 APPLICATION FOR INTERNATIONAL ASEE BRANCH

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, request the establishment of an International Branch under the ASEE Bylaws Article II, Section 4.

I propose that he Branch cover any membership in the geographic region \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to include the country/countries of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The proposed Branch title is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The following ten (10) ASEE members are the petitioners and constitute the initial membership of the Branch:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Name** | **Title** | **University** | **Address** | **Email** | **Phone** |
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Attachments: Proposed Bylaws

|  |  |
| --- | --- |
| Date:  Proposed by:  Signed:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date:  Approved by ASEE:  Signed:  Dr. Kenneth Galloway |

Draft Bylaws (Not effective until adopted and approved by the ASEE Board of Directors)

**ARTICLE I – Name and Objectives**  
**Section 1: Name**

The name of this organization shall be the International XXX Branch of the American Society for Engineering Education.

**Section 2: Area**

The section geographical area includes the countries of XXX.

**Section 3: Objectives**

The purpose of the Branch shall be the promotion of the aims and objectives of the ASEE as stated in the ASEE Constitution and Bylaws. The Branch shall concern itself with all ASEE affairs taking place within the area prescribed by ASEE as the International XXX Branch. Among the objectives are the promotion of the highest ideals in the conduct of engineering education, with respect to administration, curriculum, and teaching, and maintenance of the highest professional standards among its members.

**ARTICLE II - Membership**   
The membership of the Branch shall be individual or global online members of the American Society for Engineering Education who reside or are employed in the geographical boundaries assigned to the Branch.

**ARTICLE III – Branch Officers and Elections**  
**Section 1: Officers**

The officers of the Branch shall be Chair, Chair-Elect, Past-Chair, Membership Chair, Annual Meeting Chair, and Secretary/Treasurer.

**Section 2: Duties**

The following shall constitute, in part, the duties of the officers:

**The Chair** shall serve as the representative and administrative head of the Branch, providing direction and leadership as required. It shall be the Chair’s duty to conduct all business meetings of the Branch. The Chair shall make all those appointments required by these Bylaws, and discharge such duties as are necessary for the proper conduct of the affairs of the Branch.

**The Chair-Elect** shall serve as understudy to the Chair and provide assistance in areas designated by the Chair.

**The Past Chair** shall serve as the chair of the nominating committee of the Branch.

**The Membership Chair** shall work with the ASEE membership department to maximize the recruitment and retention of members affiliated with the Branch.

**The Annual Meeting Chair** shall arrange and coordinate the Branch’s meeting activities for the year.

**The Secretary/Treasurer** shall record the minutes of the Section business meeting and Executive Committee meetings, be authorized to disburse Section funds at the discretion of the Chair and maintain appropriate financial records.

**Section 3 - Election of Officers**

ASEE Headquarters will make the initial officer nominations. Subsequent nominations may be placed from the floor by any member of the section.

**Section 4 - Terms of Office**   
The term of office of all officers is for two years. All terms shall commence at the start of the Society Year (As defined in the ASEE constitution).

**ARTICLE IV - Meetings**   
There shall be a minimum of one regular meeting of the Branch each year. The annual business meeting for the Branch will be held at the Annual meeting.

**ARTICLE V** - **Amendments**  
These Bylaws may be amended by majority vote of those members attending any regular Branch meeting providing the proposed changes are brought before the membership in written form. The members of the Branch shall receive any proposed by-law changes two weeks prior to the regular Branch meeting. ASEE Board of Directors must approve any bylaw revisions / name changes prior to them becoming effective.