**M-122 Approval – August 7, 2013**

**M-102 Approval – Oct. 6, 2013**

**Bylaws**

**M-122 Robert E. Stewart Engineering-Humanities**

**Award Committee of ASABE**

Article I—Committee Name and Description

1. The name of the committee is M-122 Robert E. Stewart Engineering-Humanities Award Committee.
2. These Bylaws describe the organization and general operating procedures of the M-122 Committee.
3. Committee bylaws may be amended by an affirmative vote of a 2/3 majority of the committee members using a ballot or by a unanimous affirmative vote of committee members at a committee meeting, having a quorum present.
	1. Committee bylaws become effective upon approval by the M-102 Awards Coordinating Committee.
	2. After approval, copies of the committee bylaws, marked with the latest approval date, are to be distributed to the ASABE Membership Development Council Chair, the M-102 Awards Coordinating Committee Chair, ASABE headquarters, and to all committee members.
4. A quorum shall consist of a majority of regular committee members.

Article II—Committee Objective

The purpose of the committee is to select annually the most qualified candidate to receive the Robert E. Stewart Engineering-Humanities Award.

Article III—Committee Composition and Responsibilities

1. The committee shall consist of a chair, chair-elect, and committee members to consider candidates. The *committee* shall:
	1. consist of not less than four nor more than eight members of ASABE with representation from the Society in industry and public service; and
	2. have members elected for a term of four years, with a rough balance of term completion dates across the committee. Terms begin at the close of the ASABE Annual International Meeting (AIM).
2. Officers shall be Chair and Chair Elect. If at all possible, the Chair will be a member in his/her fourth year on the committee and the Chair Elect will be a member in his/her third year of membership. The term of office is one year. The Chair Elect will become Chair at the end of the AIM in which he/she serves as Chair Elect.
3. The duties of the committee members are as follows.

3.1 The Chair will schedule and officiate at meetings of the committee and conduct correspondence as needed. The Chair will be responsible for all reports and correspondence relative to the action of the committee.

3.2 The Chair, in consultation with the committee members, shall be responsible for nominating replacement members and submitting the updated list to the Awards Administrator.

Vacancies will be filled as soon as practicable. The Chair shall also, in consultation with the committee members, oversee the election of the new Chair Elect as the last item of business after selection of the award recipient.

3.3 The Chair of M-122 will coordinate the selection process with the committee after nominations are distributed to committee members following the announced nomination due date. All nominations and entries shall be kept confidential.

3.4 The Chair-Elect will act as Chair in the absence of the Chair.

3.5 Each of the regular committee members will review the Award nominations when received, check for compliance with the rules for administering the Award, and rate nominations by the deadline set by the Chair. The Chair will choose an appropriate method for nominee rating by committee members and work with committee members to obtain consensus in selecting the best candidate for the Award.

3.6 The committee Chair shall forward information on the candidate selected by the Committee, to the M-102 Awards Coordinating Committee chair and the ASABE Awards staff person by the due date set by ASABE.

1. The Executive Director of ASABE or designated representative shall be custodian of the committee records.

Article IV—Award Rules

1. A Robert E. Stewart Engineering-Humanities Award for outstanding contributions to the advancement of the interaction of the profession and the humanities may be made annually except that if in any given year, no candidate is deemed worthy by the committee, no award shall be made in that year.
2. The award shall be presented at the AIM.
3. An individual graduate or undergraduate student may become a candidate for the award by being nominated by others with required endorsements in accordance with ASABE instructions. Candidates will remain on the list of active consideration by the Committee for a period of three years as long as they remain eligible as provided in Article IV, Paragraph 8, below.
4. Nominations and entries shall be prepared in accordance with instructions provided by ASABE headquarters and shall be submitted to the Executive Director, or representative, no later than **October 31**. If a nominee is selected, the award would be presented at the next year’s AIM.
5. Nominations for the award may be made by any ASABE member except members of the Committee. Nomination entry and supporting information shall be submitted in accordance with award instructions.
6. The award shall consist of an appropriately engraved plaque.
7. The principal criteria to be used as a basis for selecting the recipient each year are:
	1. The activities and accomplishments of the candidate and his or her contribution to the advancement of the interaction of the profession and the humanities.

Examples:

Interaction of engineering-humanities is evidenced by a candidate’s contributions to society resulting from a combination of professional excellence and the practice of the arts and skills concerned in the expression of esthetic values of the humanities.

Achievements would include evidences of professional excellence (grades, awards, publication, organizations, inventions, etc.) and leadership and participation in those studies and activities that stress human values and the human spirit (courses in humanities, and civic, social, and other organizations concerned specifically with aspects of the humanities such as art, music, philosophy, history, language, etc.).

* 1. The personal character of the candidate and his or her influence for the enhancement of the profession and the good of his or her community and humanity.
1. The conditions of eligibility are:
	1. The recipient must be a Student Member of ASABE (either undergraduate or graduate student) at the time of nomination and remain an ASABE member in good standing during the next year he or she remains eligible for award consideration.
	2. The recipient may be a citizen of any country.
	3. Information submitted must show adequate evidence of the contributions of the candidate to the basic purpose for which the award is offered.
	4. The recipient, at the time of his or her selection, shall be living and willing to present himself or herself in person to receive the award.

C: Bylaws-Rules Document M-122 Robert Stewart Eng-Humanities Award (10-2013)