ASEE PIC & Division Operating Guide

Streamlined reference guide for ASEE Professional Interest Councils and Divisions

Revision Notes

- August 2025: Added BASS account holder/manager and delegate officer duties to the Council/Division officer responsibilities section.
- June 2025: Clarified who can access membership rosters and expectations for officer communications.

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SOCIETY ORGANIZATION

The Society's overall activities are managed through thirteen councils in three categories: institutional councils, professional interest councils (PICs), and geographic councils (Sections and Zones). The thirteen council chairs serve on the Board of Directors and represent the interests of the councils and their institutional, corporate, and individual members.

The ASEE Board of Directors is the Society's governing and policymaking body and is legally accountable for its operations. It includes the President, President-Elect, Immediate Past President, Vice President of Finance, chairs of the thirteen society councils, Vice President for External Relations, Vice President of Member Affairs, and Executive Director.

Individual members elect the President-Elect, Vice President of Finance, Vice President for External Relations, Vice President of Member Affairs, and chairs of the four Professional Interest Councils. The President-Elect then succeeds to President and later Immediate Past President. The Board appoints the Executive Director. Current Board members and contact information are listed on the ASEE website.

ASEE HEADQUARTERS SERVICES TO COUNCILS/DIVISIONS

Headquarters staff support council and division leaders in serving members and will make every reasonable effort to fulfill requests within budget and staffing constraints.

A detailed overview of service areas and staff roles is available on the ASEE website. For requests related to membership data and supplies, email membership@asee.org.

Council and division leaders are encouraged to use the following services to communicate consistently with members:

MEMBER ROSTERS

Division chairs, program chairs, and membership chairs can download their unit's membership roster by logging into their ASEE account and using the button on the right side of the Overview tab. Division chairs should welcome new members and may contact delinquent members to encourage renewal. See Appendices 12.1, 12.2, and 12.3 for sample letters.

Officers must use the group's listserv, not member rosters, to send group emails because the roster includes all group members, including those who have unsubscribed from listserv announcements.

DIVISION WEB HOSTING

ASEE hosts division websites, but each unit's website manager is responsible for updates and maintenance. For assistance, contact membership@asee.org.

LISTSERV

Headquarters maintains listservs for each division to support group communications such as calls for papers, nominations, meeting announcements, and newsletters. Regular use helps build participation and community.

Unit chairs and program chairs are automatically authorized to send messages. Chairs may designate additional authorized senders through the Executive Committee area of their ASEE account. Others should submit announcements to the chair for distribution.

To send a message, email the listserv address from the same email address associated with your ASEE membership profile; otherwise, the message may be rejected.

To avoid system issues, limit attachments to 200 KB. If a file is larger, post it on your group's website and reference it in the message.

If a member does not receive an expected announcement, ask them to:

- Check with their organization's IT department about junk or spam filtering.
- Confirm that they are a member of the relevant group.
- Verify that a primary email address is assigned to their ASEE account.

PIC chairs may request listserv authorization from the Membership Department for all divisions within their PIC and may also be authorized to contact all division and program chairs in the PIC. For assistance, email membership@asee.org.

To confirm whether you can send to your group's listserv, log into your ASEE profile, open the Account tab, and select Committees.

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.

COUNCIL/DIVISION BYLAWS AND OFFICERS

Each council and division operates under bylaws adopted by its members. The bylaws define officer duties, executive committee functions, succession procedures, and policies for newsletters, awards, finances, and meetings. They must comply with the ASEE Constitution and the bylaws of Professional Interest Councils (PICs I–V). Changes require majority approval by ASEE's Board of Directors. Division chairs should submit proposed bylaw changes to the Board through their PIC chair.

A current copy of the bylaws must be filed with the Membership Department at ASEE Headquarters and made available to any member on request. Current copies are posted on the ASEE website. A Board-approved division bylaws template is also available on the Membership & Communities Divisions and PICs webpage.

Council and division officers typically include a Chair, Chair-Elect, Secretary/Treasurer, BASS Account Holder, Awards Chair, and Annual Conference Program Chair, with additional roles added as needed. Each council or division must also have an executive committee composed of its officers and other designated or elected members. In addition, every council or division should maintain the following standing committees:

- Program Committee
- Nominating Committee
- Membership Committee
- Publicity or Newsletter Committee
- Awards Committee

Each division should also have the following delegates.

