

BYLAWS OF THE COMMISSION ON DIVERSITY, EQUITY, AND INCLUSION AMERICAN SOCIETY FOR ENGINEERING EDUCATION

Adopted: May 14, 2021

Revised: *(insert date)*

Article I. Name

The name of this unit shall be the American Society for Engineering Education Commission on Diversity, Equity, and Inclusion, herein called ASEE CDEI. It shall operate as a Commission of the American Society for Engineering Education Board of Directors.

Article II. Objectives

The ASEE CDEI is committed to helping ASEE foster environments where every individual is respected and no one feels marginalized. Such environments in academia and industry embrace individual differences and leverage diversity for a better engineered tomorrow. The ASEE CDEI recognizes that while steady gains have been made in the number of women, African-Americans, Hispanics, Native Americans and other marginalized groups in engineering over the past several years, substantial progress must still be made to create inclusive and equitable environments that fully empower all, and particularly those who have historically been underrepresented.

The charge of the ASEE CDEI shall be as follows:

- Increase visibility and discussion of diversity, equity, and inclusion issues,
- Report findings and activities to the ASEE Board,
- Develop guidance to foster inclusive environments in which all engineers thrive, and
- Facilitate and encourage the adaptation of strategies to promote the empowerment of all.

Per Article III, Section 19 of the ASEE Constitution: "Commissions will work toward achieving a broad aspect of the Society's goals. Their work will be ongoing and will be directly relevant to most or all areas of the Society. Commissions will make occasional reports to the Board of Directors, and these reports may contain recommendations for board action, but commissions are also empowered by the board to directly act, engaging internal Society and external audiences, in support of the society's goals as they relate to the commission's charge."

A. Statement on Diversity, Equity, and Inclusion

The ASEE CDEI is also committed to promoting the inclusion and education of diverse individuals (through both engineering and engineering technology programs) and embracing

diverse ideas in the engineering profession. CDEI recognizes that diversity is strength in creativity, broadness of new ideas, and embracing new perspectives to arrive at the most truly innovative, resource-smart solutions possible. We believe that engineering for communities should be accomplished with communities. More information can be found on ASEE's Statement on Diversity and Inclusiveness at <https://diversity.asee.org/about/> and in the ASEE-SEFI (European Society for Engineering Education) Joint Statement on Diversity, Equity, and Inclusion at <http://bit.ly/ASEE-SEFI-DEI>.

Article III. Membership

The ASEE CDEI is committed to diversity, equity, and inclusion. The ASEE CDEI shall strive to identify candidates for membership that help embody its mission and maintain a diverse composition with respect to various factors including, but not limited to, race, ethnicity, national origin, mobility, abilities, citizenship, veteran status, sex, gender, religion, and division/council representation.

A. Types of Membership

The ASEE CDEI shall be composed of three types of participants: Standing Members, Delegates, and Friends.

1. Standing Members

ASEE CDEI consists of 13 voting members and 3 non-voting ex-officio members called Standing Members. Standing Members are appointed by the President of the ASEE Board of Directors, with the advice of the ASEE Board, from candidates nominated by processes described for each type of member listed below. All Standing Members must maintain their ASEE membership.

a. ASEE CDEI Leadership Team

The ASEE CDEI is led by a three-person Leadership Team consisting of a Past Chair, Chair, and Incoming Chair. The Incoming Chair is appointed by the ASEE President for a three-year term. The first year of the appointment is as Incoming Chair, the second year is as Chair, and third year is as Past Chair. This appointment supersedes all prior appointment terms. CDEI's Executive Committee will self-nominate or nominate active CDEI members for the position of Incoming Chair. If no candidates from these groups emerge, the Executive Committee may nominate candidates from ASEE members who are actively doing engineering education DEI work. The current Leadership Team will make a decision after Executive Committee discussion of the candidates (Executive Committee members with conflicts of interest will recuse themselves from any discussion of nominations), and the Past Chair will present the Incoming

Chair nomination to the ASEE President for their approval. Terms of service begin and expire each year at the close of the ASEE Annual Conference.

