

American Society for Engineering Education

Section/Division/Council — New Officers

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

by e-mail to: t.tucker@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

**ONLY ASEE MEMBERS MAY SERVE AS OFFICERS. PLEASE CONFIRM MEMBERSHIP STATUS BY USING ASEE'S ONLINE MEMBERSHIP DIRECTORY**

**PLEASE SUBMIT BY JULY 1**

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**For the Year:** \_\_\_\_\_

**Section/Division/Council:** \_\_\_\_\_

Web Site Address: \_\_\_\_\_

**Incoming Chair:**

Name: \_\_\_\_\_

Institution: \_\_\_\_\_

E-mail: \_\_\_\_\_

Listserv Sender: Yes

**Outgoing Chair**

Name: \_\_\_\_\_

Institution: \_\_\_\_\_

E-mail: \_\_\_\_\_

Listserv Sender: Yes \_\_\_\_\_

**Chair-Elect**

Name: \_\_\_\_\_

Institution: \_\_\_\_\_

E-mail: \_\_\_\_\_

Listserv Sender: Yes \_\_\_\_\_

American Society for Engineering Education

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: \_\_\_\_\_

Listserv Sender: Yes \_\_\_\_\_

American Society for Engineering Education

Section/Division/Council — New Officers

**Webmaster**

Name: \_\_\_\_\_

Institution: \_\_\_\_\_

E-mail: \_\_\_\_\_

Listserv Sender: Yes \_\_\_\_\_

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

Name: \_\_\_\_\_

Institution: \_\_\_\_\_

E-mail: \_\_\_\_\_

Listserv Sender: Yes \_\_\_\_\_

American Society for Engineering Education

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**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: \_\_\_\_\_

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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](http://www.asee.org/member-resources/resources).*