

# **ENGINEERING ECONOMY DIVISION BYLAWS**

## **Institute of Industrial Engineers**

### **ARTICLE 1. NAME**

This organization shall be named the Engineering Economy Division of the Institute of Industrial Engineers.

### **ARTICLE 2. PURPOSES**

The purposes of the Engineering Economy Division of the Institute of Industrial Engineers shall be:

- Develop, maintain, and disseminate an engineering economy body of technical knowledge
- Provide a forum for technical networking for engineering economists
- Provide a voice for the engineering economy community
- Collaborate with IIE to support the mission of the institute, provide member value, and promote the discipline
- Provide a vehicle to promote excellence in teaching and research for engineering economy.

### **ARTICLE 3. POWERS**

1. The Division shall have the power to recommend policies within its area of interest to the Board of Trustees of the Institute. Recommendations shall be forwarded to the Board of Trustees of the Institute upon a majority vote of the Board of the Division (Board), or by a two-thirds vote of the members voting by electronic mail.
2. The Division shall have the power to review and comment on policies that are proposed by other bodies within the Institute structure.
3. The Division shall have the power to issue statements through the regular channels of the Institute.
4. The Division shall have the power to conduct educational and informational programs for its members.
5. The Division shall have the power to publish educational and informational material in whatever medium (print, audio or video tape, film, electronic, etc.), is best suited, subject to the policies of the Institute.
6. The Division shall have the power to recommend contracts, but only the Institute shall have the power to sign contracts.

### **ARTICLE 4. MEMBERSHIP**

Any member of the Institute may become an Engineering Economy Division Member. All members of the Engineering Economy Division shall have equal rights and privileges, except for student members. Student members do not have voting rights. Currency of membership in the Engineering Economy Division is concurrent with IIE membership.

### **ARTICLE 5. OFFICERS**

1. The officers of the Engineering Economy Division shall be President, Program Chair, Communications Director, and Immediate Past-President.

#### **A. President (1 year term)**

1. The President shall be the chairperson of the Board and shall preside at all meetings of the Board.
2. The President, with the advice of the Board, shall be the official representative of the Division in dealing with the Institute or other societies, divisions or interest groups within the Institute and with external organizations.

3. The President shall assume the duties of the Past-President the year following his/her election/elevation to the position of President.
- B. Program Chair (1 year term)
1. The Program Chair shall assist the President, act in the President's absence, and perform the duties assigned by the President.
  2. The Program Chair is responsible for the Engineering Economy Division sessions at the IIE annual conference.
  3. The Program Chair shall assume the duties of the President the year following his/her election/elevation to the position of Program Chair.
- C. Communications Director (1 year term) is the initial elected office in an expected 4-year succession cycle.
1. The Communications Director is responsible for the newsletter, conference announcements, and other communications with Engineering Economy Division members.
  2. The Communications Director shall assume the duties of the Program Chair the year following his/her election.
- D. Immediate Past President (1 year term)
1. The Immediate Past President is responsible for the duties of the Treasurer: administer and disburse the Division funds as directed by the Division Board, prepare and distribute reports of the Division's financial condition, prepare the Division's annual budget for submission to the Institute, and perform other duties usual to the office of an organization's Treasurer.
  2. The Immediate Past President shall be responsible for nominations for any vacant or incoming officers, vacancies on the Wellington Award Committee, and Engineering Economy Division representatives on the editorial board of *The Engineering Economist*.
  3. The Immediate Past President shall carry out assignments as requested by the President.
2. The President shall be the chief administrative officer of the Division and shall be responsible for the development and execution of the Division's strategic plan. The President, with the advice of the Board, shall be the official representative of the Division in dealing with the Institute or other organizations within the Institute. The President shall call and organize meetings of the Division, appoint ad hoc committees as required, manage the affairs of the Division between meetings, and preside at Division Board meetings and Division membership meetings. In addition, the President shall maintain contact with the Institute, receive reports of activities from those Division Committees that may be established, conduct the annual election of officers and Board members for the Division, make arrangements for the regular meetings of the Board and the membership meetings of the Division, help prepare the annual budget of the Division for submission to the Institute, make arrangements for the orderly transfer of all the Division's records to the succeeding President, and perform other duties usual to the office of an organization's chief administrative officer.
  3. The Program Chair shall be the principal assistant administrative officer of the Division and shall act as President in the absence of the President.
  4. The Communications Director shall perform the function of Secretary and shall conduct the correspondence of the Division, keep the minutes and records of the Division, and perform other duties usual to the office of an organization's Secretary.
  5. Any Division member accepting nomination for an elected office in the Division is understood to have agreed to perform the duties of the offices of the Division's succession cycle if elected, and in particular to have agreed to attend the annual regular Division Board and membership meetings. Division elected officials who must miss a meeting or are temporarily unable to carry out their responsibilities shall advise the President and shall make other arrangements for the

