

ENGINEERING DEVELOPMENT FORUM (EDF) BYLAWS

ARTICLE I – NAME AND ACRONYM

The name of this organization shall be: Engineering Development Forum. The official acronym of this organization shall be EDF.

ARTICLE II – PURPOSE

The Engineering Development Forum is the principal resource for enhancing the success of development professionals, communicators, administrators and private sector representatives charged with advancing engineering programs at educational institutions.

ARTICLE III – EXECUTIVE COMMITTEE MEMBERSHIP

- 3.1 Members shall be elected by a majority vote of the Executive Committee membership during the summer following the annual conference. Their term will begin with the annual planning meeting for the conference.
- 3.2 A full-term membership shall be limited to three years. An individual may serve no more than two consecutive membership terms (six year maximum service). Exceptions to this rule shall be reviewed and may be granted on an individual basis by the Committee on Nominations and Membership.
- 3.3 If a member resigns during his/her term, the Executive Committee may elect a new member to complete his/her term.
- 3.4 Nominees to the Executive Committee must complete the Executive Committee Membership application. All applicants will be vetted through the Committee on Nominations and Membership, and taken to the full Executive Committee for a majority vote.
- 3.5 Two consecutive meeting absences to include on-site planning meeting and annual conference will be construed as a resignation. Attendance at the annual meeting is mandatory. The Committee on Nominations and Membership and Conference Chair will review extenuating circumstances.
- 3.6 Members shall be available to attend meetings and devote the time necessary to effectively serve the Executive Committee and the Engineering Development Forum.

ARTICLE IV – OFFICERS

- 4.1 The officers of the Executive Committee will be comprised of the Host Chair, Past Host Chair, Sergeant at Arms and Treasurer.
- 4.2 Officers shall be elected at the annual planning meeting of the Executive Committee.

ARTICLE V – OFFICER DUTIES

- 5.1 Host Chair – the Host Chair will conduct meetings of the Executive Committee and is ultimately responsible for the annual conference. With the assistance of the other officers, the Host Chair provides the agenda, organizes the committees, and maintains the objectives of the Engineering Development Forum. The Host Chair will represent the organization when needed, and will provide an orientation to the successor, communication necessary information before turning over all materials.
- 5.2 Past Host Chair – The immediate Past Host Chair will provide guidance to the Host Chair as requested and assist in maintaining the continuity of the organization. The Past Host Chair shall preside over Executive Committee meetings in the absence of the Host Chair.
- 5.3 Sergeant at Arms – The Sergeant at Arms will provide leadership and assistance to the Host Chair and committee leaders as needed. Duties to also include taking minutes at all meetings and conference calls.
- 5.4 Treasurer – the Treasurer will oversee the associations' finances, maintaining the accounts. He/she will report on the financial condition of the association at all Executive Committee meetings and at other times when called upon by the Host Chair. The treasurer shall not serve as the Host Chair.

ARTICLE VI – MEETINGS

- 6.1 The primary planning meeting of the Executive Committee will be held annually, and the second meeting will be held if required. Meeting times and locations will be designated by the Host Chair and communicated to the Executive Committee members and nominees in a timely manner.
- 6.2 Special Executive Committee Board meetings may be called by the Host Chair.
- 6.3 All Executive Committee members are required to attend the Annual Engineering Development Forum Conference. The Committee on Nominations and Membership and Conference Chair will review extenuating circumstances.

ARTICLE VII – COMMITTEES

- 7.1 Nominating Committee - The Nominating Committee is responsible for reviewing the applications of people for the Executive Committee to consider as incoming members and to review terms and conditions of current memberships. They also make suggestions regarding leadership roles on the executive committee.
- 7.2 Host Site Committee – The Host Site Committee is responsible for process of soliciting and reviewing the application of sites for the Executive Committee to consider as sites for the annual meeting. The past two chairs plus others will comprise the committee.
- 7.3 Communications and Marketing Committee - The Communications and Marketing is responsible for developing plans and mechanisms to build stronger relationships between EDF and engineering development professionals and administrators to increase the number of participants at the annual conference. This includes but is not limited to the web-site, list serve, and overall outreach to the engineering community.
- 7.4 Finance Committee – The Treasurer and members of the Finance Committee will be responsible for the fiscal viability of EDF. The committee will be transparent with all income and expenditures with oversight from the Executive Committee.
- 7.5 Conference Committee – This Committee will ensure the overall quality of the annual conference of EDF including but not limited to securing speakers, on-site logistics, break out sessions and social functions.
- 7.6 Bylaws Committee – This Committee will be called upon when necessary to update the bylaws. The committee will consist of interested members of the executive committee.

ARTICLE VIII – VOTING PROCEDURE

A quorum will consist of a majority of the Executive Committee members either present or via tele-conference. The voting will proceed with Robert’s Rules of Order.

ARTICLE IX – EXPENSES

Executive Committee members are individually responsible for personal lodging, and travel expenses incurred in connection with EDF duties. The Host chair can spend up to \$100 without executive committee approval for appropriate discretionary expenses that don’t appear on the conference budget.

ARTICLE X - AMENDMENTS

Amendments to these Bylaws shall be submitted to the Executive Committee and adopted by a majority vote thereof.