

# ASEE Council & Division Operating Manual

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## Contents

SOCIETY ORGANIZATION .....	3
ASEE HEADQUARTERS SERVICES TO COUNCILS/DIVISIONS.....	3
MEMBER ROSTERS .....	3
DIVISION WEB HOSTING.....	3
LISTSERV.....	4
COUNCIL/DIVISION BYLAWS AND OFFICERS .....	4
CHARGE TO OFFICERS .....	5
COUNCIL/DIVISION OFFICER DUTIES.....	6
CHAIR.....	6
CHAIR-ELECT .....	7
PROGRAM CHAIR.....	7
SECRETARY/TREASURER.....	7
AWARDS CHAIR.....	8
NEWSLETTER EDITOR.....	8
DIVISION LIAISON REPRESENTATIVES .....	8
HISTORIAN (ARCHIVIST) .....	9
ESTABLISHING CONSTITUENT COMMITTEES AND DIVISIONS.....	9
CONSTITUENT COMMITTEE.....	9
DIVISION .....	9
DISSOLVING CONSTITUENT COMMITTEES AND DIVISIONS.....	10
BYLAWS.....	10
COUNCILS/DIVISIONS AND EXTERNAL RELATIONSHIPS .....	10
ANNUAL CONFERENCE.....	10
ASEE AND CONFERENCES OF EXTERNAL ORGANIZATIONS.....	12
PROFESSIONAL INTEREST COUNCILS (PICs) .....	12
DUTIES OF PIC CHAIRS .....	12
ALLOCATION OF OPERATING FUNDS TO DIVISIONS.....	13
COUNCIL/DIVISION FINANCES .....	14
INSTITUTIONAL COUNCIL BUDGET REQUESTS.....	14

BANKING AND ACCOUNTING SERVICES SYSTEM (BASS).....	14
OPERATING ACCOUNTS.....	15
ANNUAL FINANCIAL REPORT .....	15
AWARDS.....	15
PUBLICATIONS AND PAPERS.....	16
NEWSLETTERS .....	16
PUBLICATION OF PAPERS AND PUBLICITY FOR MEETINGS .....	17
MEMBERSHIP PROMOTION AND RETENTION.....	17
ACCESS TO COUNCIL/DIVISION MEETINGS .....	18
APPENDIX 12.1 SAMPLE WELCOME LETTER, LONG VERSION .....	19
APPENDIX 12.2 SAMPLE WELCOME LETTER, SHORT VERSION .....	20
APPENDIX 12.3 SAMPLE LETTER RE DELINQUENT DUES .....	21

## SOCIETY ORGANIZATION

A system composed of thirteen councils manages the Society's overall activities. These councils fall into three categories: institutional councils, professional interest councils (PICs), and geographic councils (Sections and Zones). The thirteen Council Chairs serve on the Board of Directors, directly representing the interests of all Councils and their institutional, corporate, and individual members.

The ASEE Board of Directors is the governing, policymaking, and legally accountable entity that supervises and organizes all Society endeavors. It includes the President, President-elect, Immediate Past President, Vice President of Finance, chair of the thirteen Society Councils, Vice President for External Relations, Vice President of Member Affairs, and Executive Director.

Individual Society members elect the President-elect, Vice President of Finance, Vice President for External Relations, Vice President of Member Affairs, and chair of the four Professional Interest Councils. The President-elect automatically transitions to the role of President and then Vice President. The Board appoints the Executive Director. The names and contact details of the current Board members can be found on the ASEE website.

## ASEE HEADQUARTERS SERVICES TO COUNCILS/DIVISIONS

The staff at Headquarters will support Council and Division leaders in serving the membership. Considering budgetary and personnel limitations, they will strive to fulfill all reasonable requests.

A detailed overview of service areas and staff roles can be found on ASEE's website at [www.asee.org](http://www.asee.org). For service requests related to membership data and supplies, please email [membership@asee.org](mailto:membership@asee.org).

