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

Article II. Purpose
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, and Native Americans 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 historically underrepresented.

Article III. Charge
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.

Article IV. Diversity, Equity, and Inclusion
The CDEI is committed to diversity, equity, and inclusion. 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, physical abilities, citizenship, veteran status, sex, gender, and division/council representation.

Article V. Membership

Section 5.01 Types of Memberships
The ASEE CDEI shall be composed of two types of participants: Standing Members and Delegates.

(a) Standing Members
ASEE CDEI consists of 13 voting 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.
(i) **3 ASEE CDEI Executive Officers**

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 Standing Members will provide an Incoming-Chair nomination to present to the ASEE President.

(ii) **3 partnered council members**

ASEE CDEI contains a Standing Member from 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. This individual will be reviewed by the CDEI Leadership Team and presented to the ASEE President for affirmation 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.

(iii) **3 founding division members**

ASEE CDEI includes 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. This individual will be reviewed by the CDEI Leadership Team and presented to the ASEE President for affirmation 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.

(iv) **3 members-at-large**

ASEE CDEI will contain 3 Standing Members that can be filled by any ASEE member, herein called members-at-large. These members are nominated by any ASEE Member, sent to and reviewed by the CDEI Leadership Team, and appointed by the ASEE President to a 3-year term.

(v) **1 external engineering diversity centric organization**

One Standing Member will represent 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.

(vi) **ASEE Vice-President for Member Affairs**

The ASEE Vice-President for Member Affairs will serve as an a non-voting ex-officio member and will provide 2-way communication between CDEI and the ASEE Board of Directors. This person is ineligible to serve in a CDEI leadership position (see §(i) above) and maintains this CDEI position until said member is no longer the ASEE Vice-President for Member Affairs.
ASEE headquarters will select one ASEE staff member to serve on CDEI as a non-voting ex-officio member. This individual is appointed by the ASEE President and not eligible to serve in a CDEI leadership position (see §(i) 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.

(b) Delegates
Delegates are nominated by ASEE divisions and appointed by the CDEI Leadership Team. All delegates must maintain their ASEE membership. Any ASEE Division can nominate any said Division member to be a Delegate. CDEI limits each ASEE Division to one Delegate.

Section 5.02 Membership Terms

(a) Terms of Standing Members
All standing members serve in a three-year term, with the exception of the ASEE Vice-President for Member Affairs and the ASEE staff member. Terms of service begin and expire each year at the close of the ASEE Annual Conference.

(b) Terms of Delegates
All Delegate members 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.

Section 5.03 Member Duties

(a) Duties of 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:

(i) Attend regular, in-person or virtual meetings and become involved in committee and project work, and
(ii) Do their best to serve CDEI and ASEE to help create and implement initiatives to make ASEE more diverse, inclusive, and equitable.

(b) Duties of Delegates
Delegates are valued members of CDEI and are expected to:

(i) Represent their ASEE Division/Council to provide their division perspective; and
(ii) Provide a two-way communication link between their Division/Council and CDEI; and
(iii) Encourage and help create a diversity, inclusion, and equity statement for their Division’s/Council’s Bylaws if said statement is not already in existence; and
(iv) Assist in the creation and implementation of diversity, inclusivity, and equity initiatives: and
(v) Attend regular, in-person or virtual meetings and become involved in committee and project work.
Section 5.04  Membership Nomination

(a) Nomination of Standing Members

Standing Members will be nominated following the guidelines in the membership section, Section 5.01.(a). The Past-Chair will notify the respective parties of upcoming vacancies in early December of each year and accept nominations until the beginning of February of the following year. The CDEI Leadership Team will review all nominations and provide suggestions to the ASEE President before the ASEE Board of Director’s February meeting.

CDEI’s Leadership Team will provide a list of CDEI nominees to the ASEE President before the ASEE Board of Director’s February meeting. The CDEI Leadership Team will only consider current Standing Members or Delegates for Incoming-Chair nominations.

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 members.

(b) Nomination of Delegates

The Past-Chair will notify all ASEE Division Chairs of vacant Delegate positions and Delegate term expirations in early December of each year and accept nominations until the beginning of February of the following year. 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.

Section 5.05  Membership Review

The CDEI Leadership Team will assess the participation of all Standing Members and Delegates in January with input from the Executive Committee to determine if said Standing Member or Delegate should be replaced. Standing Members and Delegates will be notified by the Chair of their lack of participation and provided a chance to justify or refute the participation claim via email. Participation will be judged based upon meeting attendance and committee contributions. This email 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 or Delegate. If a Standing Member or Delegate is removed, the position becomes vacant.

