

By-Laws of the Cooperative & Experiential Education Division (CEED)

FEBRUARY 1, 1972

(as amended June 26, 1973, June 22, 1983, February 4, 1988, October 1, 1994, January 26, 1995, May 16, 2000, January 2005, October 2008, and June 15, 2014.

ARTICLE I NAME

The name of this Division shall be The Cooperative and Experiential Education Division of the American Society for Engineering Education.

ARTICLE II PURPOSES, AIMS & IDEALS

The purposes of this Division are identical to those set forth in Article I, Section 2, of the Constitution of ASEE. Other purposes of the Division are to develop a better understanding of the principles of Cooperative and Experiential Education, to encourage and promote improvement in programs of Cooperative and Experiential Education, and to foster closer relationships between institutions of higher education and employers. The original aims and ideals of the Division are set forth in Cooperative Education-a Manifesto (Journal of Engineering Education, Vol. 37, No. 2, October 1946).

ARTICLE III MEMBERSHIP

Section 1. Any member of ASEE who has an interest in Cooperative and Experiential Education is eligible for membership in this Division. The membership list shall include those members of ASEE who indicate their desire to participate in the programs and activities of the Division. New members of ASEE should indicate this interest at the time application for membership in the Society is made. Any member of ASEE may request affiliation with the Cooperative and Experiential Education Division (within the 6-division-per-member limitation) either by letter request to the Executive Director of ASEE at any time or by notation on the annual dues notice and pay the division dues of \$10.00 per year.

Section 2. Individuals who are not members of ASEE but who have an interest in Cooperative and Experiential Education are invited to attend the ASEE/CEED Annual Conference and/or the Conference for Industry and Education Collaboration. Non-member attendees may participate in the program and business meetings but they will have no vote in the business or elections of the Division. These persons will be informed concerning membership in the Society and be encouraged to apply for membership.

ARTICLE IV EXECUTIVE BOARD AND EXECUTIVE COMMITTEE

Section 1. The Executive Board shall consist of the Chair of the Division, who shall serve as Chair of the Board; the Chair-Elect; the Secretary; the Treasurer; the immediate Past-Chair; two Industry Representatives and two Academic Representatives. In addition to these voting members, The Division Editor and Archivist shall both be voting members of the CEED Board.

Section 2. The Executive Board shall meet at least twice yearly.

Section 3. The Executive Committee of the Board shall consist of the Chair of the Division, who shall be Chair of the Executive Committee; the Chair-Elect; the Secretary; The Treasurer; and the immediate Past-Chair.

The duties of the officers of the Cooperative and Experiential Education Division are listed as follows:

1. Chair - responsible for providing the overall leadership to the Division and presiding at regular and special meetings of the Division Board. The Chair is responsible for maintaining liaison with other ASEE divisions/groups to promote and protect the Division's interests. Voted on for a one-year term.
2. Chair-Elect - assists the Chair in coordinating, in planning, and working with the Chairs of CEED Committees. Voted on for a one-year term.
3. Secretary - responsible for the minutes of all CEED Executive Board and Business Meetings within two weeks after their close, both general and special, and responsible for all official business records of the Division (where does the archivist fit with this record keeping?), as well as the official correspondence on behalf of the Division. Voted on for a two-year term.
4. Treasurer - acts as custodian of whatever funds the Division shall accumulate. The responsibility for the disbursement of these funds shall be at the discretion of the Chair and the Board. The Treasurer shall submit a Treasurer's Report at Board and regular business meetings of the Division. Voted on for a three-year term.
5. Past-Chair - will assist the Chair in an advisory capacity, maintaining continuity from one group of officers to the next. Also chairs the Nomination Committee.
6. Division Editor - responsible for the periodic publication of the Newsbriefs, the reviewing of articles for Prism and the Journal of Engineering Education, and coordination with the Society Editor for the publication thereof. Voted on every three years.
7. Archivist- responsible for keeping the official record of the organization and its history and retention of records received as a board member. Voted on every three years.
8. Industry Rep: Cooperative Education - responsible for promoting the interests of cooperative education programs. Voted on for a three-year term.

9. Industry Rep: Experiential Education - responsible for promoting the interests of other experiential education programs. Voted on for a three-year term.

10. Academic Rep: Cooperative Education - responsible for promoting the interests of cooperative education programs. Voted on for a three-year term.

11. Academic Rep: Experiential Education - responsible for promoting the interests of other experiential education programs. Voted on for a three-year term.

Ex-Officio Members of the Board (Non-Voting Members)

1. Program Chairs - consult with the Division Chair and Executive Board and work with the Chair in the development, organization, and conduct of programs. A Program Chair shall be responsible for program planning at the Conference for Industry and Education Collaboration as long as CEED is participating in the CIEC. The Program Chair will be appointed by the Division Chair upon recommendation of the Chair-Elect?.

2. Committee Chairs-appointed by the Chair for a three year duration.

Section 4. The Executive Committee shall be responsible for the affairs and business of the Division which may arise between business meetings of the Division. The Executive Committee or Executive Board shall meet or conduct business otherwise when called by the Chair.