Council and Division leaders are encouraged to use specific services to communicate consistently with their members. These services include:

### MEMBER ROSTERS

Division chairs can obtain a downloadable member roster by logging into their ASEE account and selecting the relevant button on the right side of the "Overview" tab, which links to their unit's membership roster. The Division Chair is expected to formally welcome new members and reach out to any delinquent members to encourage their continued membership. (Refer to examples of personalized letters in Appendices 12.1, 12.2, and 12.3.)

**Officers with access to member rosters must never send group-wide emails using the member roster; they must use your group's listserv.**

### DIVISION WEB HOSTING

ASEE will host your group's website; however, your group's web manager is responsible for all updates and maintenance. For more information, please contact [membership@asee.org](mailto:membership@asee.org).

## LISTSERV

Headquarters maintains Listservs for each Division, featuring email addresses of active unit members to facilitate group communications, including calls for papers, nominations, meeting announcements, and newsletter publications. Regularly used Listservs help build participation and community; all groups are encouraged to use them frequently.

Only unit Chairs and Program Chairs are automatically authorized to send messages. A unit Chair can designate additional senders by using the "Executive Committee" button on their [account's](#) webpage and adding them as "Authorized Listserv Senders." Others wishing to send messages must submit their announcements to the Chair for posting.

To send a message to an ASEE listserv, compose an email to the listserv address. All senders must use the email linked to their membership profile; otherwise, the message will be rejected.

To prevent system overload, limit attachments to 200kb. If an attachment exceeds this size, upload it to your group's website and include a link in your message.

When sent, announcements will be forwarded to all email addresses on the distribution list. If a person does not receive an expected announcement, they must do the following.

They should check their junk folder and SPAM settings.

- They should also contact their organization's IT department to request a review of their junk mail settings.
- They should mention that they are a member of the relevant group.
- Verify that they have assigned a primary email address to their account.

Any PIC (Professional Interest Council) Chair can contact the Membership Department to receive listserv authorization for all Divisions within their PIC. ASEE will also grant PIC Chairs authorization to communicate with all division and program chairs in their PIC. For further details, please email [membershiip@asee.org](mailto:membershiip@asee.org).

To verify your capability to send announcements to your group's listserv, please log into your ASEE [profile](#), click on the "Account" tab, and then select "Committees."

## COUNCIL/DIVISION BYLAWS AND OFFICERS

Each Council/Division operates under bylaws determined by its members, stating officer duties, executive committee functions, succession rules, and policies for newsletters, awards, finances, and meetings. The bylaws must comply with the ASEE Constitution and the [bylaws](#) of Professional Interest Councils (PICs I - V). Before taking effect, changes to the bylaws require majority approval by ASEE's Board of Directors. Division chairs must submit bylaw changes to ASEE's Board of Directors via their PIC Chair.

One current copy must be filed with the Membership Department at ASEE Headquarters and made available to any member upon request. Current copies are viewable on ASEE's website at

www.asee.org. A Board-approved [template](#) for Division bylaws is also available on the Membership & Communities Divisions and PICs [webpage](#).

Council/Division officers typically include Chair, Chair-Elect, Secretary/Treasurer, BASS Account Holder (distinct from the treasurer position, although the same person may hold both roles), Awards Chair, and Annual Conference Program Chair, with the option for additional officers as needed. Each Council/Division must have an executive committee comprising its officers and other designated or elected members. Additionally, every Council/Division should have the following standing committees, besides the executive committee:

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

Each division should also have the following delegates.

- **A 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.
- **An Inter-divisional Town Hall delegate:** The Inter-divisional Town Hall (ITH), which occurs on Monday afternoon during the ASEE Annual Conference and Exposition, allows ASEE members to engage in round-table discussions on timely topics of interest. All divisions are encouraged to appoint a delegate to participate in the planning committee to help shape the format and topics of discussion for the ITH. The planning committee typically begins meeting in January and continues every other week until the program is finalized. Members of the planning committee are also expected (though participation is optional) to assist at the ITH by leading a discussion table.
- **A 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.

## CHARGE TO OFFICERS

- Council/Division officers are principal representatives of their membership, ensuring active participation in ASEE Effective leadership prevents member inactivity and disinterest. Their duties extend beyond meetings, encompassing an accomplishment charge upon taking office. All officers must be ASEE members in good standing.