- A CDEI delegate
- An Inter-divisional Town Hall delegate
- A P-12 Engineering Education delegate

UPDATING INCOMING OFFICERS IN IMPEXIUM

Division chairs are responsible for keeping their executive committee roster current in Impexium before the society year ends. Incoming officer updates are due by June 30 each year, even when officers are continuing in the same positions, because current officers still need accurate end dates to preserve access, leadership records, and officer-related communications.

To update officers, the chair should log in to their ASEE account, open the profile page, and use the orange Executive Committee button to the right of the Overview tab. Use the Add button to enter incoming officers and assign the appropriate role and term dates.

When making updates, chairs should follow these rules to avoid access problems or inaccurate leadership history:

- Do not change an officer's current role. End the current role and add the new role separately.

- Do not delete officers. Set an appropriate end date so their service remains part of the ASEE leadership record.
- Do not remove yourself as chair until all updates are complete, because access to the update page may end once the chair term has ended.
- Only ASEE members may serve on section or division executive committees. If Impexium displays a membership error, the individual must reactivate membership before they can be added.
- If a term starts in the future, the officer may not appear on the officer edit page until the start date.

Chairs should also confirm that all required ASEE roles are filled, in addition to any positions required by the unit's bylaws. These roles help ASEE route financial information, program communications, website access, commission updates, and listserv permissions to the appropriate volunteers.

- **BASS Account Manager:** Receives financial information from ASEE for the unit. This role is separate from the treasurer, but the same person may serve in both roles.
- **Program Chair:** Serves as the unit's main contact for Annual Conference programming and receives program chair orientation and planning communications from ASEE.
- **Website Manager:** Maintains the unit's ASEE-hosted website and receives access or support information needed to keep the website current.
- **CDEI Delegate:** Represents the unit with ASEE's Commission on Diversity, Equity, and Inclusion and shares related updates, resources, and opportunities with the unit.
- **Inter-divisional Town Hall Delegate:** Represents the unit in planning for the Inter-divisional Town Hall held during the ASEE Annual Conference and may help identify discussion topics or support the event.
- **P-12 Engineering Education Delegate:** Serves as the unit's liaison to ASEE's Commission on P-12 Engineering Education and shares commission announcements, resources, and meeting information with the unit.
- **Authorized Listserv Sender:** Optional role for officers who need permission to send announcements to the group's listserv. Listserv authorization refreshes on Friday evenings.

CHARGE TO OFFICERS

Council and division officers are the principal representatives of their members. Effective leadership helps sustain engagement, continuity, and progress between meetings. All officers must be ASEE members in good standing.

- Officers serve in working roles and are expected to attend meetings, contribute ideas, and complete assigned tasks.
- They are responsible for planning, ensuring continuity, transitioning responsibilities, and advancing the goals of the council or division and the Society.

- They must communicate effectively with members, fellow officers, the Board of Directors, and ASEE Headquarters.
- They should represent members effectively and develop activities that engage academic, corporate, and government leaders.
- They must meet deadlines related to publications, the Annual Conference, awards, and special meetings.
- They should promote ASEE among faculty, industry professionals, students, and the public.
- They must keep Headquarters informed by submitting minutes, newsletters, meeting notices, business correspondence, and updated officer information.
- They must notify Headquarters of meeting dates.

COUNCIL/DIVISION OFFICER DUTIES

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

CHAIR

- Oversee the operation of the council or division and all unit finances, ensuring authorized disbursement signatures are on file at ASEE Headquarters. Approve expenditures of society funds and inform the ASEE Executive Director of any fundraising activities.
- Lead long-range planning, including membership goals and objectives.
- Organize and preside over all business meetings.
- Plan and chair executive committee meetings.
- Appoint standing committees authorized by the bylaws and special committees authorized by the executive committee. The chair serves ex officio on all committees.
- Oversee the annual meeting program with the executive and program committees and ensure the Program Chair fulfills their responsibilities.
- Welcome new ASEE members in the unit using the member roster available through the ASEE account.
- Keep ASEE Headquarters, especially the Membership Manager, informed of unit activities.
- Ensure that all officers fulfill their responsibilities.
- By June 30 each year, add incoming officers and remove outgoing officers in the executive committee roster using the button on the right side of the Overview tab in the ASEE account.

