

ASEE Zone & Section Operating Manual

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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

The Headquarters staff will aid Section leaders in serving the membership. ASEE staff will make every effort to meet all reasonable requests within the budget and staff personnel limits.

A breakdown of service areas and staff positions is available on ASEE's website at www.asee.org. Please address requests for services involving membership data and other supplies to membership@asee.org.

Section leaders are strongly encouraged to use certain services to communicate regularly with their members. These include:

LOGOS

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

SECTION WEB HOSTING

ASEE will host your group's website, but your group's web admin must perform updates and maintenance. Please get in touch with membership@asee.org for more information.

LISTSERVES

Headquarters keeps Listservs for each Section, holding the email addresses of all active unit members. ASEE has set up these Listservs to help communication within the group. Section Chairs and Program Chairs should use their group's Listserv for calls for papers and nominations, announcements about upcoming meetings and events, requests for information or advice, and distribution of the unit's newsletter. Listservs are invaluable tools for fostering participation and community involvement when used consistently. All groups are encouraged to engage with their Listserv often.

Only Section Chairs and Program Chairs can automatically send messages to the Listserv. A Section Chair can add other senders by logging on to their ASEE [profile](#), clicking the "Executive Committee" button on the right side of the "Overview" tab, and adding the person as an "Authorized Listserv Sender" on the landing page. Recently added senders must wait until a Listserv system refreshes on Friday before sending announcements to the group's Listserv. Others wishing to post messages must send their content to the Section Chair, who will send it to the Listserv.

All announcements must be sent from the email address linked to the sender's membership profile; otherwise, the Listserv software will reject the message. (If the Section Chair cannot access their regular email for a message, they should contact the Membership Department for help.)

Any Zone Chair can notify the Membership Department to obtain Listserv authorization for all the Zone's Sections.

To confirm if you can send announcements to your group's Listserv, please log in to your [profile](#) and go to "Committees" under the "Account" tab.

When sending announcements, please limit the size of attachments to 200 KB. If your attachment exceeds this limit, upload the file to your group's website and include a link in your message.

When a Section Chair, Program Chair, or authorized Listserv sender transmits an announcement to the Section Listserv, ASEE will distribute that announcement to all email addresses on the distribution list. If the transmission fails, the sender will receive an error message.

Listserv senders should be aware that the ASEE Listserv system will forward announcements to all email addresses on the list. Suppose a member does not receive a message sent to their group's Listserv. In that case, they should verify that the email address associated with their ASEE account is correct and check their electronic communications. They must also review their SPAM settings and consult their IT team about their organization's universal settings. If the issue persists, they may need to update the email address linked to their ASEE profile.

Whenever you send an announcement to your section's Listserv, please include the following at the end of your message:

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

Technical limitations prevent ASEE from appending this message to all outgoing section-related announcements.

SECTION CONFERENCE PROCEEDINGS ARCHIVE

Upon request by Section leadership, ASEE Headquarters will provide [online](#) archiving of recent Section conference proceedings. This archive will provide a larger audience for the papers presented at Section meetings.

ASEE's IT team will need the following to archive Section proceedings.

- 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 has 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 runs under a set of bylaws decided by its members. Section bylaws should tell officers' duties, executive committee functions, succession rules, and policies for newsletters, awards, finances, and meetings. The bylaws must be consistent with the ASEE Constitution and Bylaws and the bylaws of the Geographic Council. The ASEE Board of Directors must ratify by a majority vote before taking effect. One current copy of each Section's bylaws must be on file with the Membership Department at ASEE Headquarters. Current copies are available for viewing on ASEE's Geographic Section and Zones [website](#).

A Section's officers should include a Chair, Chair-Elect, Secretary/Treasurer, BASS Account Manager, Awards Chair, and Program Chair. Units may need other officers for selected responsibilities. Each Section must have an executive committee consisting of the Section officers and others appointed or elected to 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

The Section officers are the principal representatives of the Section membership. Through their leadership, Section members stay active members of ASEE and participate actively. Without adequate and dynamic guidance, the members may become inactive and lose interest in the Society. Therefore, Section officers' responsibilities should extend beyond merely conducting and

participating in the annual Section meetings. Upon accepting an office, a Section officer also agrees to an accomplishment charge. All officers must be members in good standing with the Society.

