

ASEE Zone & Section Operating Guide

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SOCIETY ORGANIZATION

The ASEE is organized into institutional, professional interest, and geographic councils. Chairs from these councils are part of the Board of Directors and represent all members.

The Board governs ASEE activities and includes the President, President-elect, Immediate Past President, Vice President of Finance, Council Chairs, Vice President for External Relations, Vice President of Member Affairs, and the Executive Director.

Society members elect the President-elect, Vice Presidents, and PIC Chairs. The President-elect becomes the President and then the Past President. The Board appoints the Executive Director. The details of the current board members are on the ASEE website.

ASEE SECTION AND ZONES

ASEE members in the U.S. and Canada are divided into twelve sections within four zones. A zone executive board, the Zone Chair, and several other section representatives manage each zone.

Bylaws guide the operations of each section and zone and are updated regularly through meetings and reports. These bylaws can be found on the ASEE website alongside other information about ASEE's structure.



Zone I

- **Northeast:** Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont, and Canada (postal codes beginning with A, B, C, and E)
- **St. Lawrence:** New York (except those zip code prefixes listed under the Middle Atlantic Section) and Canada (postal codes beginning with G, H, J, K, L, M, and N)
- **Middle Atlantic:** Delaware, Maryland, New Jersey, New York (zip code prefixes 005, 090, through 119, and 124 through 127), Pennsylvania (except those zip code prefixes listed under the North Central Section), and Washington, D.C.

Zone II

- **Southeastern:** Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee, and Virginia
- **North Central:** Michigan, except the Upper Peninsula, Ohio, Pennsylvania (zip code prefixes 150 through 154, 156, 160 through 165), and West Virginia
- **Illinois-Indiana:** Illinois and Indiana

Zone III

- **Midwest:** Arkansas, Kansas, Missouri, Nebraska, Oklahoma
- **North Midwest:** Iowa, Michigan Upper Peninsula, Minnesota, North Dakota, South Dakota (zip code prefixes 570 through 574), Wisconsin, and Canada (all of Manitoba plus Ontario postal codes beginning with P and R)
- **Gulf Southwest:** Louisiana, New Mexico, and Texas

Zone IV

- **Pacific Northwest:** Alaska, Idaho, Montana, Oregon, Washington, and Canada (Alberta, British Columbia, and Saskatchewan)
- **Pacific Southwest:** Arizona, California, Hawaii, and Nevada
- **Rocky Mountain:** Colorado, South Dakota (zip code prefixes 575 through 577), Utah, and Wyoming

ASEE HEADQUARTERS SERVICES TO COUNCILS/SECTIONS

Headquarters supports Section leaders as they serve members and will respond to reasonable requests within budget and staffing limits.

A list of service areas and staff contacts is available on the ASEE website. Send requests involving membership data and related supplies to membership@asee.org.

Section leaders are encouraged to use the following services to communicate regularly with members:

LOGOS

Reproducible ASEE logos in assorted sizes and information about logo use are available [online](#).

SECTION WEB HOSTING

ASEE hosts your group's website, and your web administrator is responsible for updates and maintenance. Contact membership@asee.org for more information.

LISTSERVES

Headquarters maintains a Listserv for each Section with the email addresses of active members. Section Chairs and Program Chairs should use it for calls for papers and nominations, meeting and event announcements, requests for input, and newsletter distribution. Used consistently, the Listserv is a key tool for communication and participation.

Only Section Chairs and Program Chairs can automatically send to the Listserv. A Section Chair may authorize additional senders through the ASEE profile's Executive Committee page; newly added senders become active after the Friday system refresh. Anyone else should route messages through the Section Chair.

Announcements must be sent from the email address associated with the sender's ASEE membership profile, or the message will be rejected.

Zone Chairs may contact the Membership Department to obtain Listserv authorization for all Sections in their Zone.

To confirm your Listserv permissions, sign in to your ASEE profile and review "Committees" under the "Account" tab.

Limit attachments to 200 KB. If a file is larger, post it on your group's website and include the link in the message.

If a transmission fails, the sender will receive an error message. If a member does not receive a message, they should verify the email address in their ASEE profile, check spam and institutional filtering, and contact their IT team if needed.

Include the following opt-out notice at the end of section-related announcements:

To unsubscribe from ASEE section-related announcements, visit <https://members.asee.org/opt-out> and select “Section Listserv Emails.”

ASEE cannot automatically append this notice to outgoing section announcements.

How the ASEE Listserv Works

ASEE Section Listservs function as distribution email addresses. When a message is sent to a Listserv address, it is automatically distributed to all subscribed members. To send a message to the full Section:

- Open a new message in your email client and enter the Section Listserv address in the To field.
- Compose your message and select **Send**.
- The Listserv system will automatically distribute the message to all subscribed Section members.

Subject Line Best Practice

- Do **not paste text into the subject line**. Pasted text may include hidden characters that can cause messages to be distributed without a subject line.
- **Always type the subject line manually** to ensure proper delivery.

SECTION CONFERENCE PROCEEDINGS ARCHIVE

At the request of Section leadership, ASEE Headquarters can archive recent Section conference proceedings online. This helps preserve papers presented at Section meetings and makes them available to a broader audience.