CHAIR-ELECT

- Prepare the annual request for the next year's operating budget allocation.
- Assume the chair's responsibilities in the chair's absence.
- Assist with program planning.

- Carry out duties delegated by the chair.
- Perform other functions assigned by the council or division bylaws.

PROGRAM CHAIR

- Work with the unit to develop sessions aligned with members' interests.
- Coordinate sessions within Headquarters deadlines, including inviting speakers and providing planning details and participant information.
- Work with the ASEE Meetings and Conferences Department to develop the written program and coordinate with the unit, speakers, participants, and on-site session management.

Program chairs should consult the Program Chair Guidelines for details on their responsibilities. These guidelines are available from the ASEE Meetings and Conferences Department.

SECRETARY/TREASURER

The secretary/treasurer manages and monitors unit funds. To avoid conflicts of interest, the treasurer should not approve their own reimbursements; when reimbursement is requested from council or division funds, ASEE requires the chair's signature on the authorization form.

- Maintain a roster of council or division members. Membership rosters are available from the ASEE Membership Department.
- Maintain minutes and records of council or division activities.
- Submit an approved signature card to the ASEE Assistant Controller before requesting any disbursement of funds.
- Receive unit income, distribute authorized funds as directed by the chair, maintain auditable financial records, and keep the chair informed of the unit's financial status.
- Present a financial report at each council or division meeting.
- Serve ex officio on the publicity or newsletter committee.
- Transfer files and records to the incoming Secretary/Treasurer when the new officer assumes office and maintain records of outstanding receivables and payables.
- Perform other duties assigned by the chair.

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

ASEE shares unit financial information with the BASS account holder/manager. This role is separate from the treasurer, although the same person may serve in both positions.

AWARDS CHAIR

- Work with the designated committee to select award recipients, as appropriate.
- Promptly report selected awardees to ASEE Headquarters.
- Collect information needed for publicity and publication.
- Notify the awardee and nominator of the selection and presentation details.

- Notify nominators whose nominees were not selected.
- Plan the award presentation ceremony.
- Initiate sponsor invoicing and manage related sponsor communications and deposits for any sponsored unit award.

NEWSLETTER EDITOR

- Collect, organize, and edit material for periodic newsletters to members.
- Advise the chair and ASEE Headquarters on newsletter masthead requirements.

WEBSITE MANAGER

ASEE Headquarters hosts division websites, and the website manager is responsible for keeping content current.

Website managers can obtain login credentials from the previous website manager or by contacting membership@asee.org, which will connect them with ASEE's system administrator.

CDEI DELEGATE

The CDEI Delegate serves as the unit's representative to ASEE's Commission on Diversity, Equity, and Inclusion, shares updates, supports DEI initiatives, and helps ensure communication between the Commission and the division.

INTER-DIVISIONAL TOWN HALL DELEGATE

The Inter-divisional Town Hall (ITH), held Monday afternoon during the ASEE Annual Conference and Exposition, brings members together for roundtable discussions on timely topics. Divisions are encouraged to appoint a delegate to the planning committee to help shape the format and discussion topics. The planning committee typically begins meeting in January and continues every other week until the program is finalized. Delegates may also assist at the ITH by leading a discussion table.

P-12 ENGINEERING EDUCATION DELEGATE

ASEE's Commission on Pre-K to Grade 12 Engineering Education (CP12) encourages all ASEE members to support lifelong excellence in engineering education from early childhood through adulthood. The commission chair notifies delegates of quarterly meetings, and each delegate shares commission announcements, resources, and opportunities with their unit.

DIVISION LIAISON REPRESENTATIVES

Several ASEE divisions appoint liaison representatives for other divisions or committees. These individuals:

- Serve as liaisons between their division and other divisions or committees.
- Assist the program committee in their areas of interest.
- May participate in the division executive committee.

Division leaders should also engage with ASEE campus representatives in the geographic sections because divisions help coordinate discipline-specific activities across campuses.

HISTORIAN (ARCHIVIST)

ASEE has a strong tradition of grassroots involvement. The council or division historian preserves the collective memory of the people, events, and activities that have shaped the unit.

- Maintain, catalog, and transfer to a successor documents that are not ordinarily kept by the Secretary/Treasurer but that reflect unit activities and achievements.
- Ensure the proper filing of historical documents in the unit archive.
- Perform other duties assigned by the chair.

