

BYLAWS OF THE ENGINEERING TECHNOLOGY LEADERSHIP INSTITUTE

ARTICLE I Name

Section 1. The name of this organization is the Engineering Technology Leadership Institute and shall be referred to herein as the Institute.

ARTICLE II Purpose

Section 1. The purpose of the Institute is to bring together various elements of the two-year and four-year engineering technology community to address issues and challenges of common interest in a format of an informal forum for open discussion with a priority goal of preparing leadership personnel through faculty and administrator development.

ARTICLE III Membership

Section 1. Membership shall be open to anyone who is interested in engineering technology education.

ARTICLE IV Governance

Section 1. The Institute shall be governed by an Executive Council consisting of six elected Directors and such ex-officio non-voting members as may be specified herein.

Section 2. The Chair of the ETC shall be an ex-officio non-voting member of the ETLI Executive Council.

Section 3. The Historian shall be an ex-officio non-voting member of the ETLI Executive Council.

Section 4. The designated representative of the Institute hosting the following year's Institute shall serve as an ex-officio member of the ETLI Executive Council for the one year preceding that Institute.

Section 5. At least one of the six Directors on the ETLI Executive Council shall be from a two-year institution granting at least an Associate Degree in Engineering Technology.

ARTICLE V Election of Executive Council

Section 1. Two Directors shall be elected each year for three terms.

Section 2. Nominations for Director shall be made from the floor at the annual meeting of the Institute. Nominees must be a member of the ASEE and a member of the Engineering Technology Division (ETD) of the ASEE for the duration of their term.

Section 3. Nominees must agree to serve and attend the Council meetings held at the ETLI, CIEC and ASEE meetings.

Section 4. Voting for Directors shall take place prior to the close of the annual ETLI.

- Section 5. Nominees receiving a majority of votes cast by the members of the Institute in attendance at the annual election session shall be declared elected. A majority shall be defined as more than one-half of the ballots cast. The election procedure shall be specified by the Executive Council Bylaws and operating procedures.
- Section 6. The Directors elected at the annual meeting of ETLI shall take office at the close of the annual ETLI Executive Council Planning Session. These Directors will be encouraged to attend the annual ETLI Executive Council Planning Session immediately following the annual meeting.
- Section 7. The institutional representative shall be selected by the Host Institute and shall serve for that one year preceding the Institute.
- Section 8. When an elected Director resigns or can no longer serve, the remaining term of office shall be filled by an appointee of the Executive Council.

ARTICLE VI Executive Council

- Section 1. The Executive Council shall annually elect a chair from one of the six Directors by a majority vote. A quorum shall be defined as at least four of the six Directors. In the case of tie vote the vote of the outgoing Chair, if not a candidate shall be considered the tie-breaking vote, and/or by ad-hoc election procedures established by the Executive Council prior to balloting.
- Section 2. The election of the Chair shall take place at the beginning of the ETLI Executive Council Planning Session.
- Section 3. The new chair shall take office immediately following the conclusion of the ETLI Executive Council Planning session at which the new Chair was elected.
- Section 4. The Chair shall be the presiding officer at all meeting of the Council and the Institute and shall perform duties usually associated with such an office.
- Section 5. The Chair shall appoint a secretary for the next year who shall keep minutes of all Executive Council meetings and the Institute annual meeting. Such minutes shall be distributed to all Executive Council members and shall become permanent part of the Historian's file.
- Section 6. The Executive Council shall establish committees as needed and select the membership thereof.
- Section 7. The Executive Council shall serve as the primary planning group for the annual meeting of the Institute and any other such meeting of the Institute as may be deemed necessary.
- Section 8. The Executive Council shall determine the time, place, and frequency of its own meetings.
- Section 9. The Executive Council shall establish Bylaws and Operating Procedures. These will be available to members on request.

ARTICLE VII Meetings

Section 1. A meeting to be designated the Annual Meeting of the Institute shall be held at a time and place chosen by the Executive Council.

Section 2. At the annual ETLI Executive Council Planning Meeting, the location of the Institute will be selected three years in advance with the site being reserved at least two years in advance. An alternate site will also be agreed upon. The new host school will be notified immediately by the ETLI Executive Council Chair, and will be requested to identify and send a representative to the ETLI Annual Meeting in the year proceeding the schools hosting the next Annual ETLI, to serve as on-site host/coordinator designate.

This name and financial commitment must be expressed in writing to the Executive Council Chair no later than September 1st (13 months prior to their hosting the ETLI). If notification is not received, negotiations will begin with the officials at the alternate site.

It is mandatory that the institutions have one, but preferably several Engineering Technology programs. Site selection shall be determined only by the Executive Council based upon recommendations received from the Site Selection Committee who have utilized published detailed guidelines and procedures for host institutions. Some of the factors considered are:

- a) Volunteers
- b) Geographic consideration (travel expenses)
- c) Ability to host (appropriate facilities, commitment, financing)
- d) Date last hosted
- e) Locations where past conference have been held.

ARTICLE VIII Historian

Section 1. The Engineering Technology Education (ETE) Historian shall serve as the ETLI Historian.

Section 2. The selection and duties of the ETE Historian, who also serves the ETD and ETC, are defined in ETD documents.

ARTICLE IX Relationship with ETC/ASEE

Section 1. ETLI is a standing unit of ETC, operating under a separate Bylaws and Executive Council Bylaws dated October 1994, with revisions dated November 4, 1986. The ETLI Bylaws and Operating Procedures shall not conflict with ETC or ASEE Constitution and Bylaws.

Section 2. The Chair of ETLI shall serve as an ex-officio non-voting member of the ETC Executive Board, and the Chair of the ETC Executive Board shall be an ex-officio non-voting member of the ETLI Executive Council.