

ASEE Section & Zone Operating Manual Cheat Sheet

Key Area	Summary
Society Organization	<p>ASEE is organized into councils: institutional, professional interest, and geographic.</p> <p>Governed by a Board including the President, VP of Finance, and Council Chairs.</p> <p>Board appoints Executive Director; others are elected.</p>
ASEE Sections and Zones	<p>Divided into 12 sections within 4 zones across the U.S. and Canada.</p> <p>Each zone has a Zone Chair and an executive board.</p>
Headquarters Services	<p>Offers logo files, web hosting, listservs, and conference archive support</p> <p>Encourages consistent communication through newsletters and listservs</p>
Section Officer Duties	<p>Chair: oversees finances, meetings, and appoints committees</p> <p>Chair-Elect: assists and substitutes for the Chair</p> <p>Secretary/Treasurer: manages finances, records, and meeting notices</p> <p>Awards Chair: handles award selections and notifications</p>
Campus Representatives & Deans	<p>Promote ASEE activities and membership.</p> <p>Deans are encouraged to support participation in ASEE.</p>
Zones & Zone Chairs	<p>Zone Chairs coordinate with Sections, promote Campus Rep activities</p> <p>Manage budget, meetings, and award nominations.</p>
Section Finances & BASS	<p>Annual funding: \$550 + \$1/member</p> <p>BASS accounts: interest-bearing, managed by ASEE HQ</p>
Awards	<p>Includes Section and National Teaching Awards, Best Paper Awards</p> <p>Nomination deadlines and selection processes are outlined</p>
Organizing Section Meetings	<p>Plan early, secure funding, and assign committees.</p> <p>Include key events, registration logistics, and budget oversight.</p>