To archive Section proceedings, ASEE’s IT team needs the following:

- a collection of all the PDF files for the conference papers
- The DOI form has the paper and author information.
 - You can find a link to the DOI metadata template on ASEE's list of upcoming Section and Zone meetings webpage

The DOI metadata file should include the following information:

- author_first_name
 - This should be the first name of the author of each document
 - If there are multiple authors, add 1 line for each in the DOI form
 - Record the first author listed as the primary author
- author_last_name
 - This should be the last name of the author of each document
 - If there are multiple authors, add 1 line for each in the DOI form
 - Record the first author listed as the primary author
- presentation_title
 - This should be the document title
- Topic

- This should be the topic name of the document
- You can find a link to a list of topics on ASEE's upcoming Section and Zone meetings webpage, or
- If there are multiple topics, add 1 line for each in the DOI form
- primary_topic
 - This should be either a '1' or a '0', depending on whether the topic on this line is the primary topic
- pdf_name
 - The PDF file name must match the file's name without the PDF extension.
 - The file name must not have any spaces

Please send the files to itsupport@asee.org.

SECTION BYLAWS AND OFFICERS

Each Section operates under bylaws adopted by its members. The bylaws should define officer duties, executive committee functions, succession, and policies for newsletters, awards, finances, and meetings. They must align with the ASEE Constitution and Bylaws and the bylaws of the Geographic Council. Bylaws take effect only after approval by a majority vote of the ASEE Board of Directors. A current copy must be on file with the Membership Department at ASEE Headquarters and is also available on the ASEE Geographic Sections and Zones website.

Each Section should have at least a Chair, Chair-Elect, Secretary/Treasurer, BASS Account Manager, Awards Chair, and Program Chair. Sections may add other roles as needed. Each Section must also have an executive committee made up of officers and any other appointed or elected members who serve as the Section's governing body.

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

- Nominating Committee
- Membership/Campus Representatives Committee
- Publicity or Newsletter Committee
- Meetings/Program Committee (for choice of meeting locations)
- Awards Committee

CHARGE TO OFFICERS

Section officers are the Section's principal representatives and are expected to provide active leadership beyond the annual meeting. They should promote member engagement, maintain continuity, meet Society deadlines, communicate effectively with members and Headquarters, and remain members in good standing.

- Officer roles are working roles, not honorary titles. Officers are expected to serve actively, attend meetings, contribute ideas, and complete assigned work.
- Officers are responsible for planning, maintaining continuity, supporting orderly transitions, and advancing Section and Society goals.

- Officers should communicate clearly with members, fellow officers, the Board of Directors, and Headquarters.
- Officers should represent members well and develop activities that attract and engage academic, corporate, and government leaders.
- Officers must meet deadlines, especially those affecting publications, the annual conference, awards, and special meetings.
- Officers should promote ASEE among faculty, industry and government professionals, students, and the public.
- Officers should keep Headquarters informed by sending copies of minutes, newsletters, meeting notices, business correspondence, and annual reports. Sections must also notify Headquarters once meeting dates are set.

SECTION OFFICER DUTIES

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

CHAIR

- Oversee Section operations and finances, ensure authorized disbursement signatures are on file at Headquarters, approve expenditures, and notify the ASEE Executive Director of fundraising activities.
- Lead long-range planning for the Section, including goals for programs and membership.
- Preside over Section business meetings.
- Plan and chair executive committee meetings.
- Appoint standing and special committees as authorized, and serve ex officio on all Section committees.
- Name a Section Campus Representative to foster and oversee the Section's Campus Representative activities.
- Plan the Section annual meeting program with the executive and program committees.
- After setting meeting dates, notify the ASEE Membership Manager and Zone Chair of the dates and locations.
- Consider potential conflicts such as other professional meetings and holidays (civic or religious).
- Invite the President and Executive Director of ASEE to Section meetings. Allow a suitable place in the program for them to address the participants.
- Invite key individuals, such as the Zone Chair or Membership Manager, to Section executive committee meetings as needed.
- Send welcome letters to new Section members using the listings provided by Headquarters (see sample letters in the appendices).
- Keep ASEE Headquarters, particularly the Membership Director, informed of all Section activities.
- Ensure that all unit officers fulfill their specific duties.

UPDATING SECTION OFFICERS IN IMPEXIMUM

- Section Chairs are responsible for maintaining accurate officer records in ASEE's membership system (Impexium). These updates must be completed annually to ensure continuity of leadership records, communications, and system permissions.
- Use the Executive Committee section of your ASEE profile to manage officer records. Access via Overview tab → Executive Committee.
- Add incoming officers and end-date outgoing officers by June 30 each year.
- To ensure accurate historical records:
- Do not delete officers. Assign an appropriate End Date instead.
- Do not modify an existing role to reflect a position change. End the current role and create a new role entry.
- Do not backdate start dates, as this conflicts with recorded leadership history.

Additional notes:

- Only the Section Chair can update the Executive Committee roster.
- Complete all updates before removing yourself as Chair, if applicable.
- Changes typically take effect after the weekly system refresh.

For assistance, contact membership@asee.org.

CHAIR-ELECT

- Serve in place of the Chair when the Chair is absent.
- Help plan program details for the ASEE Annual Conference.
- Carry out responsibilities assigned by the Chair.
- Perform any other duties defined in the bylaws.

SECRETARY/TREASURER

The Secretary/Treasurer's main responsibility is to safeguard and track Section funds. To avoid conflicts of interest, this officer should not approve or request reimbursement for personal expenses. If the Secretary/Treasurer seeks reimbursement from Section funds, ASEE requires the Section Chair's signature on the authorization form.

