

ASEE Member Services - Volunteer Leadership

Institutional Council, Division, and Constituent Committee Operating Manual

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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
- Enhance the participation and success of under-represented groups in the engineering education enterprise
- Promote the value of the engineering profession to society

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 for External Relations, Vice President of Member Affairs and the Executive Director.

The President-Elect, Vice President of Finance, Vice President for 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.

The Society's professional interest councils are comprised of 48 Divisions and Constituent Committees. These groups represent professional branches of engineering, science, and related fields. In addition, they plan the professional sessions for the ASEE Annual Conference and are responsible for much of the technical work of the Society. Several Divisions hold national meetings at other times.

Divisions and Committees may establish their own dues structures. An individual ASEE member may become a member of six Divisions/Committees, up to three of which may be dues-free.

3.0 ASEE HEADQUARTERS SERVICES TO COUNCILS/DIVISIONS

The Headquarters Staff will assist Council/Division 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
e-mail: membership@asee.org

Council/Division leaders are strongly **encouraged** to utilize certain services which will enable regular communication with their members. These include:

3.1 Mailing Labels

Council/Division leaders may order up to four (4) sets per year of self-adhesive Avery mailing labels of their membership at no charge. Mailing labels beyond the designated four sets, as well as labels for other divisions, can be purchased from ASEE at modest cost.

Labels can be requested by e-mail, telephone, fax, or mail, up to two weeks prior to the date they will be needed. (The sample order form provided in Appendix 13.5 may be used for this purpose, but it is not required.) Labels will be produced and mailed within three working days from the date the order is received. They can be sorted by zip code (to conform to bulk mailing requirements), state, institution, member name (alpha), etc.

3.2 Member Rosters

Councils and Divisions 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 document sent via e-mail.

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 e-mail 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 and all units are encouraged to use their Listserv frequently.

Only unit 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 e-mail address that is on the Chair's membership record or it will be rejected.** (If the Chair is away from his/her regular e-mail access and needs to send a message, contact the Membership Department for help.) Chairs may also designate other officers, such as newsletter editor or program chair, to have listserv authorization. Such designation can be made on the Unit Annual Report officer listing or by mail/e-mail from the Chair to the Membership Department.

Any PIC Chair can obtain listserv authorization for all the Divisions within his/her PIC by notifying the Membership Department.

A listing of Listserv names is provided in Appendix 13.6.

4.0 COUNCIL/DIVISION BYLAWS AND OFFICERS

Each Council/Division must operate under a set of bylaws determined by its members. The Council/Division 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 Professional Interest Councils (PICs I - V). Changes to bylaws must be ratified by majority vote of the ASEE Board of Directors before they can take effect.. One current copy of each Council/Division'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 Council/Division. Current copies are available for viewing on ASEE's Web site at www.asee.org. Also available, on the MemberActivities/Divisions page, is a Board-approved template for division bylaws.

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

Every Council/Division should have at least the following standing committees in addition to the executive committee:

- A. Program Committee
- B. Nominating Committee
- C. Membership Committee
- D. Publicity and/or Newsletter Committee
- E. Awards Committee

4.1 Charge to Officers

The Council/Division officers are the principal representatives of Council/Division membership. It is through their leadership that Council/Division 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 Council/Division officers should extend beyond merely conducting and participating in the annual Council/Division meetings. A Council/Division 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 Council/Division 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, Council/Division 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 Council/Division 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 Council/Division meetings as soon as these dates are set.

4.2 Council/Division Officer Duties

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

CHAIR

- A. Assume responsibility for the functioning of the Council/Division and oversee all Council/Division 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 Council/Division fund-raising activities.
- B. Organize and establish strategic long range planning for the Council/Division including membership goals and objectives.
- C. Organize and preside at all Council/Division business meetings.
- D. Be responsible for planning and chair all Council/Division executive committee meetings.
- E. Appoint all standing committees authorized by the Council/Division bylaws and special committees authorized by the members of the Council/Division executive committee. The Chair is an ex-officio member of all Council/Division committees.
- F. Oversee the Council/Division annual meeting program with the executive committee and the program committee. The Chair has ultimate responsibility for seeing that the duties of the Program Chair are carried out.
- G. Send a welcome letter to all new ASEE members in that Council/Division, upon receipt of the periodic listing from ASEE Headquarters.
- H. Keep ASEE Headquarters, particularly the Membership Manager, informed of all Council/Division activities.
- I. Ensure that all unit officers fulfill their specific duties.