- Officers hold working positions, implying a commitment to serve, attend meetings, contribute ideas, and fulfill assigned tasks.
- They are responsible for planning, ensuring continuity, transitioning responsibilities, and achieving objectives for the Council/Division and Society.
- Effective communication with members, fellow officers, the Board of Directors, and ASEE Headquarters is essential.
- Officers must represent membership effectively and develop activities to engage academic, corporate, and government leaders.
- Meeting deadlines is crucial for Society functioning, overseeing publications, annual conferences, awards, and special meetings.
- They should promote the Society among faculty, industry professionals, students, and the public.
- Officers must keep ASEE Headquarters updated on activities by submitting minutes, newsletters, meeting notices, and business correspondence while maintaining an updated officers' list online.
- Notification of meeting dates to ASEE Headquarters is required.

## COUNCIL/DIVISION OFFICER DUTIES

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

### CHAIR

- Assume responsibility for the functioning of the Council/Division and oversee all Council/Division finances, ensuring that official cash disbursement signatures are on file at ASEE Headquarters. Approve all expenditure of Society funds and personally inform the ASEE Executive Director of any Council/Division fundraising activities.
- Organize and establish long-range strategic planning for the Council/Division, including setting membership goals and objectives.
- Organize and preside over all Council/Division business meetings.
- Be responsible for planning and chairing all Council/Division executive committee meetings.
- Appoint all standing committees authorized by the Council/Division bylaws and any special committee authorized by the Council/Division executive committee members. The Chair serves as an ex-officio member of all Council/Division committees.
- Oversee the Council/Division annual meeting program in collaboration with the executive and program committees. The Chair is responsible for ensuring the Program Chair fulfills their duties.
- Send a welcome letter to all new ASEE members in that Council/Division by downloading the member roster from your ASEE account.
- Keep ASEE Headquarters, particularly the Membership Manager, informed of all Council/Division activities.
- Ensure that all unit officers fulfill their specific responsibilities.

- 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 30<sup>th</sup> 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](mailto: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

- Prepare the annual request for the operating budget allocation for the upcoming year.
- Assume the responsibilities of the Chair in their absence.
- Assist in overseeing program planning for the Council/Division.
- Take on any duties that the Chair may delegate.
- Perform other functions as designated by the Council/Division bylaws.

#### PROGRAM CHAIR

- Collaborate with the unit to create sessions based on delegates' interests.
- Coordinate sessions within the timeframe established by Headquarters, including inviting speakers and informing Headquarters of planning, participants, etc.
- Collaborate with the ASEE Meetings and Conferences Department to create a written program, liaising with the unit, speakers, participants, and the on-site management of sessions.

All Program Chairs should consult the Program Chair Guidelines for details on their duties and responsibilities. These guidelines are obtainable from the ASEE Meetings and Conferences Department.

#### SECRETARY/TREASURER

The primary responsibility of the treasurer for a Council or division is to manage and monitor its funds. The treasurer must not spend funds on behalf of the Council or division or request reimbursement for expenses; this will help avoid conflicts of interest. If a secretary-treasurer seeks reimbursement from Council or division funds, ASEE requires the signature of the Chair of the Council or division on the authorization form.

- Maintain a roster of all Council/Division members. (The Secretary/Treasurer can obtain membership rosters from the ASEE Membership Department.)
- Keep all the minutes and records of Council/Division activities.
- Submit an approved signature card to the ASEE Assistant Controller before requesting any disbursement of funds.
- Collect all Council/Division income, if any, and distribute all authorized funds per the Council/Division Chair. Maintain auditable financial records and keep the Council/Division Chair updated on the financial status of the Council/Division.
- Present a financial report at each Council/Division meeting.
- Serve as an ex-officio Council/Division publicity or newsletter committee member.
- Transfer all Council/Division files and records to the incoming Secretary/Treasurer as soon as they assume office. Maintain records of outstanding receivables and payables for the Council/Division.
- Perform other duties as assigned by the Council/Division Chair.