b. Partnered Council Members

The ASEE CDEI contains a Standing Member from three (3) partnered councils: Corporate Member Council, Engineering Dean's Council, and Engineering Technology Council. Each council shall have 1 council member representative who serves on the ASEE CDEI. The nomination(s) will be reviewed by the CDEI Leadership Team and presented to the ASEE President for appointment to serve a 3-year term. Council representative members can serve up to 2 consecutive terms. Each council is encouraged to nominate multiple candidates for consideration. If a CDEI council member is removed from said council, their CDEI position becomes vacant.

c. Founding Division Members

The ASEE CDEI includes three (3) Standing Members from the Divisions that contributed to the creation of the original ASEE CDEI organization. Those Divisions are the Minorities in Engineering Division, Pre-College Engineering Education Division, and Women in Engineering Division. Each of these three Divisions shall have 1 Division member representative who serves on the ASEE CDEI. The nomination(s) will be reviewed by the CDEI Leadership Team and presented to the ASEE President for appointment to serve a 3-year term. Founding Division representatives can serve up to 2 consecutive terms. Each Division is encouraged to nominate multiple candidates for consideration.

d. Members-at-Large

The ASEE CDEI contains three (3) Standing Members that can be filled by any ASEE member, herein called members-at-large. These members are nominated by any ASEE Member or self-nominated through a nomination request sent to all current CDEI members. Nominations are reviewed by the CDEI Leadership Team, and appointed by the ASEE President to a 3-year term.

e. External Engineering Diversity-Centric Organization

The ASEE CDEI contains one (1) Standing Member representing an engineering diversity-centric organization, such as, but not limited to: WEPAN, NAMEPA, Great Minds in STEM, NSBE, SHPE, SWE, NOGLSTP, or MentorNet. This individual will be appointed by the ASEE President and will serve a 3-year term. ASEE headquarters will work with the CDEI Leadership Team to nominate individuals strategically.

f. ASEE Vice-President for Member Affairs

The ASEE Vice-President for Member Affairs will serve as a non-voting ex-officio member and will provide two-way communication between CDEI and the ASEE Board of Directors. This person is ineligible to serve in a CDEI leadership position (see §a above) and maintains this CDEI position until said member is no longer the ASEE Vice-President for Member Affairs.

g. ASEE P-12 Commission Representative

The ASEE P-12 Commission may designate a member to serve as a non-voting ex-officio member who facilitates communication and partnership between CDEI and the P-12 Commission. This person is ineligible to serve in a CDEI leadership position (see §a above) and maintains this CDEI position for two years or until said member is no longer the designated liaison or no longer a member of the P-12 Commission.

h. ASEE Headquarters Staff Member

ASEE headquarters will select one (1) ASEE staff member to serve on CDEI as a non-voting ex-officio member. This individual is appointed by the ASEE President and is ineligible to serve in a CDEI leadership position (see §a above). This person serves as CDEI's connection to ASEE's headquarters. This person serves in this capacity until ASEE headquarters nominates a new individual to the ASEE President.

2. Delegates

Delegates are nominated by ASEE divisions and sections and appointed by the CDEI Leadership Team. All delegates must maintain their ASEE membership. Any ASEE Division or Section can nominate any of their members to be a Delegate. CDEI limits each ASEE Division and Section to one (1) Delegate.

All Delegates serve a two-year term with no limitations on serving consecutive terms. Terms of service begin and expire each year at the close of the ASEE Annual Conference.

3. Friends

The role of Friends of the Commission is an informal affiliation with the Commission. While Friends are frequently former Standing Members or Delegates, they can also be self-nominated through the Commission's website. All Friends of the Commission should maintain their ASEE membership in order to receive formal communications from the Commission.

B. Terms of Membership

1. Standing Members

All standing members serve a three-year term, with the exception of the ASEE Vice-President for Member Affairs, the ASEE P-12 Commission representative and the ASEE staff member. Terms of service begin and expire each year at the close of the ASEE Annual Conference.

2. Delegates

All Delegates serve a two-year term with no limitations on serving consecutive terms. Terms of service begin and expire each year at the close of the ASEE Annual Conference.

3. Friends

Friends serve an indefinite term and may choose to end their affiliation as CDEI Friends at any time.