- Officers have a working, not honorary, position. Accepting the office implies the willingness to serve, attend meetings, contribute ideas, and carry out the work accepted or assigned.
- Officers handle planning, continuity of effort, orderly turnover to successors, and achieving Section and Society goals.
- Officers communicate effectively with members, fellow officers, the Board of Directors, and the ASEE Headquarters.
- Officers must represent the membership appropriately and develop Section activities that attract academic, corporate, and government leaders in their fields to membership and involvement in the Society.
- Officers adhere to deadlines, particularly those that affect the Society's successful functioning, including publications, the annual conference, Section awards, and special meetings.
- Officers should be instrumental in promoting the Society among faculty members, individuals in industry and government, students, and the public.
- Officers should inform ASEE Headquarters of Section activities by sending a copy of all minutes, newsletters, program or meeting notices, business correspondence, and annual reports. Councils/Sections must notify Headquarters once they have set their meeting dates.

SECTION OFFICER DUTIES

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

CHAIR

- Assume responsibility for the functioning of the Section and oversee all Section finances. Assure that official cash disbursement signatures are on file at ASEE Headquarters. Approve all expenditures of Society funds. The Chair must inform the ASEE Executive Director of any Section fundraising activities.
- Organize and set up long-range strategic planning for the Section, including membership goals and aims.
- Assume responsibility for the functioning of the Section and oversee all Section finances. Assure that official cash disbursement signatures are on file at ASEE Headquarters. Approve all expenditures of Society funds. Personally inform the ASEE Executive Director of any Section fundraising activities.
- Organize and preside at all Section business meetings.
- Handle planning and chairing all Section executive committee meetings.
- Appoint all standing committees authorized by the Section bylaws and special committees authorized by the Section executive committee members. The Chair is an ex officio member of 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 you have fixed the meeting dates, inform the ASEE Membership Manager and the Zone Chair of all meeting 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 a welcome letter to all new ASEE members in that Section upon receipt of the periodic listing from ASEE Headquarters. (See Sample Letters, Appendices 13.2, 13.3, or 13.4).
- Keep ASEE Headquarters, particularly the Membership Director, informed of all Section activities.
- Ensure that all unit officers fulfill their specific duties.
- Using the executive committee button on the right side of their account's "Overview" tab, the chair must add incoming and remove outgoing officers from the committee member roster; this must be done by June 30th each year.

Please read the following instructions carefully before updating your committee members. If you have any questions, please feel free to email membership@asee.org. Do not remove yourself as the group's chair until you have made all the other updates—only the chair can edit the committee.

Do not remove (delete) an officer because we must record their service in their membership history. Instead, set an appropriate "End Date."

If an officer's position changes, do not modify the existing role. You must terminate the current position and assign the individual to the new role; this ensures that leadership histories are documented accurately. Do not backdate a committee member's start date. ASEE has already recorded each member's leadership position in previous years, and you will encounter an error message

CHAIR-ELECT

- Assume the duties of the Chair in their absence.
- Aid in arranging program details for the ASEE Annual Conference.
- Assume such responsibilities as may be delegated by the Chair.
- Perform other functions named in the bylaws.

SECRETARY/TREASURER

The treasurer's primary job is to control and track the section's funds. The treasurer should not spend funds on behalf of the Section or request reimbursement for expenditures, eliminating interest conflict. Suppose a secretary-treasurer is seeking reimbursement from Section funds. In that case, ASEE needs [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.
- Gather all income from the Section, if applicable, and distribute any funds approved by the Section Chair. Ensure financial records are auditable and keep the Section Chair updated on the financial status of the Section.
- 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 Section files and records to the incoming Secretary/Treasurer immediately upon assuming office. Maintain records of any outstanding receivables and payables for the Section.
- Other duties as assigned by the Section Chair

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

The BASS account holder/manager is a distinct position from the Treasurer, but the same person may serve in both roles. All divisions 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 name an individual to serve as the Section Campus Representative. In collaboration with local Campus Representatives, the Section Campus Representative encourages meeting attendance, promotes Society membership, seeks feedback from local faculty members, and encourages nominations for ASEE awards. The Section Campus Representative is responsible for updating the list of Campus Representatives in the section and notifying the ASEE Membership Department of any changes. Additionally, the Section Campus Representative decides the Outstanding Campus Representative Award winner from the section.