- Keep a roster of all Section members alphabetically and by institution. (Roster of Section membership is obtainable from the ASEE Membership Department.)
- Maintain comprehensive records of all Section activities.
- Before requesting any disbursement of funds, send an approved signature card to the ASEE Assistant Controller.
- Collect Section income, disburse funds approved by the Section Chair, maintain auditable records, and keep the Chair informed of the Section's financial status.
- Present a financial report during every Section meeting.
- Coordinate with the hosting committee to announce Section meetings to all members. Additionally, advance notice should be sent to the chairs of other sections and any guests invited by the chair.
- Act as an ex officio member of the Section's publicity or newsletter committee.

- Transfer all files and records promptly to the incoming Secretary/Treasurer and maintain records of outstanding receivables and payables.
- Other duties as assigned by the Section Chair

BANKING AND ACCOUNTING SERVICES SYSTEM (BASS) ACCOUNT HOLDER/MANAGER

The BASS account holder/manager is a separate role from the Treasurer, although one person may serve in both roles. Each Section must designate a BASS account holder/manager.

AWARDS CHAIR

- Collaborate with the designated committee to appropriately select award recipients.
- Promptly notify ASEE Headquarters of the awardee choice, including the Section's National Outstanding Teaching Award nominee. (Section 8.3)
- Gather essential information about the awardee to send to ASEE Headquarters for publicity and publication.
- Notify the award recipient and the nominator about the details of the choice and presentation.
- Inform nominators whose nominees were not chosen.
- Organize the presentation ceremony during the Section meeting.
- Initiate the invoice for award sponsors. For any special Section award involving sponsors, manage all related details (e.g., "Thank you" to the sponsor, receipt/deposit of the sponsor's funds to the BASS accounts).

SECTION CAMPUS REPRESENTATIVE

Each Section should appoint a Section Campus Representative. Working with local Campus Representatives, this person promotes meeting attendance and Society membership, gathers feedback from local faculty, and encourages award nominations. The Section Campus Representative also keeps the Campus Representative roster current, notifies the ASEE Membership Department of changes, and selects the Section's Outstanding Campus Representative Award winner.

NEWSLETTER EDITOR

- Gather, organize, and refine content for regular newsletters to the Section membership.
- Advise the Section Chair and ASEE Headquarters about mailing labels and newsletter masthead requirements.

Editors should make every effort to distribute newsletters via email and/or post them on the Section pages of the ASEE website. These are effective and cost-efficient ways to publish.

If you choose to publish by email, you can request mailing data from the Membership Department for those without email addresses. This will ensure that all members receive their Section publications.

WEBSITE MANAGER

- ASEE Headquarters hosts the website, and the Website Manager is responsible for updates and ongoing maintenance.
- The Website Manager must keep site information current. Login credentials can be obtained from the previous Website Manager or by contacting membership@asee.org.

CDEI DELEGATE

The Commission on P-12 Engineering Education supports and encourages all ASEE members, regardless of Division membership, to promote our vision of lifelong excellence in engineering education for individuals in the United States from early childhood through adulthood.

P-12 ENGINEERING EDUCATION DELEGATE

ASEE's Commission on Pre-K to Grade 12 Engineering Education (CP12) encourages all ASEE members to support our vision of lifelong excellence in engineering education for every individual in the United States, from early childhood through adulthood. The commission chair will notify the delegates about the quarterly meeting, and each delegate will be responsible for sharing commission announcements, resources, and opportunities with their field unit.

HISTORIAN (ARCHIVIST)

ASEE has a strong tradition of member-led activity. The Section Historian preserves the record of the people, events, and milestones that have shaped the Society.

- Keep, catalog, and transfer to their successor the Section documents that are not typically kept by the Secretary/Treasurer but reflect the activities and achievements of the Section and its members.
- Assume responsibility for filing the proper historical documents in the Section's archival library.
- Other responsibilities as assigned by the Chair

SECTIONS AND THEIR RELATIONSHIPS TO OTHER ASEE ENTITIES

CAMPUS REPRESENTATIVES

An institution's Key Contact, typically the Dean, selects an ASEE member from the faculty to serve as Campus Representative. The Campus Representative serves as ASEE's primary contact on campus. Most institutions appoint one representative, though larger institutions may use a small committee. This network gives members a direct way to engage with ASEE at the campus level.

The Society asks for the help of local Campus Representatives in many areas, including:

- Organizing ASEE activities on campus
- Generating interest among eligible candidates for membership
- Soliciting local opinion about Society policies, programs, and services

- Encouraging participation at Section and Section meetings and the ASEE annual conference
- Publicizing ASEE awards and seeking nominations.
- Encouraging scholarly papers' submission to The Journal of Engineering Education and sessions held at the ASEE Annual Conference

All section meetings should include at least one event specifically for local campus representatives, usually one or two breakfast meetings. These meetings offer a terrific opportunity to share ideas and concerns.

NATIONAL CAMPUS REPRESENTATIVE COORDINATOR

The National Campus Representative Coordinator is appointed by and reports to the Vice President of Member Affairs. This role works closely with Section Campus Representatives, local Campus Representatives, and ASEE Headquarters to support campus representative programs, campaigns, events, and activities, including sessions and networking events at the Annual Conference.

DEANS

Section Officers should encourage active communication with the engineering and engineering technology deans at institutions within their Sections. They should encourage the deans to help publicize meetings and activities and to support faculty travel expenses for attending Section meetings. Deans serve as valuable resources in Section activities.

