

Engineering Research Council Bylaws

Revised February 4, 2018

ARTICLE I: NAME

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

ARTICLE II: OBJECTIVES

The objectives of the ERC shall be:

- a. To provide a forum for discussion of problems and exchange of information pertaining to the research activities of ASEE members.
- b. To provide programs at meetings.
- c. To represent and to speak on behalf of research and its administration both externally and within ASEE.
- d. To improve the effectiveness of research operations at ERC member institutions.
- e. To establish and maintain liaison with other organizations concerned with research and its administration.

ARTICLE III: MEMBERSHIP

Section 1. Institutional Membership in the ERC

Institutional membership in the ERC may be granted only to those organizations holding ASEE institutional memberships as defined in Article I, Section of the ASEE Bylaws, June. Institutional memberships in ASEE are extended to engineering colleges, technical colleges, corporations, government agencies, and associations.

Section 2. Applying for Institutional Membership

Applications for institutional membership in the ERC shall be made by the responsible officer of the institution concerned and shall be addressed to the Executive Director of ASEE, who shall refer such applications to the ERC Board of Directors, hereinafter referred to as the ERC Board.

Section 3. Confirmation of Institutional Membership and Representation

The ERC Board shall confirm institutional membership in the ERC and designation of the Institutional Representative. It is recommended that this Institutional Representative be the Assistant/Associate Dean of Engineering for Research.

Section 4. Withdrawal/Denial of Institutional Membership

Institutional membership in the ERC may be withdrawn or denied by a three-fourths vote of the members of the ERC present at a regular or special meeting and upon the recommendation of the ERC Board for such causes as: a) failure of the Institutional Representative, or designee, to attend more than two consecutive ERC meetings or b) acts tending to bring the ERC into disrepute.

Section 5. Voting Privileges

Each member institution of the ERC shall be entitled to one vote. Each institution's vote shall be cast by the person, or designee, authorized as its Institutional Representative to the ERC.

Section 6. Annual Dues

Each member institution of the ERC shall pay annual dues for participation in the ERC, as designated in Article VII, Section of the ASEE Bylaws.

Section 7. Nonpayment of Dues

The ERC Board, by simple majority vote, may withdraw institutional membership in the ERC for nonpayment of dues.

ARTICLE IV: ORGANIZATION AND OFFICERS

Section 1. ERC Membership

The ERC shall consist of the duly authorized Institutional Representatives, or designees, from each ERC member institution.

Section 2. ERC Board

- a. The ERC Board shall preside over the ERC.
- b. The ERC Board shall consist of at least nine (9), but no more than twelve (12), Directors to be elected by the Institutional Representatives to the ERC.
- c. The President, Executive Director, and Vice President, Finance of ASEE shall be non-voting ex-officio advisory members of the ERC Board.
- d. The immediate past chair of this Council shall continue to serve as an ex-officio advisory member of the Board of Directors without vote for a period of two years.
- e. Officers of the ERC Board shall consist of a duly-elected Chairperson, Vice-Chairperson/Chairperson- Elect, and a Secretary/Treasurer.

Section 3. ERC Representation on ASEE Board of Directors

The Chairperson of the ERC Board shall automatically become a Director of ASEE.

Section 4. ERC Committees

- a. There are two regular standing committees, the ERC Nominating Committee and the ERC Program Committee. The ERC Board shall establish additional standing and special committees as deemed necessary.
- b. All standing and special committees of the ERC, except the ERC Nominating Committee and the ERC Program Committee, shall be reconfirmed annually or shall expire.
- c. The ERC Chairperson shall designate the Chairperson of each committee, except for the ERC Nominating Committee. The ERC Vice Chairperson/Chairperson-Elect normally will serve as the Chairperson of the ERC Program Committee. ERC Nominating Committee membership is described in Article V, Section of these Bylaws.
- d. Members of committees, with the exception of the Nominating Committee, shall be appointed by the ERC Chairperson from the membership of the ERC (as defined in Article IV, Section of these Bylaws), with the advice of the ERC Board.

ARTICLE V: ELECTIONS AND TERMS OF OFFICE

Section 1. Nominating Committee

- a. The ERC Nominating Committee shall consist of the most immediate Past Chairperson of the ERC, who will serve as Chairperson of the Committee, and two () other ERC members. The ERC Board will elect the two members each even-numbered calendar year.
- b. The Chairperson of the ERC Nominating Committee shall serve as the ERC's representative to the Nominating Committee of ASEE, as set forth in Article II, Section of the ASEE Bylaws.
- c. The ERC Board may appoint an alternate as Chairperson of the ERC Nominating Committee if the most immediate Past Chairperson of the ERC is not available. No current member of the ASEE Board of Directors shall serve as Chairperson of the ERC Nominating Committee.