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 will host the website, while the website manager will be responsible for its ongoing maintenance and updates.
- Website managers are responsible for keeping information on the website up to date. They can acquire website login credentials from the previous website manager or by contacting membership@asee.org, who will connect them with ASEE's system administrator.

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 is a society with a heritage of "grassroots" involvement. The section historian handles the collective memory of the persons, events, and activities 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

The school's Key Contact, typically the Dean, selects an individual from the ASEE members of the institution's faculty to serve as the school's Campus Representative. The Campus Representative functions as the Society's representative on campus. Most institutions appoint a single representative; however, recent efforts have aimed to involve more faculty members as a committee, particularly at larger institutions. This network of individuals and committees is the focal point of the Society's grassroots-level operation. Through this grassroots activity, individual members find opportunities for direct personal involvement in ASEE.

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 directly to the Vice President of Member Affairs. This position collaborates closely with Section Campus Representatives, local campus representatives, and ASEE Headquarters to achieve all goals of the campus representative programs, campaigns, events, and activities, including organizing sessions and social 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 constituents (Councils, Sections, Committees, Zones, and Sections) are often asked to sponsor, support, or endorse other external conferences in addition to regularly scheduled ASEE events. ASEE's involvement with other meetings and functions requires the written approval of the ASEE Board of Directors. Requests should be sent to the Executive Director of ASEE. These requests may come from any source, whether within or outside of ASEE. The group must submit their

request promptly to be included on the agenda of a regularly scheduled Board meeting and allow sufficient lead time for the event to meet the requirements described below.

Suppose the ASEE Board of Directors approves an event. In that case, the event organizers must sign a letter of agreement with an indemnification clause defining the limits of ASEE's liability for any activities associated with the event. The document's format will be defined and prepared under the direction of the ASEE Executive Director. To be considered an approved event, it must acknowledge ASEE's involvement or support by featuring the ASEE logo in event announcements and including ASEE in any published proceedings.

ZONES

DUTIES OF ZONE CHAIRS

Although the ASEE Constitution and Bylaws do not specify the Zone Chair's duties, it is accepted that their duties and responsibilities related to Section activities are:

- Work closely with the section leadership to ensure vigorous and growing section activity. In general, the Zone Chair should be available to the Sections to make the operation of the Sections more productive and effective, and to be in concert with the overall goals of ASEE.
- 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.
- To keep a general clearinghouse of information valuable to Section officers and members, and send comments and resolutions from the Sections 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.
- To liaise between the ASEE Board of Directors and the Sections. Zone Chairs pass information about Board activities and programs approved to Section Officers. Sections give their Zone Chairs any issues or concerns needing Board action.
- To communicate with and organize teleconferences with the Zone Executive Board (Section Chairs and Chairs-Elect) to discuss Section meetings and other grassroots activities. The Zone Chair should host a Zone Council Executive Board meeting at the ASEE Annual Conference. This meeting is typically a Wednesday breakfast meeting.
- 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 is responsible for sending an operating budget by February 15 of each year, 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 the ASEE travel voucher when sending reimbursement requests. A significant requirement for approval of reimbursement requests is that authorized signatures must be on file at Headquarters. ASEE will accept claims for reimbursement at any time during the year. ASEE must receive all claims against a fiscal year's budget by October 15.

ASEE will send quarterly reports on the status of BASS accounts to the Secretary/Treasurer and the Chair. Please be sure to use the BASS account number when corresponding 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 has set up an annual allocation of funds to help support Section activities. The distribution is awarded each year on October 1, the beginning of the Society's fiscal year. Each of the twelve geographic Sections shall receive an annual allocation based on the formula: \$550 plus \$1.00 per full dues-paying individual Section member. Headquarters will determine the membership count of each Section as of March 31 of the previous fiscal year. Beyond the allocation from the Board of Directors, Sections must be self-sustaining. Sections may generate income by meeting registration fees, publication sales, and contributions. At their discretion, Sections may request that ASEE Headquarters ask member institutions in their Sections for a voluntary contribution of \$50 each year. The ASEE membership department will send the request in conjunction with the institution's annual membership renewal notice, and when contributions are received, credit the contribution to the Section's BASS account. In no case may a Section derive income by directly assessing dues to its membership. ASEE does not reimburse expenses from either the operating account or the BASS account for Section members to attend the ASEE Annual Conference. See the ASEE Financial Policy for other details.

