

ASEE Member Services - Volunteer Leadership

Geographic Zones and Sections Operating Manual, Revised August 2015

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1.0 SOCIETY VISION AND MISSION

The American Society for Engineering Education (ASEE) began in 1893 as the Society for the Promotion of Engineering Education (SPEE) and was incorporated in the Commonwealth of Pennsylvania on January 29, 1943. As of that day, the Society had \$13,500 cash and no real property assets. The name change occurred in June, 1946 at the Annual Conference hosted by Washington University in St. Louis.

The official vision of the American Society for Engineering Education is as follows:

ASEE will serve as the premier multi-disciplinary society for individuals and organizations committed to advancing excellence in all aspects of engineering and engineering technology education.

To realize its Vision, ASEE will:

- Enhance services to its members
- Work with educational institutions to improve engineering education and promote faculty development
- Facilitate productive collaborations among industry, academe and government
- Increase the participation and success of underrepresented groups in the engineering profession
- Promote the value of the engineering profession to society
- Increase membership in ASEE in order to completely serve the engineering and engineering technology enterprise
- Facilitate international cooperation in matters pertaining to engineering education.

The official mission of the American Society for Engineering Education is as follows:

The American Society for Engineering Education is committed to furthering education in engineering and engineering technology. This mission is accomplished by promoting excellence in instruction, research, public service, and practice; exercising worldwide leadership; fostering the technological education of society; and providing quality products and service to members.

The Society seeks to

encourage local, national and international communication and collaboration; influence corporate and government policies and involvement; promote professional interaction and lifelong learning; utilize effectively the Society's human and other resources; recognize outstanding contributions of individuals and organizations; encourage youth to pursue studies and careers in engineering and engineering technology; and influence the recruitment and retention of young faculty and underrepresented groups.

2.0 SOCIETY ORGANIZATION

The overall activity of the Society is carried out through a system of councils. There are three types of councils: institutional, professional interest, and geographic sections. Each of the thirteen (13) council chairs sits on the Board of Directors, thereby directly representing the interests of all councils and all institutional and individual members.

Each council, division, and section is self-governing, except that its bylaws must be consistent with the Society Constitution and Bylaws and it must operate under policy guidance of the Board of Directors. The objectives of each of the respective councils are included in their description.

The ASEE Board of Directors is the governing, policy-making and legally responsible body which oversees and coordinates all Society activities. It is composed of the President, President-Elect, Immediate Past President, Vice President of Finance, the Chairs of the thirteen (13) Society councils, the Vice President of External Relations, Vice President of Member Affairs and the Executive Director.

The President-Elect, Vice President of Finance, Vice President of External Relations, Vice President of Member Affairs, Chairs of the five Professional Interest Councils and the four Geographic Councils, are elected by the individual membership of the Society. The President-Elect automatically succeeds to the offices of President, then Past President. The Executive Director is appointed by the Board.

ASEE members in the United States and Canada are divided geographically among twelve (12) Sections. These sections are grouped into four (4) Zones.

Each section holds an annual meeting(s) including a business meeting, generally during the fall and/or spring. Section meetings enable individual members to participate in Society activities on a more regional and local basis, including participation in effective teaching institutes and awards programs.

3.0 ASEE HEADQUARTERS SERVICES TO SECTIONS

The Headquarters Staff will assist section leaders in their efforts to serve the membership. Every effort will be made to meet all reasonable requests, within the limits of the budget and staff personnel.

A breakdown of service areas and staff positions can be found on ASEE's Web site at www.asee.org. Requests for services involving mailing lists, labels, and other supplies should be addressed to:

ASEE MEMBERSHIP DEPARTMENT
1818 N Street, NW, Suite 600
Washington, DC 20036
Ph: (202) 331-3520
Fx: (202) 265-8504
email: membership@asee.org

Section leaders are especially encouraged to utilize certain services which will enable regular communication with their members. These include:

3.1 Mailing Labels

Zone/Section leaders may order up to four (4) sets of self-adhesive Avery mailing labels for their respective Zone/Section at no charge. Mailing labels beyond the designated four sets, as well as labels for mailings outside the Zone or Section, can be purchased from ASEE. Labels can be requested by email, telephone, fax, or mail, up to two weeks prior to the date they will be needed. They will be produced and mailed within three working days from the date order is received. Mailing labels can be sorted by zip code (to conform to bulk mailing requirements), state, institution, member name (alpha), etc. (See Appendix 13.5 for mailing label order form.)

3.2 Member Rosters

Zones and Sections are entitled to periodic listings of members, as well as new members and delinquent members in the unit. New members should be formally welcomed by the Division or Council and delinquent members should be contacted and encouraged to continue their membership. (See samples of personalized letters in Appendices 13.2 and 13.3). All rosters are available from the Membership Department upon request. Rosters will be produced and sent within three working days from the date order is received. They can be ordered as either printed documents, on plain paper, or as a Word or .pdf document sent via email.

3.3 Other Supplies

Supplies which are available in limited quantities include: letterhead stationery, envelopes, and reproducible ASEE logos in various sizes. Meeting materials may also be available, in addition to membership promotion supplies, including membership applications, brochures, and extra copies of the monthly magazine, ASEE PRISM. Allow at least three weeks for receipt of these supplies.

3.4 Listserv

Headquarters maintains Listservs for each Division/Committee and Section, containing the email addresses of all active members of the unit, in order to facilitate communications within the unit, including calls for papers, calls for nominations, announcements of upcoming meetings and events, requests for information/advice, and publication of the unit's newsletter. When used with regularity, Listservs are enormously useful tools for building participation and community. All units are encouraged to use their Listserv frequently.

Only unit Chairs and Program Chairs are automatically authorized to send messages to the Listserv unless other arrangements are made by request to the Membership Department. All others wishing to send messages to the Listserv must send the message to the Chair, who will post it to the Listserv. **Please note that the message must be sent from the same email address that is on the sender's membership record or it will be rejected.** (If the Chair is away from his/her regular email access and needs to send a message, please contact the Membership Department for help.) Unit Chairs may also designate other officers, such as a newsletter editor, to have authorization to use the listserv by notifying the Membership Department in writing or by email or on the Unit Annual Report officer listing.

Zone Chairs who wish to have listserv authorization for the Sections within their zones can do so by notifying the Membership Department.

A listing of Listserv names is provided in Appendix 13.6.

3.5 Section Conference Proceedings Archives

Upon request by section leadership, ASEE Headquarters will provide online archiving of recent section conference proceedings. This will provide a larger audience for the papers presented at section meetings. To have recent section proceedings available on the ASEE website, please provide a CD of the proceedings to the Member Services Department with a letter requesting that the proceedings be placed online.

3.6 Section Website Hosting

Upon request by section leadership, ASEE Headquarters will provide sections with space on the ASEE web server for sections to maintain section websites. The headquarters staff will set up the FTP account, but the section must take full responsibility for creating and maintaining the content of its website.