PROFESSIONAL INTEREST COUNCILS (PICs) AND DIVISION OVERSIGHT

DUTIES OF PIC CHAIRS

The PIC chair serves as the link between ASEE's Board of Directors and the divisions or committees that report to the PIC. The PIC chair leads the units within the council while also serving as an active member of the Board, which sets the Society's overall direction and policies.

Although ASEE's Constitution and Bylaws do not enumerate the PIC chair's duties, the role generally includes the following responsibilities related to division activities:

- Work closely with division leadership to support active, effective, and growing division operations aligned with ASEE's goals.
- Help ensure that required financial reports and other operational information are submitted to Headquarters on time.
- Serve as the liaison between the Board of Directors and the divisions in the PIC, communicating board actions to division officers and elevating division concerns to the board.
- Maintain and share information of value to division officers and members.
- Attend division and division executive committee meetings within the PIC and report on division activities as appropriate.
- Preside over PIC meetings at the Fall Program Planning Conference and help select mini-plenaries for the following Annual Conference.
- Monitor and encourage program planning, publications, membership promotion, officer selection, bylaws updates, awards activity, and other division operations.
- Support Annual Conference development by reviewing preliminary program information and approving appropriate registration for qualified non-member speakers.
- Plan and conduct the PIC business meeting at the Annual Conference and attend division business meetings as feasible.

- Remind division chairs to keep officer lists current and collect financial statements during the Annual Conference.
- Inform division chair-elects about budget submission responsibilities, collect proposals at the Annual Conference, and work with the VP for PICs on operating fund allocations.

ANNUAL CONFERENCE AND EXTERNAL RELATIONSHIPS

ANNUAL CONFERENCE

The ASEE Annual Conference is the Society's principal professional meeting and exposition. It advances ASEE's mission and serves as an international forum for exchanging ideas and practices in engineering and engineering technology education.

The conference's success depends heavily on councils, divisions, and committees. One of the most important responsibilities of council and division leaders is to plan and manage sessions of national and international interest.

Program development should begin 12 to 18 months before the conference and should include a call for papers published in ASEE PRISM. The previous conference program can help units shape their next program and exchange ideas with other society units. Divisions and committees have reasonable flexibility in developing sessions, subject to the space available at the conference site.

The Board of Directors has endorsed the principle that quality, rather than quantity, best serves the Society. Divisions and committees are therefore encouraged to collaborate and co-sponsor similar sessions to reduce duplication. The Annual Conference Program outlines key dates and responsibilities and is available from the ASEE Meetings and Conferences Department.

All program chairs should refer to the Program Chair Guidelines available on the ASEE website.

ASEE AND CONFERENCES OF EXTERNAL ORGANIZATIONS

ASEE and its units are sometimes asked to sponsor, support, or endorse conferences outside regularly scheduled ASEE events. Such involvement requires prior written approval from the ASEE Board of Directors. Requests must be sent to the Executive Director and submitted early enough to appear on the agenda of a regular Board meeting and to allow time to complete the required steps.

If the Board approves an event, the organizers must sign a letter of agreement that includes an indemnification clause defining ASEE's liability. The Executive Director will determine the form of the agreement. Approved events must acknowledge ASEE's involvement through use of the ASEE logo on announcements and recognition of ASEE in any published proceedings.

ESTABLISHING CONSTITUENT COMMITTEES AND DIVISIONS

CONSTITUENT COMMITTEE

On the recommendation of a council, or at its own discretion, the Board of Directors may establish a Constituent Committee when there is sufficient evidence of member interest, growth potential, and an active program aligned with ASEE's goals in engineering or engineering technology education.

With Board guidance, the President appoints the initial committee members, who may choose whether to serve. The President also designates a chair for the formation stage.

The Board also assigns a council to oversee the Constituent Committee, which reports to the Board through that council. Within one year, the committee must submit bylaws, consistent with those of its parent council, to the Constitution and Bylaws Committee for approval.

Once the Board approves the bylaws, the formative period ends and the Constituent Committee elects its officers. The initial chair and officers serve until successors are elected. The committee prepares a budget based on an allocation from its council chair and receives appropriate representation within its council. ASEE then lists the Constituent Committee among the divisions and committees that members may elect to join.