ASEE AND CONFERENCES OF EXTERNAL ORGANIZATIONS

ASEE and its units are sometimes asked to sponsor, support, or endorse conferences hosted by outside organizations in addition to regular ASEE events. Any ASEE involvement in an external event requires written approval from the ASEE Board of Directors. Requests should be sent to the Executive Director with enough lead time to be placed on a regular Board agenda and reviewed before the event.

If the ASEE Board of Directors approves an event, the organizers must sign a letter of agreement that includes indemnification language defining ASEE's liability limits. The Executive Director will determine the required format. Approved events must acknowledge ASEE support by using the ASEE logo in event announcements and referencing ASEE in any published proceedings.

ZONES

DUTIES OF ZONE CHAIRS

Although the ASEE Constitution and Bylaws do not list specific duties for Zone Chairs, the role generally includes the following responsibilities related to Section activities:

- Work closely with Section leaders to support strong, growing, and effective Section activity aligned with ASEE goals.
- To encourage and receive proposals for the 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.

- Serve as a clearinghouse for information useful to Section officers and members, and relay Section comments and resolutions to the ASEE Board of Directors.
- To attend the scheduled Section and Section Executive Board meetings within their Zone and report on the Society membership activities.
- Serve as the link between the ASEE Board of Directors and the Sections by sharing Board actions and raising Section concerns that need Board attention.
- Communicate regularly with the Zone Executive Board, organize teleconferences on Section meetings and grassroots activities, and host a Zone Council Executive Board meeting at the ASEE Annual Conference.
- To provide leadership to develop an effective ASEE Campus Representative program.
- Ask each section for nominations for the Zone Outstanding Campus Representative Award and the Zone Best Paper Award, and encourage the section to nominate for the National Outstanding Teaching Award.

See Appendix 12.5 for the calendar of responsibilities.

ZONE EXECUTIVE BOARD

The Zone Executive Board, under the leadership of the Zone Chair, coordinates the activities of the three Sections within each Zone. The 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.

To provide a record of Zone Executive Board meetings, the Zone Chair usually chooses 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. The individual members living in the Zone then vote for their choice. Each Zone shall have a nominating committee to select nominees for Zone Chair. The committee includes 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 give 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 in the Chair's office for two years.

ZONE BUDGET

Each Zone Chair must submit an operating budget by February 15, using the previous year's actual expenses as a guide.

- Travel by Zone Chair
- Three Annual Section Meetings

- Section Executive Committee meetings, when not held in conjunction with the annual section meeting
- Discretionary Activities
- Campus Representative Breakfast at each of the annual Section meetings
- Effective Teaching Institutes
- Special awards, plaques, etc.
- Support of innovative Section initiatives
- Other expenditures intended to support ASEE zone/Section activities

Zone Chairs must use the ASEE disbursement request form or travel voucher when requesting reimbursement. Reimbursements require authorized signatures on file at Headquarters. Requests may be submitted throughout the year, but all claims against a fiscal year's budget must be received by October 15.

ASEE sends quarterly BASS account reports to the Secretary/Treasurer and the Chair. Please include the BASS account number in correspondence with Headquarters.

Each Section Chair must provide Headquarters with a financial report reflecting income and expenses for the year's activities.

Section Chairs must address any problems to the ASEE Controller.

SECTION FINANCES

The ASEE Board of Directors provides an annual allocation to support Section activities. Each geographic Section receives \$550 plus \$1.00 for each full dues-paying individual Section member, based on membership as of March 31 of the previous fiscal year. Sections are otherwise expected to be self-supporting. They may raise revenue through meeting registration fees, publication sales, and contributions. Sections may also ask Headquarters to request a voluntary \$50 annual contribution from member institutions during renewal. Contributions received are credited to the Section's BASS account. Sections may not assess dues directly on members. ASEE does not reimburse Section members for attending the ASEE Annual Conference from either operating or BASS accounts. See the ASEE Financial Policy for additional details.

BANKING AND ACCOUNTING SERVICES SYSTEM (BASS)

BASS is a Headquarters-administered financial service available to all Society units. A Section's BASS account functions like an interest-bearing checking and savings account. ASEE deposits the annual \$1-per-member allocation into this account.

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

Because ASEE is a nonprofit organization, all Section funds must be handled in a way that supports accurate financial reporting, audits, and IRS compliance. Funds held in a Section treasury or generated through Section activities must be deposited in the appropriate BASS account. Holding funds elsewhere may expose volunteer officers to personal liability.

All Sections have BASS accounts. Unlike the operating budget of the Society, you can carry over the year-end balance in BASS accounts to the next fiscal year.

The following is a summary of BASS account features:

- Interest will be paid at 90% of the rate earned by the Society during the quarter and credited quarterly.
- Centralized account management—there is no need to move the account when officers change; simply submit a new signature card when leadership changes.
- Quarterly statements summarize the period of beginning balance, interest credited, deposits, disbursements, and ending balance.
- ASEE Headquarters issues all checks for disbursements approved by authorized unit signers.
- Include receipts or other supporting documents with check requests to meet IRS and audit requirements. Standard reimbursement processing is typically within 15 days after Headquarters receives a complete request unless earlier payment is needed to capture a discount.
- BASS transactions use two forms: a Transmittal of Funds to send money to ASEE Headquarters and a Funds Disbursement Authorization to request payment. Units may not overdraw BASS accounts.