4.0 SECTION BYLAWS AND OFFICERS

Each Section must operate under a set of bylaws determined by the individual members residing within its jurisdiction. The Section bylaws should state duties of officers, functions of the executive committee, rules of succession, and policies for newsletters, awards, finances and meetings. The bylaws must be in accord with the ASEE Constitution and Bylaws and be consistent with the Bylaws of the Councils of Sections, (Zone I - IV). Changes to section bylaws must be presented to and approved by the Section membership and reported to the appropriate Zone Chair and the Manager of the Membership Department at ASEE Headquarters. Changes to Section bylaws must be ratified by majority vote of the ASEE Board of Directors before they can take effect. One current copy of each section's bylaws must be on file with the Membership Department at ASEE Headquarters. A copy of the bylaws must be available, upon request, to any member of the section. Current copies are available for viewing on ASEE's Web site at www.asee.org.

Section officers should be: Chair, Chair-Elect, Secretary/Treasurer, Awards Chair, and Section Campus Representative. Other officers may be required for selected responsibilities. Each section must have an executive committee, consisting of the section officers and any others who may be designated or elected, to serve as the section governing body.

Every section should have at least the following standing committees in addition to the executive committee:

- A. Nominating Committee
- B. Membership/Campus Representatives Committee
- C. Publicity and/or Newsletter Committee
- D. Meetings/Program Committee (for selection of meetings locations)
- E. Awards Committee.

4.1 Charge to Officers

The section officers are the principal representatives of the section membership. It is through their leadership that section members remain as participating and active members of ASEE. Without effective and dynamic leadership, the members may become inactive or negative and lose interest in the Society. Therefore, the responsibilities of the section officers should extend beyond merely conducting and participating in the annual section meetings. A section officer, upon accepting an office, also accepts a charge for accomplishment. *All officers must be members in good standing of ASEE.*

- Officers have a working--not honorary--position. The acceptance of office implies the willingness to serve, to attend meetings, to contribute ideas, and to accomplish the work accepted or assigned.
- Officers are responsible for advance planning, continuity of effort, orderly turnover to successors, and achievement of section and Society objectives.
- Officers are responsible for maintaining effective communications with members, fellow officers, the Board of Directors, and ASEE Headquarters.

- Officers are expected to properly represent the membership and to develop section activities which endeavor to attract academic, corporate and government leaders in their fields to membership and involvement in the Society.
- Officers are responsible for adhering to deadlines, particularly as these affect the successful functioning of the Society, including publications, annual conference, section awards and special meetings deadlines.
- Officers should be instrumental in promoting the Society among faculty members, individuals in industry and government, students, and the general public.
- Officers should keep ASEE Headquarters informed of section activities by submitting a copy of all minutes, newsletters, program or meeting notices, correspondence of a business nature, and an annual report. ASEE Headquarters should be sent the dates of section meetings as soon as these dates are set. The Section's meetings will be posted on ASEE's website for Section activities.
- Officers are responsible for contacting new and delinquent members. Campus Representatives will have a list of new and delinquent members from their own institutions on request. (See samples of personalized letters in Appendix 13.2 and 13.3).

4.2 Section Officer Duties

The specific duties of the section officers include, but are not necessarily limited to:

CHAIR

- A. Organize and establish strategic long range planning for the Section including membership goals and objectives.
- B. Assume responsibility for the functioning of the section and oversee all section finances. Assure that official cash disbursement signatures are on file at ASEE Headquarters. Approve all expenditures of Society funds. Personally inform the ASEE Executive Director of any section fund raising activities.
- C. Organize and preside at all section business meetings.
- D. Be responsible for planning and chair all section executive committee meetings.
- E. Appoint all standing committees authorized by the section bylaws and special committees authorized by the members of the section executive committee. The Chair is an ex-officio member of all section committees.
- F. Designate a Section Campus Representative to foster and oversee the Section's Campus Representative activities.
- G. Plan the section annual meeting program with the executive committee and the program committee.
- H. Inform the ASEE Membership Manager and the Zone Chair of the dates and locations of all meetings immediately after the dates are fixed. Good judgment should be exercised to minimize potential conflicts such as other professional meetings and holidays (civic or religious).
- I. Invite the President and the Executive Director of ASEE to section meetings. Allow a suitable place in the program for both to address the participants.
- J. Invite key individuals to section executive committee meetings as needed, e.g., appropriate Zone Chair, Membership Manager

- K. Send a welcome letter to all new ASEE members in that section, upon receipt of the periodic listing from ASEE Headquarters. (See Sample Letter, Appendix 13.2).
- L. Keep ASEE Headquarters, particularly the Membership Manager, informed of all section activities.
- M. Ensure that all unit officers fulfill their specific duties.

CHAIR-ELECT

- A. Assume duties of the Chair in his/her absence.
- B. Aid in arranging program details for the ASEE Annual Conference.
- C. Assume such duties as may be delegated by the Chair.
- D. Perform other functions designated by the bylaws.

SECRETARY/TREASURER

The primary job of the treasurer for a section is to control and track the funds of the section. To eliminate conflicts of interest, the treasurer must not be put in the position of expending funds on behalf of the section and requesting reimbursement for expenditures. In the case that a treasurer or secretary-treasurer is to be reimbursed from section funds, the signature of the chair of the section is required on the authorization form.

- A. Keep a roster of all section members, alphabetically and by institution. (Roster of section membership is obtainable from the ASEE Membership Department).
- B. Keep all minutes and records of section activities.
- C. Submit an approved signature card to the ASEE Assistant Controller prior to requesting any disbursement of funds.
- D. Collect all section income, if any, and disburse all monies authorized by the Section Chair. Maintain auditable financial records. Keep the Section Chair informed on the section's financial status.
- E. Submit a financial report at each section meeting.
- F. Mail advance notices of section meetings to all members in cooperation with the committee on local arrangements. Mail advance notices also to the chairs of all other sections and any guests invited by the Chair.
- G. Serve as an ex-officio member of the section publicity and/or newsletter committee.
- H. Turn all section files and records over to the succeeding Secretary/Treasurer as soon as he/she takes office. Keep records of outstanding receivables and payables of the section.
- I. Other duties as assigned by the Section Chair.

AWARDS CHAIR

- A. Work with appointed committee to select awards recipients as appropriate.
- B. Promptly communicate awardee selection to ASEE Headquarters, including the Section's nominee for the National Outstanding Teaching Award. (Section 8.3)
- C. Obtain necessary information on awardee to transmit to ASEE Headquarters for publicity and publication.
- D. Notify awardee and nominator of selection and presentation details.
- E. Notify nominators whose nominees were not selected.
- F. Plan the presentation ceremony at the section meeting.
- G. Initiate the invoice of award sponsors. For any special section award involving sponsors, handle all associated details (e.g. "Thank you" to sponsor, receipt/deposit of sponsor funds to BASS accounts).

SECTION CAMPUS REPRESENTATIVE

Each section should designate an individual to serve as Section Campus Representative. This individual organizes and works with local Campus Representatives and assists in encouraging attendance at meetings, soliciting and promoting membership in the Society, getting feedback from local faculty members and seeking nominations for ASEE awards. The Section Campus Representative is responsible for updating the list of Campus Representatives in the section and notifying the ASEE Membership Department of any changes. The Section Campus Representative is also responsible for determining the winner of the Outstanding Campus Representative Award from the section.

NEWSLETTER EDITOR

- A. Collect, correlate and edit material for periodic newsletters to the section membership.
- B. Advise the Section Chair and ASEE Headquarters of requirements for mailing labels and newsletter mastheads.