DIVISION

Divisions are society-wide units made up of individual members who share common professional or technical interests in engineering education.

A division may be established in one of two ways. The ASEE Board of Directors may create a division by majority vote on the recommendation of the appropriate council or on its own initiative. In other words, the Board may establish a division without first requiring the group to operate as a Constituent Committee.

Constituent Committee route: After at least three years of successful operation and growth to 200 members, a Constituent Committee may petition the Board of Directors for division status through its council, which will forward the recommendation to the Board.

DISSOLVING CONSTITUENT COMMITTEES AND DIVISIONS

A two-thirds vote of the Board of Directors is required to dissolve a division or Constituent Committee. The Board periodically reviews divisions and committees, and units with 125 or fewer members may be dissolved.

To prevent inactive ASEE divisions from retaining their status indefinitely, the Board may place a division on probation by majority vote. The division chair will be notified by email and letter. A division on probation has one year to justify its continued status. The response must be sent to the Vice President for Professional Interest Councils by January 1 or May 1. The Board will review the response at its next meeting and may remove probation, extend it, dissolve the division, or merge it with another unit.

A division may be placed on probation for several reasons:

- Membership falls below 125.
- The division is inactive, as shown by failure to hold Annual Conference sessions, conduct officer elections, develop new leaders, or meet regularly.
- The bylaws have not been reviewed or revised within the past ten years.
- Other reasons identified by the Board and communicated to the division chair.

COUNCIL/DIVISION FINANCES

ALLOCATION OF OPERATING FUNDS TO DIVISIONS

Incoming division chairs must submit to their PIC chair, at the ASEE Annual Conference, operating plans, budgets, and proposals for allocating funds to BASS and operating accounts. PIC chairs forward these requests to the Vice President for PICs, who, in consultation with the PIC chairs, allocates the Board-approved division operating funds for the upcoming fiscal year.

Once the Vice President for PICs allocates funds to a division, Headquarters will honor reimbursement requests from division chairs or treasurers that meet the Financial Policy Manual requirements (Section 11.2), up to the amount allocated.

Requests for reimbursement must be submitted on the ASEE disbursement request form or ASEE travel voucher. Authorized signatures must be on file at Headquarters before reimbursement can be approved. Claims may be submitted at any time during the year, but all claims against a fiscal year's budget must be received by October 15.

ASEE sends quarterly BASS account status reports to each division's Secretary/Treasurer and Chair. When corresponding with Headquarters, use the division or committee account number for the relevant BASS or budget account.

Each division chair must provide Headquarters with a financial report showing income and expenses for the year's activities.

Division chairs should direct financial questions or problems to ASEE's Chief Financial Officer.

INSTITUTIONAL COUNCIL BUDGET REQUESTS

The ASEE Board of Directors provides an annual opportunity to request funds in the following year's Society operating budget to support Institutional Council activities. Requests should be submitted to the Vice President of Finance through the Vice President for Institutional Councils.

Beyond Board allocations, councils are expected to be self-supporting. Units may generate income through dues, meeting registration fees, publication sales, and contributions.

BANKING AND ACCOUNTING SERVICES SYSTEM (BASS)

The ASEE Board of Directors has established a Headquarters-administered financial service for all Society units. A council or division BASS account functions like a combined interest-bearing checking and savings account.

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

As a nonprofit corporation, ASEE must file tax returns that accurately report the Society's income, assets, and liabilities. For IRS compliance, audit purposes, and sound stewardship, any funds held by a council or division or generated through its activities must be deposited in the appropriate BASS account.

Volunteer officers may incur personal liability for losses resulting from funds held outside this system.

Most councils and divisions maintain BASS accounts. Dues income is deposited directly into the BASS account as received. Unlike the Society's operating budget, year-end BASS balances carry forward into the next fiscal year.

The following is a summary of BASS account features:

- Interest is paid quarterly at 90% of the rate earned by the Society.
- The account remains centralized, so it does not need to be moved when officers change; only a new signature card is required.
- Quarterly statements show the beginning balance, interest, deposits, disbursements, and ending balance.
- ASEE Headquarters issues checks for expenditures authorized by the unit. Receipts or supporting documentation must accompany requests to satisfy IRS and audit requirements.
- The typical reimbursement turnaround time is within 15 days of receipt at Headquarters unless faster payment is needed to capture a discount.
- Two forms are used for BASS transactions: the Transmittal of Funds and the Funds Disbursement Authorization.
- BASS accounts may not be overdrawn.
- Advances are not permitted. Expenses are reimbursed after they are incurred, and outstanding invoices are paid when properly submitted.

