



Council of Engineering Management Academic Leaders – CEMAL

Bylaws
27 October 2016

ARTICLE I – NAME

The name of this organization shall be the Council of Engineering Management Academic Leaders (CEMAL).

ARTICLE II – PURPOSE

1. To encourage interest in the field of engineering management and coordinate communication among engineering management academic programs and the American Society for Engineering Management (ASEM).
2. To sponsor activities and meetings among individuals who serve as chairs, directors, and heads of academic programs and units in engineering management and related areas.
3. To discuss engineering management education, curriculum, accreditation, student activities, research, faculty development, certification and other matters with the intent of enhancing engineering management educational programs.
4. To enhance engineering management publications, engage with engineering management professionals, advance the careers of engineering management professionals, foster best engineering management practices, and help the American Society for Engineering Management (ASEM) achieve its objectives of serving the engineering management profession worldwide.
5. To receive and act on recommendations from members.
6. To make recommendations resulting from such activities and discussions to the Board of Directors for the American Society for Engineering Management (ASEM) and to keep the ASEM Board apprised of developments in these areas.

ARTICLE III – MEMBERSHIP AND VOTING

1. Membership – Any program, department, or school of engineering management and/or a related area is eligible for membership in this forum upon completing a membership application and submitting it to the secretary with payment of the correct dues.
2. Representation – Member programs will be represented by the person in the formal leadership position of the program, department, or school of engineering management or their designee. If an academic institution does not have a formal leadership position in engineering management or a related area, then the leader of the unit responsible for EM and related areas may designate a nominee who is responsible for engineering management and related courses in that program, department, or school. Each CEMAL program is required to submit with its application the name of the person in formal leadership of the program and institution.
3. Program membership is contingent on payment of annual dues, which will be due on January 1 of each year, which are set by a vote of the current membership.
4. Voting rights extend to only the formal leader (or their designee of) all member programs. While non-members might from time to time attend CEMAL meetings and participate in discussions, only members may vote.
5. Motions are carried by a simple majority vote of all members present and voting at a general meeting of the organization.
6. All members shall have equal rights, duties and privileges. Membership and participation shall be free from discrimination on any basis.

ARTICLE IV – OFFICERS

1. The officers of the Council shall be a President/Treasurer, Immediate Past President, and Secretary. The officers constitute the executive committee of the Council.
2. The President/Treasurer shall be the chief administrative officer of the Council and shall be responsible for the development and execution of the Council's program. He/she shall:
 - a. call and organize meetings of the Council
 - b. appoint ad hoc committees as required
 - c. appoint chairs and members of standing committees
 - d. manage the affairs of the Council between meetings
 - e. preside at Council meetings
 - f. represent positions and recommendations of the Council to ASEM
 - g. be responsible for the administration and disbursement of the Council funds as agreed in consultation with the Council and its officers
 - h. prepare and distribute reports of the financial condition of the Council

- i. assist the Immediate Past President and the Secretary to identify and evaluate nominees for the office of Secretary
- j. make arrangements for the orderly transfer of all the Council's financial records to the President/Treasurer succeeding him/her
- k. perform other duties usual to the offices of an organization's President and Treasurer
- l. be a member in good standing of ASEM and of the Council

Normally the Secretary shall assume the role of President/Treasurer upon completion of his/her term as Secretary.

3. The Immediate Past President shall:

- a. assist in recruiting committee members and chairs
- b. actively advise the President/Treasurer and Secretary on matters relating to the affairs of the Council and its relations with ASEM
- c. assist the President/Treasurer and the Secretary to identify and evaluate nominees for the office of Secretary
- d. promote continuity of practices and procedures relating to the affairs of the Council and its relations with ASEM
- e. be a member in good standing of ASEM and of the Council

Normally the President/Treasurer shall assume the role of Immediate Past President upon completion of his/her term as President/Treasurer.

4. The Secretary shall:

- a. conduct the correspondence of the Council
- b. keep the minutes and records of the Council
- c. maintain contact with ASEM
- d. receive reports of activities from those Council committees that may be established
- e. assist the President/Treasurer and the Immediate Past President to identify and evaluate nominees for the office of Secretary
- f. make arrangements for the orderly transfer of all Council records to the Secretary succeeding him/her
- g. perform other duties usual to the office of an organization's Secretary
- h. be a member in good standing of ASEM and of the Council

5. Any Council member accepting appointment to an office in the Council is understood to have agreed to perform the duties of that office, and in particular to attend the regular Council meetings during his/her tenure, except as his/her attendance is prevented by unusual circumstances.

6. Terms of Office:

The terms of each office shall be one year, with a three-year total rotation through the offices of Secretary, President/Treasurer and Immediate Past President. Normally officers shall be installed at the ASEM International Annual Conference.

7. Nomination of Secretary:

At least one month before the ASEM International Annual Conference the Secretary shall solicit from the Council nominations, including self-nominations, of Council members to serve as Secretary during the upcoming year. Council members, including the officers, may nominate any number of their peers for service. Nominees for the position of Secretary must express to the officers a willingness to serve in this capacity and be members in good standing of ASEM and of the Council.

8. Appointment of Secretary:

The officers will, after due consideration and discussion, appoint the Council's next Secretary. The primary criteria for appointment are judgment, competence, reliability and likelihood of success in the role. Officers are also expected to make appointments that respect the secondary objectives of varying the geographic locations, disciplinary specializations and institutional categories represented among the officers.

ARTICLE V – MEETINGS

The Council will hold at least two meetings per year, one in the fall concurrent with the ASEM International Annual Conference, and a second meeting either in the spring concurrently with the ASEM Board of Directors Meeting, or in the summer concurrently with the ASEE Annual Conference. The time, place and agenda of each meeting shall be set by the officers and announced in advance by the President/Treasurer.

ARTICLE VI – RESPONSIBILITIES TO ASEM

1. CEMAL recognizes ASEM as the leading professional society in the field of engineering management, and supports ASEM in its mission to enhance the capabilities of those who are involved in or manage the application, education, training, research or development of engineering management.

2. Each year a Council report will be submitted by the President/Treasurer to the ASEM Board of Directors - Academic setting forth the accomplishments and activities of the Council during the previous year.

3. In the event of dissolution of the Council, its assets shall become the property of the ASEM.

ARTICLE VII – AMENDMENTS

Amendments to the bylaws may be made in any meeting following announcement in a previous meeting or by the Secretary. The Secretary, no later than two weeks before the next meeting, shall submit in writing the proposed amendment to all members of the Council and the vote will occur at the next meeting. The amendment must be approved by two-thirds of the members present. Following approval by the Council, the amendment will be presented as an information item to the ASEM Board of Directors.