It is strongly urged that editors make every effort to distribute newsletters via email or/and posting to the Section pages of the ASEE web site. These are effective and cost-efficient ways to publish.

If you choose to publish electronically, you can request from the Membership Department mailing labels for those section members who do not have email addresses on record, ensuring that all members receive their section publications.

HISTORIAN (Archivist)

ASEE is a society with a heritage of "grass roots" involvement. The collective memory of the persons, events, and activities which have shaped the Society resides with the Section Historian.

- A. Keep, catalogue, and transfer to his/her successor, those Section documents which are not normally kept by the Secretary/Treasurer but are indicative of the activities and achievements of the Section and its members.
- B. Take responsibility for filing the appropriate historical documents in the section's archival library.
- C. Other duties as assigned by the Chair.

5.0 SECTIONS AND THEIR RELATIONSHIP TO OTHER ASEE ENTITIES

5.1 CAMPUS REPRESENTATIVES

The local Campus Representative is selected by the Dean of Engineering and/or Engineering Technology from among the ASEE members of a member institution's faculty. The Campus Representative acts as the Society's representative on campus. Most institutions designate a single representative, but there have been efforts recently, especially at larger institutions, to involve more faculty members as a committee. This network of individuals and committees is the focal point of the "grass roots" level operation of the Society. Through this grass roots activity, individual members will find the opportunity for direct personal involvement in ASEE.

The Society asks the assistance of local Campus Representatives in many areas including:

- A. Organizing ASEE activities on campus.
- B. Generating interest among eligible candidates for membership.
- C. Soliciting local opinion about Society policies, programs and services.
- D. Encouraging participation at section and division meetings and at the ASEE annual conference.
- E. Publicizing ASEE awards and soliciting nominations.
- F. Encouraging the submission of scholarly papers to *The Journal of Engineering Education* and sessions held at the ASEE Annual Conference and section conference.
- G. Updating the membership roster for the institution.

Each Campus Representative is provided with the ASEE Campus Representative Manual. Copies are available on the ASEE web site at <http://www.asee.org/member-resources/groups/campus-representatives/operating-manual>, and can also be ordered from the ASEE Membership Department.

All section meetings should have at least one event strictly for local Campus Representatives, typically one or two Campus Representatives Breakfast Meetings. Such meetings provide an excellent opportunity for sharing ideas and concerns.

5.2 NATIONAL CAMPUS REPRESENTATIVE COORDINATOR

The National Campus Representative Coordinator is appointed by and reports directly to the Vice-President, Member Affairs. The purpose of this position is to work closely with Section Campus Representatives, local campus representatives, and ASEE Headquarters to accomplish all goals pertaining to campus representative programs, campaigns, events, and activities (including organization of sessions and social events at the Annual Conference).

5.3 DEANS

It is advisable for Section Officers to have effective communication links with the deans of engineering and engineering technology at institutions in their Sections. The deans should be encouraged by Section Officers to help publicize meetings and activities and to provide assistance with travel expenses for faculty members to attend section meetings. Deans are a valuable resource in section activities.

6.0 ZONES

6.1 DUTIES OF ZONE CHAIRS

Although the ASEE Constitution and Bylaws do not specify the duties of the Zone Chair, it is generally accepted that his/her duties and responsibilities pertaining to section activities are:

- A. To work closely with the section leadership to assure dynamic and growing section activity. In general, the Zone Chair should be available to the sections in any way that can make the operation of the sections more efficient, effective, and in concert with the overall goals of ASEE.
- B. To encourage and receive proposals for use of discretionary Zone funds such as Zone sponsored breakfasts for Campus Representatives, seed money for effective teaching institutes, etc. The Zone Chair must sign all requests for reimbursement from the Zone Chair's budget.
- C. To maintain a general clearinghouse of information of value to section officers and members, and to transmit comments and resolutions from the sections to the ASEE Board of Directors.
- D. To attend the scheduled Section and Section Executive Board meetings within his/her Zone and to report on the activities to the Society membership at large.
- E. To serve as a liaison between the ASEE Board of Directors and the sections. Information about Board activities and programs approved are passed to the Section Officers, and issues and concerns from the sections are passed to the Zone Chair for Board action.
- F. To communicate with and convene teleconferences as needed with the Zone Executive Board (Section Chairs and Chairs-Elect) to discuss section meetings and other grass roots activities. An additional Zone Council Executive Board meeting will be held in conjunction with the ASEE Annual Conference. This normally is a Wednesday breakfast meeting.
- G. To provide leadership for the development of an effective ASEE Campus Representative program.
- H. To solicit nominations from each section for the Zone Outstanding Campus Representative Award, and the Zone Best Paper Award, and to encourage Section's to submit a nomination for the National Outstanding Teaching Award.

6.2 ZONE EXECUTIVE BOARD

Activities of the three sections within each zone are coordinated through the Zone Executive Board, under the leadership of the Zone Chair. Zone Executive Board membership consists of the Zone Chair, the Chair-Elect or Immediate Past Chair as appropriate, and the Section Chair and Chair-Elect of each section.

In order to provide for a record of Zone Executive Board meetings, the Zone Chair normally designates the Chair-Elect or the Immediate Past Chair as appropriate to serve as secretary.

A nominating committee of each Zone nominates candidates for the office of Zone Chair-Elect, and the individual members residing in the Zone then vote for the candidate of their choice. Each Zone shall have a nominating committee for the purpose of selecting nominees for Zone Chair. The committee consists of the past Zone Chair (who will act as Committee Chair) and the three immediate Past Section Chairs. The committee should abide by any established section rotation

procedures when selecting nominees for Zone Chair. The nominees must have served as Section Chairs.

In odd-numbered calendar years, the nominating committees of Zones I and III and in even-numbered years Zones II and IV shall furnish the Executive Director of ASEE two or more nominations for the office of Zone Chair-Elect of the respective zone not later than September 1. The person elected becomes the Chair-Elect for one year and then succeeds to the office of Chair for a two-year term.

6.3 ZONE BUDGET

Each Zone Chair is responsible for submitting an operating budget by February 15 of each year. Previous year's actual expenses will be used as a guide in developing Zone budgets.

- A. Travel by Zone Chair
 - 1. Three Annual Section Meetings
 - 2. Section Executive Committee meetings when not held in conjunction with the annual section meeting
- B. Discretionary Activities
 - 1. Campus Representative Breakfast at each of the annual section meetings
 - 2. Effective Teaching Institutes
 - 3. Special awards, plaques, etc.
 - 4. Support of innovative section initiatives
 - 5. Other expenditures intended to support ASEE zone/section activities

Requests for reimbursement must be submitted on the ASEE disbursement request form or the ASEE travel voucher as appropriate. A major requirement for the approval of reimbursement requests is that authorized signatures must be on file at Headquarters. As the year progresses, requests for reimbursement may be sent at any time. All requests for any fiscal year's budget must be received at ASEE Headquarters by October 15.

Quarterly reports on the status of the BASS accounts will be sent to the Secretary/Treasurer and the Chair. Please be sure to use the BASS account number when corresponding with Headquarters.