BANKING AND ACCOUNTING SERVICES SYSTEM (BASS)

The ASEE Board of Directors has set up a headquarters-administered financial service available to all Society units. The Section "BASS Account" is analogous to a combination interest-bearing checking/savings account. ASEE will distribute the annual \$1 per Section member part 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.

It is illegal for the American Society for Engineering Education, a nonprofit corporation, to file income tax returns that misrepresent the Society's income, assets, and liabilities. Therefore, for IRS and Society auditing purposes and to provide helpful service to the membership, any funds held in the Section treasury or generated from activities must be deposited in the proper BASS account. Volunteer officers could be subject to personal liability for any losses from funds held elsewhere.

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—There is no need to move the account with the officers' changes; merely send a new signature card each time officers change.
- Quarterly statements summarize the period of beginning balance, interest credited, deposits, disbursements, and ending balance.
- ASEE Headquarters writes all checks to pay disbursements approved by those authorized by the unit.
- Send receipts or supporting documents with check requests to satisfy IRS and external audit requirements. The standard turnaround time for reimbursements is within 15 days of receipt at Headquarters unless there are discounts for more immediate payment.
- Two forms are used in BASS account transactions. The first is a "Transmittal of Funds" to send funds to ASEE Headquarters, and the second is a "Funds Disbursement Authorization." Units cannot 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 several awards at the national and section levels to recognize significant contributions made by individuals to engineering and engineering technology education. You can find details about these awards on the Awards Nomination Information page of ASEE at www.asee.org. There, you can also access nomination forms.

ASEE must approve all new awards, including those given by individual sections. Proposals should be sent to ASEE Headquarters through the Manager of Administrative Services. The ASEE Awards Policy Committee will evaluate each proposal and recommend it to the ASEE Board of Directors. More information about this process and other awards policies can be found in the Awards Policy and Procedures Manual, available on the same website.

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 because, for many members, newsletters serve as the most direct means of communication within the Society. A newsletter is an informally prepared and presented collection of news and general information, distributed free of charge to all Society unit members, typically two to four times during the academic year. Informal communications prepared by a Society unit ad hoc are not regarded as newsletters.

All editors must try to distribute newsletters via email and/or post them on the ASEE website's section pages. These are effective and cost-efficient ways to publish.

If you choose to publish through email, the Membership Department can provide mailing data for members without email addresses, ensuring that all members receive their Section publications.

Any Society unit can start a newsletter by notifying the Membership Manager and the Zone Chair, to whom the Newsletter Editor reports. No formal approval is needed.

The Section handles securing the necessary funds from its budget to cover the publishing costs of its newsletter. Since each unit's annual financial report to ASEE includes a statement of newsletter costs, the editor should take note of the prices. As the newsletter is an informal publication, advertising is prohibited. Any cover and mailer must display the Society's name, the group responsible for the publication, and the editor's name and address. ASEE recommends distributing newsletters via email.

The ASEE unit publishes the newsletter, which the editor handles. The material included is expected to meet the professional interests of its readers and be prepared with good taste. ASEE recommends keeping a regular publication schedule. The Society Publications Committee suggests that each unit regularly review its newsletters and survey reader interest and satisfaction. A newsletter editor session should be scheduled at the ASEE Annual Conference for orientation, idea exchange, and further evaluation. The Newsletter Editor should send two copies of each issue to ASEE Headquarters to inform the staff of the Section's activities.

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 sending one or two exceptional papers from your program to the Journal of Engineering Education. To brief the entire Society on your unit's activities, summarize the highlights of your meeting for ASEE PRISM (check with the editorial staff first for guidelines). A Meeting Report Form is available on the ASEE website.