CHAIR-ELECT

- A. Prepare the annual request for operating budget allocation for the upcoming year.
- B. Assume duties of the Chair in his/her absence.
- C. Assist in overseeing Council/Division program planning.
- D. Assume such duties as may be delegated by the Chair.
- E. Perform other functions designated by the Council/Division bylaws.

PROGRAM CHAIR

- A. Work with the unit to develop sessions according to delegates' interests.
- B. Coordinate sessions within the time frame set by Headquarters, including inviting speakers, notifying Headquarters of logistics, participants, etc.
- C. Work with the ASEE Meetings and Conferences Department in developing a written program...as liaison with unit, speakers, participants...in on-site management of sessions.

All Program Chairs should refer to the Program Chair Guidelines for details of duties and responsibilities. These guidelines are available from the ASEE Meetings and Conferences Department at 202-331-3523.

SECRETARY/TREASURER

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

- A. Keep a roster of all Council/Division members. (Rosters of Council/Division membership can be obtained from the ASEE Membership Department).
- B. Keep all minutes and records of Council/Division activities.
- C. Submit an approved signature card to the ASEE Assistant Controller prior to requesting any disbursement of funds.
- D. Collect all Council/Division income, if any, and disburse all monies authorized by the Council/Division Chair. Maintain auditable financial records. Keep the Council/Division Chair informed on the Council/Division's financial status.
- E. Submit a financial report at each Council/Division meeting.
- F. Serve as an ex-officio member of the Council/Division publicity and/or newsletter committee.
- G. Turn all Council/Division 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 Council/Division.
- H. Other duties as assigned by the Council/Division Chair.

AWARDS CHAIR

- A. Work with appointed committee to select awards recipients as appropriate.
- B. Promptly communicate awardee selection to ASEE Headquarters.
- 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.
- G. Initiate the invoice of award sponsors. For any special Council/Division award involving sponsors, handle all associated details (e.g. "Thank you" to sponsor, receipt/deposit of sponsor funds to BASS accounts).

NEWSLETTER EDITOR

- A. Collect, correlate and edit material for periodic newsletters to the Council/Division membership.
- B. Advise the Council/Division 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 e-mail or/and posting them on the Division pages of the ASEE web site. These are effective and cost-efficient ways to publish.

If you choose to publish by e-mail you can request from the Membership Department mailing labels of those members who do not have e-mail addresses on record, ensuring that all members will receive their division publications.

DIVISION LIAISON REPRESENTATIVES

Several ASEE Divisions (e.g., College Industry Partnerships, Educational Research & Methods) designate a representative to each Division/Committee. These individuals:

- A. Act as liaison between their Divisions and the other Divisions/Committees.
- B. Assist the program committee in their particular areas of interest.
- C. May serve on the Division/Committee Executive Committee.

The Division/Committee leaders should interact with ASEE Campus Representatives in the Geographic Sections of ASEE, since the Division/Committee is responsible for overall campus activities in the discipline areas.

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 Council/Division Historian.

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

4.3 ESTABLISHING CONSTITUENT COMMITTEES AND DIVISIONS

A. Constituent Committee

Upon recommendation of the appropriate Council, or at its own discretion, the Board of Directors may establish Constituent Committees. Such a committee is established when it is apparent that there is sufficient evidence of member interest, potential for growth, and an active program with goals complementary to those of ASEE in an area of, or closely related to, engineering and/or engineering technology education.

Initial members of the committee shall be appointed by the President with the advice of the Board. Individual members of the Society may elect to become members. The President shall designate a Chair to serve during the formative stage of the committee.

The Board will also designate a Council to assume jurisdiction over the Constituent Committee. The committee reports to the Board through that Council. Within one year of its formation, the committee will submit bylaws, consistent with those of its "parent" Council, to the Constitution and Bylaws Committee for approval.