It is expected that each Section Chair will provide Headquarters with a financial report reflecting income and expenses for the year's activities.

Any special problems should be addressed to the ASEE Assistant Controller.

7.0 SECTION FINANCES

The ASEE Board of Directors has established an annual allocation of funds to help support Section activities. The allocation is awarded each year on October 1, the beginning of the Society fiscal year. Each of the twelve geographic sections shall receive an annual allocation based on the formula: \$550 plus \$1.00 per full dues-paying, individual section member. The membership count of each section will be determined by Headquarters as of March 31 of the previous fiscal year. Beyond the allocation from the Board of Directors, Sections are expected to be self-sustaining. Income may be generated by meeting registration fees, publication sales, and/or contributions. Sections may, at their option, have ASEE Headquarters ask member institutions in their Sections for voluntary contribution to the Section of \$50 each year. The ASEE membership department will send the request in conjunction with the institution's annual membership renewal notice and will, when contributions are received, credit the contribution to the Section's BASS account. In no case may a Section derive income by direct assessment of dues to its membership. Reimbursement of expenses for section members to attend the ASEE Annual Conference are not permitted for either the operating account or the BASS account. See the ASEE Financial Policy for other details.

7.1 SECTION OPERATING ACCOUNT and ALLOCATION

- A. The \$550 portion of the annual allocation will be made to the Section Operating account and be available for use on October 1, the beginning of the ASEE fiscal year.
- B. Such funds, provided through annual operating budgets, are intended to cover regular and routine expenses such as newsletter duplicating and postage, telephone, and correspondence expenses.
- C. Operating funds may not be used to help finance personnel expenses of any kind (unless prior approval is obtained), or the expenses of any publication which is to be sold or in which advertising space is sold. Please see the ASEE Financial Policy Manual online at <http://www.asee.org/about-us/policy/financial-policy> for more information.
- D. Any unused balance in an operating budget at the end of the fiscal year reverts to the general fund and may not be carried over into the subsequent fiscal year. At present, residual operating account funds may be designated to be added to the endowment for the National Outstanding Teaching Award. A letter to the ASEE Controller, signed by the Section Chair, may designate either a one-time transfer, or a yearly transfer of these residual funds.
- E. Unless an error has been made by the ASEE headquarters staff in posting, funds and/or expense charges cannot be transferred between an operating budget and a BASS account.

7.2 BANKING AND ACCOUNTING SERVICES SYSTEM (BASS)

The ASEE Board of Directors has established a Headquarters-administered financial service available to all Society units. The Section "BASS Account" is analogous to a combination interest bearing checking/savings account. The \$1 per section member portion of the annual allocation will be made into this account.

All funds collected in the name of the Society, which includes any of the Board-sanctioned Society units, are considered income to the Society and must be reported to the IRS.

It is illegal for the Board of Directors of the American Society for Engineering Education, a non-profit corporation, to file income tax returns which misrepresent the income, assets, and liabilities of the Society. Therefore, for IRS and Society auditing purposes and as a useful service to the membership, any funds held in the Section treasury, or funds generated from activities, must be deposited in the appropriate BASS account.

Volunteer officers could be subject to personal liability for any and all losses which result from funds held elsewhere.

All sections have established BASS accounts. Unlike the operating budget of the Society, the year-end balance in BASS accounts is carried over to the subsequent fiscal year.

Following is a summary of BASS account features:

- A. Interest will be paid at 90% of the rate earned by the Society during the quarter and will be credited quarterly.
- B. Centralized account--no need to move account with change of officers; merely submit a new signature card each time officers change.
- C. Quarterly statements summarizing period beginning balance, interest credited, deposits, disbursements and period ending balance.
- D. ASEE Headquarters writes all checks to pay disbursements approved by those persons authorized by the unit. Receipts or supporting documents should be sent with check requests in order to satisfy IRS and external audit requirements.
- E. Normal turn-around time for reimbursements is within 15 days of receipt at Headquarters, unless there are discounts for more rapid payment.
- F. There are two forms used in BASS account transactions. The first is a "Transmittal of Funds" for sending funds to ASEE Headquarters; the second, a "Funds Disbursement Authorization."
- G. BASS Accounts cannot be overdrawn.

8.0 AWARDS

ASEE sponsors several awards at the national and section levels to recognize significant contributions being made by individuals to the fields of engineering and engineering technology education. Details concerning these awards can be obtained from the Awards Nomination Information on ASEE's Web site at www.asee.org. Awards nomination forms can also be found on the Web site.

All new awards, including those being given by individual sections, must be approved by ASEE. Proposals must be sent to the ASEE Headquarters through the Manager of Administrative Services. The proposal will be evaluated by the ASEE Awards Policy Committee and a recommendation forwarded to the ASEE Board of Directors. Further details concerning this process and other awards policies can be found in the Awards Policy and Procedures Manual which can be accessed from the same Web site.

There are four awards, described in detail below, where sections play a very important role: the Outstanding Section Campus Representative Award, the ASEE Section Outstanding Teaching Award, the National Outstanding Teaching Award, and the Zone Best Paper Award. Sections should make every attempt to assure that deserving faculty are being nominated for these awards.

Any questions about awards should be addressed to the Manager of Administrative Services.

8.1 OUTSTANDING SECTION CAMPUS REPRESENTATIVE AWARD

The Outstanding Section Campus Representative Award honors local Campus Representatives who have achieved excellence in their roles as supporters of the Society. The award is given annually to the outstanding representative and respective dean of the institution in each of the twelve geographic sections. The Zone Chair then selects one of the Outstanding Section Campus Representatives as the Outstanding Zone Campus Representative. Further information can be found in the Awards Nomination Information on the ASEE Web site.

8.2 ASEE SECTION OUTSTANDING TEACHING AWARD

The ASEE Section Outstanding Teaching Award, formerly supported by Western Electric and then AT&T, is now funded and given by each Section, with possible support from local industry. As in the past, the award will provide for recognition of teachers of engineering and engineering technology students and serve as an incentive to make further significant contribution to teaching. Please refer to the Awards Nomination Information on the ASEE Web site for further criteria.

The award consists of a certificate and an appropriate honorarium, where possible, presented by the local Section. Each Section shall determine its own level of the honorarium. Presentations are made at the Section Annual meeting with notation in the ASEE Annual Awards Banquet Program.

8.3 ASEE NATIONAL OUTSTANDING TEACHING AWARD

The ASEE National Outstanding Teaching Award, first awarded in 2004, is funded by ASEE section, other ASEE units, and corporate donors to recognize outstanding teaching on a national level. Each section nominates a candidate for this award, usually the winner of the Section Outstanding Teaching Award from the most recent section meeting, although a previous nominee may be carried over for one year at the Section's discretion. The award provides national recognition to an engineering or engineering technology educator for excellence in outstanding classroom performance, contributions to the scholarship of teaching, and participation in ASEE Section meetings and local activities. The qualifications and nomination process are listed at http://www.asee.org/member-resources/awards/full-list-of-awards/national-awards/excellence-in-engineering-education#National_Outstanding_Teaching_Award. The nomination must be submitted to the Manager of Administrative Services by the deadline specified in the Awards Nomination Information on the ASEE Web site.