OPERATING ACCOUNTS

As part of the annual budgeting process, the Board establishes operating accounts for councils, divisions, committees, zones, and sections to support field unit operations. These funds may be used for newsletters, duplication, postage, telephone, and correspondence expenses. They may not be used for travel to the ASEE Annual Conference, personal expenses, or publications intended for sale or supported by advertising. See the ASEE Financial Policy Manual for details.

ANNUAL FINANCIAL REPORT

Each unit must prepare an annual financial report showing receipts and expenditures and submit it to the ASEE Assistant Controller by September 30. A unit must also report any approved accounts

maintained outside the Society structure. Accounts not authorized by the Society Finance Committee violate Board policy.

AWARDS

Subject to approval by the ASEE Board of Directors and the Awards Policy Committee, councils, divisions, sections, standing committees, and Constituent Committees may establish awards. Proposals for new ASEE awards should be submitted to ASEE Headquarters through the Office Services Manager, who administers the awards program and can answer questions about policy and guidelines. The Awards Policy Committee reviews the proposal and forwards its recommendation to the Board for final action.

The ASEE Awards Policy and Procedures Manual, available from the Awards Policy Administrator and on the ASEE website, outlines the procedures for submitting award data and notifying awardees and nominators.

Awards Nomination Information, including national and Council/Division awards descriptions, is available on the ASEE website.

Any society unit considering a new award should review these documents before proceeding.

Division and section awards are administered by committees appointed by the chairs of the respective divisions and sections.

PUBLICATIONS AND PAPERS

The following general standards apply to all Society publications:

- All ASEE publications must show the Society's name and the name of the ASEE unit on the cover or, if there is no cover, on the first page.
- The Society logo should appear on all covers and, for bound publications, on the spine. Only the official ASEE logo may be used.
- The mailing address of the sponsoring unit must appear in each publication.
- ASEE publications must include the following disclaimer, or one substantially similar: "ASEE is not responsible for statements made or opinions expressed in this publication."
- Units must send two copies of each publication to ASEE Headquarters, including newsletters, periodicals, books, proceedings, and brochures.
- Publications of archival value should carry a Library of Congress number and an ISSN for serials or ISBN for books.
- Editors of ASEE publications, other than newsletters, are encouraged to register them with the Copyright Office and include a copyright notice naming the Society, not the unit, as copyright holder.

NEWSLETTERS

All ASEE units are encouraged to publish a newsletter because it is often the most direct means of communication with members. A newsletter is an informal publication distributed at no charge to unit members, usually two to four times during the academic year. Informal communications from an ad hoc committee are not considered newsletters.

Editors should make every effort to distribute newsletters by email or post them on the ASEE website. These are efficient and cost-effective methods of publication.

If a unit distributes a newsletter by email, it may request mailing addresses from the Membership Department for members who do not have email addresses on file so that all members receive the publication.

Any society unit may start a newsletter by informing the Membership Manager and the council chair to whom the Newsletter Editor reports. No formal approval is required.

Each council or division is responsible for funding its newsletter from its budget. Because each unit's annual financial report includes newsletter costs, the editor should keep accurate cost records. Advertising is not permitted in newsletters. Any cover or mailer must identify the Society, the responsible unit, and the editor's name and address. ASEE recommends distributing newsletters by email.

The ASEE unit publishes the newsletter and is responsible for its content through the Newsletter Editor. Content should reflect members' professional interests and be well prepared. ASEE recommends a regular publication schedule. The Society Publications Committee also recommends periodic review of newsletters and occasional reader surveys. A session for Newsletter Editors may be scheduled at the ASEE Annual Conference for orientation, idea sharing, and evaluation. The Newsletter Editor should send two copies of each issue to ASEE Headquarters to keep staff informed of the unit's activities.

PUBLICATION OF PAPERS AND PUBLICITY FOR MEETINGS

Consider publishing meeting proceedings to extend the reach of presentations and preserve the papers presented at your meeting.