ANNUAL FINANCIAL REPORT

Each unit must prepare an annual financial report showing receipts and expenditures. Please give this report to the ASEE Assistant Controller by September 30. If the Section/Council keeps approved funds outside the Society structure, they must also send a detailed report. Accounts not authorized by the Society Finance Committee violate the Board of Directors' policy.

AWARDS

ASEE sponsors national and Section awards that recognize significant contributions to engineering and engineering technology education. Details and nomination forms are available on the ASEE Awards Nomination Information page.

ASEE must approve all new awards, including those created by individual Sections. Proposals should be sent to ASEE Headquarters through the Manager of Administrative Services. The ASEE Awards Policy Committee reviews each proposal and makes a recommendation to the ASEE Board of Directors. Additional guidance is available in the Awards Policy and Procedures Manual.

Below are four awards where sections play a crucial role: The Section Outstanding Campus Representative Award, the ASEE Section Outstanding Teaching Award, the National Outstanding Teaching Award, and the Zone Best Paper Award. Sections should strive to ensure deserving faculty members are nominated for these awards.

Please direct any questions about awards to the Assistant Board Secretary.

SECTION OUTSTANDING CAMPUS REPRESENTATIVE AWARD

The Section Outstanding Campus Representative Award honors local Campus Representatives who have excelled as supporters of the Society. This award is presented annually to the top representative and their respective Dean from the twelve geographic Sections. The Zone Chair selects one of the Section Outstanding Campus Representatives to be recognized as the Zone Outstanding Campus Representative. Please visit the Awards Nomination Information on the ASEE website for more information. (See Appendix 12.6 for the award timeline)

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 support from the local industry. As in the past, the award recognizes engineering and engineering technology students' teachers and serves as an incentive to make further significant contributions to teaching. Please refer to the Awards Nomination Information on the ASEE website for more criteria.

The award consists of a certificate and an honorarium presented by the local Section. Each Section shall decide its level of honorarium. Winners will present at the Section Annual meeting with notation in the ASEE Annual Awards Banquet Program. (See Appendix 12.6 for award timeline)

ASEE NATIONAL OUTSTANDING TEACHING AWARD

The ASEE National Outstanding Teaching Award, first awarded in 2004, is funded by the ASEE Section, other ASEE units, and corporate donors to recognize exceptional teaching on a national level. Each Section nominates a candidate for this award, typically the Section Outstanding Teaching Award winner from the most recent Section meeting. However, at the Section's discretion, an earlier nominee may be considered again for one year. This award honors an engineering or engineering technology educator for excellence in classroom performance, contributions to the scholarship of teaching, and participation in ASEE Section meetings and local activities. Please visit www.asee.org for information on the qualifications and nomination process. Nominations must be sent to the Awards Administrator by the deadline specified in the Awards Nomination Information on the ASEE Website.

The award includes an honorarium, complimentary registration for the ASEE Annual Conference, and a Medallion when fully endowed. ASEE will recognize the awardee at the ASEE Annual Awards Banquet. (See Appendix 12.6 for the award timeline)

ZONE BEST PAPER AWARD

The Zone Best Paper Award, first presented in 2003, recognizes the paper's authors who are considered the best among four selected papers, one from each Zone, displayed at the ASEE Annual Conference in the year following their nomination. Each Section must send the title and authors of its best paper to the Zone Chair by July 15. The Zone Chair then assembles a committee to evaluate the three Section papers from their Zone. The Vice President of Member Affairs notifies the winner from each Zone by August 15. The authors of each Zone nominee must send the abstract and final papers according to the deadlines and procedures of the Annual Conference paper submission

process. At least one author must agree to attend and present the nominated paper at a special session during the ASEE Annual Conference. The Zone Chair's budget will cover proceedings fees, but the nominees handle conference registration and travel costs. The four Zone papers will be evaluated in a special session, where a winner will be decided. The Vice President of Member Affairs will inform the nominees of the results.

ASEE will announce the awardee at next year's ASEE Annual Awards Banquet. The award includes a \$1,000 honorarium. Please refer to the Awards Nomination Information on the ASEE website for the judging criteria and other details. (See Appendix 12.6 for award timeline)

PUBLICATIONS AND PAPERS

The following are the general standards for all Society publications:

- All ASEE publications must prominently display the Society's full name on the cover (or, in the case of newsletters without a cover, on the first page) along with the ASEE unit's name.
- The Society logo must appear on all covers. If the publication is bound with a spine instead of staples, the ASEE logo should be displayed on the spine. (The official ASEE logo is available from ASEE's Membership Department. ASEE adopted this copyrighted and trademarked logo in 1988. You may not use any version of the logo.)
- The correct mailing address of the sponsoring unit must be included on all Society publications.
- ASEE publications must include the following, or similarly worded, disclaimer: "ASEE is not responsible for statements made or opinions expressed in this publication." (Including this disclaimer does not relieve editors of their obligation to uphold the Society's good name and produce publications that reflect positively on its members.)
- Society units must send two copies of their publications to the ASEE Headquarters office. This requirement applies to newsletters, periodicals, books, proceedings, and brochures.
- Every archival value publication in the society should include a Library of Congress number, an ISSN (for serials), or an ISBN (for books).
- 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 release. The Society, rather than the unit, should be identified as the copyright holder.

NEWSLETTERS

All ASEE units are encouraged to publish a newsletter as a primary communication tool. Newsletters are typically distributed free to unit members two to four times during the academic year.