When fully endowed, the award will consist of an honorarium, complimentary registration for the ASEE Annual Conference, and a Medallion. The awardee will be recognized at the ASEE Annual Awards Banquet.

8.4 ZONE BEST PAPER AWARD

The Zone Best Paper Award, first awarded in 2003, is awarded to the authors of the paper judged to be best of four papers, one chosen from each Zone, that are presented at the ASEE Annual Conference in the year following their nomination. Each section submits the title and authors of the best paper from its annual conference(s) to the Zone Chair by July 15. The Zone Chair then forms a committee to judge the three section papers from his/her Zone. The winner from each Zone is notified by the Vice-President of Member Affairs by August 15, and the authors of each Zone nominee must submit the abstract and final papers in accordance with the deadlines and process for the Annual Conference paper submission process. At least one author must agree to attend and present the nominated paper at a special session at the ASEE Annual Conference. Proceedings fees will be provided by the Zone Chair's budget, but the nominees are responsible for conference registration and travel expenses. At the special session, the four Zone papers are judged, and a winner is identified. The Vice-President of Member Affairs will notify the nominees of the results

The award consists of a \$1000 honorarium, and the awardee is announced at the following year's ASEE Annual Awards Banquet. For the judging criteria and more information, please refer to the Awards Nomination Information on the ASEE Web site.

9.0 PUBLICATIONS AND PAPERS

Listed below are general standards for all Society publications:

- A. All ASEE publications must carry the Society's name in full on the cover (or, in the case of newsletters lacking cover, on the first page), as well as the ASEE unit's name.
- B. The Society logo should appear on all covers. When publications are bound with a spine rather than staples, the ASEE logo should appear on the spine. (The official ASEE logo is available from ASEE's Membership Department. This copyrighted and trademarked logo was adopted in 1988. No other version may be used.)
- C. The pertinent mailing address of the sponsoring unit must appear on all Society publications.
- D. ASEE publications must carry the following, or similarly worded, disclaimer: "ASEE is not responsible for statements made or opinions expressed in this publication." (The publication of this disclaimer in no way releases editors from the obligation to uphold the Society's good name and produce publications that reflect well on its members.)
- E. Society units are required to send two copies of their publications to the ASEE Headquarters office. This requirement pertains to newsletters, periodicals, books, proceedings and brochures.
- F. Every Society publication of archival value should carry a Library of Congress number and an ISSN (for serials) or ISBN (for books) number.
- G. Editors of all ASEE publications, except newsletters, are encouraged to register their publications with the Copyright Office and to publish a copyright notice in each publication. The Society, not the unit, should be shown as the copyright holder.

9.1 NEWSLETTERS

All ASEE units are encouraged to publish a newsletter since, for many members, newsletters are the most direct means of communication within the Society. A newsletter is an informally prepared and presented collection of news and general information, distributed gratis to all Society unit members, normally two to four times during the academic year. Informal communications prepared by a Society unit on an ad hoc basis are not considered newsletters.

It is strongly urged that editors make every effort to distribute newsletters via email or/and posting to the Section pages of the ASEE web site. These are effective and cost-efficient ways to publish.

If you choose to publish electronically, you can request from the Membership Department mailing labels for those section members who do not have email addresses on record, ensuring that all members receive their section publications.

Any Society unit can initiate a newsletter by informing the Membership Manager and the Council Chair to whom the Newsletter Editor is responsible. No formal approval is required.

It is the responsibility of the section to obtain the necessary funds from its section budget to meet the publishing costs of its newsletter. Since a statement of newsletter costs is included in each unit's annual financial report to ASEE, these should be noted by the editor. Since the newsletter is an informal publication, advertising is not permitted. Any cover and mailer used must identify the

Society name, the group responsible for the publication, and the name and address of the editor. Newsletters may be published via email.

The ASEE section that publishes the newsletter is responsible for its content, through the Newsletter Editor. Material included is expected to meet the professional interests of its readers and to be prepared in good taste. A regular schedule of publication is recommended. The Society Publications Committee recommends that each section regularly review its newsletters and occasionally conduct surveys of reader interest and satisfaction. A session for Newsletter Editors may be scheduled at the ASEE Annual Conference for the purpose of orientation, exchanging ideas and further evaluation. The Newsletter Editor should send two copies of each issue to ASEE Headquarters to keep the staff informed of the section's activities.

9.2 PUBLICATION OF PAPERS AND PUBLICITY FOR MEETINGS

To gain a wider audience for presentations made at your meeting, as well as to preserve the papers, you might consider publishing meeting proceedings. The peer review of proceedings papers is strongly recommended, as the Best Section Conference Paper competes for the Best Zone Paper, which is then presented at the ASEE Annual Conference the following year.

Whether or not you publish a proceedings, you may wish to submit one or two outstanding papers from your program to the *Journal of Engineering Education*. To give the entire Society a briefing of your Section's activities, write up the highlights of your meeting for *ASEE PRISM* (check with the editorial staff first for guidelines). A Meeting Report Form is located on the ASEE Web site.

To keep the entire membership informed of your unit's activities and meetings, be sure to send meeting announcements to ASEE PRISM at least four months prior to the month you want the information to appear. Keep that deadline in mind for calls for papers for annual conference sessions. Please email such items to **prism@asee.org**.

10.0 MEMBERSHIP PROMOTION AND RETENTION

Sections play a key role in the promotion of ASEE activities, the recruitment of new members to ASEE, and the retention of existing members. Following are suggestions to assist section leaders in these areas.

- A. Section leaders, working in conjunction with Campus Representatives, should keep current members informed of all ASEE activities, including Section and National meetings, calls for papers for all ASEE conferences, and the call for nominations of all ASEE awards.
- B. Section leaders, working in conjunction with Campus Representatives, should identify and contact potential members within their section and encourage them to join ASEE.
- C. Membership applications, brochures, and other materials should be displayed at section meetings. Material can be requested from ASEE's Membership Department.
- D. Whenever possible, section leaders, working in conjunction with Campus Representatives, should motivate engineering department chairs and deans to encourage faculty to join ASEE and participate in national and section activities.
- E. Sections should encourage the establishment of student chapters on college campuses and should undertake activities of interest to students.
- F. Section leaders, working in conjunction with Campus Representatives, should contact those who have not paid their annual dues and encourage them to renew their ASEE membership.

11.0 ORGANIZING A SECTION MEETING

Each ASEE Section is expected to have an annual section meeting, which typically lasts 2 days. The organization of an ASEE-Section annual meeting is often the responsibility of the campus representative. It is a challenge for the campus representative to motivate and encourage other engineering faculty to participate. The task of organizing an annual meeting may be divided into a number of major efforts including: selection and management of meeting facilities (hotel, meeting room, audio-visual equipment), selection of theme and topics, fund raising, paper review, selection of session chairs, invitation of speakers, and printing and production.

11.1 PRELIMINARY PLANNING

Most sites are selected two (2) years in advance of the meeting date. There are several important steps to be taken prior to submitting a request to host your ASEE sectional meeting. First and foremost you should obtain the commitment of the sponsoring school. Typically this support includes a letter from the dean, the development office, and one or more departmental chairs. Hosting a meeting requires coordination and cooperation of all. There are also budget considerations to be taken into account. Prior to undertaking any fund raising efforts, it is important to consult with your development office to ensure that you are not infringing on their ongoing campaign efforts. You should also meet with your local visitors and conventions bureau. They can provide you with buttons, stickers and materials promoting your city. Similar information can also be obtained from your university. It's good PR to pass out something that is representative of your city or campus at the annual meeting preceding yours.