Section 2. Nominations and Elections: Directors

- a. To fill vacant ERC Board of Director positions, the ERC Nominating Committee shall nominate at least as many candidates as vacancies exist and preferably more candidates than the number of vacancies. The Board will strive to ensure that the candidate pool is representative of the diversity of the ERC membership so as to better serve the members and their aspirations. Nominations should be completed by the Annual Conference of the Engineering Research Council of the year in which the new Directors will take office. The ERC Board will review the nominations and approve a final list of candidates to present to the membership at the Business Meeting of the Annual Conference.

- b. Candidates for all Director positions on the ERC Board must be members of the ERC, as stipulated in Article IV, Section 1 of these Bylaws, at the time of election. A Director or Officer currently serving a second term consecutively or a term extended under the provisions of Section 4.d of this Article may not be a candidate. Previous Directors or Officers who served two consecutive terms may serve as candidates, provided at least one year has elapsed since the end of their prior term on the Board.
- c. A ballot containing brief biographies of the candidates and spaces provided for write-in names of other candidates shall be forwarded by the Secretary/Treasurer of the ERC to all ERC Institutional Representatives, or designees, in the spring of the year.
- d. Candidates with the highest number of votes in the ballots returned to the Secretary/Treasurer of the ERC within fourteen days of the forwarding date shall be elected to the vacant positions.
- e. Special elections to fill vacancies in the membership of the ERC Board shall be conducted only in exceptional circumstances at the direction of the ERC Board. When a special election is approved by the ERC Board, it shall be conducted by the method described above except that a nomination or nominations shall be made by the Nominating Committee within days after the special election is approved, and the ballots shall be counted days after the date of forwarding ballot forms to the members.

Section 3. Nominations and Elections: ERC Board Officers

- a. The ERC Board will elect from its membership a Vice Chairperson/Chairperson-Elect in even-numbered years and a Secretary/Treasurer in odd-numbered years for terms of office as listed in Section of this Article. This election will normally be held prior to the annual election of Directors.
- b. An Officer of the ERC Board may be elected to an Office of the ERC Board other than the one held. However, upon election to the new Office, the previous Office shall be deemed vacant and another person shall be elected by the ERC Board to finish the unexpired term.

Section 4. Terms of Office

- a. The Chairperson of the ERC Board shall accede biennially from the Vice Chairperson/Chairperson-Elect position for a two-year term starting in even numbered calendar years.
- b. The Vice Chairperson/Chairperson-Elect shall be elected biennially for a two-year term starting in even-numbered calendar years.
- c. The Secretary/Treasurer shall be elected biennially for a two-year term starting in odd-numbered calendar years.
- d. The tenure for Directors shall be staggered terms of three (3) years each. In the case that a Director is elected as an Officer, his/her term shall be extended beyond the normal Director three-year term, if needed, until the normal Officer term expires. For election to the position of Vice Chairperson/Chairperson-Elect, the extension period shall be sufficient to allow completion of the subsequent term as Chairperson. A term extension under this subsection shall not reduce the number of Directors elected to full three-year terms in the next election cycle.

- e. In case of a vacancy in the Office of Chairperson, the Vice Chairperson/Chairperson-Elect shall succeed to that Office effective immediately. Any vacancy in an Office except that of Chairperson shall normally be filled at the next regular Board meeting.
- f. The term of newly elected Officers and Directors shall begin concurrently with the beginning of the Society year (the ASEE Annual Conference). In the case of special appointments to vacancies, the term of the newly appointed Officers or Directors shall begin ten (10) days after their appointment.
- g. Notwithstanding the above provisions, elected Officers and Directors shall hold office until their successors shall have been elected and qualified.

Section 5. Compensation

No elected Officer may receive any salary from the ERC.

ARTICLE VI: DUTIES AND SUCCESSION OF OFFICERS AND DIRECTORS

Section 1. Chairperson

- a. The Chairperson of the ERC Board shall perform the duties that usually devolve upon that Office.
- b. The Chairperson may make a special appointment to fill any vacant Director position on an interim basis prior to the next regular election or special election.
- c. In any case when the ERC Chairperson cannot perform the duties of this office the ERC Vice Chairperson/Chairperson-Elect shall assume said duties and responsibilities.
- d. The ERC Board may determine such incapacity of the ERC Chairperson to constitute a permanent vacancy because of death, resignation or other valid reason, to which the preceding succession shall apply.

Section 2. Vice Chairperson/Chairperson-Elect

The Vice Chairperson/Chairperson-Elect shall succeed to the office of Chairperson upon completion of a term of office as Vice Chairperson/Chairperson-Elect. The Vice Chairperson/Chairperson-Elect normally will serve as Chair of the Program Committee, responsible for the ERC Annual Conference held in the spring of each year.

Section 3. Secretary/Treasurer

The Secretary/Treasurer of the ERC Board shall perform the duties that usually devolve upon that Office, including maintaining the financial records of the ERC, the minutes of Board meetings, and records of Board actions.

