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IFEES Bylaws

INTERNATIONAL FEDERATION OF ENGINEERING EDUCATION SOCIETIES (IFEES)

ARTICLE I NAME AND OBJECTIVE

- 1.1 The name of the organization is the International Federation of Engineering Education Societies, hereinafter referred to as "IFEES." IFEES is an international, non-profit, non-governmental organization, operating under the laws of the headquarter's location (currently the United States of America).
- 1.2 The aim of IFEES is to promote engineering education globally and to enhance its quality by bringing together members from engineering education societies around the world to share teaching methods, curriculum plans, and every other aspect of educating engineers, to include those organizations from developing countries.

Issues that IFEES will address include:

- upcoming trends/teaching trends in engineering & technology;
- sharing of best practices in engineering education
- international collaboration and multiple stakeholders' interaction
- shortages (and surpluses) in the professional fields of engineering;
- curriculum challenges faced by each region/country;
- challenges faced by engineering graduates educated in a country different from their country of employment
- encouragement of continuing engineering education

The Association will work in close cooperation with national and regional organizations from around the globe.

- 1.3 To achieve its objectives, IFEES can receive gifts, grants, and legacies, own property, and, having received the necessary permission, raise funds through public subscriptions and from other sources.
- 1.4 The official language of IFEES is English and the language of the host organization's country.

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ARTICLE II

MEMBERSHIP

- 2.1 IFEES is an organization of institutional members and has five general classes of membership:
- a) the class of **Engineering Education Organizations (EEOs)**, which are national and international membership organizations having a broad base of engineering faculty and/or engineering education institutions as members, and whose main goal is the improvement and support of engineering education.
 - b) the class of **Special Interest Organizations**, which are organizations which actively promote engineering education in a more limited manner than EEOs, either focusing on specific topics (e.g. engineering ethics, engineering discipline-specific organizations) or carrying out specific activities (e.g. meetings) or without a broad membership base or engineering student organizations;
 - c) the class of **Industrial Organizations**, which are organizations and companies with an expressed interest in the promotion and/or provision of engineering education and training for their staff;
 - d) the Class of **Professional Engineering Organizations**, other than EEOs, to include regional federations and foundations;
 - d) the class of **Government Entities**, which will be open to governmental and quasi-governmental organizations which support and/or are interested in engineering education and training.
- 2.2 Application for membership will be submitted to the Secretary General, who, after determining eligibility, will then submit the application to the Officers for approval. Membership is effective from the date the application is approved by the Officers.
- 2.3 IFEES members will be expected to promote the objectives of the Association. The members shall:
- a) encourage membership and active participation in IFEES of eligible organizations;
 - b) participate in the election of Executive Committee members;
 - c) accept assignments in ad hoc committees and special interest groups of IFEES;
 - d) utilize the communication channels of IFEES;
 - e) support IFEES' publications by contributing articles;
 - f) contribute to the dissemination of information regarding engineering education worldwide;
 - h) engage in other activities to further the purposes of the Association.

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- 2.4 Annual fees for the different classes of membership will be proposed by the Executive Committee and approved by a majority vote of the affected organizations in the Assembly of Members.
- 2.5 Any member may withdraw from IFEES by informing the Secretary General or the President in writing. Withdrawal will take effect at the end of the existing term of the withdrawing organization's membership, or at any earlier date specified by the withdrawing organization.
- 2.6 Termination of membership in IFEES may be effected by the Executive Committee with immediate effect if a member, after a written reminder, has failed to pay the annual membership fee within one year of the date due or if a member does not comply with these bylaws, or is otherwise determined by the Executive Committee to have acted in a manner harmful to the objectives of IFEES.
- 2.7 Any member withdrawing or terminated from IFEES relinquishes any rights to IFEES' assets.