When selecting a meeting date, try to avoid religious holidays such as Easter weekend. If your section extends into or is near Canada, avoid important Canadian holidays such as Canadian Thanksgiving (the second Monday in October) if you hope to draw Canadian attendees. Also, due to the diversity of ASEE membership, plan events that are culturally and religiously accommodating to all. Early in your planning you will want to decide whether your meeting will be held on your local campus or in a host hotel. There are pros and cons to both. Use of campus facilities would likely be determined by the availability of meeting rooms, as well as proximity to hotels and restaurants. There may be additional transportation costs which impact your decision. Oftentimes the cost and logistics seem to work against the campus site. Whatever the decision, hotel arrangements must be made by the host committee. Another possible source of assistance is your Continuing Education Department. They are often set up to handle meetings and workshops. Areas in which they might assist are hotel arrangements, mailings, printing and production. Expect them to charge you overhead. You may also consult with ASEE's Meetings and Conferences Department. Below is information that is helpful in planning your meeting.

- Dates for the meeting
- Number of sleeping rooms needed
- Number of presentation rooms and room capacity
- Number of conference rooms and room capacity
- Number of meals and approximate number of servings
- Dinner banquet facilities
- Social events and break refreshments
- Audio-Visual and Computer equipment (sometimes you can bring your own)
- Transportation/Airport Shuttle
- What are the hotel rates

11.2 COMMITTEE ASSIGNMENTS

Getting the support of your faculty to work on committees for the section meeting will be a major key to success. In most instances, your initial planning meetings should begin 18 months before your scheduled meeting. This will allow sufficient time to carefully identify your resources and to take advantage of attendance at the upcoming sectional meeting. It is important to have as many faculty members as possible actively participate in the sectional meeting prior to hosting their own. Several faculty committees should be formed to cover various aspects of the meeting.

11.2.1 Fund Raising

Fund raising will directly impact the registration cost to participants. Lower costs typically generate higher attendance. It is important to meet early with your development office. You must be familiar with the rules and regulations which govern solicitation of funds. It is also useful to check with ASEE headquarters regarding their current policies related to soliciting funds. Funds can be solicited from industry and other donors to cover a number of meeting expenses. Some of them include:

- Hosting a refreshment break
- Hosting a Luncheon or Dinner Event
- Paying for the Proceedings (or parts of it)
- Providing Registration Materials (bags, pens, notepads, key chains, etc.)
- Sponsoring a Guest Speaker
- Sponsoring a Teaching or Best Paper Award Stipend

No matter what the contribution, it is important that each and every donor receive recognition. If your sponsor provides a major event, such as the Banquet dinner, then invite them to supply the main speaker for the event. Companies like to do this! Also, don't overlook in-kind contributions. You may find a firm who will contribute printing or audio-visual equipment.

11.2.2 Editorial Board

A committee is needed to overview the papers presented at the section meeting. One of the first tasks is selection of the meeting "theme" and recommended paper topics. These are announced at the preceding sectional meeting and included in the call for papers. A "Call for Papers" should be prepared and distributed to all engineering and technology faculty in the section. Mailing labels of ASEE members in the section can be obtained from headquarters, but you should also attempt to get an expanded list of faculty who are not ASEE members. (If they like the meeting, they may join!). It should not be difficult to get these faculty rosters from each Dean in your Section. You can also check with the Membership Department on the availability of non-member and lapsed-member rosters.

Some temporal guidelines for the "Call for Papers," paper submission, and publication deadlines are:

Initial call for papers	1 year before meeting
Second call for papers	6 months before meeting
Abstracts due	5 months before meeting
Accept/reject abstracts	4.5 months before meeting

Papers due	2.5 months before meeting
Accept/reject papers	1.5 months before meeting
Final papers due	3 weeks before meeting
Proceedings produced	1.5 weeks before meeting

Copies of your "Call for Papers" notice should also be submitted to *ASEE PRISM* for national exposure. Electronic submission and CD proceedings are encouraged. This reduces the production time needed and allows more time for the peer-review process. It is important that instructions include format, font size, margins and other information to ensure professional, uniform proceedings. If you produce the proceedings on CD-ROM, a printed abstract booklet can be helpful to conference attendees.

Once abstracts have been accepted, this committee divides presentations into appropriate topic sessions. It also allows the program and production committee to prepare a rough draft of the program. The editorial board should also identify session chairs from various universities. Another important charge of this committee is to arrange for selection of the "best paper" awards once the finished papers are submitted and presented. A common practice is to pre-screen the full-length papers to a small percent of finalists, for which the oral presentations will then be further observed at the meeting.

11.2.3 Speakers/Workshop

This committee will be responsible for identifying speakers from the university as well as industry. In addition, they will invite speakers for the pre- or post-conference workshops. Also, it is important that key university officials be invited to welcome sectional participants and to introduce keynote speakers. Typically the university president participates in the opening meeting. Your provost or vice president for academic affairs may be asked to introduce your keynote speakers. It is important to confirm dates and times with these key university personnel early. The committee must also decide whether to host pre- or post-conference workshops. These half-day workshops offer a perfect opportunity for faculty improvement. As they are not a part of the actual meeting, there is usually an extra charge involved.

11.2.4 Program and Proceedings Production

This committee will work closely with the Editorial Committee to insure timely production of the meeting program and proceedings. In order to get a head start on the program layout, a draft should be prepared following acceptance of the abstracts. With this information it is possible to identify the session presentations and authors. Modifications can be made later to delete those who do not submit papers by the required deadline. Early programs can be sent out 6-8 weeks before the meeting to entice attendance. Later corrections can be made for the final program that will be included in the registration packet.

If you decide to produce printed Proceedings, awarding the printing bid for them is key, since this may be your single biggest expense. Very early on this committee must determine its printing requirements and deadlines and bid the printing package. It may be that your campus printing or continuing education department can meet your needs. If not, it will be necessary to make outside contacts. You may want to arrange the papers by day and session topics, and then have the printer do the pagination and the meeting logo/citation footer.

11.2.5 Registration

Advanced registration information should be sent out three months before the meeting to allow attendees to register early and to indicate their preferences for meals, tours, workshops, spouse events, and extra event tickets. Hotel reservation information and travel guides should also be included. Usually early registration includes a discounted rate below the on-site fee.

On-site registration packets should be prepared in advance and be ready for dissemination at the registration table. This committee will need to identify staff support to handle the on-site registration. Remember that this is a full time job for two days. You'll need someone who can answer questions and make decisions. You'll want to ensure that you have a means of accepting money, providing receipts and tickets for those who want to purchase extra meal tickets at the site. The appropriate person must be notified of changes in food counts so that hotel catering has the correct counts.