Whether or not proceedings are published, units may wish to submit one or two outstanding papers from their program to the Journal of Engineering Education. Units may also submit meeting highlights to ASEE PRISM to inform the broader Society of their activities; check with the editorial staff for guidelines. A Meeting Report Form is available on the ASEE website.

To publicize unit activities and meetings to the full membership, send announcements to ASEE PRISM at least four months before the issue month in which the information should appear. Be mindful of Annual Conference call-for-papers deadlines. Send items to prism@asee.org.

MEMBERSHIP PROMOTION AND RETENTION

Corporate, government, and academic communities recognize ASEE as a leading voice in engineering and engineering technology education. As the principal society dedicated to advancing this field, ASEE still has significant growth potential. The Society estimates that its potential membership is three to four times its current size. Because annual new-member gains are often offset by losses from resignation, death, and delinquent dues, recruitment and retention remain essential.

Council and division leadership is responsible for the success of membership efforts. Using Headquarters as a resource, leaders should identify and contact prospective members within their units. ASEE can send membership applications, brochures, and other materials to meeting sites for display, and additional promotional materials are available from the Membership Department on request. Some units establish a membership committee to lead these efforts.

Whenever possible, leaders should encourage engineering department chairs to promote ASEE membership and participation among their faculty. Student involvement, especially by graduate students, should also be encouraged.

Councils and divisions should also create activities of interest to student members and involve them in meetings. To support retention, division chairs may request from the Membership Department the names of members whose dues are delinquent for personal follow-up.

ACCESS TO COUNCIL/DIVISION MEETINGS

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

All ASEE members shall be admitted, upon payment of any applicable registration fee, to meetings, conferences, conventions, discussion groups, lecture series, tours, and other assemblages unless participation is limited by security, export-control, or similar restrictions. Any exception to this policy requires prior Board approval.

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

APPENDIX 12.1 SAMPLE WELCOME LETTER, LONG VERSION

Dear [new member name]:

Welcome to ASEE and to the [unit name]. On behalf of the division, I'm pleased to welcome you as a new member.

ASEE is a professional community dedicated to advancing engineering and engineering technology education. Through its divisions, conferences, publications, and volunteer leadership opportunities, the Society helps members connect with colleagues, share ideas, and contribute to the profession.

I encourage you to take an active role in ASEE in whatever ways are most useful to you. Participation in division activities, committees, and meetings can be a valuable way to build relationships, exchange ideas, and stay engaged with current issues in engineering and engineering technology education.

The ASEE Annual Conference is one of the Society's primary opportunities for professional connection and engagement. The [year] conference will be held in [location] on [dates], and I hope you will consider participating.

If I can be helpful as you get started, please feel free to contact me at [phone] or [email].

For membership questions or general assistance, you may also contact ASEE Headquarters at membership@asee.org.

Thank you for joining ASEE. I hope your membership in the [unit name] will be valuable and rewarding, and I encourage you to make the most of the opportunities the Society offers.

I look forward to welcoming you into the community.

Sincerely,

[chair name]

Chair, [unit name]

APPENDIX 12.2 SAMPLE WELCOME LETTER, SHORT VERSION

Dear [new member name]:

Welcome to ASEE and to the [unit name].

I'm glad you've joined the Society and hope you will find ASEE to be a valuable professional community. Participation in division activities, meetings, and the Annual Conference can be a great way to connect with colleagues, exchange ideas, and stay engaged with developments in engineering and engineering technology education.

Information about this year's ASEE Annual Conference in [location] will be shared through ASEE PRISM and other Society communications. I hope you will have the opportunity to participate.

Thank you for joining ASEE. I encourage you to get involved and make the most of your membership.

Sincerely,

[chair name]

Chair, [unit name]

APPENDIX 12.3 SAMPLE LETTER REGARDING DELINQUENT DUES

Dear [member name]:

While reviewing correspondence from ASEE Headquarters, I noticed you still need to renew your membership for the coming year.

Remember that prompt renewal ensures continuous delivery of ASEE PRISM and other publications and timely notification of upcoming meetings, conferences, and the Society's activities in general.

Although I am sure you know all the ASEE benefits you receive at the National, Regional, and Divisional levels, please remember that as a member of the [unit name], you can contact other engineering educators who share your specific professional interests and concerns.

You will find that membership in [unit name] is the most important benefit you receive as an ASEE member.

Sincerely,

[chair name]

Chair, [unit name]