Distribute newsletters by email and/or post them on the ASEE website whenever possible; these are the most efficient, cost-effective options.

If needed, the Membership Department can provide mailing data for members without email addresses.

A unit may start a newsletter by notifying the Membership Manager and the Zone Chair; no formal approval is required.

The Section is responsible for newsletter funding and should track costs for annual reporting. Newsletters may not include advertising and must display the Society name, sponsoring unit, and editor's contact information.

Newsletter editors are responsible for content quality, regular publication, and informing Headquarters of Section activities by sending two copies of each issue. Units are encouraged to review reader interest periodically and support editor participation in annual conference sessions for orientation and idea sharing.

PUBLICATION OF PAPERS AND PUBLICITY FOR MEETINGS

Consider publishing the meeting proceedings to reach a broader audience for the presentations made at your meeting and preserve the papers.

Whether or not you publish proceedings, consider submitting one or two exceptional papers from your meeting to the Journal of Engineering Education. To share your unit's activities with the broader Society, you may also send meeting highlights to ASEE PRISM after checking with the editorial staff for guidelines. A Meeting Report Form is available on the ASEE website.

Send meeting announcements to ASEE PRISM at least four months before the month in which you want them published. This helps inform the broader membership about your unit's activities and meetings. Keep this deadline in mind for calls for papers for Annual Conference sessions as well. Send items to pubs@asee.org.

MEMBERSHIP PROMOTION AND RETENTION

Sections play a central role in promoting ASEE activities, recruiting new members, and retaining current members. The following suggestions can help Section leaders support those goals.

- Section leaders, in collaboration with Campus Representatives, should keep current members informed about all ASEE activities, including Section and National meetings, calls for papers for all ASEE conferences, and the nominations call for all ASEE awards.
- In collaboration with Campus Representatives, Section leaders should identify and contact potential members within their Section, encouraging them to join ASEE.
- Section leaders working with Campus Representatives should motivate engineering and engineering technology department chairs and deans to encourage faculty to join ASEE and take part in national and Section activities whenever possible.
- Sections should encourage the establishment of student chapters on college campuses and undertake activities of interest.
- In collaboration with Campus Representatives, section leaders should contact individuals who have not paid their annual dues and motivate them to renew their ASEE membership.

ORGANIZING A SECTION MEETING

Each ASEE Section must hold an annual meeting, usually over two days. Planning is often led by the Campus Representative and involves many tasks, including selecting facilities, setting the theme and topics, fundraising, reviewing papers, choosing session chairs, inviting speakers, and managing printing and production.

PRELIMINARY PLANNING

Meeting sites are often selected two years in advance. Before submitting a request to host a Section meeting, secure support from the sponsoring school. This usually includes a commitment from the Dean, development office, and one or more department chairs. Successful meetings require coordination across all of these groups.

Budget planning should begin early. Before fundraising, consult your development office to avoid conflicting with existing campaigns. Your visitors bureau and university may also provide promotional materials for the meeting. It is helpful to share something that represents your city or campus at the Section meeting held before yours.

When choosing a meeting date, avoid major holidays and other events that could reduce attendance. If your Section includes areas near Canada, also consider Canadian holidays. Plan events that are inclusive and culturally accommodating. Decide early whether to meet on campus or at a hotel. The best option depends on meeting space, nearby lodging and restaurants, and transportation costs. In many cases, hotels are simpler logistically, but either option requires hotel coordination. Your Continuing Education Department may be able to help with hotel arrangements, mailings, printing, and production, though fees may apply. ASEE's Meetings and Conferences Department may also be a helpful resource.

- 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?

COMMITTEE ASSIGNMENTS

Faculty support is essential to a successful Section meeting. Planning typically begins about 18 months in advance so organizers have time to identify resources, prepare committees, and build momentum during the previous Section meeting. Broad faculty involvement before and during the host year strengthens the meeting and spreads the workload. Organizers should create committees to manage the major parts of the event.

FUNDRAISING

Fundraising will directly affect the registration costs for participants. Lower costs usually lead to higher attendance. It is essential to meet early with your development office. You must be familiar with the rules and regulations governing the solicitation of funds. It is also helpful to check with ASEE headquarters about their current policies for soliciting funds. You can seek funds from industry and other donors to cover several 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

Regardless of the contribution, every donor must receive recognition. If your sponsor hosts a significant event, such as the Banquet dinner, invite them to provide the main speaker. Companies enjoy doing this! Additionally, do not overlook in-kind contributions. You might find a company willing to donate printing or audio-visual equipment.

EDITORIAL BOARD

A committee should oversee the papers presented at the Section meeting. One of its first tasks is selecting the conference theme and recommended paper topics. These should be announced at the prior Section meeting and included in the call for papers. The call for papers should be distributed to engineering and engineering technology faculty across the Section. Headquarters can provide member mailing labels, and organizers may also want broader faculty lists that include nonmembers and lapsed members.

Suggested timeline for the call for papers, submission process, and publication deadlines:

- 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

You must send copies of your "Call for Papers" notice to ASEE PRISM for national exposure.

Electronic submissions and CD proceedings are encouraged; this reduces production time and allows more time for the peer-review process. Instructions must include format, font size, margins, and other information to ensure professional and uniform proceedings.