#### **AWARDS CHAIR**

- Work with the designated committee to select award recipients as appropriate.
- Promptly communicate the selection of awardees to ASEE Headquarters.
- Gather necessary information from the awardee to transmit to ASEE Headquarters for publicity and publication.
- Notify the awardee and nominator about the selection and presentation details.
- Inform nominators whose nominees were not selected.
- Plan the award presentation ceremony.
- Initiate the invoice for award sponsors. For any special Council/Division award involving sponsors, manage all associated details (e.g., "Thank you" to sponsor, receipt/deposit of sponsor funds to BASS accounts).

#### **NEWSLETTER EDITOR**

- Collect, correlate, and edit materials for periodic newsletters to the Council/Division members.
- Advise the Council/Division Chair and ASEE Headquarters of newsletter masthead requirements.

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

If you choose to publish by email, you may request mailing data from the Membership Department for members without email addresses on record, ensuring that all members receive their division publications.

#### **DIVISION LIAISON REPRESENTATIVES**

Several ASEE divisions (e.g., College Industry Partnerships, Educational Research & Methods) appoint a representative for each division. These individuals:



- Serve as a liaison between their divisions and the other Divisions/Committees
- Assist the program committee in their areas of interest.
- May participate in the Division Executive Committee.

The division leaders should engage with ASEE campus representatives in the geographical sections of ASEE since the division is responsible for coordinating overall campus activities in the discipline areas.

### **HISTORIAN (ARCHIVIST)**

ASEE is a society with a heritage of "grassroots" involvement. The Council/Division Historian is responsible for preserving the collective memory of the individuals, events, and activities that have shaped the Society.

- Maintain, catalog, and transfer to their successor those Council/Division documents that are not typically kept by the Secretary/Treasurer but reflect the activities and achievements of the Council/Division and its members.
- Ensure the proper filing of historical documents in the Council/Division's archival library.
- Other duties as assigned by the Chair.

## **ESTABLISHING CONSTITUENT COMMITTEES AND DIVISIONS**

### **CONSTITUENT COMMITTEE**

Upon the Council's recommendation, or at its discretion, the Board of Directors may establish Constituent Committees 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.

The President, with board advice, shall appoint initial committee members, who can choose to join. The President will designate a Chair for the committee's formation stage.

The Board will also appoint a Council to oversee the Constituent Committee, which reports to the Board through the Council. Within a year, the committee will submit bylaws, consistent with its "parent" Council, to the Constitution and Bylaws Committee for approval.

Upon the Board's approval of the Bylaws, the formative period ends, and the Constituent Committee will elect its officers, with the first Chair and officers serving until successors are elected. A budget will be prepared based on an allocation from its Council Chair, and the Constituent Committee will have appropriate representation in its Council. ASEE will list the Constituent Committee among the Divisions and Committees for member of ASEE may elect to join.

### **DIVISION**

Divisions, which are society-wide in scope, comprise individual members who share common professional or technical interests in engineering education.

Divisions can occur in one of two ways: The ASEE Board of Directors can establish Divisions by majority vote upon the recommendation of the appropriate Council or directly at its discretion. In other words, the Board can create a division without first requiring a group to become a Constituent Committee.

The "Constituent Committee Route." After at least three years of successful operation and reaching two hundred members, a Constituent Committee may petition the Board of Directors for Divisional status. The Constituent Committee must submit the petition through its Council, which will recommend it to the Board.

## **DISSOLVING CONSTITUENT COMMITTEES AND DIVISIONS**

A two-thirds vote of the Board of Directors is required to terminate a division or Constituent Committee. The Board will periodically review divisions/Committees. Units with up to 125 members may be dissolved.

To prevent inactive American Society for Engineering Education divisions from maintaining their status, the ASEE Board may place a division on probationary status by majority vote. Divisions will be notified by email and letter to their Division Chair. When on probation, a division has one year to justify its status. The response must be sent to the Vice President of Professional Interest Councils by January 1 or May 1. The ASEE Board will review the response at their next meeting to decide whether to remove probation status, extend it, dissolve the division, or merge it with another.

A division may be placed on probation for several reasons:

- Membership falls below 125.
- Inactivity, evidenced by failure to hold sessions at the ASEE Annual Conference, failure to hold officer elections, lack of vitality in electing new division officers, or failure to hold regular meetings.
- Not reviewing or revising bylaws in the past ten years.
- Other reasons outlined to the Division Chair by the Board.