ARTICLE V ELECTION OF OFFICERS

Section 1. The Chair of the Division shall be elected to serve for one year and will be succeeded in office by the Chair-Elect of the Division.

Section 2. A Chair-Elect shall be elected for a period of one year before assuming the duties of Chair. The Chair-Elect must have prior experience on the CEED Board.

The Treasurer, Archivist, Industry Reps, Academic Reps and Division Editor shall be elected for a term of three years by the members of the Division in accordance with the procedures set forth in Article V, Sections 3 and 4.

The Secretary shall be elected for a term of two years by the members of the Division in accordance with the procedures set forth in Article V, Sections 3 and 4.

Section 3. The Chair shall appoint a Nominating Committee consisting of three members of the Division. The outgoing Past-Chair shall be the Chair of the Nominating Committee.

Section 4. The Nominating Committee will present nominations of candidates for all offices as needed at the business meeting during the annual Conference for Industry and Education Collaboration (CIEC). Nomination of a Chair and Chair-Elect will be made every year and other positions will be filled nominated? as needed. Additional nominations may be made from the floor. In the event that the Nominating Committee cannot find a qualified candidate for

nomination as an Executive Board Member and one is not nominated from the floor or a position becomes vacant, the Division Chair may appoint, until the next election, a qualified member of the Division. The nominees must be members of ASEE and CEED and their consent must be secured prior to their nomination. The Nominating Committee may also present nominations to fill any unexpired term except that of Chair (See Article V, Section 5).

Section 5. In the event the Chair is unable to complete the term of office, the Chair-Elect will succeed to the office of Chair and continue as Chair through the following term.

Section 6. Election shall be by majority vote of members present at the CEED Business Meeting at the annual Conference for Industry and Education Collaboration. Newly-elected officers shall assume office at the end of the CIEC.

ARTICLE VI MEETINGS

Section 1. The Division will schedule at least one annual meeting of the membership.

Section 2. A program of the Division focused on Cooperative and Experiential Education and related professional development shall be coordinated at CIEC at the annual meeting of the membership. The meeting may include meal events, business agenda, and other such sessions as deemed appropriate by the Division Executive Board.

Section 3. The Division Board may elect to sponsor additional meetings (one-day, regional, workshop, training, etc.) to further the support of a commitment to Cooperative and Experiential Education.

ARTICLE VII COMMITTEES

Section 1. The Chair-Elect shall be the Chair's representative in direct contact with and coordinating the activities of the CEED Committees. The Chair-Elect may assist in carrying out those policies and programs as agreed upon by the Chair and the Executive Board.

Section 2. The Chair shall appoint such standing or special committees as are necessary for the adequate functioning of the Division.

Section 3. Committees shall prepare written reports for distribution at meetings of the Executive Board which will be filed with the Archivist by the Secretary as part of the permanent records of the Division.

ARTICLE VIII FINANCES

Section 1. Any funds accumulated by the Division shall be used to further the purposes, aims, and ideals as stated in Article II of the By-Laws.

Section 2. The Treasurer shall receive all funds belonging to the Division; keep an account of all receipts and expenditures; shall present in writing a financial report at the end of each fiscal year and at any other time when requested to do so by the Chair.

Section 3. The fiscal year of the Cooperative and Experiential Education Division will be from February 1 - January 31 effective February 1, 1995.

Section 4. All disbursements shall be made consistent with ASEE policies from either the ASEE Division Operating Account, the ASEE BASS Account, or local Division funds maintained by the Division Treasurer.

Section 5. In the event of dissolution of the Division, none of its funds shall be distributed to any of the members; and all funds shall be transferred to such other organization or organizations as the Executive Board will determine to have purposes and activities most nearly consonant to those of the Division, provided that such other organization or organizations shall be exempt under section 501 (c) (3) of the Internal Revenue Code or corresponding provisions of the Internal Revenue Laws.

ARTICLE IX PARLIAMENTARY AUTHORITY

Section 1. The rules contained in Robert's Rules of Order (latest edition) shall govern this Division in all cases to which they are applicable and in which they are consistent with the Constitution and By-Laws of ASEE or the By-Laws of this Division. In other cases, the Constitution and By-Laws of ASEE shall govern.

Section 2. Any action of this Division shall be invalid if it is in conflict with the Constitution or By-Laws of ASEE.

Section 3. A quorum will consist of those members present at any business meeting that has been announced at least 30 days prior to the meeting. Program brochures, special mailings, and/or the Division newsletter will normally be used to announce business meetings and other items to be brought before the membership at large for discussion and/or vote.

ARTICLE X AMENDMENTS AND ADDITIONS

Section 1. Amendments to these By-Laws may be made during any business meeting of the Division by a two-thirds affirmative vote of the members present, provided all members are notified of the proposed amendment at least 30 days prior to the business meeting at which the amendment is to be considered.

Section 2. These By-Laws may also be amended by a letter or email ballot to the membership of the Division mailed by the Secretary, the amendment being approved if two-thirds or more of the ballots returned within 30 days after they are mailed are favorable.

Section 3. Amendments, if passed by a two-thirds majority of all members voting, shall be submitted to the ASEE Board of Directors through the appropriate PIC Chair and become effective only upon approval by the ASEE Board of Directors.