and technical education.

## **Article II MEMBERSHIP**

### **Section 1.**

The Council shall consist of the members of the following Divisions:

- Biomedical Engineering
- Design in Engineering Education
- Engineering Technology
- Environmental Engineering
- Materials Engineering
- Multidisciplinary Engineering
- Nuclear Engineering
- Ocean and Marine Engineering
- Software Engineering Constituent Committee
- Systems Engineering Constituent Committee

### **Section 2.**

The Board of Directors of ASEE, by majority vote, may change the Divisions and Constituent Committees comprising the Council in any manner. The Council Board, by majority vote, may recommend changes to the ASEE Board of Directors, except that a two-thirds majority vote of the Council Board is required to recommend disestablishment of any existing Division or Constituent Committee.

### **Article III OFFICERS AND DUTIES**

#### **Section 1.**

The Council shall have the following officers whose terms of office shall be as indicated:

- a. Chair/Secretary - 2 years
- b. Past Chair

#### **Section 2.**

The duties of each officer of the Council shall be those usually associated with the respective offices including the following:

*a. Chair/Secretary*

The Chair/Secretary shall have the administrative responsibility for the Council and shall be responsible for all meetings. He/She shall serve as Chair of the Council Board and shall serve as a member of the Board of Directors of ASEE. She/he shall, with the advice of the Council Board, appoint such committees as are necessary for the adequate administration and operation of the Council. The Chair of the Council shall serve as an ex-officio member of all committees.

He/She shall supply to the officers of the Council up-to-date copies of these bylaws with all amendments, within sixty (60) days following the annual business meeting of the Council, provided that changes were made.

The Chair/Secretary shall provide an annual report of council activities to the ASEE Board of Directors.

*b. Past Chair*

Upon completion of her/his term of office as PLC II Chair, the outgoing PLC II Chair shall become the Past Chair. The Past Chair will serve in roles designated by the ASEE President or the PLC II Chair including, but not limited to, the Council's representative to the Nominating Committee of ASEE.

### **Article IV ELECTIONS AND SUCCESSION OF OFFICERS**

#### **Section 1.**

- a. The Chair/Secretary of the Council is a National office and will be elected by procedures established by the Board of Directors and Membership of ASEE.
- b. Assumption of office by the Chair/Secretary shall be concurrent with that of officers of ASEE (typically at the close of the ASEE Annual Conference in odd-numbered years).
- c. In the event that the Chair is unable to complete his/her term of office, succession will be as established by the Constitution and Bylaws of ASEE.

## **Article V COUNCIL BOARD**

### **Section 1. Duties**

- a. The Council shall have a Council Board whose duty shall be to promote and coordinate the activities of the Divisions and Constituent Committees.
- b. The Council Board shall serve as a channel of communication for its members and shall make recommendations on matters of concern to the Board of Directors of ASEE.
- c. The Chair shall schedule and arrange for Council Board meetings. It shall administer such other activities as may be desirable for the objectives of the Council.

### **Section 2. Members**

The Council Board shall be the council officers, the Chairs of the standing committees, and one representative from each Division and Constituent Committee listed as Article II, Section 1, of these bylaws. The Division and Constituent Committee representative shall normally be the Chair or the Chair-elect of each Division or Constituent Committee.

### **Section 3. Proxies**

If a representative of a Division or Constituent Committee listed in Article II, Section 1 is unable to serve on the Council Board or attend a Council Board Meeting, the appropriate Division or Constituent Committee shall designate a replacement from among the Officers of the Division or Constituent Committee.

## **Article VI MEETINGS**

### **Section 1.**

The Council Board shall hold its annual business meeting at the time and place of the Annual Conference of ASEE. The time and place of the annual business meeting shall be announced to the members of the Council Board not less than thirty (30) days before the date of the meeting.

### **Section 2.**

A semiannual meeting may be held at a place and on a date to be selected at the annual business meeting of the Council Board.

### **Section 3.**

Special meetings of the Council Board may be called by the Chairperson upon fifteen (15) days' notice to its members.

### **Section 4.**

Special meetings of the Council Board may be called by the Chair upon fifteen (15) days' notice to its members.

**Article VII**  
**PARLIAMENTARY AUTHORITY**

**Section 1.**

The rules contained in Robert's Rules of Order (latest edition) shall govern the Council in all cases which applicable, and in which they are consistent with the Constitution and Bylaws of ASEE or the Bylaws of the Council; in other cases the Constitution and Bylaws of ASEE shall govern.

**Article VIII**  
**AMENDMENTS TO BYLAWS**

**Section 1.**

These Bylaws, except for Article VIII, may be amended by a two thirds vote of the members of the Council Board attending and voting at a meeting of the Board.

**Section 2.**

These Bylaws may also be amended by a letter ballot of the members of the Council Board, mailed by the Secretary, the amendment being approved if two thirds or more of the ballots returned within thirty (30) days after they are mailed are favorable.

**Section 3.**

Amendments may be proposed by the Council Board or may be submitted by petitions signed by not less than fifty (50) individual members of ASEE to the Council Chairperson through the Executive Director of ASEE.

*Revised June 2001*