

Section / Division / Council – New Officers

Please send a copy to your Zone/PIC Chair AND to ASEE Headquarters:

- by e-mail to: membership@asee.org
- or by fax to 202-265-8504, Attn: Membership Manager
- or by mail to: ASEE
Attn: Membership Manager
1818 N Street, NW, Suite 600
Washington DC 20036

PLEASE SUBMIT BY JULY 15

For the Year: _____

Section/Division/Council: _____

Web Site Address: _____

Incoming Chair:

Name: _____

Institution: _____

E-mail: _____

Listserv Sender: **Yes X**

Outgoing Chair

Name: _____

Institution: _____

E-mail: _____

Listserv Sender: Yes _____

Chair-Elect

Name: _____

Institution: _____

E-mail: _____

Listserv Sender: Yes _____

Section / Division / Council – New Officers

Treasurer

Name: _____
Institution: _____
E-mail: _____
Listserv Sender: Yes _____

Secretary

Name: _____
Institution: _____
E-mail: _____
Listserv Sender: Yes _____

Program Chair

Name: _____
Institution: _____
E-mail: _____
Listserv Sender: Yes X

Awards Chair

Name: _____
Institution: _____
E-mail: _____
Listserv Sender: Yes _____

Editor

Name: _____
Institution: _____
E-mail: _____
Listserv Sender: Yes _____

Section Campus Rep

(Sections only)

Name: _____
Institution: _____
E-mail: _____
E-mail: _____

Section / Division / Council – New Officers
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Webmaster

Name: _____

Institution: _____

E-mail: _____

Listserv Sender: Yes _____

Listserv Manager (for proprietary, not ASEE, listservs only)

Name: _____

Institution: _____

E-mail: _____

Listserv Sender: Yes _____

Section / Division / Council – New Officers

SCHEDULE OF UPCOMING MEETINGS

Please list all known upcoming meeting locations, dates and key contacts.

Dates: _____

Location: _____

Key Meeting Contact: _____

E-mail: _____

Web Site Address: _____

Dates: _____

Location: _____

Key Meeting Contact: _____

E-mail: _____

Web Site Address: _____

Dates: _____

Location: _____

Key Meeting Contact: _____

E-mail: _____

Web Site Address: _____

Dates: _____

Location: _____

Key Meeting Contact: _____

E-mail: _____

Web Site Address: _____

Section/Division/Council – New Officers

**BANKING AND ACCOUNTING SERVICES (BASS)/OPERATING ACCOUNTS
OFFICER'S SIGNATURE FORM**

Section/Division/Council: _____

Date: _____

Officer(s) authorized to approve account disbursements:

Incoming Chair

Name: _____

E-mail: _____

Phone: _____

Institution/Address: _____

Signature: _____

Treasurer

Name: _____

E-mail: _____

Phone: _____

Institution/Address: _____

Signature: _____

By signing this form, you are verifying that you have read and understood ASEE's Financial Policy and Operating Manual, which are posted on our website at www.asee.org/member-resources/resources.