



2021-2022
ASEE
COUNCIL AND SECTION
OPERATING MANUAL

ASEE'S HISTORY	5
ASEE'S VISION	7
ASEE'S MISSION	7
ASEE'S VALUES.....	7
ASEE'S GOALS	7
SOCIETY ORGANIZATION	8
ASEE SECTIONS AND ZONES	9
ASEE HEADQUARTERS SERVICES TO COUNCILS/SECTIONS.....	11
MEMBER ROSTERS	11
OTHER SUPPLIES	11
SECTION WEB HOSTING.....	11
LISTSERVE.....	11
SECTION CONFERENCE PROCEEDINGS ARCHIVE	13
SECTION BYLAWS AND OFFICERS	14
CHARGE TO OFFICERS.....	14
SECTION OFFICER DUTIES	16
CHAIR.....	16
UPDATING OFFICERS	17
CHAIR-ELECT	18
SECRETARY/TREASURER.....	18
AWARDS CHAIR	18
SECTION CAMPUS REPRESENTATIVE.....	19
NEWSLETTER EDITOR	19
HISTORIAN (ARCHIVIST).....	19
SECTIONS AND THEIR RELATIONSHIPS TO OTHER ASEE ENTITIES	21
CAMPUS REPRESENTATIVES	21
NATIONAL CAMPUS REPRESENTATIVE COORDINATOR.....	21
DEANS	21
ASEE AND CONFERENCES OF EXTERNAL ORGANIZATIONS	22
ZONES	22

DUTIES OF ZONE CHAIRS.....	22
ZONE EXECUTIVE BOARD	23
ZONE BUDGET	24
SECTION FINANCES.....	24
BANKING AND ACCOUNTING SERVICES SYSTEM (BASS)	25
ANNUAL FINANCIAL REPORT	26
AWARDS	26
SECTION OUTSTANDING CAMPUS REPRESENTATIVE AWARD	26
ASEE SECTION OUTSTANDING TEACHING AWARD.....	27
ASEE NATIONAL OUTSTANDING TEACHING AWARD.....	27
ZONE BEST PAPER AWARD	27
PUBLICATIONS AND PAPERS.....	28
NEWSLETTERS	29
PUBLICATION OF PAPERS AND PUBLICITY FOR MEETINGS	29
MEMBERSHIP PROMOTION AND RETENTION.....	30
ORGANIZING A SECTION MEETING	30
PRELIMINARY PLANNING	31
COMMITTEE ASSIGNMENTS	32
FUNDRAISING.....	32
EDITORIAL BOARD.....	32
SPEAKERS/WORKSHOPS	33
PROGRAM AND PROCEEDINGS.....	34
REGISTRATION	34
SPECIAL EVENTS/TOURS/SPOUSE PROGRAMS	34
BUDGET	35
ASEE SECTION MEETING BUDGET ITEMS	35
INCOME	35
DIRECT EXPENSES	35
INDIRECT EXPENSES.....	36
INSURANCE	36

CONTRACTS	36
ACCESS TO SECTION MEETINGS	36
APPENDIX 12.1 SAMPLE WELCOME LETTER, LONG VERSION	38
APPENDIX 12.2 SAMPLE WELCOME LETTER, SHORT VERSION	39
APPENDIX 12.3 SAMPLE LETTER RE DELINQUENT DUES.....	40
APPENDIX 12.4 SIGNATURE FORM.....	41
APPENDIX 12.5 – ZONE CHAIR CALENDAR OF RESPONSIBILITIES	42
APPENDIX 12.6 – AWARD SUBMISSION GUIDELINES.....	43
TEACHING AWARDS.....	44
SECTION TEACHING AWARD	44
NATIONAL OUTSTANDING TEACHING AWARD	44
SECTION OUTSTANDING CAMPUS REPRESENTATIVE AWARDS	44
ZONE OUTSTANDING CAMPUS REPRESENTATIVE AWARDS.....	45
BEST ZONE PAPERS	45

ASEE'S HISTORY

Founded initially as the Society for the Promotion of Engineering Education (SPEE) in 1893, the Society's creation was during a time of significant growth in American higher education. In 1862, Congress passed the Morrill Land-Grant Act, which supplied money for states to establish public institutions of higher education. These institutions focused on providing practical skills, especially "for the benefit of Agriculture and the Mechanic Arts." As a result of increasingly available higher education, more Americans started entering the workforce with advanced training in applied knowledge fields. However, they often lacked grounding in the science and engineering principles underlying this practical knowledge.