Upon approval by the Board of the Bylaws, the formative period will end and the Constituent Committee will elect its own officers; the initial Chair and officers will continue to serve until their successors are elected. A budget will be prepared based upon an allocation from its Council Chair and the Constituent Committee will be entitled to appropriate representation in its Council and be listed among the Divisions and Constituent Committees with which individual members of ASEE may elect to affiliate.

B. Division

Divisions, Society-wide in scope, consist of individual members who have common professional or technical interests in engineering education. Divisions can be established in either of two ways:

1. The ASEE Board of Directors can establish Divisions by majority vote, upon recommendation of the appropriate Council or directly, at its own discretion. In other words, the Board can establish a Division without the formality of a group first becoming a Constituent Committee.
2. The "Constituent Committee route." After a minimum of three years of successful operation, and upon reaching a membership of 200, a Constituent Committee may petition the Board of Directors for divisional status. The petition will be submitted through its Council, and the Council will make its recommendation to the Board.

4.4 DISSOLVING CONSTITUENT COMMITTEES AND DIVISIONS

A two-thirds vote of the Board of Directors is required to dissolve a Division or Constituent Committee. Divisions/Committees will be reviewed periodically by the Board. Units with fewer than about 200 members are subject to dissolution.

4.5 BYLAWS

In order to be established, each Division and Constituent Committee must have a current set of bylaws. One current copy 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 Division or Committee. Contents of the bylaws will vary with the different units, but each must include specific provisions for the election of officers, succession upon resignation of an officer, and appoint of whatever committees are appropriate and desirable. Bylaws for each Division are available for viewing on ASEE's web site at www.asee.org. A downloadable model bylaws template is also available on the web site.

5.0 COUNCILS/DIVISIONS AND THEIR RELATIONSHIP TO OTHER ASEE ENTITIES AND EXTERNAL ORGANIZATIONS

5.1 ANNUAL CONFERENCE

The ASEE Annual Conference is a large and comprehensive professional meeting and exposition. It contributes immeasurably to the fulfillment of ASEE objectives, as well as to the betterment of engineering and engineering technology education. The conference has become recognized as an international forum for the exchange of engineering education ideas and techniques.

The success of the conference rests heavily upon the Councils, Divisions, and Committees. It is one of the most important responsibilities of the Council and Division/Committee officials to plan and manage program sessions that are of national and international interest.

Program development should begin 12 to 18 months prior to the conference and include a call for papers published in *ASEE PRISM*. The preceding conference program provides an excellent opportunity to conceptualize program structure and exchange ideas with other Society units. Divisions and Committees have reasonable freedom in developing their sessions. The total number of sessions is governed by the facilities available at the conference site.

The Board of Directors has endorsed the philosophy that "quality rather than quantity" will best serve the Society. Therefore, Divisions and Committees are encouraged to combine with other units in co-sponsoring similar sessions, thereby eliminating duplication. The Annual Conference Program provides Society officials with the dates and responsibilities pertinent to the Annual Conference. All Society officers should be familiar with this document, which is available from the ASEE Meetings and Conferences Department.

ALL PROGRAM CHAIRS SHOULD REFER TO THE PROGRAM CHAIR GUIDELINES AVAILABLE ON THE ASEE WEB SITE.

5.2 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.

Each Campus Representative is provided with the ASEE Campus Representative Manual. Copies are available on the ASEE web site at www.asee.org/activities/organizations/campus/index.cfm, and can also be ordered from the ASEE Membership Department.

5.3 ASEE AND CONFERENCES OF EXTERNAL ORGANIZATIONS

ASEE and its constituents (Councils, Divisions, Committees, Zones, and Sections) are often asked to sponsor, support, or endorse other conferences, external to regularly planned ASEE events. ASEE involvement with other conferences and events requires the written approval of the ASEE Board of Directors. The request for approval may come from any source within or without ASEE, but should be sent to the Executive Director of ASEE. The request must be made in a timely manner to appear on the agenda of a regularly scheduled Board meeting and with sufficient lead-time for the event to allow completion of the requirements described below.

If an event is approved by the ASEE Board of Directors, the organizers of the event must agree to sign a letter of agreement that includes an indemnification clause defining the limits of liability of ASEE with respect to any activities associated with the event. The form of the document will be defined and prepared under the direction of the Executive Director of ASEE. An approved event must recognize the involvement or support of ASEE through use of the ASEE logo on event announcements and acknowledgement of ASEE in any published proceedings.