After abstracts are received, the committee groups presentations into topic sessions. This also allows the program and production committee to draft the program. The editorial board should identify session chairs from a range of institutions. The committee is also typically responsible for

selecting best paper awards. A common approach is to prescreen full papers, identify a small group of finalists, and then consider the oral presentations at the meeting.

SPEAKERS/WORKSHOPS

This committee identifies speakers from the university and industry, invites workshop presenters, and coordinates participation by campus leaders who welcome attendees or introduce keynote speakers. In many cases, the university president opens the meeting, and the provost or chief academic officer introduces keynote speakers. Confirm dates and times early with these individuals. The committee should also decide whether to offer preconference or post-conference workshops, which can provide valuable faculty development and may require an additional fee.

PROGRAM AND PROCEEDINGS

This committee will work closely with the Editorial Committee to ensure the timely production of the meeting program and proceedings. To get a head start on the program layout, you should prepare a draft following the acceptance of the abstracts. This information allows for the identification of session presentations and authors. You can change later and remove those who do not send papers by the deadline. Send out early programs 6-8 weeks before the meeting to encourage attendance. You can include later corrections to the final program in the registration packet.

If you decide to produce printed proceedings, awarding the printing bid is crucial, as this may be your most significant expense. This committee must decide its printing requirements and deadlines and facilitate early bidding on the printing package. Your campus printing or continuing education department can meet your needs. If not, you will need to make outside contacts. You can arrange the papers by day and session topics, and then have the printer handle the pagination and the meeting logo/citation footer.

REGISTRATION

Send advance registration information about three months before the meeting so attendees can register early and indicate preferences for meals, tours, workshops, guest activities, and additional event tickets. Include hotel reservation details and travel information. Early registration usually offers a discounted rate compared with on-site registration.

On-site registration packets should be prepared and distributed at the registration table. This committee will need to find staff support to manage the on-site registration. Keep in mind that this is a full-time job for two days. You will need someone who can answer questions and make decisions. Ensure you have a method for accepting payments and providing receipts and tickets for those wishing to buy extra meal tickets. Notify the proper person of changes in food counts so that the hotel catering has the correct information.

SPECIAL EVENTS/TOURS/SPOUSE PROGRAMS

Include information about tours and group activities in the advance registration materials. Registration interest often determines whether those activities move forward. Guests may prefer

self-guided sightseeing, so it is helpful to provide information about local attractions, hours, admission fees, and transportation. A city map or local guide can also be useful. Decide early whether to host an opening social event and communicate any recommended dress code.

BUDGET

Each committee should send expected costs, and a compilation of committee expenses should set up the budget. Someone should be chosen as the meeting treasurer and adhere closely to the budget process. The Section treasurer can sometimes provide an advance allocation to cover the meeting costs before receiving registration fees and donations. The fundraising committee should be familiar with the budget before asking for funds. It is essential that the organizers closely watch the budget and ensure that those committed to donating follow through. Although each meeting will have unique budget items, the accompanying table shows a "typical" Section meeting budget. This example includes indirect expenses (30% overhead charged) based on contracting services with other university departments (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

DIRECT EXPENSES

- Printing
- Call for Papers
- Preliminary Program
- Final Program
- Proceedings
- Postage
- 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

INSURANCE

ASEE does not automatically insure Section meetings. If a Section wants to explore coverage options through ASEE, contact the ASEE Meetings and Conferences Department.

CONTRACTS

Contracts that have not been reviewed and approved by ASEE Headquarters must not list ASEE as a party. If you want ASEE to be a party to an agreement, contact the ASEE Meetings and Conferences Department.

ACCESS TO SECTION MEETINGS

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

Upon payment of the proper registration fees (if any), all ASEE members must be admitted to any meetings, conferences, conventions, discussion groups, lecture series, tours, or other gatherings in which participation is subject to security or export clearance or any other restrictions, whether governmental or industrial. Any exceptions to this policy must receive prior approval from the Board of Directors.

This policy does not limit the Board of Directors, the Executive Committee, or any other regularly constituted boards and committees of ASEE from restricting attendance at their meetings to their duly appointed members.

APPENDIX 12.1 SAMPLE WELCOME LETTER, LONG VERSION

Dear [new member name],

Welcome to ASEE. On behalf of the [unit name] of the American Society for Engineering Education, I am glad to welcome you as a new member.

ASEE brings together educators, researchers, and professionals who care deeply about engineering and engineering technology education. Through conferences, publications, awards, and local activities, the Society helps members share ideas, strengthen programs, and support student success.

I encourage you to get involved in ways that match your interests. You can attend Section meetings, connect with colleagues across the Society, submit papers or proposals, and participate in ASEE programs and events. The ASEE Annual Conference is also a great opportunity to learn, share your work, and build your professional network. This year's conference will take place in [location] on [dates].

If I can help you get connected or answer questions about the Section, please feel free to contact me at [phone] or [e-mail].

You can also reach ASEE Headquarters at membership@asee.org for membership support or general questions.

We are glad to have you in ASEE and hope you will find the Society to be a valuable professional community.

I look forward to meeting you.

Sincerely,

[chair name]

Chair, [unit name]

APPENDIX 12.2 SAMPLE WELCOME LETTER, SHORT VERSION

Dear [new member name]:

As Chair of the [unit name] of ASEE, I am pleased to welcome you as a new member. ASEE offers many ways to connect with colleagues, share ideas, and stay engaged in engineering and engineering technology education.

I hope you will take part in Section meetings and other ASEE activities, and I look forward to meeting you.

