

The name of the section shall be "Florida Engineers in Education, a practice section of the Florida Engineering Society (FES)," hereinafter referred to as "the section" or "FEE."

Authorization

The section is authorized under Article IX of the Florida Engineering Society Charter, and its activities and actions shall comply.

Objectives

The objectives of the section are to provide for Professional Engineers in education, a forum for effective discussion, exploration, and analysis, and to provide for FES and the Florida Engineering Foundation (FEF), a vehicle for obtaining advice from practicing Engineers in education with respect to:

- a. Improvement of undergraduate, graduate, continuing education, and technician programs for accomplishing the engineering effort of our nation.
- b. Stimulation of professional concepts, including registration among engineering educators, administrators, and students.
- c. Cooperation with the American Society for Engineering Education (ASEE), the Accreditation Board for Engineering and Technology (ABET), the National Council of Examiners for Engineering and Surveying (NCEES), and other engineering societies, in matters affecting educational policies and practices.
- d. Promotion of an atmosphere for engineering educators and administrators, conducive to the highest quality of engineering education.

Procedures

The section shall accomplish its objective by:

- a. Study, consultation, reporting, and dissemination of information on matters of concern with engineering education.
- b. Forums for discussion of topics of interest in engineering education.
- c. Meetings of the members and the Administrative Committee for discussion and recommendations of courses of action for FES.
- d. Consideration of communications presented by any chapter, committee, or the Board of Directors of FES, or other groups concerned with engineering education.

Membership

Membership and participation in the section shall be available on the following basis:

- a. A member of the section shall be a member of FES who is engaged in teaching, research, or administration in the field of education.
- b. Any member of FES may participate, subject to these Rules of Government and Operation, in activities of the section.
- c. The right to vote or hold office shall be limited to members of the section.

Administration

- a. The affairs of the section shall be governed by an Administrative Committee consisting of one representative of each college or university in Florida with one or more accredited (by ABET/EAC) engineering programs, to be appointed by the respective Dean or Director from among the faculty members having membership in FES prior to April 1st of each current year for the ensuing administrative year.
- b. The administrative and fiscal years of the section shall coincide with those of FES.

Officers

The officers of the section shall consist of a chair, a vice chair, chair-elect, past-chair, secretary, and treasurer, who shall take office at the beginning of the administrative year and hold office until their successors are duly elected/appointed and take office. Vacancies in any elected office during the administrative year shall be timely filled by the Administrative Committee, by duly approved appointments. No one person shall concurrently hold more than two of these established Officer's position.

Committees

The Administrative Committee may appoint such standing and ad hoc sub-committees as are deemed desirable.

Meetings

- a. The Administrative Committee shall meet not less than twice a year for discussion, action and recommendation to the FES Board of Directors.
- b. The section shall hold an annual conference at the time of the annual conference of FES. Such other meetings may be held as determined by the Administrative Committee.
- c. All meetings of this Administrative Committee, and its sub-committees, shall be conducted in compliance with Robert's Rules of Order, as amended.
- d. Quorum for all meetings, shall be defined as 50% plus 1, based on currently elected and seated Officers of this Administrative Committee, or of approved members of other duly organized and bona-fide sub-committees.

Nominating Committee

There shall be a Nominating Committee consisting of a chair, who shall be a past chair of the section, and two other members appointed by the current chair of the section with the approval of the Administrative Committee. These appointments shall be made 60 days prior to the FES Annual Conference, of the current administrative year. The Nominating Committee shall prepare a slate of nominees from among the membership of the Administrative Committee and/or from currently listed FEE members in the FES, for the elective offices for the ensuing administrative year, and its report shall be published as soon as feasible thereafter for the information of all FES members.

Additional nominations shall be placed on the official ballot by petition of ten members. Such petitions must be received by the secretary of the section, at least 30 days before the FES Annual Conference. Election of officers shall be made by letter ballot to all members of the section at least 30 days prior to the annual conference. The candidate for any office having the largest number of votes shall be elected.