discharge of his/her responsibilities. Division elected officials who fail to attend regular Division meetings or to carry out the responsibilities of the office, can be removed from office upon the initiative of two-thirds vote of the Division Board.

#### **ARTICLE 6. BOARD**

1. The Board shall be the governing body of the Division and shall guide and support the officers in the administration of the Division's business. The Board shall consist of the elected officers as described in Article 5 and two Board Members elected by the Division members. In general, the duties of the board are to assist, advice, and direct the officers. A specific duty of the board is to identify and execute strategic initiatives to enhance the effectiveness of the division.
2. Board members are elected for two year terms. Board terms are staggered so that one term expires annually.
3. The Board may elect to add up to three non-voting members for two year terms. The purpose of this provision is to allow representation on the Board of individuals engaged in important Division activities such as editors of newsletters, associate editors of IIE journals, representatives from allied organizations, and representatives for the Institute annual conference.
4. Division Board meetings shall be held at least once each year, normally during the annual membership meeting of the Division during the IIE annual conference. The purpose of the meetings is to provide an opportunity to develop and implement service programs and to provide policy guidance for the Division officers. Additional meetings by conference call shall be held at least quarterly, and more often if needed. Special meetings of the Board can be called by the President or a majority of Board members. Special meetings will be held within thirty days of the receipt of the request and Board members will be notified of the date and place of the meeting at least one week prior to the meeting. All Division Board meetings shall be open to Division members.
5. A majority of the voting Board members shall constitute a quorum. A mail or electronic ballot can be used to vote on a Board action. In this case a majority of the voting members of the Board must vote in order for the action to be valid.

#### **ARTICLE 7 - ELECTION AND TENURE OF DIVISION OFFICIALS**

1. All elected officers and Board members shall be elected in accordance with the following process. The Division shall annually elect a Communications Director to serve a term of one year and to begin the Division's 4-year succession cycle; Board Members to serve two-year terms; Wellington Award committee and editorial board representatives to *The Engineering Economist* to serve three-year terms; and other positions as may be required by vacancies that have occurred since the previous election.
2. The succession cycle shall be from Communications Director, to Program Chair, to President, and to Immediate Past President. Each officer shall succeed to the next office at the close of the annual conference.
3. The Past-President shall chair and appoint a Nominating Committee at least two months before the scheduled election date. The Nominating Committee, composed of the chair and at least two additional Division members, shall solicit nominations from the Division Membership, and shall prepare a slate for each position to be filled (the goal is to have at least two nominees for each position). At least two weeks prior to the scheduled election date, the Nominating Committee shall present the slate to the Board for approval.
4. Vacancies remaining after the division's normal election processes may be filled by nomination and election at the Division's annual meeting. Vacancies that occur after the annual meeting may be left vacant until the next election or the Board may elect replacement officers/representatives. Such replacement officers/representatives will serve out the term of that position and officers will follow the division's succession cycle.

5. Nominees for the positions of elected officers and Board members must be current IIE and Division members.
6. The Communications Director shall administer the election. The elections shall be conducted by electronic ballot. Nominees for office shall be listed alphabetically on the ballot. Nominees shall provide a brief biographical summary and position statement. The election shall be open for at least two weeks.
7. If an election process is held at the Division's annual meeting, the Communications Director shall tally the results. The winning candidate for each position shall be the candidate receiving the largest number of votes. In the event of a tie vote for any position, a runoff election shall be conducted by electronic ballot. The President shall make the official notifications to the individuals and make the official announcement of the members elected. Winning candidates shall attend the Board conference call as observers and shall assume their office following the annual conference that follows their election.