## **BYLAWS**

To be established, each Division and Constituent Committee must maintain a current set of bylaws. A current copy must be on file with the Membership Department at ASEE Headquarters. A copy of the bylaws must be available from any Division or Committee member upon request. The contents of the bylaws will vary among the different units. However, each must include specific provisions for the election of officers, succession upon an officer's resignation, and the appointment of appropriate and desirable committees. Bylaws for each Division are available on ASEE's website at [www.asee.org](http://www.asee.org). A downloadable model bylaws template is also available.

## **COUNCILS/DIVISIONS AND EXTERNAL RELATIONSHIPS**

### **ANNUAL CONFERENCE**

The ASEE Annual Conference is a general professional meeting and exposition. It immeasurably fulfills ASEE objectives and improves engineering and engineering technology education. The

conference has become recognized as an international forum for exchanging engineering education ideas and techniques.

The conference's success rests heavily upon the Councils, Divisions, and Committees. One of the most critical responsibilities of the Council and Division officials is to plan and manage program sessions that are of national and international interest.

Program development should begin 12 to 18 months (about one and a half years) before the conference and include a call for papers published in ASEE PRISM. The past conference program provides an excellent opportunity to conceptualize the program structure and exchange ideas with other Society units. Divisions and Committees have reasonable freedom in developing their sessions. The facilities available at the conference site will govern the total number of sessions.

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

**ALL PROGRAM CHAIRS SHOULD REFER TO THE PROGRAM CHAIR GUIDELINES AVAILABLE ON THE ASEE WEBSITE.**

The Dean of Engineering or Engineering Technology selects their Campus Representative from among faculty ASEE members at their institution. The Campus Representative acts as the Society's representative on campus. Most institutions designate a single representative, but recent efforts have been made to involve more faculty members as a committee, especially at larger institutions. This network of individuals and committees is the focal point of the society's "grassroots" operation. Through this grassroots activity, individual members will find the opportunity for direct personal involvement in ASEE.

The Society asks for the assistance 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 Division meetings and the ASEE annual conference
- Publicizing ASEE awards and seeking nominations.
- Encouraging the submission of scholarly papers to The Journal of Engineering Education and sessions held at the ASEE Annual Conference

ASEE provides each Campus Representative with the [Campus Representative Operating Manual](#). Interested parties may order copies by emailing [membership@asee.org](mailto:membership@asee.org).

## **ASEE AND CONFERENCES OF EXTERNAL ORGANIZATIONS**

ASEE and its constituents (Councils, Divisions, Committees, Zones, and Sections) are often asked to sponsor, support, or endorse other conferences external to regularly planned ASEE events. ASEE's involvement with other meetings and functions requires the written approval of the ASEE Board of Directors. The request for consent must be sent to the Executive Director of ASEE and may come from any source within or outside of ASEE. The request must be made promptly to appear on the agenda of a regularly scheduled Board meeting and with sufficient lead time for the event to allow completion of the requirements described below.

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

## **PROFESSIONAL INTEREST COUNCILS (PICs)**

### **DUTIES OF PIC CHAIRS**

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

Although the ASEE Constitution and Bylaws do not specify the duties of the PIC Chair, it is accepted that their duties and responsibilities related to Division activities are:

- Work closely with the division leadership to ensure vigorous and growing division activity. In general, the PIC Chair should be available to the divisions in any way that can make their operation more efficient and effective, and in concert with the overall goals of ASEE.
- To maintain a general clearinghouse of information of value to Council/division officers and members and to transmit comments and resolutions from the Councils/Divisions to the ASEE Board of Directors.
- To attend the scheduled Division and Division Executive Board meetings within their PIC and report on the activities to the Society membership.
- To liaise between the ASEE Board of Directors and the Divisions. PIC Chairs pass information about Board activities and programs approved to Division Officers. Divisions give their PIC Chairs any issues or concerns that need Board action.
- To preside at PIC meetings at the Fall Program Planning Conference at ASEE Headquarters to select mini plenaries for the following annual conference.
- To monitor and encourage the program planning, publications, membership promotion, officer selection, bylaws updates, awards selections, and activities of each Division.
- To oversee the development of the Annual Conference