C. Duties of Members

1. Standing Members

Standing Members commit to being full participants of CDEI upon accepting the appointment from the ASEE President. All Standing Members are expected to:

- (1) Attend periodic, in-person or virtual executive committee and full commission meetings; and
- (2) Lead or become involved in committee and task force work.

2. Delegates

Delegates are critical members of CDEI and are expected to:

- (1) Represent their ASEE Division or Section to provide their division or section's perspective; and
- (2) Provide a two-way communication link between their Division or Section and CDEI; and
- (3) Encourage and help create a diversity, inclusion, and equity statement for their Division's or Section's Bylaws if said statement is not already in existence; and

(4) Champion the creation and implementation of diversity, inclusivity, and equity initiatives within their constituent group and by their group's members; and

(5) Attend periodic, in-person or virtual meetings and become involved in committee and task force work; and

(6) Promote participation by their constituent group in the Best Diversity, Equity, and Inclusion Paper Award and Constituent Diversity, Equity, and Inclusion Award competitions.

3. Friends

Friends are included in communications and encouraged to become involved in CDEI committees and task forces as well as to be DEI leaders in their communities.

D. Membership Nomination

1. Standing Members

Standing Members will be nominated following the guidelines in the membership section, Section III.A.1. The Past Chair will notify the respective parties of upcoming vacancies by mid-March of each year and accept nominations for one month. The CDEI Leadership Team will review all nominations and provide the candidate to the ASEE President before the ASEE Board of Directors' February meeting.

During May of each year, new members will receive an appointment letter from the incoming ASEE President. ASEE Board Secretary (or designee) will inform CDEI's Leadership Team of all new appointments. Members ending their terms at the end of the Annual Conference will receive a service acknowledgement letter from the ASEE President by August 1st prompted by a list sent by the Past Chair in July. It is desirable that yearly rotation involves no more than five (5) members.

2. Delegates

The Past Chair will notify all ASEE Division Chairs of vacant Delegate positions and Delegate term expirations by mid-March of each year and accept nominations for one month. The CDEI Leadership Team will review all nominations before appointing individuals as Delegates.

During May of each year, new Delegates and their respective Divisions will receive notification of their appointment from the CDEI Past Chair. Delegates ending their terms at the end of the

Annual Conference will receive a service acknowledgement letter from the Past Chair by August 1st.

3. Friends

Friends are self-nominated and register through the Commission website by signing up for the CDEI Mailing List.

E. Membership Review

The CDEI Leadership Team will assess the participation of all Standing Members as needed with input from the Executive Committee (Section V.C.1) to determine if said Standing Member should be replaced. Standing Members will be notified by the Chair to discuss their participation and any additional support needed to help them meet the expectations of the role. Participation assessment will be based upon meeting attendance, and committee contributions. This participation discussion will be considered by the Executive Committee before a formal vote is held to remove said member. A majority vote from the Executive Committee is required to remove an inactive Standing Member. If a Standing Member is removed, the position becomes vacant.

This review of participation is only for Standing Members because CDEI does not have the capacity to track volunteer hours from Delegates and Friends to assess their participation.

F. Vacancies

1. Standing Members

In the event a Standing Member position becomes vacant, the Past Chair follows the guidelines in the membership section, Section III.D.1. Individuals who fill vacant positions that start at any time other than the conclusion of the ASEE Annual Conference will serve in said capacity until the conclusion of the vacant term. Said individual may then start a new three-year term at that time.

If the Chair position becomes vacant, the Incoming Chair will serve as Acting-Chair until said individual officially becomes Chair. If the Incoming Chair position is vacant, it will be filled according to Section III.A.1.a, and the selectee will serve as Acting-Incoming Chair until the original Incoming Chair term ends. At the end of said term, the Acting-Incoming Chair becomes Incoming Chair. In the event that the Past Chair becomes vacant, the current Chair will assume all Past Chair responsibilities and can appoint a current Standing Member to help with said responsibilities.

2. Delegates

In the event a Delegate position becomes vacant, the Past Chair will contact said Division or Section and notify them of the vacancy. At this time, the Division or Section can nominate a replacement Delegate to be appointed by the CDEI Leadership Team. Individuals who fill vacant positions that start at any time other than the conclusion of the ASEE Annual Conference will serve in said capacity until the conclusion of the next ASEE Annual Conference. Said individual may then start a new 2-year term at that time.