Please send meeting announcements to ASEE PRISM at least four months before the month when you want the information to appear. This will inform the entire membership about your unit's activities and meetings. Remember this deadline for calls for papers for Annual Conference sessions. Please email such items to pubs@asee.org

MEMBERSHIP PROMOTION AND RETENTION

Sections are crucial for promoting ASEE activities, attracting new members to ASEE, and keeping current members. Here are some suggestions to help Section leaders in these areas.

- 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 Section meeting, which usually spans two days. Organizing a yearly ASEE Section meeting is often the responsibility of the campus representative. Motivating and encouraging other engineering faculty to take part poses a challenge for the campus representative. Organizers can break down the task of planning the annual meeting into several key efforts, such as selecting and managing meeting facilities (hotel, meeting room, audio-visual equipment), deciding the theme and topics, fundraising, reviewing papers, selecting session chairs, inviting speakers, and handling printing and production.

PRELIMINARY PLANNING

Most sites are selected two years before the meeting date. Several essential steps must be taken before sending a request to host your ASEE Sectional meeting. First, you should secure the commitment of the school sponsoring you. Typically, this support includes a letter from the Dean, the development office, and one or more departmental chairs. Successfully hosting a meeting requires the coordination and cooperation of everyone involved.

Additionally, budget considerations should be taken into account. Before pursuing any fundraising efforts, it is crucial to consult with your development office to ensure that you do not interfere with their ongoing campaign efforts. You should also meet with your local visitors and conventions bureau, as they can provide buttons, stickers, and materials promoting your city. You can obtain similar information from your university. It is good public relations to distribute something representative of your town or campus at the annual meeting preceding yours.

When selecting a meeting date, avoid scheduling it on religious holidays like Easter weekend. If your Section includes areas near Canada, consider avoiding significant Canadian holidays, such as Canadian Thanksgiving (the second Monday in October), to attract more Canadian attendees. Given the diversity of ASEE membership, plan culturally and religiously accommodating events for everyone. Decide whether to hold your meeting on your local campus or in a host hotel early in your planning. Both options have their pros and cons. The meeting's location will depend on the availability of meeting rooms and the proximity to hotels and restaurants. Be aware of potential added transportation costs, which may affect your decision. Often, the cost and logistics can work against the campus option. Regardless of the choice, the host committee must arrange for hotels. Another source of help is your Continuing Education Department, which often manages meetings and workshops. They may assist with hotel arrangements, mailings, printing, and production, but you can expect them to charge an overhead fee. You can also consult ASEE's Meetings and Conferences Department. Below is some information to help you plan your meeting dates.

- 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

Securing the faculty's support to take part in committees for the Section meeting will be crucial for success. Typically, your first planning meetings should start 18 months before your scheduled meeting. This planning will provide ample time to thoroughly identify your resources and capitalize on attendance at the upcoming Sectional meeting. Having as many faculty members as possible actively engage in the Sectional meeting is vital before hosting their own. The organizers should set up several faculty committees to address various aspects of the meeting.

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 is needed to oversee the papers presented at the Section meeting. One of the first tasks is selecting the conference "theme" and recommended paper topics. These are announced at the earlier Sectional meeting and included in the call for papers. A "Call for Papers" should be prepared and distributed to all engineering and technology faculty in the Section. You can obtain section member mailing labels from headquarters, but you should also try to gather an expanded list of faculty members who are not ASEE members. (If they like the meeting, they may join!). Getting these faculty rosters from each Dean in your Section should not be difficult. You can also check with the Membership Department about the availability of non-member and lapsed-member rosters.

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

- Initial Call for Papers 1 Year Before Meeting
- Second Call for Papers 6 Months Before Meeting
- Abstracts Due 5 Months Before Meeting
- Accept / Reject Abstracts 4.5 Months Before Meeting
- Papers Due 2.5 Months Before Meeting
- Accept / Reject Papers 1.5 Months Before Meeting
- Final Papers Due 3 Weeks Before Meeting

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.

Upon receiving the abstracts, this committee divides presentations into topic sessions. This process also enables the program and production committee to prepare a rough program draft. The editorial board should also find session chairs from various universities. Another critical responsibility of this committee is to select the "best paper" awards once the final papers are sent and presented. A customary practice is to prescreen the full-length papers for a small percentage of finalists, after which, meeting attendees will see the oral presentations.