Section 5.06  Vacancies

(a) Vacancies of Standing Members

In the event a Standing Member position becomes vacant, the Past-Chair follows the guidelines in the membership section, Section 5.04.(a). 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 will then start a new 3-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. The Incoming-Chair position will be filled according to Section 5.01.(a).(i) and act 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.

(b) Vacancies of Delegates
In the event a Delegate position becomes vacant, the Past-Chair will contact said Division/Council and notify them of the vacancy. At this time, the Division/Council 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 will then start a new 2-year term at that time.

Article VI. Officers
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.

Section 6.01 Executive Officers
(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.

(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 from time to time 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.
(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, review, and vacancy processes. In addition, the Past-Chair facilitates the process for appointment and acknowledgement communications to Standing Members, Delegates, and Division Directors.

Section 6.02 Other Officers

(a) Secretary

(i) Duties

The Secretary shall act as the recording secretary for the all-participant CDEI meetings and all Executive Committee (See 7.03.a.i) meetings. The Secretary shall work with the CDEI Leadership Team to prepare and send the meeting agenda at least 3 days before said meetings and the meeting minutes within one week of said meetings' occurrence. All meeting minutes recorded by the Secretary will be posted in a central repository of CDEI's records to ensure transparency.

(ii) Nomination

The Secretary position can be held by any CDEI member. The CDEI Leadership Team will solicit nominations for the Secretary positions during April of each year and appoint said position by the end of May. This individual serves in this position for one year and starts at the end of the ASEE Annual Conference.

Article VII. 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.

Section 7.01 Committee Membership

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

Section 7.02 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-Chairs have time to plan for the ASEE Annual Conference meeting. 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. Only Standing Members of the CDEI may serve as Committee Chairs; however, it is permissible for a Delegate to serve as a Co-chair of a Committee. If a Committee Chair position becomes vacant, then said Chair's responsibilities will pass to the Co-chair of said Committee until another Standing 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 1-year.
Section 7.03  Types of Committees

(a) Standing Committees

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

(i) 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 CDIE Chair and consists of the CDEI’s Leadership Team (Incoming-Chair, Chair, and Past-Chair), the Other Officers outlined in Section 6.02, and all Committee Chairs.

(ii) Conference Planning Committee

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

a. CDEI Booth: coordinate all content including displays, materials, video displays, co-hosts, giveaways, and schedules within the booth; and
b. 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

c. ASEE Mixer: Prepares materials and staffing for the conference mixer session.

(iii) Conference Program Committee

The Conference Program Committee oversees all conference programming activities at the ASEE Annual Conference (workshops, special sessions, and panels) and manages the ASEE Best Diversity Paper competition. All CDEI members and friends will be asked to be paper reviewers; and therefore, reviewing activity does not count towards Committee membership or participation. Paper reviewers are not considered members of the Paper Program Committee.

(iv) Communication Committee

The Communication Committee coordinates communication efforts for the CDEI. This includes the ASEE Diversity Newsletter and CDEI’s websites. This committee coordinates messaging and seeks new content.

(v) Strategic Plan Committee

The Strategic Plan 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 into a single report 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 no later than 2 weeks prior to the ASEE Board of Directors meeting.
Partnerships Committee
The Partnerships Committee maintains relationships with partnering societies and helps other CDEI Committees leverage these relationships to achieve CDEI’s goals. Further, the committee will proactively seek out mutually beneficial partnerships and determine how to sustain them. This committee manages the ASEE Student Essay/Video Competition in conjunction with the ASEE Student Division.

Policy, Letters & Related Committee
The Policy, Letters, & Related Committee drafts responses to key events for timely advocacy or to encourage diversity, inclusion, and/or equity policies.

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

Article VIII. Meetings
The ASEE CDEI shall meet, at a minimum, on a quarterly basis. Meetings may be conducted in person or through teleconferencing. Any participant joining a meeting via teleconferencing 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.

Article IX. Voting
Quorum is the standard majority of the non-ex officio Standing Committee 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 Committee members. Therefore, a standard majority is needed to pass the vote. All Standing Committee members who do not respond with their vote will be recorded as abstain. CDEI 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 X. Amendments
Proposed amendments to these Bylaws may be advanced during any meeting of the CDEI upon affirmative vote by two-thirds of the non-ex officio Standing Members. These amendments will be subject to the approval of the ASEE Board of Directors.

Article XI. Other Provisions
Any condition stipulated above shall be deemed invalid if it contravenes the Constitution and Bylaws of ASEE.

The CDEI, by this article, for itself and on behalf of its individual members, disclaim 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.