Information about this year's ASEE Annual Conference in [location] will be shared through ASEE communications, and I hope you will be able to attend.

Congratulations again, and welcome to ASEE.

Sincerely yours,

[chair name]

Chair, [unit name]

APPENDIX 12.3 SAMPLE LETTER RE DELINQUENT DUES

Dear [member name]:

I noticed that your ASEE membership has not yet been renewed for the coming year, and I wanted to reach out in case a reminder would be helpful.

Renewing your membership helps you stay connected to ASEE news, publications, conferences, and Section activities throughout the year.

ASEE offers professional value at the national, regional, and Section levels. Through [unit name], you can stay connected with colleagues who share your interests in engineering and engineering technology education.

I hope you will renew and continue to be part of ASEE.

Sincerely,

[chair name]

Chair, [unit name]

APPENDIX 12.4 – ZONE CHAIR CALENDAR OF RESPONSIBILITIES

- January - Send Zone Best Papers to the Vice President of Member Affairs (the Vice President of Member Affairs will send them to Mr. Wayne D. Davis (w.davis@asee.org) for uploading before the January deadline, around January 20).
- January - Attend Board Meeting at the end of the month (or moved to Feb)
- February - Zone Chair holds a mid-year teleconference business meeting. Notify the Zone Executive Board >30 days ahead of time.
- February - Section Chairs or Campus Reps send Campus Rep reports for Outstanding Section Campus Rep to Zone Chairs. If necessary, ask for Campus Rep reports from Section Chairs. Zone Chairs should establish a committee to select the Zone Outstanding Campus Rep. The HQ is typically notified at the end of March.
- March - Before Section Meetings – assemble the nominating committee for the nomination of Chair-Elect candidates, due in August. You can assemble the committee any time before August, but the meetings are a good chance for the nominating committee to talk with potential candidates.
- March - At Spring meetings, consider candidates for Zone Chair-Elect. (Duty of Past Chair, as Chair of the Nominations Committee)
- March: Zone Chairs must send the Zone Outstanding Campus Representative Award winner to ASEE's Awards Administrator. The deadline is typically at the end of March.
- May 15 - Annual Report Due to HQ
- June - Attend Annual Conference
- August 15 - In odd-numbered calendar years, the Nominating Committees of Zones I and III and in even-numbered calendar years the Nominating Committees of Zones II and IV shall offer the Executive Director of ASEE two or more nominations for the office of Zone Chair-Elect of the respective Zone, not later than August 15.
- October 15 - Ask for Best Section Papers from Section Chairs. Zone Chairs set up a committee for the selection of the Zone Best Paper.
- October 15 - Teleconference with Section Chairs
- November 15 - Notify Vice President-Member Affairs and the Authors of the Best Zone Paper winner.

APPENDIX 12.5 – AWARD SUBMISSION GUIDELINES

TEACHING AWARDS

SECTION TEACHING AWARD

- Each Section administers this award.
- ASEE recommends that award nominations be due to the Section Awards Chair by January 15. Still, Sections can select any date that will allow them to decide a selectee in time to inform ASEE headquarters and request the presentation certificate.
- ASEE HQ recommends that section nominations follow the National format to the greatest extent possible. Doing so helps the Section Award selectee send their packet for the National Teaching Award when it comes time.
- Letters of recommendation written for a generic teaching award or the National Teaching Award will not have to be rewritten for the National Teaching Award submission.
- Must provide names to ASEE headquarters by March 15.
- The Section may request award certificates from ASEE for presentation at a Section meeting. This request must include the address to which ASEE must send the certificate. When requesting award certificates for presentation at your Section meeting, send requests to ASEE headquarters at least two weeks before the meeting date. Submit requests to ASEE's Awards Administrator at awards@asee.org.

NATIONAL OUTSTANDING TEACHING AWARD

- Who: Section Teaching Award winners from last year. Section leaders are responsible for coordinating submissions to ASEE headquarters using the online award nomination form. Nominators and nominees are responsible for completing the online nomination form and submitting all materials to the national office by the deadline.
- What: Send the required materials to ASEE HQ per the procedures and content on the ASEE website above. Be sure to send a complete packet and follow the guidelines carefully. Some information needed for the National Outstanding Teaching Award differs from the Section Outstanding Teaching Award requirements.
- When: Materials are due at the ASEE Headquarters by January 15.
- How: Log in to your asee.org and click on the "Awards."
- Follow the prompts to move through the submission process.

SECTION OUTSTANDING CAMPUS REPRESENTATIVE AWARDS

- Must provide names to ASEE headquarters by March 15.
- When requesting award certificates for presentation at your Section meeting, send requests to ASEE headquarters at least two weeks before the meeting date. Submit requests to ASEE's Awards Administrator at awards@asee.org.

ZONE OUTSTANDING CAMPUS REPRESENTATIVE AWARDS

Zone Chairs must send the names and contact information of their best campus representatives to the ASEE Vice President of Member Affairs by March 15. The Vice President for Member Affairs will send their choice to ASEE headquarters by April 1.

BEST ZONE PAPERS

The Zone Awards Committee selects the Best Paper and notifies the author and ASEE's Vice President-Member Affairs by December 15. Author Name(s), Institution(s), email(s), and a .pdf of the paper. The Vice President for Member Affairs must send the best Zone Papers to ASEE headquarters by January 15.

The Best Zone Papers nominees will present at the Annual Conference and Exposition of the following year. The best paper will also be selected for recognition.