6.0 PROFESSIONAL INTEREST COUNCILS (PICs)

6.1 DUTIES OF PIC CHAIRS

The role of the PIC Chair is to act as a liaison between the Board of Directors of ASEE and the Divisions/Committees that answer administratively to the PIC. The PIC Chair must function as the leader of the Divisions/Committees that comprise the Council, and as an active member of the Board of Directors, which determines overall Society direction and policies.

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

- A. To work closely with the Division leadership to assure dynamic and growing Division activity. In general, the PIC Chair should be available to the Divisions in any way that can make the operation of the Divisions more efficient, effective, and in concert with the overall goals of ASEE.
- B. To maintain a general clearinghouse of information of value to Council/Division officers and members, and to transmit comments and resolutions from the Councils/Divisions to the ASEE Board of Directors.
- C. To attend the scheduled Division and Division Executive Board meetings within his/her PIC and to report on the activities to the Society membership at large.
- D. To serve as a liaison between the ASEE Board of Directors and the Divisions. Information about Board activities and programs approved are passed to the Division Officers, and issues and concerns from the sections are passed to the PIC Chair for Board action.
- E. To preside at PIC meetings at the Fall Program Planning Conference at ASEE Headquarters to select mini-plenaries for the following annual conference.
- F. To monitor and encourage the program planning, publications, membership promotion, officer selection, bylaws updates, awards selections, and activities of each Division.
- G. To oversee development of the Annual Conference by.
 1. Reviewing preliminary program information throughout the conference planning cycle.
 2. Approving appropriate Annual Conference registration for qualified non-member speakers.
 3. Planning and conducting the PIC business meeting at the Annual Conference.
 4. Attending, whenever possible, Division business meetings during the Annual Conference, collecting copies of each Division's annual report and financial statements.

The PIC Chair is also the Division representative to the Board of Directors. This involves:

- A. Attending Board of Directors meetings in order to provide communications between the Board and the Divisions/Committees of the Council.
- B. Meeting with other PIC Chairs on issues of common interest at each meeting of the Board of Directors.
- C. Communicating the activities of the Board of Directors to officers of each Division and/or to the general membership through Division newsletters.

The PIC Chair has overall administrative authority for the Council's activities. This includes:

- A. Informing Division Chair-Elects of the responsibility to submit budgetary material for the upcoming fiscal year, and collecting such proposals at the Annual Conference.
- B. Submitting Division budgetary material to the VP PICs at the Annual Conference and working with the VP PICs to allocate operating funds to Divisions for the upcoming fiscal year.
- C. Ensuring that annual activity and financial reports are submitted to Headquarters as needed for budgeting and publication deadlines, officer selection and notification, and general information needed for the Society's operation.

6.2 ALLOCATION OF OPERATING FUNDS TO DIVISIONS

Incoming Division Chairs are responsible for submitting to their PIC Chair, at the ASEE Annual Conference, operating plans with associated budgets and proposals for allocation of funds to BASS and operating accounts. This will establish a request for operating funds for the upcoming year, which will be collected by the PIC Chairs and passed on to the VP PICs. In consultation with the PIC Chairs, the VP PICs will allocate to each Division the Board-approved Division operating funds for the upcoming fiscal year.

Once funds have been allocated to a Division/Committee by the VP PICs, Headquarters will honor requests meeting *Financial Policy Manual* requirements (Section 11.2) for reimbursements to Division/Committee Chairs or Treasurers up to the amount allocated.

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 of each Division. Please use the account number (BASS or budget) for the Division or Committee when corresponding with Headquarters.

It is expected that each Division 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 Controller.

7.0 COUNCIL/DIVISION FINANCES

7.1 INSTITUTIONAL COUNCIL BUDGET REQUESTS

The ASEE Board of Directors has established an annual opportunity to request that funds be budgeted in the subsequent year's Society operating budget to help support Institutional Council activities. Requests should be made through the VP for Institutional Councils to the VP Finance.

Beyond the allocation from the Board of Directors, Councils are expected to be self-sustaining. Income may be generated by direct assessment of dues, meeting registration fees, publication sales, and/or contributions.