11.2.6 Special Events/Tours/Spouse Program

Information on special tours and planned group activities should be included in the advanced registration packet. Often the response received determines whether group activities will be conducted. Spouses or families who attend these meetings may prefer to sightsee on their own schedules. Information should be included in the registration packet identifying places of interest, hours and admission fees. A map of the city provided before check in is extremely helpful. A decision should be made whether there will be any special opening event, such as a social hour the evening before the meeting begins. If there is to be entertainment, arrangements would fall to this committee. It's always good to advise attendees of the recommended dress code (casual, work attire).

11.3 BUDGET

Each committee should submit anticipated costs and a compilation of committee expenses should define the budget. Someone should be designated as the meeting treasurer and follow the budget process tightly. Sometimes the section treasury can provide an advanced allocation to seed the meeting costs in advance of receiving registration fees and donations. The fund raising committee should be familiar with the budget prior to soliciting funds. It is important that the budget be closely monitored and that those who have committed to donate follow through. Although each meeting will have its unique budget items, a "typical" section meeting budget is shown in this accompanying Table. This example includes indirect expenses (30% overhead charged) based on contracting for services with other university department (i.e., continuing education).

ASEE Section Meeting Budget Items

INCOME

- Section Treasury Seed Money
- Registrations
- Dean/University Contribution
- Donations and Contributions
- Tours/Events Fees
- Workshop Income

TOTAL INCOME

DIRECT EXPENSES

- Printing
- Call for Papers
- Preliminary Program
- Final Program
- Proceedings
- Postage
- Call for Papers
- Preliminary Program
- Instructions to Authors
- General Correspondence
- Mailing Labels
- Registration Packets (Bags, Name Tags, Supplies, etc.)
- Posters and Signage
- Speaker's Expenses
- Shuttle Bus/Transportation
- Meeting Rooms
- Audio Visual Equipment/Computer Rental
- Breakfasts
- Refreshments for Breaks
- Social/Banquet Dinner
- Luncheons
- Best Papers and other Awards
- Student Help and Other Staff
- Workshops and Special Events

INDIRECT EXPENSES

- Continuing Education Overhead (30 %)
- Registration of participants

TOTAL EXPENSES

11.4 INSURANCE

ASEE does not, in general, insure section meetings. If a section wishes to investigate the possibility of ASEE providing coverage, an early notification of this desire should be made to the ASEE Meetings and Conferences Department.

11.5 CONTRACTS

Contracts not reviewed and signed off on by ASEE Headquarters should not specify ASEE as a party to the contract. If it is desired for ASEE to be party to the contract, an early notification of this desire should be made to the ASEE Meetings and Conferences Department.

11.6 ACCESS TO SECTION MEETINGS

It is the Policy of the ASEE Board of Directors that:

All ASEE members shall be admitted (upon payment of appropriate registration fees, if any) to any and all meetings, conferences, conventions, discussion groups, lecture series, tours or other assemblages in which participation is subject to security/export clearance or any other restriction, either governmental or industrial in nature. Any exception to this policy must have prior approval of the Board of Directors.

This policy does not limit the right of the Board of Directors, Executive Committee, or any other regularly constituted Boards and Committees of ASEE to restrict attendance at their meetings to their duly appointed members.

12.0 SECTION ANNUAL REPORT

As soon as the new officers are known, each outgoing (or continuing) Section Chair is responsible for completing an Annual Report (Appendix 13.1) and submitting it to the ASEE Membership Manager AND to the appropriate Zone Chair.

APPENDIX 13.1

ANNUAL REPORT

SECTION/DIVISION/COUNCIL — NEW OFFICERS

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

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

PLEASE SUBMIT NO LATER THAN JULY 15

FOR YEAR BEGINNING: _____

UNIT NAME: _____

Web Site Address: _____

Incoming Chair:

Name: _____

Institution: _____

Email: _____

Listserv authority: Yes: X No: _____

Outgoing Chair

Name: _____

Institution: _____

Email: _____

Listserv authority: Yes: _____ No: _____

Chair-Elect

Name: _____

Institution: _____

Email: _____

Listserv authority: Yes: _____ No: _____

Treasurer

Name: _____

Institution: _____

Email: _____

Listserv authority: Yes: _____ No: _____

Secretary

Name: _____

Institution: _____

Email: _____

Listserv authority: Yes: _____ No: _____

Program Chair

Name: _____

Institution: _____

Email: _____

Listserv authority: Yes: X No: _____

Awards Chair

Name: _____

Institution: _____

Email: _____

Listserv authority: Yes: _____ No: _____

Editor

Name: _____

Institution: _____

Email: _____

Listserv authority: Yes: _____ No: _____

Section Campus Rep

(Sections only)

Name: _____

Institution: _____

Email: _____

Listserv authority: Yes: _____ No: _____

Webmaster

Name: _____

Institution: _____

Email: _____

Listserv authority: Yes: _____ No: _____

Listserv Manager

(proprietary listserv only)

Name: _____

Institution: _____

Email: _____

SCHEDULE OF UPCOMING MEETINGS

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

Dates: _____
Location: _____
Key Meeting Contact: _____
Email: _____
Phone: _____

Dates: _____
Location: _____
Key Meeting Contact: _____
Email: _____
Phone: _____

Dates: _____
Location: _____
Key Meeting Contact: _____
Email: _____
Phone: _____

Dates: _____
Location: _____
Key Meeting Contact: _____
Email: _____
Phone: _____

Dates: _____
Location: _____
Key Meeting Contact: _____
Email: _____
Phone: _____

APPENDIX 13.2.1

SAMPLE WELCOME LETTER, LONG VERSION

Dear [new member name]:

I was recently informed by ASEE Headquarters that you have joined ASEE. On behalf of the [unit name] of the American Society for Engineering Education, I want to welcome you as a new member.

Founded in 1893, ASEE is one of the oldest educational and professional organizations. It has striven through the years to improve and expand the educational process that produces technically competent and broadly educated engineers and technologists. ASEE's efforts contribute greatly to the quality of engineering education at colleges and universities throughout the United States and Canada. International universities are also influenced and interested by the activities of ASEE.

Now that you have joined ASEE, I want to encourage you to be an active participant in the Society. The following are a few suggestions that will help you get involved in ASEE and grow professionally with others in engineering and engineering technology education.

1. Make the commitment to be an active participant in any way you can. Become familiar with the Society and its members.
2. Attend the ASEE Annual Conference. It, too, provides an excellent opportunity to interact with many educators, as well as industry representatives, from all over the country. The [year] conference will be held in [location] on [dates].

Please feel free to call or write me if I can be of any type of assistance. My telephone number is [phone]. My email address is [email].

You can also call or write ASEE Headquarters if you need information or guidance on any matter, or with any membership question. The number is 202-331-3500.

We recognize that one of the most important services the Society can render for its members is to organize activities to enhance the entire process of engineering education, and then to promulgate this information to everyone concerned with the process and the outcome. We invite you to participate in the Society's activities and share with us the newest techniques and methods for efficient, effective engineering education. You can help ASEE become a better Society by sharing your talent and knowledge with us.

I hope to meet you soon.