SPEAKERS/WORKSHOPS

This committee will be responsible for identifying speakers from the university and industry. They will also invite speakers for the pre- or post-conference workshops and key university officials to welcome sectional participants and introduce keynote speakers. Typically, the university president takes part in the opening of the meeting. Ask your provost or vice president for academic affairs to introduce your keynote speakers. Confirming dates and times with these key university personnel is crucial. The committee must also decide whether to host pre- or post-conference workshops, as these half-day sessions offer a perfect opportunity for faculty improvement. Since they are not part of the meeting, there is usually an extra charge.

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 out advanced registration information three months before the meeting to allow attendees to register early and show their preferences for meals, tours, workshops, spouse events, and added event tickets. Include hotel reservation information and travel guides. Typically, early registration features a discounted rate below the on-site fee.

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

Ensure to include information about special tours and planned group activities in the advanced registration packet. Often, the response received determines whether group activities will take place. Spouses or families attending these meetings may prefer to sightsee on their own schedules. Organizers should include information about places of interest, their hours, and admission fees in the registration packet. A city map provided before check-in is invaluable. A decision should be made about special opening events, such as a social hour the evening before the meeting begins. If there is entertainment, arrangements will fall to this committee. It is always good to inform attendees of the recommended dress code (casual, work attire).

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

INDIRECT EXPENSES

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

INSURANCE

ASEE does not ensure Section meetings. If a Section wishes to explore the possibility of ASEE providing coverage, please get in touch with the ASEE Meetings and Conferences Department.

CONTRACTS

Contracts not reviewed and approved by ASEE Headquarters should not list ASEE as a party to the contract. If it is wished for ASEE to be a party to the agreement, please notify 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],

ASEE Headquarters recently informed me 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 worked to enhance and expand the educational process that produces technically competent and broadly educated engineers and technologists. ASEE's efforts significantly contribute to the quality of engineering education at colleges and universities across the United States and Canada. International universities are also affected by and interested in the activities.

Now that you are a member of ASEE, I encourage you to get involved in the Society. Commit to being an active participant in any way you can. Please familiarize yourself with the Society and its members. Attend the ASEE Annual Conference, which offers an excellent opportunity to connect with educators and industry representatives nationwide. The [year] conference will take place in [location] on [dates].

Please feel free to call or write to me if I can help you. My telephone number is [phone], and my email address is [e-mail].

You can also contact ASEE Headquarters at membership@asee.org if you need information or guidance on any matter or membership questions.

We recognize that one of the most critical services the Society can provide for its members is organizing activities to enhance engineering education and sending this information. We invite you to engage in the Society's activities and share the latest techniques and methods for efficient and effective engineering education. You can help ASEE improve by sharing your talents and knowledge with us.

I hope to meet you soon.

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 warmly welcome you as you begin your ASEE membership. Over the more than [number] years that I have been a member of ASEE and have taken part in Society activities, I have found my association with ASEE to be professionally rewarding and stimulating. I hope you feel the same.

I look forward to meeting you and working with you in ASEE.

Information about the ASEE Annual Conference, which ASEE will hold this year in [location], will be provided through ASEE PRISM, the magazine for all ASEE members. I hope you can attend.

Congratulations on becoming an ASEE member! I hope you will actively take part in ASEE activities.

Sincerely yours,

[chair name]

Chair, [unit name]

APPENDIX 12.3 SAMPLE LETTER RE DELINQUENT DUES

Dear [member name]:

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

Please remember that prompt renewal ensures the continuous delivery of ASEE PRISM and other publications, as well as prompt notifications about upcoming meetings, conferences, and Society activities in general.

I am sure you are aware of the benefits you receive at the National, Regional, and Sectional levels. Additionally, as a member of [unit name], you can connect with other engineering educators who share your professional interests and concerns.

You will find that being part of [unit name] is the most significant benefit you receive as an ASEE member.

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 their best campus representatives' name and contact information to ASEE's Vice President-Member Affairs by March 15. The Vice President-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-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.