- Reviewing preliminary program information throughout the conference planning cycle
- Approving appropriate Annual Conference registration for qualified non-member speakers
- Planning and conducting the PIC business meeting at the Annual Conference
- Attend division business meetings during the annual conference, collect financial statements, and remind division chairs to keep their officer lists online.
- The PIC Chair is also the Division representative to the Board of Directors; this position involves:
  - Attending Board of Directors meetings to provide communication between the Board and the Divisions/Committees of the Council
  - Meeting with other PIC Chairs on issues of common interest at each meeting of the Board of Directors
  - Communicate activities of the Board of Directors through Division newsletters to the officers of each Division and the general membership
  - The PIC Chair has overall administrative authority for the Council's activities. These activities include:
    - Informing Division Chair-Elects of the responsibility to submit budgetary material for the upcoming fiscal year and collecting such proposals at the Annual Conference
    - Submitting Division budgetary material to the VP PICs at the Annual Conference and working with the VP PICs to allocate operating funds to Divisions for the upcoming fiscal year.
    - Ensuring financial reports are submitted to Headquarters for budgeting and publication deadlines, officer selection and notification, and general information required for the Society's operation.

## ALLOCATION OF OPERATING FUNDS TO DIVISIONS

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

Once the VP PICs allocate funds to a division, Headquarters will honor requests meeting [Financial Policy Manual](#) requirements (Section 11.2) for reimbursements to Division Chairs or Treasurers up to the allocated amount.

Those submitting requests for reimbursement must use the ASEE disbursement request form or the ASEE travel voucher. An essential requirement for approving 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 the BASS accounts to the Secretary/Treasurer and the Chair of each Division. Please use the division or committee's account number (BASS or budget) when corresponding with Headquarters.

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

Division Chairs must address any problems to ASEE's Chief Financial Officer.

## **COUNCIL/DIVISION FINANCES**

### **INSTITUTIONAL COUNCIL BUDGET REQUESTS**

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

Beyond the allocation from the Board of Directors, Councils are expected to be self-sustaining. Units may generate income by assessing 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. The Council/Division "BASS Account" is analogous to a combination interest-bearing checking/savings account.

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

It is illegal for the Board of Directors of the American Society for Engineering Education, a non-profit corporation, to file income tax returns that misrepresent the income, assets, and liabilities of the Society. Therefore, for IRS and Society auditing purposes and as a helpful service to the membership, any funds held in the Council/Division treasury or generated from activities must be deposited in the appropriate BASS account.

Volunteer officers could be subject to personal liability for any losses that result from funds held elsewhere.

Most Councils/Divisions have established BASS accounts. Any dues income is deposited directly into the BASS account as it is received. Unlike the Society's operating budget, the year-end balance in BASS accounts is carried over to the subsequent 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 an account with a change of officers; merely submit a new signature card each time officers change.

- Quarterly statements summarizing period-beginning balance, interest credited, deposits, disbursements, and period-ending balance.
- ASEE Headquarters writes all checks to pay expenditures approved by those authorized by the unit. Units must send receipts or supporting documents with check requests to satisfy IRS and external audit requirements.
- The typical turnaround time for reimbursements is within 15 days (about two weeks) of receipt at Headquarters unless there are discounts for more rapid payment.
- Two forms are used in BASS account transactions. The first is a "Transmittal of Funds" for sending funds to ASEE Headquarters, and the second is a "Funds Disbursement Authorization."
- BASS Accounts cannot be overdrawn.
- Advances of BASS monies will not be permitted. Incurred expenses will be reimbursed, and outstanding invoices will be paid as indicated above.

### OPERATING ACCOUNTS

The Board of Directors, as part of the annual budgeting process, establishes operating accounts for Councils, Divisions, Committees, Zones, and Sections to further field unit functions. Such funds are available for newsletters, duplicating, postage, telephone, and correspondence expenses. Such funds are not available for travel to the ASEE Annual Conference, personal costs of any kind, or the costs of any publication to be sold or in which advertising space is sold. Please see the [ASEE Financial Policy Manual](#). Copies may be ordered from ASEE's Accounting Department.