3. Friends

Friends may choose to end their affiliation as CDEI friends at any time.

Article IV. Organization

The Executive Officers of the CDEI shall be known as the ASEE CDEI Leadership Team and consist of the Incoming Chair, Chair, and Past Chair of the ASEE CDEI.

A. Chair

The Chair oversees operational and strategic initiatives of the CDEI. The Chair sets the agenda, convenes regular meetings, and provides accountability to all Committee chairs to ensure Committee progress is being made. The Chair officially communicates on behalf of the CDEI and works with the ASEE Vice-President of Member Affairs to communicate CDEI's efforts and concerns to the ASEE Board. The Chair is responsible for on-boarding all new CDEI members. The Chair performs other duties as required by these Bylaws and as prescribed by the ASEE Board of Directors.

Additionally, the Chair will perform the following duties:

- Appoint all standing committees authorized by these bylaws and special committees authorized by the Executive Committee.
- Compile an annual report of the activities of the unit, in collaboration with the Strategic Planning & Assessment Committee, as requested by the Secretary of the Society.
- Review and revise meeting minutes prepared by the Incoming Chair.
- Assure that official cash disbursement signatures are on file at Society headquarters and approve all expenditures of Society funds.

B. Incoming Chair

The Incoming Chair shall perform the duties of the Chair in the Chair's absence. When so acting, the Incoming Chair shall have all the powers of and be subject to all the restrictions upon the Chair. The Incoming Chair shall perform such other duties as required by these Bylaws and as may be assigned by the ASEE Board of Directors or the Chair.

The Incoming Chair acts as the ASEE CDEI treasurer and shall have oversight responsibility for all funds of CDEI, for the processing of payment on behalf of CDEI, and for the maintenance of CDEI's budgetary documents.

The Incoming Chair shall act as the recording secretary for the all-participant CDEI meetings and all Executive Committee (See 7.03.a.i) meetings. They will build off of the meeting agenda prepared by the Chair as a starting place for recording what is discussed during the meetings and will finalize the meeting minutes within one week of said meetings' occurrence. All meeting minutes recorded by the Incoming Chair will be posted in a central repository of CDEI's records to ensure transparency.

Additionally, the Incoming Chair will perform the following duties:

- Succeed the Chair upon completion of their term in office.
- Take office as Chair, as specified in above (Section IV.A), in the event of the resignation or death of the Chair before their term is completed.

C. Past Chair

The Past Chair will serve as an advisor to the Chair and Incoming Chair and shall perform such other duties as required by these Bylaws and as from time to time may be assigned by the ASEE Board of Directors or the Chair. The Past Chair manages the membership nomination, membership review, and vacancy processes. In addition, the Past Chair facilitates the process for appointment, through emails to the ASEE Assistant Board Secretary, and acknowledgement communications to Standing Members and Delegates.

Article V. Committees

CDEI may establish committees to manage specific activities or to perform any of the Goals or Objectives created as part of the Strategic Plan or directed by the ASEE Board of Directors.

A. Committee Participation

All CDEI members are expected to participate in at least one Committee.

B. Committee Leadership

The CDEI Leadership Team will solicit nominations, including self-nominations, for Committee Chair positions during April of each year and notify said Chairs by the end of May to ensure said Incoming Committee Chairs have time to plan for the ASEE Annual Conference meeting. Nominations may come from Standing Members, others active within the Commission, or others active in engineering education DEI work. These individuals will work with the current Chairs of their respective Committees to ensure a smooth transfer of responsibilities starting at the time of

notification through the ASEE Annual Conference. Ideally, Standing Members of the CDEI will serve as Committee Chairs. It is permissible, however, for Delegates, active Friends, or people active in engineering education DEI work to serve as Chair or Co-Chair of a Committee. Co-Chairs are an option as needed for CDEI committees. If a Committee Chair position becomes vacant, then said Chair's responsibilities will pass to the Co-Chair of said Committee until another Member is appointed by the CDEI Leadership Team. Committee Chairs are appointed to said positions at the end of the ASEE Annual Conference and serve in appointed positions for one year.