7.2 BANKING AND ACCOUNTING SERVICES SYSTEM (BASS)

The ASEE Board of Directors has established a Headquarters-administered financial service for all Society units. The Council/Division "BASS Account" is analogous to a combination interest bearing checking/savings 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 Council/Division 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.

Most Councils/Divisions have established BASS accounts. Any dues income is deposited directly into the BASS account as it is received. 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. The "Funds Disbursement Authorization" form is used to request disbursement or reimbursement of allowable expenses.
- G. BASS Accounts can not be overdrawn.
- H. Advances of BASS monies will not be permitted. Incurred expenses will be reimbursed and outstanding invoices will be paid as indicated above.

7.3 OPERATING ACCOUNTS

The Board of Directors, as part of the annual budgeting process, establishes operating accounts for Councils, Divisions, Committees, Zones, and Sections, for the purpose of furthering field unit functions. Such funds are available for items such as newsletters, duplicating, postage, telephone, and correspondence expenses. Such funds are not available for travel, awards, personal expenses of any kind, or the expenses of any publication that is to be sold or in which advertising space is sold.

7.4 ANNUAL FINANCIAL REPORT

Each unit must prepare an annual financial report indicating receipts and expenditures. Please submit this report to the ASEE Assistant Controller by September 30th. An additional, detailed report is to be submitted if the Division/Council maintained any approved accounts outside the Society structure. Accounts which are not approved by the Society Finance Committee are a violation of Board of Directors policy.

8.0 AWARDS

Subject to approval by the ASEE Board of Directors and Awards Policy Committee, Councils, Divisions, Sections, Standing Committees, and Constituent Committees may establish awards. A proposal for the establishment of a new ASEE award may be submitted to ASEE Headquarters through the Manager of Administrative Services, who administers the award program and will answer any questions the sponsor or sponsoring Society unit may have about the ASEE awards policy and guidelines. The proposal is evaluated by the Awards Policy Committee, whose recommendation is presented to the Board for final action.

An ASEE Awards Policy and Procedures Manual containing policy and guidelines is available from the Administrative Services Department at ASEE Headquarters and on the ASEE web site. This manual outlines procedures for submitting award data, notifying awardees, notifying nominators whose nominees were not accepted, etc.

Awards Nomination Information, including descriptions of national and Council/Division awards, is available on the ASEE web site at www.asee.org.

It is imperative that any Society unit considering establishing an award study these documents before taking action.

Division and Section awards are administered by committees appointed by the Chairs of the respective Divisions and Sections.

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 e-mail or/and posting them on the Division pages of the ASEE web site. These are effective and cost-efficient ways to publish.

If you choose to publish by e-mail you can request from the Membership Department mailing labels of those members who do not have e-mail addresses on record, ensuring that all members will receive their division 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 Council/Division to obtain the necessary funds from its 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 e-mail.

The ASEE unit 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 unit 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.

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 unit'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 available from 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 e-mail such items to **prism@asee.org**.

10.0 MEMBERSHIP PROMOTION AND RETENTION

ASEE is recognized by the corporate, government, and academic communities as the preeminent voice in engineering and engineering technology education. ASEE is the only Society organized for the advancement of engineering and engineering technology education. It should, therefore, be the principal Society for the engineering educator. However, there are still many engineering educators who are not ASEE members. The potential membership of the Society can be estimated at three to four times the current level. The average number of new members per year is currently about equal to the losses due to resignation, death, and delinquent dues payment. Thus, the recruitment of new members and the retention of present members is of utmost importance.

Responsibility for the success of a program depends on Council/Division leadership. Using Headquarters as a resource, Council/Division leaders should identify and contact potential new members within their Councils/Divisions. Membership applications, brochures, and other materials can be sent to Council/Division meeting sites for display. Also, additional material can be requested from the Membership Department at any time. Some Councils/Divisions have formed a membership committee to spearhead their own membership drive activities.

Whenever possible, Council/Division leadership should motivate engineering department chairs to encourage their department members to join ASEE and participate in Council/Division activities. Student involvement in the Society should also be encouraged, particularly by graduate students. Councils/Divisions should undertake activities of interest to student members and involve them in Council/Division meetings. Councils/Divisions are also called upon to assist in the retention of present members. Names of members who have not paid their dues may be requested from the Membership Department by Council/Division Chairs for personal follow-up.