### ANNUAL FINANCIAL REPORT

Each unit must prepare an annual financial report indicating receipts and expenditures. Please submit this report to the ASEE Assistant Controller by September 30. The Division/Council must also submit a detailed report if approved accounts outside the Society structure are maintained. Accounts that the Society [Finance Committee](#) does not authorize violate the Board of Directors' policy.

### AWARDS

Subject to approval by the ASEE [Board of Directors](#) and [Awards Policy Committee](#), Councils, Divisions, Sections, Standing Committees, and Constituent Committees may establish awards. A proposal for establishing a new ASEE award may be submitted to ASEE Headquarters through the Office Services Manager, who administers the award program and will answer any questions the sponsor or sponsoring Society unit may have about the ASEE awards policy and guidelines. The [Awards Policy Committee](#) will evaluate the proposal and present its recommendation to the Board for decisive action.

An [ASEE Awards Policy and Procedures Manual](#) containing policy and guidelines is available from the Awards Policy Administrator at ASEE Headquarters and on the ASEE website. This manual outlines the procedures for submitting award data, notifying awardees, and notifying nominators whose nominees were not accepted by the selection committees.



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

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

Committees appointed by the Chairs of the respective Divisions and Sections administer each Division's and Section's awards.

## **PUBLICATIONS AND PAPERS**

Listed below are general standards for all Society publications:

- All ASEE publications must carry the Society's name on the cover (or, in the case of newsletters lacking a cover, on the first page) and the ASEE unit's name.
- The Society logo should appear on all covers. When publications are bound with a spine rather than staples, the ASEE logo should appear on the spine. (The official ASEE logo is available from ASEE's Membership Department. ASEE adopted this copyrighted and trademarked logo in 1988. No other version may be used.)
- The appropriate mailing address of the sponsoring unit must appear in all Society publications.
- ASEE publications must carry the following, or similarly worded, disclaimer: "ASEE is not responsible for statements made or opinions expressed in this publication." (The publication of this disclaimer in no way releases editors from the obligation to uphold the Society's good name and produce publications that reflect well on its members.)
- Society units must send two copies of their publications to the ASEE Headquarters office. This requirement pertains to newsletters, periodicals, books, proceedings, and brochures.
- Every Society publication of archival value should carry a Library of Congress number and an ISSN (for serials) or an ISBN (for books) number.
- 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 should be shown as the copyright holder, not the unit.

## **NEWSLETTERS**

All ASEE units are encouraged to publish a newsletter since, for many members, newsletters are the most direct means of communication within the Society. A newsletter is an informally prepared and presented collection of news and general information, distributed gratis to all Society unit members, usually two to four times during the academic year. Informal communications prepared by a Society unit's ad hoc committee are not considered newsletters.

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



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

Any Society unit can initiate a newsletter by informing the Membership Manager and the Council Chair to whom the Newsletter Editor is responsible. No formal approval is required.

The Council/Division is responsible for obtaining the necessary funds from its budget to meet the publishing costs of its newsletter. Since each unit's annual financial report to ASEE includes a statement of newsletter costs, the editor should note the prices. Since the newsletter is an informal publication, advertising is not permitted. Any cover and mailer used must identify the Society name, the group responsible for the publication, and the name and address of the editor. ASEE recommends distributing newsletters via email.

The ASEE unit publishes the newsletter, which is responsible for its content through the Newsletter Editor. The material included is expected to meet its readers' professional interests and be well-prepared. ASEE recommends a regular publication schedule. The Society Publications Committee recommends that each unit regularly review its newsletters and occasionally conduct surveys of reader interest and satisfaction. A session for Newsletter Editors may be scheduled at the ASEE Annual Conference for orientation, exchanging ideas, and further evaluation. The Newsletter Editor should send two copies of each issue to ASEE Headquarters to inform the staff of the Division's activities.