C. Standing Committees

CDEI maintains the following seven Standing Committees to ensure its Goals and Objectives are reached.

1. Executive Committee

The Executive Committee serves as the organization's leadership body and ensures CDEI's goals are being accomplished by requiring accountability from all other Committees. The Executive Committee is chaired by the CDEI Chair and consists of the CDEI's Leadership Team (Incoming Chair, Chair, and Past Chair), the Other Standing Members outlined in Article IV, and all Committee Chairs.

The Chair and/or Co-chair of this committee will submit a short paragraph to the Strategic Planning & Assessment chair by May 1st summarizing their committee's activities, outcomes, and celebratory points of pride over the course of the year for inclusion in the annual report to the ASEE Board.

2. Conference Planning Committee

The Conference Planning Committee oversees program activities for the ASEE Annual Conference and other conferences where the CDEI chooses to have a presence. This committee's main initiatives are:

- CDEI Pavilion: coordinate all content including displays, materials, video displays, co-hosts, giveaways, and schedules within the booth; and
- Footsteps: coordinate the collection, development, and vetting of thought-provoking messages, as well as the printing of footsteps to be placed around the conferences; and
- ASEE Mixer: Prepares materials and staffing for the conference mixer session.

The Conference Planning Committee consists of a Chair appointed by the CDEI chair and CDEI members who volunteer for the committee.

The Conference Planning Committee Chair serves as a de facto Program Chair for CDEI, having primary responsibility interfacing with the ASEE Annual Conference management system.

The Chair and/or Co-chair of this committee will submit a short paragraph to the Strategic Planning & Assessment chair by May 1st summarizing their committee's activities, outcomes,

and celebratory points of pride over the course of the year for inclusion in the annual report to the ASEE Board.

3. Awards Committee

The Awards Committee manages the ASEE Best Diversity, Equity, and Inclusion Paper competition and the ASEE Constituent Diversity, Equity, and Inclusion Award. The Awards Committee Chair will oversee the award selections to ensure that the ASEE Board-approved processes are followed.

CDEI members who volunteer for the Awards Committee will be responsible for reviewing the Best DEI Paper and ASEE Constituent DEI Award submissions. Committee members with a conflict of interest for a particular award will be recused.

The Awards Committee consists of a Chair appointed by the CDEI chair and CDEI members who volunteer for the committee.

The Chair and/or Co-chair of this committee will submit a short paragraph to the Strategic Planning & Assessment chair by May 1st summarizing their committee's activities, outcomes, and celebratory points of pride over the course of the year for inclusion in the annual report to the ASEE Board.

4. Communications Committee

The Communication Committee coordinates communication efforts for the CDEI. This includes the ASEE CDEI Blog, ASEE CDEI Twitter, and CDEI's website. This committee coordinates messaging and seeks new content.

The Communication Committee consists of a Chair appointed by the CDEI chair and CDEI members who volunteer for the committee.

The Chair and/or Co-chair of this committee will submit a short paragraph to the Strategic Planning & Assessment chair by May 1st summarizing their committee's activities, outcomes, and celebratory points of pride over the course of the year for inclusion in the annual report to the ASEE Board.

5. Strategic Planning & Assessment Committee

The Strategic Planning & Assessment Committee helps maintain and track the progress of the ASEE CDEI Strategic Plan with the guidance of the CDEI Leadership Team and in coordination with appropriate committees. This committee shall request reports from all committees, review reports with respect to advancement of the strategic plan, and compile it into a single annual report, with support from the Leadership team by May 15th, before the June ASEE Board meeting. This effort will be in conjunction with the CDEI Leadership Team. The official CDEI report must be submitted via the ASEE Vice-President for Member Affairs by May 15th of each year such that it can be ready for the ASEE Board of Directors June meeting

The Strategic Planning & Assessment Committee consists of a Chair appointed by the CDEI chair and CDEI members who volunteer for the committee.

The Chair and/or Co-chair of this committee will submit a short paragraph to the Strategic Planning & Assessment chair by May 1st summarizing their committee's activities, outcomes, and celebratory points of pride over the course of the year for inclusion in the annual report to the ASEE Board.