After a generation of students had passed through these new public universities, engineering professors began to question whether they should adopt a more rigorous approach to teaching their field's fundamentals. They concluded that engineering curricula should stress fundamental scientific and mathematical principles, not hands-on apprenticeship experiences. To organize support for this engineering education approach, they formed SPEE amid the 1893 Chicago World's Fair. Known as the World's Columbian Exposition, this event heralded the promise of science and engineering by introducing many Americans, for example, to the wonders of electricity. Emerging from the Fair's World Engineering Congress, SPEE members dedicated themselves to improving engineering education at the classroom level. Over its history, the Society has put out several reports on the subject, such as the Mann Report (1907), the Wickenden Study (the 1920s), and the Grinter Report (1955).

During World War II, the federal government started to place more emphasis on research. This emphasis prompted SPEE to form the Engineering College Research Association (ECRA), which was more concerned with research than SPEE had ever been. The ECRA spoke for most engineering researchers, sought federal funds, and collected and published information on academic engineering research. After the war, a desire to integrate the less research-oriented SPEE with ECRA resulted in SPEE disbanding and the formation of ASEE (American Society for Engineering Education) in 1946.

ASEE was a volunteer-run organization through the 1950s. In 1961, ASEE established a staffed headquarters in Washington, DC, and undertook a more activist posture. However, through the 1960s, the Vietnam War and social unrest, in general, made the mood on many campuses anti-technology, anti-business, and anti-establishment. In the 1960s and 1970s, to better represent its members, ASEE presidents Merritt Williamson and George Hawkins reorganized ASEE and returned its focus to teaching. As a result of this new focus, ASEE began to administer several teaching-related government contracts, including NASA's summer faculty fellowships and the Defense Department's Civil Defense Summer Institutes and Fellowships. ASEE administers over ten government contracts, including the prestigious National Science Foundation's Graduate Research Fellowship Program.

Another result of the renewed emphasis on teaching was ASEE's initiative for recruiting minorities and women into engineering. ASEE created the Black Engineering College Development program, which used industry funding to upgrade engineering faculty in traditionally black colleges and develop public information on these schools. ASEE also received several grants in the 1970s to research women and American Indians' status and develop programs to attract more of these students to enter engineering. Since then, ASEE has continued to release studies on the subject in its Journal of Engineering Education and has created Sections devoted explicitly to developing programs and research in this area.

With the rise of Silicon Valley in the 1990s and the prospect of significant off-shoring of high-tech companies' activities, engineering education's importance to America's continued success had finally made headlines. As a result, ASEE saw a rise in membership and recognition over recent years as a clearinghouse of information about engineering education and an essential tool in shaping the field's future.

ASEE'S VISION

Excellent and broadly accessible education empowering students and engineering professionals to create a better world

ASEE'S MISSION

ASEE advances innovation, excellence, and access at all levels of education for the engineering profession

ASEE'S VALUES

Excellence, engagement, innovation, integrity, diversity, and inclusion

ASEE'S GOALS

ASEE recognizes the term "engineering education" to encompass the full academic spectrum of instruction, research, scholarship, practice, and service. ASEE also has an enduring commitment to continuous improvement.

In the context of the above two statements, ASEE pursues the following goals:

Innovation - ASEE will advance the development of innovative approaches and solutions to engineering education.

Excellence - ASEE will advance excellence in all aspects of engineering education while continuously improving the member experience.

Access - ASEE will advocate for equal access to engineering educational opportunities for all.

Advocacy and Public Policy - ASEE will be the leading advocate for advancing the broad interests of engineering education.

Communities - ASEE will cultivate an inclusive community that engages all members and values the contributions of all stakeholders.

Communication - ASEE will implement a robust and transparent communication strategy, effectively linking all stakeholders.

Diversity and Inclusion - ASEE will promote diversity, broadly defined, by modeling equity and inclusion through its policies and practices.

Internal Organization - ASEE will be a strategic and dynamic organization with a knowledgeable and responsive staff that enhances stakeholder engagement.

SOCIETY ORGANIZATION

A system of thirteen councils carries out the activities of the Society. There are three types of councils: institutional, professional interest (PICs), and geographic councils (Zones). The thirteen Council Chairs sit on the Board of Directors, thereby directly representing all councils and institutional, corporate, and individual members.

The ASEE Board of Directors is the governing, policymaking, and legally responsible body that oversees and coordinates all Society activities. It is composed of the President, President-elect, Immediate Past President, Vice President of Finance, the Chairs of the thirteen Society Councils, the Vice President for External Relations, Vice President of Member Affairs, and Executive Director.

The individual members of the Society elect the President-elect, Vice President of Finance, Vice President for External Relations, Vice President of Member Affairs, and the Chairs of the four Professional Interest Councils. The President-elect automatically succeeds to the office of the President, then Past-President. The Board appoints the Executive Director. You will find the names and contact information for current Board members on the ASEE website.

ASEE SECTIONS AND ZONES

ASEE members in the United States and Canada are divided geographically among twelve Sections. ASEE has grouped the three Sections into four Zones. Below you'll find a map showing the Section and Zone boundaries.