If there are no additional nominees, the list of nominees as submitted by the Nominating Committee shall be declared the new officers by acclamation. If there are additional nominees, electronic ballots containing the names of the official nominees and the additional nominees shall then be sent by electronic means by the secretary, to all qualified voters at least 30 days before the date of the annual conference.

Each ballot shall be returned to the secretary either enclosed in a single envelope endorsed on the back with the member's signature, or by email. Only qualified paper or electronic ballots returned to the secretary, five or more days prior to the date of the annual conference shall be canvassed, such date to be specified on the ballots. The candidate having the largest number of legal votes by letter ballot for each office shall be elected. The names of the elected officers together with vote tabulations and ballots shall be transmitted to the secretary before the annual conference.

The Nominating Committee shall assist the chair in seeking the naming of college or university representatives for the ensuing administrative year, by no later than 30 days prior to the FES Annual Conference.

Representative to the FES and FEF Boards

The section chair or an alternate officer shall represent the section at meetings of the FES and FEF Board of Directors to present and discuss section business. Under Article VII of the FES Charter, he shall be a voting member of the Board.

Finances

Funds necessary for conducting the business of the section shall be obtained from those regularly included in the FES annual budget and appropriations, and such other funds as may be obtained by the section directly on a basis adopted by the Administrative Committee of the section and approved by the FES Board of Directors. All funds shall be kept by the treasurer of FES, and shall be expended as directed by the Administrative Committee of the section. Policies as to travel, per diem, and other expenses shall be approved by the Administrative Committee, but shall not exceed those established by FES.

Minutes

Minutes shall be produced, and kept by the secretary, of all meetings of the Administrative Committee. All of its sub-committees shall also produce minutes and deliver the approved minutes to the secretary of the section. Minutes shall be made available to all members of FES, in a timely manner.

Cooperation

The section shall cooperate with the several FES and FEF officers, committees, other practice sections, and chapters to most effectively advance the interests of the entire profession and of section members.

Amendments

Changes or additions to these rules may be made by the Administrative Committee, subject to approval by the FES Board of Directors. (Add a new Adoption Date here)

Adopted by the FES Board of Directors, March 7, 1969.

Amended November 7, 2003

Amended May 28, 2015

Amended August 1, 2018

FEE Chapter Liaison Representatives

1. Study, actively participate with, and make recommendations to the FEE Administrative Committee with respect to activities, programs, and procedures that are of interest or concern to engineers in education.
2. Provide guidance, assistance, and leadership to chapter officers and members in establishing and conducting activities, programs, and projects to serve the needs of chapter members in education.
3. Coordinate activities and communications between state headquarters, the FEE Administrative Committee, and FEE members at the chapter level.
4. In coordination with the Chapter Membership Committee, develop and implement membership promotional objectives to bring the aims, objectives, and accomplishments of FEE to the attention of all engineers in education to enlist endorsement, support, and affiliation.
5. Encourage FEE members and engineers in education to participate in FEE, FES, and chapter activities and meetings.
6. At the request of state headquarters, conduct fact-finding investigations of alleged professional misconduct or violations of the Code of Ethics involving FEE members in their chapter area and prepare and submit reports on the findings of such investigations.
7. Monitor, investigate, and study activities, policies, conditions, and procedures in their chapter area which affect or concern the public or engineers in education and initiate such action as may be appropriate to ensure that the interests of the public, the engineering profession, and engineers in education are advanced and protected.
8. Keep the FEE Administrative Committee informed of their activities.
9. Prepare and present a written summary report at the FEE annual conference covering their activities during the year.

Appointments to this assignment shall be as follows:

1. All appointments shall be made and approved by the FEE's Administrative Committee.
2. There shall be one member appointed from each chapter.
3. The term of the appointment shall be for one administrative year.
4. Subject to the approval of the Practice Section's Administrative Committee, representatives may be reappointed annually.