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ARTICLE III

ADMINISTRATIVE BODIES

- 3.1 The decision-making bodies of IFEES are the Assembly of Members (hereinafter known as the Assembly), the Executive Committee, and the Officers. The general management of IFEES' activities and the implementation of policy will be the responsibility of the Executive Committee.

- 3.2 The President will preside at the Assembly of Members Meeting, meetings of the Executive Committee, and meetings of the Officers.

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ARTICLE IV

ASSEMBLY OF MEMBERS

- 4.1 Each member organization will select an individual to represent the organization in the Assembly of Members. At any Assembly of Members Meeting, each member will have one (1) vote.
- 4.2 An Annual Meeting of the Assembly of Members will be held once a year during the ASEE Global Colloquium or at another location designated by the Executive Committee. This Meeting will be convened by the Executive Committee.

Meetings of the Assembly of Members may be in person, by telephonic conference call, or a combination of both.

- 4.3 The Assembly of Members will elect the President-Elect and members of the Executive Committee from those selected by the Nominating Committee at the Annual Meeting. One-half of the Executive Committee members and a President-Elect will be elected during even-numbered years, and one-half of the Executive Committee will be elected during odd-numbered years. Each Executive Committee member will serve a two-year term, and will be eligible to serve for a maximum of two successive terms.
- 4.4 The previously elected President-Elect will take office as President at the end of the Annual Assembly of Members Meeting during the odd-numbered years.
- 4.5 Calls for an Assembly of Members Meeting specifying the agenda will be communicated to the members at least four (4) weeks prior to the meeting. Advance notice specifying the date, location, agenda and modality of the meeting is to be given no later than two (2) months before the meeting.
- 4.6 The Assembly will review at its meetings the general policies of IFEES and discuss the prospects and developments in engineering education.
- 4.7 The quorum for each Assembly meeting will be one-quarter ($\frac{1}{4}$) of IFEES members in good standing.

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ARTICLE V

EXECUTIVE COMMITTEE AND AD-HOC COMMITTEES

- 5.1 The Executive Committee will define the general policy of IFEES, and provide the overall guidance and oversight of the operation and management of IFEES, subject to approval by the Assembly.
- 5.2 The Executive Committee will consist of:
- the President
 - the President-Elect
 - ten (10) other members elected from the Assembly who will represent the classes of membership; they will be selected in relation to the voting power of those classes in the current membership in a manner determined by the Nominating Committee
 - the Secretary General, without voting rights.
- In particular, the Executive Committee shall:
- a) annually elect four (4) Vice Presidents from its membership, from which it will elect one as First Vice President;
 - b) propose the annual fees for the different classes of membership, subject to approval by the Assembly;
 - c) adopt the budget and define the general guidelines for the annual plan of action, subject to approval by the Assembly;
 - d) approve the accounts and discharge the Secretary General and headquarters staff from liability;
 - e) decide on expulsion of a member from IFEES
 - f) carry out other activities to further the goals of the organization.
- 5.3 At the first meeting of the Executive Committee after completion of each year's election, the First Vice President will be elected by the Executive Committee from the Vice Presidents.
- 5.4 Should the President not be able to fulfill the term of office, the First Vice President will serve as the acting President.
- 5.5 Each IFEES Vice President will have principal responsibility for leadership on the Executive Committee for one or more aspects of IFEES' efforts and programs.
- 5.6 The nomination process and election process will be defined in the Rules of Order adopted by the Executive Committee. A Nominating Committee, usually chaired by the most immediate Past President, will be appointed by the Executive Committee six (6) months in advance of the Assembly of Members Meeting at which the elections are to be held.
- 5.7 In case of a vacancy on the Executive Committee membership, the President will appoint a replacement for the remaining term of office.