Within each Zone, the Zone Chair coordinates the three Sections' activities. The Zone Executive Board consists of the Zone Chair, the Chair-Elect or Immediate Past Chair as appropriate, and the Section Chair, Chair-Elect, and Section Campus Representative of each Section. Bylaws govern each Section. These bylaws are updated periodically by the Section leadership. A set of bylaws also governs the four Zones. The Zone bylaws cover Zone Executive Board composition, meetings, etc. These are also valuable documents for Campus Representatives. You can find them all and additional information about the Society's structure and activities on the ASEE website.



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, DC

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 their efforts to serve the membership. ASEE staff will make every effort to meet all reasonable requests within the budget and staff personnel limits.

You can find a breakdown of service areas and staff positions on ASEE's Web site 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 enable regular communication with their members. These include:

MEMBER ROSTERS

Section Chairs, Membership Chairs, and Program Chairs may access current and delinquent Section membership rosters by logging on to www.asee.org/public. A link to the lists will appear under the Leadership Positions section. The Section Chair should formally welcome new members, and delinquent members should be contacted and encouraged to continue their membership. (See samples of personalized letters in Appendices 12.1 and 12.2 and 12.3.)

Officers with access to member rosters must never send group-wide emails using the roster; you must use your group's Listserv. The roster will include the email addresses of members who've indicated that they wish to receive ASEE-related emails.

OTHER SUPPLIES

Supplies available in limited quantities include letterhead stationery, envelopes, and reproducible ASEE logos in assorted sizes. Meeting materials may also be available and membership promotion supplies, including membership applications, brochures, and extra copies of the monthly magazine, ASEE PRISM. Allow at least three weeks for receipt of these supplies.

SECTION WEB HOSTING

ASEE will host your group's website, but your group's webmaster must perform updates and maintenance. Please contact membership@asee.org for more information.

LISTSERVES

Headquarters keeps Listservs for each Section, holding the email addresses of all active members of the unit. ASEE has designed the Listservs to ease communications within the group. Section Chairs and

Program Chairs should use their group's Listserv for calls for papers and nominations, announcements of upcoming meetings and events, requests for information/advice, and publication of the unit's newsletter. When used with regularity, Listservs are enormously helpful tools for building participation and community. All groups are encouraged to use their Listserv often.

Only Section Chairs and Program Chairs are automatically authorized to send messages to the Listserv. A Section Chair may add more senders by emailing a request to membership@asee.org. All others wishing to send messages to the Listserv must send the message to the Section Chair, who will post it to the Listserv.

All senders must send their announcements from the email address associated with their membership profile, or the Listserv software will reject the message. (If the Section Chair is away from their regular email access and needs to send a message, contact the Membership Department for help.) Section Chairs may also appoint other officers, such as newsletter editors or program chairs, to have Listserv authorization. Such designations can be made by the Section Chair when submitting the incoming officers' names or by sending an email to the Membership Department.

Any Zone Chair may obtain Listserv authorization for all the Zone Sections by notifying the Membership Department.

Please visit www.asee.org/public and click **Leadership Positions** to confirm if you may send announcements to your group's Listserv.

When a Section Chair, Program Chair, or authorized Listserv sender sends an announcement to Section Listserv, ASEE will send that announcement to all email addresses on the email distribution. If the send is unsuccessful, the sender will receive an error message.

Listserv senders should note that the ASEE Listserv system will distribute announcements to all email addresses on the distribution list. Suppose a member does not receive a message sent to a group's Listserv. In that case, they should make sure the email address associated with their ASEE [profile](#) is correct and check their electronic communication [preferences](#). They will also need to review their SPAM settings and have their IT team review their organization's universal setting. If there is still no resolution, they may need to change the email address associated with their ASEE profile.

Whenever you send an announcement to your section's Listserv, **you must include the following at the end of your message.**

To unsubscribe from ASEE section-related announcements, please email membership@asee.org with the subject: SECTION UNSUBSCRIBE

Technical limitations prevent ASEE from adding the 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.

1. a collection of all the PDF files for the conference papers
2. DOI form containing 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 or [here](#).

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 list of upcoming Section and Zone meetings webpage or [here](#).
 - 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 name of the file without the PDF extension

- The file name must not contain any spaces

Please send the files to membership@asee.org.

SECTION BYLAWS AND OFFICERS

Each Section operates under a set of bylaws determined by its members. Section bylaws should state officers' duties, executive committee functions, succession rules, and policies for newsletters, awards, finances, and meetings. The bylaws must be in accordance with the ASEE Constitution and Bylaws and consistent with the bylaws of the Geographic Council. The ASEE Board of Directors must ratify by a majority vote before they can take 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 Web site at www.asee.org.