11.0 ACCESS TO COUNCIL/DIVISION 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 COUNCIL/DIVISION ANNUAL REPORT

Each Council/Division Chair is responsible for completing an Annual Report and submitting it to ASEE Headquarters. A copy of the form is included as Appendix 13.1, and it can also be printed from the ASEE web site.

APPENDIX 13.1

ANNUAL REPORT

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: 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: _____

Address: _____

Address: _____

Telephone: _____

Fax: _____

E-mail: _____

Outgoing Chair

Name: _____

Address: _____

Address: _____

Telephone: _____

Fax: _____

E-mail: _____

Listserv Authority: Yes: ___ No: ___

ChairElect

Name: _____

Address: _____

Address: _____

Telephone: _____

Fax: _____

E-mail: _____

Listserv Authority: Yes: ___ No: ___

Treasurer

Name: _____

Address: _____

Address: _____

Telephone: _____

Fax: _____

E-mail: _____

Listserv Authority: Yes: ___ No: ___

Secretary

Name: _____

Address: _____

Address: _____

Telephone: _____

Fax: _____

E-mail: _____

Listserv Authority: Yes: ___ No: ___

Program Chair

Name: _____

Address: _____

Address: _____

Telephone: _____

Fax: _____

E-mail: _____

Listserv Authority: Yes: ___ No: ___

Awards Chair

Name: _____

Address: _____

Address: _____

Telephone: _____

Fax: _____

E-mail: _____

Listserv Authority: Yes: ___ No: ___

Editor

Name: _____

Address: _____

Address: _____

Telephone: _____

Fax: _____

E-mail: _____

Listserv Authority: Yes: ___ No: ___

Section Campus Rep

(Sections only)

Name: _____

Address: _____

Address: _____

Telephone: _____

Fax: _____

E-mail: _____

Listserv Authority: Yes: ___ No: ___

Webmaster

Name: _____

Address: _____

Address: _____

Telephone: _____

Fax: _____

E-mail: _____

Listserv Authority: Yes: ___ No: ___

Listserv Manager

(for proprietary listservs only)

Name: _____

Address: _____

Address: _____

Telephone: _____

Fax: _____

E-mail: _____

Listserv Authority: Yes: ___ No: ___

SCHEDULE OF UPCOMING MEETINGS

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

Dates: _____

Location: _____

Key Meeting Contact: _____

Phone: _____

Dates: _____

Location: _____

Key Meeting Contact: _____

Phone: _____

Dates: _____

Location: _____

Key Meeting Contact: _____

Phone: _____

Dates: _____

Location: _____

Key Meeting Contact: _____

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 e-mail address is [e-mail].

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 sent as Word 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.**
- Normal 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 e-mail, 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: Asst. Membership Manager

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

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

Name of unit ordering: _____

Name of unit officer: _____

Telephone number: _____

E-mail 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** is authorized to send messages to the Listserv, which contains the e-mail 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 e-mail address that is on the Chair's membership record or it will be rejected.

To use the Listserv, simply send an e-mail "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
Computers in Education	comped_div@asee.org
Construction Engineering	const_div@asee.org
Continuing Professional Development	cpd_div@asee.org
Cooperative Education	ced_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 Libraries	eld_div@asee.org
Engineering Management	mgmt_div@asee.org
Engineering Technology	etd_div@asee.org
Entrepreneurship	ent@asee.org
Environmental Engineering	envir_div@asee.org
Experimentation & Lab-Oriented Studies	delos_div@asee.org
Freshman Programs	fresh_div@asee.org

Institutional Council, Division, and Constituent Committee Operating Manual (Rev. 7/2008)

Graduate Studies	grad_div@asee.org
Industrial Engineering	ind_div@asee.org
Information Systems	info_div@asee.org
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
Physics & Engineering Physics	phys_div@asee.org
Software Engineering Constituent Committee	soft_div@asee.org
Student Constituent Committee	studnt_div@asee.org
Systems Engineering Constituent Committee	syst_div@asee.org
Technological Literacy Constituent Committee	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