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- 5.8 The Executive Committee will convene at least once a year at the call of the Officers, or on the request of at least four (4) of the Executive Committee members.
- 5.9 Meetings of the Executive Committee may be in person, by telephonic conference call, or by a combination of both. If necessary for the effective operation of the organization, e-mail or fax-based votes of the Executive Committee may be taken by majority vote of respondents between Executive Committee meetings; these votes must be confirmed at the next in-person Executive Committee meeting.
- 5.10 Calls for Executive Committee Meetings specifying the agenda will be communicated to the Committee members at least four (4) weeks prior to the Meeting. Advance notice specifying the date, agenda, modality and location of the meeting should normally be given no later than two (2) months before the meeting.
- 5.11 Ad-Hoc Committees may be formed to carry out special assignments according to general principles set by the Executive Committee. Ad-Hoc Committees will be convened as determined by the Executive Committee.

The chair and members of ad-hoc committees will be appointed by the President with confirmation by a majority vote of the Executive Committee.

- 5.12 The quorum for the Executive Committee meetings is one-third (1/3) of its voting members.

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ARTICLE VI

OFFICERS

- 6.1 The Officers of IFEES will consist of the President, the President-Elect, the four Vice Presidents, and the Secretary General (without vote).
- 6.2 The First Vice President will assume the President's duties in his/her absence, or in the event of a vacancy in the Presidency for the remainder of the former President's term of office.
- 6.3 The Officers' term of service is the time from their election until new Officers have been elected.
- 6.4 The Officers are responsible for developing the agendas of all IFEES-related meetings, and for such other activities as are necessary for the effective operation of IFEES. The Officers are accountable for their activities to the Executive Committee.
- 6.5 Meetings of the Officers can be in person, by telephonic conference call, or a combination of both.

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ARTICLE VII

SECRETARY GENERAL AND HEADQUARTERS

- 7.1 The Secretary General will be responsible for the day-to-day operation of IFEES.
- 7.2 The Secretary General will be appointed by the Executive Committee. The term of office is three (3) years, unless the Secretary General is removed by a vote of two-thirds of the entire Executive Committee; the Secretary General may resign the post without notice. The Secretary General may be re-appointed for additional terms.
- 7.3 The office of the Secretary General will be the Headquarters of IFEES, and will be located in the host country of IFEES.
- 7.4 The Secretary General will appoint any auxiliary staff required for the general operation of IFEES.

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ARTICLE VIII

FINANCE AND ADMINISTRATION

- 8.1 The revenue of IFEES will be derived from:
- a) membership fees;
 - b) support from the authorities of the host country;
 - c) public and private grants and contributions;
 - d) gifts and donations;
 - e) registration and other fees chargeable at conferences, seminars, workshops, and other events organized by IFEES;
 - f) other sources as approved by the Executive Committee.
- 8.2 The fiscal year of IFEES will be run according to the legal constraints of the country in which the headquarters is located.
- 8.3 The Secretary General, in subordination to the Executive Committee, will be responsible for the accounts of IFEES and will present the financial accounts of the organization to the Officers for approval no later than four (4) weeks before the Executive Committee meeting in question.
- 8.4 The signatories of IFEES for routine administrative activities authorized by the Executive Committee will be the Secretary General. For all other documents, the signatories shall be the Secretary General and the President.

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ARTICLE IX AMENDMENTS, DISSOLUTION AND INTERPRETATION

- 9.1 These Bylaws may be amended by a majority vote of the Assembly with quorum present, after receiving a two-thirds (2/3) favorable vote of the entire Executive Committee.
- 9.2 Proposals for amendments to these Bylaws may be submitted for consideration by any dues paying member of IFEES. Such proposals will be submitted to the Secretary General in written form no later than two (2) months before the Executive Committee meeting at which they are to be discussed.
- 9.3 IFEES may be dissolved by a two-thirds (2/3) majority vote of the General Assembly. On the dissolution of IFEES, the remaining assets will be donated to a non-profit organization which agrees to use the assets to further the objectives of IFEES, as determined by the Executive Committee.
- 9.3 Any disagreement on interpretation of these bylaws will be resolved by the Executive Committee.