## **PUBLICATION OF PAPERS AND PUBLICITY FOR MEETINGS**

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

Whether or not you publish proceedings, you may wish to submit one or two outstanding papers from your program to the Journal of Engineering Education. To give the entire Society a briefing on your unit's activities, write up the highlights of your meeting for ASEE PRISM (check with the editorial staff first for guidelines). A Meeting Report Form is available from the ASEE website.

To inform the entire membership of your unit's activities and meetings, send meeting announcements to ASEE PRISM at least four months before the month in which you want the information to appear. Remember the deadline for calls for papers for the Annual Conference sessions. Please email such items to [prism@asee.org](mailto:prism@asee.org).

## **MEMBERSHIP PROMOTION AND RETENTION**

Corporate, government, and academic communities recognize ASEE as the preeminent voice in engineering and engineering technology education. ASEE is the only society organized to advance engineering and engineering technology education. It should, therefore, be the principal Society for the engineering educator. However, there are still many engineering educators who are not ASEE members. ASEE estimates the potential membership of the Society to be three to four times the current level. The average number of new members per year equals the losses due to resignation,

death, and delinquent dues payments. Thus, the recruitment of new members and the retention of present members are of utmost importance.

Council/Division leadership is responsible for a program's success. Using Headquarters as a resource, Council/Division leaders should identify and contact potential new members within their Councils/Divisions. ASEE can send membership applications, brochures, and other materials to Council/Division meeting sites for display. Units can also request additional promotional materials from the Membership Department anytime. Some Councils/Divisions have formed a membership committee to spearhead their membership drive activities.

Whenever possible, Council/Division leadership should motivate engineering department chairs to encourage their department members to join ASEE and participate in Council/Division activities. Student involvement in the Society should also be encouraged, particularly by graduate students.

Councils/Divisions should undertake activities of interest to student members and involve them in Council/Division meetings. Councils/Divisions are also called on to help retain present members. The Council/Division Chairs may request from the Membership Department the names of members who have yet to pay their dues 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 appropriate registration fees, if any) to any meetings, conferences, conventions, discussion groups, lecture series, tours, or other assemblages in which participation is subject to security/export clearance or any additional restriction, either governmental or industrial. Any exception to this policy must have prior approval from the Board of Directors.

This policy does not limit the right of the [Board of Directors](#), [Executive Committee](#), or any other regularly constituted Boards and Committees of ASEE to restrict attendance at their meetings to their duly appointed members.

## APPENDIX 12.1 SAMPLE WELCOME LETTER, LONG VERSION

Dear [new member name]:

ASEE Headquarters recently informed me that you had joined ASEE. On behalf of the [unit name] of the American Society for Engineering Education, I want to welcome you as a new member.

Founded in 1893, ASEE is one of the oldest educational and professional organizations. It has striven to improve and expand the educational process that produces technically competent and broadly educated engineers and technologists. ASEE's efforts contribute significantly to the quality of engineering education at colleges and universities throughout the United States and Canada. International universities are also influenced by and interested in ASEE activities.

Now that you have joined ASEE, I encourage you to participate actively in the Society. The following suggestions will help you get involved in ASEE and grow professionally with others in engineering and engineering technology education.

Commit to being an active participant in any way you can. Please become familiar with the Society and its members. Attending the ASEE Annual Conference provides an excellent opportunity to interact with educators and industry representatives nationwide. The [year] conference will be held in [location] on [dates].

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

You can also write to ASEE Headquarters for information, guidance, or membership questions. The email address is [membership@asee.org](mailto:membership@asee.org).

We recognize that one of the most critical services the Society can render for its members is to organize activities to enhance the entire engineering education process and then to promulgate this information to everyone concerned with the process and the outcome. We invite you to participate in the Society's activities and share the newest techniques and methods for efficient, effective engineering education. You can help ASEE become a better Society by sharing your talent and knowledge.

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 attended ASEE and participated in Society activities, I have found my association with ASEE professionally rewarding and stimulating. I hope you will, too.

I am looking forward to meeting you and working with you in ASEE.

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

Congratulations on becoming an ASEE member! I hope you will be an active participant in ASEE activities.

Sincerely yours,

[chair name]  
Chair, [unit name]

## **APPENDIX 12.3 SAMPLE LETTER RE 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]