Sincerely,

[chair name]
Chair, [unit name]

APPENDIX 13.2.2

SAMPLE WELCOME LETTER, SHORT VERSION

Dear [new member name]:

As Chair of the [unit name] of ASEE, I extend a warm welcome to you as you begin your ASEE membership. Over the more than [number] years that I have belonged to ASEE and have participated in Society activities, I have found membership professionally rewarding and stimulating, and I hope that you will, too. I am looking forward to meeting you and working with you in ASEE.

Information about the ASEE Annual Conference, which will be held this year in [location], will reach you through *ASEE PRISM*, the magazine for all ASEE members. I hope you will be able to attend.

Congratulations on becoming a member of ASEE. I hope you will be an active participant in ASEE activities.

Sincerely yours,

[chair name]
Chair, [unit name]

APPENDIX 13.3

SAMPLE LETTER RE DELINQUENT DUES

Dear [member name]:

While reviewing correspondence from ASEE Headquarters, I noticed that you have not yet renewed your membership for the coming year.

Remember that prompt renewal ensures uninterrupted delivery of *ASEE PRISM* and other publications, as well as timely notification of upcoming meetings, conferences, and Society activities in general.

Although I'm sure you are aware of all the ASEE benefits you receive at the National, Regional, and Divisional levels, please remember that as a member of the [unit name], you have the opportunity to make contact with other engineering educators who share your specific professional interests and concerns.

I think you will find that membership in [unit name] is perhaps the most vital benefit you receive as an ASEE member.

Sincerely,

[chair name]

Chair, [unit name]

APPENDIX 13.4

MEMBERSHIP LIST RENTAL INFORMATION

Please review the following information and requirements for list rental.

- Each Society unit is entitled to receive four sets per year of mailing labels for the unit's active membership at no charge. These labels must be ordered in advance by a unit officer. All labels beyond the prescribed four sets, or labels for the membership of other Society units, will be invoiced at the member rate listed on the ASEE web site.
- Labels are provided in Avery self-adhesive format and can be sorted in any desired order.
- Membership rosters can be ordered at any time. Rosters are printed on plain paper or can be sent as Word or .pdf documents. They can also be sorted in any desired order. There is no limit on the number of rosters a Society unit can order at no charge.
- **The data used to produce mail labels (and rosters) changes every day, so please order a new set for each mailing, and do not order too long in advance of the date you will need the labels.**
- Turnaround time from receipt of order is three working days. Labels and rosters are usually sent by first class mail. If rush delivery is needed, overnight service can be provided and the unit will be charged for the Fedex delivery.
- Orders for mailing labels and rosters can be submitted by email, fax, or snail-mail to the ASEE Membership Department. When ordering by fax or mail, please use the form that is attached as Appendix 13.5.
- If you have any questions about ordering mailing labels or rosters, please contact the Membership department at 202-331-3519 or membership@asee.org.

APPENDIX 13.5

MAILING LABEL ORDER FORM

To order a set of mailing labels or a roster, please complete the form below and submit it to the ASEE Membership Department.

By fax to: 202-265-8504
 Attn: Membership Manager

By mail to: ASEE
 Attn: Membership Manager
 1818 N Street NW, Suite 600
 Washington, DC 20036

By email to: membership@asee.org

Orders will be produced and mailed within three working days of receipt.

Name of unit ordering: _____

Name of unit officer: _____

Telephone number: _____

Email address: _____

Order description:
Membership of: _____

Format (circle one): LABELS ROSTER

Sorting: ZIPCODE LASTNAME SCHOOLNAME

Ship labels/roster to: _____

Additional comments:

APPENDIX 13.6

LISTSERV NAMES

The following Listservs are maintained by Headquarters for the use of ASEE Sections and Divisions/Committees. Unless special arrangements are made with the ASEE Membership Department, only the **Chair and Program Chair** are authorized to send messages to the Listserv, which contains the email addresses of the current active membership of the unit. Others wishing to send messages to the Listserv must send the message to the Chair for posting to the Listserv.

Please note that the message must be sent from the same email address that is on the sender's membership record or it will be rejected.

To use the Listserv, simply send an email "TO" the Listserv name.

DIVISION/COMMITTEE LISTSERVS

Aerospace	aero_div@asee.org
Architectural Engineering	arch_div@asee.org
Biological & Agricultural Engineering	bioag_div@asee.org
Biomedical Engineering	bio_div@asee.org
Chemical Engineering	chem_div@asee.org
Civil Engineering	civil_div@asee.org
College-Industry Partnerships	cip_div@asee.org
Community Engagement in Eng Education	ced_div@asee.org
Computers in Education	comped_div@asee.org
Construction Engineering	const_div@asee.org
Continuing Professional Development	cpd_div@asee.org
Cooperative & Experiential Education	ceed_div@asee.org
Design in Engineering Education	deed_div@asee.org
Educational Research and Methods	erm_div@asee.org
Electrical & Computer Engineering	elec_div@asee.org
Energy Conversion & Conservation	ecc_div@asee.org
Engineering and Public Policy	epp_div@asee.org
Engineering Design Graphics	edg_div@asee.org
Engineering Economy	econ_div@asee.org
Engineering Ethics	ethics_div@asee.org
Engineering Leadership Development	lead_div@asee.org
Engineering Libraries	eld_div@asee.org
Engineering Management	mgmt_div@asee.org
Engineering Technology	etd_div@asee.org
Entrepreneurship & Engineering Innovation	ent@asee.org
Environmental Engineering	envir_div@asee.org
Experimentation & Lab-Oriented Studies	delos_div@asee.org
First-Year Programs	fresh_div@asee.org
Graduate Studies	grad_div@asee.org
Industrial Engineering	ind_div@asee.org
Computing and Information Technology	info_div@asee.org

ASEE Geographic Zones & Sections Operating Manual, Revised Aug 2015

Instrumentation	inst_div@asee.org
International	intl_div@asee.org
K-12 & Pre-College Engineering	k12_div@asee.org
Liberal Education	libed_div@asee.org
Manufacturing	mfg_div@asee.org
Materials Engineering	mat_div@asee.org
Mathematics	math_div@asee.org
Mechanical Engineering	mechl_div@asee.org
Mechanics	mechs_div@asee.org
Minorities in Engineering	mino_div@asee.org
Multidisciplinary Engineering	multi_div@asee.org
New Engineering Educators	nee_div@asee.org
Nuclear & Radiological Engineering	nucl_div@asee.org
Ocean & Marine Engineering	ocean_div@asee.org
Engineering Physics and Physics	phys_div@asee.org
Software Engineering	soft_div@asee.org
Student Division	studnt_div@asee.org
Systems Engineering	syst_div@asee.org
Technological Literacy	teklit_div@asee.org
Two-Year College	tycd_div@asee.org
Women in Engineering	women_div@asee.org

SECTION LISTSERVS

Gulf Southwest	gsw_sec@asee.org
Illinois Indiana	ilin_sec@asee.org
Middle Atlantic	midat_sec@asee.org
Midwest	mid_sec@asee.org
North East	neast_sec@asee.org
North Central	ncent_sec@asee.org
North Midwest	nmid_sec@asee.org
Pacific Northwest	pnw_sec@asee.org
Pacific Southwest	psw_sec@asee.org
Rocky Mountain	rmtn_sec@asee.org
Southeastern	seast_sec@asee.org
St. Lawrence	stl_sec@asee.org

APPENDIX 13.7

**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.