6. Policy & Letters Committee

The Policy & Letters Committee drafts responses to key events for timely advocacy or to encourage diversity, inclusion, or equity policies. This committee will include a minimum of two people and at most five people such that it is nimble enough to rapidly respond to urgent requests for responses.

The Policy & Letters Committee consists of a Chair appointed by the CDEI chair and CDEI members who volunteer for the committee.

The Chair and/or Co-chair of this committee will submit a short paragraph to the Strategic Planning & Assessment chair by May 1st summarizing their committee's activities, outcomes, and celebratory points of pride over the course of the year for inclusion in the annual report to the ASEE Board.

7. Professional Development Committee

The Professional Development Committee is responsible for reviewing submissions and coordinating with presenters for the CDEI workshops held at the annual conference. The PD Committee also supports CDEI and ASEE by organizing virtual workshops and communities of practice throughout the year.

The Professional Development Committee consists of a Chair appointed by the CDEI chair and CDEI members who volunteer for the committee.

The Chair and/or Co-chair of this committee will submit a short paragraph to the Strategic Planning & Assessment chair by May 1st summarizing their committee's activities, outcomes, and celebratory points of pride over the course of the year for inclusion in the annual report to the ASEE Board.

D. Ad Hoc Task Force

Other committees shall be appointed and dissolved by the CDEI Chair as deemed appropriate to the work thereof. The Ad Hoc Task Force will exist for one year unless extended by request of the CDEI Chair.

Article VI. Meetings

The ASEE CDEI shall meet, at a minimum, on a quarterly basis. Meetings may be conducted in person or through tele/video-conferencing. Any participant joining a meeting via tele/video conferencing is said to be "present" at the meeting for voting purposes. CDEI committees shall,

at a minimum, meet monthly to ensure progress is being made. All ASEE CDEI quarterly meetings are open to any ASEE member.

The quorum is the standard majority of the non-ex officio Standing Members present at a meeting. If a vote is called via email, the quorum is defined as the total number of non-ex officio Standing Members. Therefore, a standard majority is needed to pass the vote. All Standing members who do not respond with their vote will be recorded as abstain. CDEI non-ex officio Standing Members must vote on CDEI's annual budget allocation and expenses over \$500. The CDEI Chair may call a vote on any other topic as needed.

Article VII. Amendment

Proposed amendments to these Bylaws may be advanced during any in person or virtual meeting or electronic vote of the CDEI upon affirmative vote by two-thirds of the non-ex officio Standing Members. Rules for quorum and voting under Article VI apply, with modification to two-thirds affirmative required to pass. These amendments will be subject to the approval of the ASEE Board of Directors.

Article VIII. Other Provisions

A. Severability

Any condition stipulated above shall be deemed invalid if it contravenes the Constitution and Bylaws of ASEE, without affecting the validity of the remaining Bylaws of the Commission.

B. Indemnity

The CDEI, by this article, for itself and on behalf of its individual members, disclaims any and all liability for any losses, claims, demands, or actions arising or resulting from the recommendations or advice made or given in good faith to ASEE pursuant to the activities anticipated herein. It is intended that the ASEE exercise independent judgment and evaluate for itself the usefulness of the advice and recommendations so given.

C. Parliamentary Authority

The rules contained in Robert's Rules of Order, latest edition, shall govern in all matters of parliamentary authority to which they are applicable and in which they are consistent with the Constitution and Bylaws of the Society and the Bylaws of the CDEI. In all other matters, the Constitution of the Society shall govern.

D. Publications

The unit shall produce and distribute such publications as the Executive Committee deems appropriate to promote the objectives of the unit.

In accordance with Article VIII of the ASEE Constitution, papers and discussions presented at meetings of ASEE and the councils or groups therein shall become the property of ASEE and may be published as ASEE series, miscellaneous or occasional publications if authorized by the Board of Directors or its delegated representative. The ASEE Board of Directors, through its delegated representative, may grant permission to publish such papers and discussions elsewhere on condition that ASEE receive proper credit or may waive any property rights ASEE may have in the paper or discussion. Papers not accepted for publication shall be returned to the authors and shall no longer be considered the property of the Society.