#### **ARTICLE 8. DIVISION COMMITTEES**

1. Wellington Award Committee. The Immediate Past President of the division shall serve on this committee. In addition there shall be three elected members who will serve staggered 3-year terms. It is preferred that each elected member shall be a previous recipient of the Wellington Award. Any member elected to an unexpired term shall serve out that term.
2. Representatives to the editorial board of *The Engineering Economist*. These three representatives will serve staggered 3-year terms. Any member elected to an unexpired term shall serve out that term.
3. The Division President, with the approval of the Division Board, shall establish ad-hoc committees as required and shall appoint qualified chairs to head these committees. In all cases the terms of the chairs and the committee memberships shall cease upon completion of the term of the President who appointed them.

#### **ARTICLE 9. MEETINGS**

1. The annual membership meeting of the Division shall be held when practical at the time and place of the annual conference of the Institute with the schedule and site to be arranged by the Program Chair. The place and time of this meeting shall be announced to the Division membership by email at least one month prior to the IIE annual conference.
2. The following items shall appear on the agenda for the annual membership meeting:
  - a. Welcome by President
  - b. Report of election results and introduction of new officers and Board members
  - c. Announce and recognize the winner of the Wellington Award
  - d. Annual report by immediate Past President
  - e. Reports of Committee Chairpersons
  - f. Old business
  - g. New business
3. Board meetings of the Division may be held whenever a quorum can be assembled. One Board meeting a year, normally at the annual conference of the Institute shall be considered a minimum requirement. Quarterly (or more frequently if necessary) telephone conference calls shall be held to review ongoing and planned activities of the Division.
4. Robert's Rules of Order shall, at the option of the Board, govern all Board and Division membership meetings except in those cases where they are inconsistent with these Bylaws.

#### **ARTICLE 10. PUBLICATIONS**

1. The Division shall maintain a Web page that provides a means of communicating Division-related information to the Division membership

2. The Division shall prepare and distribute a periodic newsletter to the Division membership. The newsletter shall be distributed electronically.
3. The publication of articles, books, journals, and similar materials shall be subject to the Institute publication policy.

#### **ARTICLE 11. RESPONSIBILITY TO THE INSTITUTE**

The Division shall operate in accordance with the Constitution and Bylaws of the Institute. Each year, a Division report will be submitted to the Institute setting forth the significant accomplishments and activities of the Division during the previous year and outlining a rationale for the budget projections for the following year. This is due December 1 each year. Additional reports shall be submitted to the Institute upon request by the Institute.

#### **ARTICLE 12. AMENDMENTS**

1. Proposed amendment(s) to these Bylaws may be initiated either by action of the Division Board or by a petition to the President signed by 5% of the membership or 15 members of the Division, whichever is smaller. The Communications Director shall distribute copies of the proposed change(s) to all members of the Division by electronic mail or written form not less than three weeks before an electronic vote is called. An open discussion of the proposed amendment(s) shall be carried out via electronic mail during this period.
2. Not more than two months after the discussion of the proposed amendment(s) the Communications Director shall distribute to all members copies of the proposed amendment along with ballot forms by electronic mail. Ballots shall be submitted electronically not later than two weeks after distribution to the membership.
3. The adoption of the proposed amendment shall require an affirmative vote by at least two-thirds of the members voting. The President shall announce the result of the balloting to the membership.
4. If approved by the Division membership, the proposed amendment to the Bylaws shall become effective upon approval by the Institute.

#### **ARTICLE 13. USE OF THE DIVISION OR INSTITUTE NAME**

1. The Engineering Economy Division logo shall be used by officers, Board members, and staff for authorized Division business and projects exclusively. Use of the Division logo to endorse, foster, or criticize any commercial product, vendors, services, or to express personal views about legislative issues is prohibited.
2. Upon completion of official terms of office, officers and Board members shall discontinue the use of the Engineering Economy Division logo immediately. The same rule shall apply to support staff upon termination of their support to the Division, or their employment by the Division or the Institute.

#### **ARTICLE 14. LEGAL ACTIONS**

If the Division, or any of its subsidiary organizations, becomes involved in, or is about to be involved in legal action before any court of law, the President shall consult with the Institute Board of Trustees through the Executive Director of the Institute.

#### **ARTICLE 15. ADOPTION OF THE ENGINEERING ECONOMY DIVISION BYLAWS**

The adoption of the Bylaws of the Engineering Economy Division shall require an affirmative vote by at least two-thirds of the members voting in response to a ballot for this purpose.