Section 4. Functions and Duties of ERC Board of Directors

- a. The membership and general authority of the ERC Board are set forth in these Bylaws.
- b. The ERC Board shall formulate the general policies of the ERC.
- c. The ERC Board shall act as the executive body for the ERC and be responsible for all functions and activities of the ERC to satisfy the objectives set forth in Article II of these Bylaws and to provide advice and assistance to engineering and technical colleges in the development of their research capabilities and programs.
- d. The ERC Board shall authorize all official publications of the ERC, subject to the provisions of Article VIII of the ASEE Constitution.
- e. The ERC Board shall organize the ERC Annual Conference held on the spring of each year.
- f. The Chairperson of the ERC Board shall prepare an annual report of the ERC's activities, to be presented at the ERC Board meeting held at the same time and place as the ASEE Annual Conference. The ERC Board shall submit this report to the ERC membership at the annual business meeting of the ERC, held at the same time and place as the ASEE Annual Conference.
- g. If a member of the ERC Board does not participate in any ERC-sponsored activities for one year, the Board position shall become vacant.

ARTICLE VII: MEETINGS

Section 1. ERC Board Meetings

- a. The ERC Board shall meet at least three (3) times during each Society year for transacting the business of the ERC.
- b. An ERC Board meeting shall be held each year at the same time and place as the ASEE Annual Conference.
- c. An ERC Board meeting shall be held each year at the same time and place as the Annual ERC Conference.
- d. Additional ERC Board meetings shall be held each year by teleconference as scheduled by the Chairperson.
- e. Unless provided otherwise, a majority of the members of the ERC Board voting shall be determinant.
- f. Special meetings of the ERC Board may be called by the Chairperson as needed upon fifteen (15) days notice to the membership of the ERC Board.

Section 2. Meetings of the ERC Membership

- a. The ERC membership shall meet annually for a Business Meeting at the time and place of the ERC Annual Conference.
- b. Special meetings of the ERC membership may be called by the ERC Board as needed upon thirty (30) days notice to the membership of the ERC.
- c. A quorum at any regular or special meeting of the ERC shall be the number of ERC members present at the time and in the place designated for the meeting.
- d. Unless provided otherwise, a majority of the ERC members voting shall be determinat.

ARTICLE VIII: FINANCES

Section 1. ERC Dues

Dues to be paid for institutional membership in the ERC shall be as specified by the ASEE Constitution (Article V.) and Bylaws (Article VII.) and shall be payable to ASEE Headquarters.

Section 2. ERC Budget

The ERC Board shall prepare a budget for the following fiscal year. The ERC Chairperson shall submit this budget by March of each year to the ASEE Board of Directors via the ASEE Executive Director. The ERC Board shall have charge of all matters relating to the expenditures of the ERC budget.

Section 3. Control of Finances

The ERC Board shall have charge of all matters relating to the expenditure of funds budgeted to the ERC by the ASEE Board of Directors, the making of contracts, and the approval of bills for payment by ASEE Headquarters to cover expenses of the ERC.

Section 4. ERC Fiscal Year

The fiscal year of the ERC shall be from October through September .

Section 5. Gifts

- a. The ERC, with the approval of the ASEE Treasurer, may accept gifts from individuals, firms, or associations, from the Federal government or from state governments, or their agencies, provided such gifts are for the furtherance of the purposes of the ERC.
- b. The ERC may disburse funds or dispose of property received from gifts or from other sources in accord with the terms of the gifts or, as near as may be, in carrying out their general objectives and purposes, and may generally expend the funds in furtherance of the purposes of the ERC as set forth in these Bylaws.
- c. The receipt and expenditure of gifts shall be reflected in the annual budgets of the ERC as approved by ASEE.

ARTICLE IX: PARLIAMENTARY AUTHORITY

Section 1 Robert's Rules of Order

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

Section 2. Relationship to ASEE Constitution and Bylaws.

Any action by the ERC shall be invalid if it is in conflict with the ASEE Constitution or Bylaws.

Section 3. Parliamentarian

The ERC Chairperson may, at his/her discretion, appoint a parliamentarian for meetings of the ERC Board.

ARTICLE X: AMENDMENTS TO BYLAWS

Section 1. Voting on a Proposed Amendment

Amendments to these Bylaws may be recommended to the ASEE Board of Directors by either: a) a two-thirds vote of the Institutional Representatives, or designees, from ERC member institutions present and voting at any annual meeting; OR b) a ballot of the Institutional Representatives, or designees, from ERC member institutions. A proposed amendment is approved by the ERC membership if two-thirds of the ballots received are returned with a favorable vote within days after the ballot is forwarded. Bylaw changes are not effective until approved by the ASEE Board of Directors, as noted in Section of this Article.

Section 2. Publication of Proposed Amendments to the Membership

Amendments to be presented for action at an annual meeting shall be published in the official ASEE journal or circulated to the members of the ERC by e-mail or U.S. mail not less than fifteen () days prior to the annual meeting.

Section 3. Process for Proposing Amendments

Amendments may be submitted by a majority vote of the ERC Board or by a petition to the ERC Board signed by not less than ten (10) members of the ERC.

Section 4. ASEE Board of Directors Approval of Bylaw Changes

Modification and changes to these Bylaws must be presented to and approved by the ASEE Board of Directors before they shall become effective.