A Section's officers should include a Chair, Chair-Elect, Secretary/Treasurer, Awards Chair, and Program Chair. Units may require other officers for selected responsibilities. Each Section must have an executive committee. The executive committee must consist of the Section officers and others designated 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:

- A. Nominating Committee
- B. Membership/Campus Representatives Committee
- C. Publicity or Newsletter Committee
- D. Meetings/Program Committee (for selection of meetings locations)
- E. Awards Committee

CHARGE TO OFFICERS

The Section officers are the principal representatives of Section membership. It is through their leadership that Section members remain as participating and active members of ASEE. 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. A Section officer, upon accepting an office, also agrees with 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 are responsible for planning, continuity of effort, orderly turnover to successors, and achievement of Section and Society goals.
- Officers are responsible for maintaining effective communications with members, fellow officers, the Board of Directors, and 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 are responsible for adhering 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 keep ASEE Headquarters informed of Section activities by sending a copy of all minutes, newsletters, program or meeting notices, correspondence of a business nature, and an annual report. 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 ([appendix 12.4](#)) 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 establish long-range strategic planning for the Section, including membership goals and objectives
- 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.
- Be responsible for planning and chair 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.
- Designate a Section Campus Representative to foster and oversee the Section's Campus Representative activities.
- Plan the Section annual meeting program with the executive committee and the program committee.
- After you have fixed the meeting dates, immediately inform the ASEE Membership Manager and the Zone Chair of all meetings' dates and locations.
- Consider potential conflicts such as other professional meetings and holidays (civic or religious).
-
- Invite the President and the Executive Director of ASEE to Section meetings. Allow a suitable place in the program for both to address the participants.
- Invite key individuals to Section executive committee meetings as needed, e.g., appropriate Zone Chair, Membership Manager
- 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](#) and [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.

UPDATING OFFICERS

Each year, even if there is no turnover in their group's officers, Section Chairs must electronically submit their officers' names. They will need to submit the names and positions by June 28, 11:59 PM EDT.

If the group's officers do not assume their responsibilities during or right after ASEE's Annual Conference and Exposition, please email membership@asee.org.

If your incoming officers have not let their memberships lapse, this process should only take a few minutes. I've attached detailed instructions to this email, but the basic guidelines are

1. Log on to www.asee.org/public and click Leadership Positions, followed by Manage Officers.
2. On the landing page, click Select New Officer.
3. On the following page, use the search box to search for your officers. If the person is not an ASEE member or not a member of your group, you will receive an error message. Please contact that person and ask them to reactivate the appropriate membership. Once they've activated their membership, please try adding them again.

If the search results return the person you want to add, click **Add Officer** and assign them to the appropriate **Seat** on the following webpage. ASEE's membership database, Monolith, will email each incoming officer informing them of their new officer status. Suppose you assign someone to a leadership position and try to reassign them to that position. In that case, you will receive an error message. You must add all incoming officers, even those serving for a second year—Monolith stores leadership histories by year, not a period. E.g., Member Smith serves as a group chair for 2019-2020 and 2020-2021.

You can log out and return to adding your officers without losing your updates. Please do not click **Finalize Selection** until you've added all officers. **You mustn't click Finalize Section until you've completed all your chair assignments.** Once you've clicked **Finalize Selection**, you will no longer be your group's Chair. And, you will not be able to access chair-only content on ASEE websites.

Only Chairs and Program Chairs can send to group Listservs. If you want to add an officer as a Listserv sender, you need to add them as an officer first. Then, return to Step 3 above and re-add them, selecting **Authorized Listserv Sender** from the **Seat** drop-down menu.

The list of **Seat** options should reflect your group's bylaws. If you're missing a **Seat** option, please email membership@asee.org.

You must submit these officers' names by the deadline, June 28, at 11:59 PM EDT. Monolith will reflect the new officers on July 1.

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 designated by the bylaws

SECRETARY/TREASURER

The primary job of the treasurer is to control and track the funds of the Section. The treasurer should not expend 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 requires the Chair of the Section'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).
- Keep all minutes and records of Section activities.
- Submit an approved signature card to the ASEE Assistant Controller before requesting any disbursement of funds.
- Collect all Section income, if any, and disburse all monies authorized by the Section Chair. Maintain auditable financial records. Keep the Section Chair informed on the Section's financial status.
- Submit a financial report at each Section meeting.
- Announce Section meetings to all members in cooperation with the hosting committee on local arrangements. Also, mail advance notices to the chairs of all other Sections and any guests invited by the Chair.
- Serve as an ex officio member of the Section publicity or newsletter committee.
- Turn all Section files and records over to the succeeding Secretary/Treasurer as soon as they take office. Keep records of outstanding receivables and payables of the Section.
- Other duties as assigned by the Section Chair

AWARDS CHAIR

- Work with the appointed committee to select award recipients as appropriate.
- Promptly communicate awardee selection to ASEE Headquarters, including the Section's nominee for the National Outstanding Teaching Award. (Section 8.3)

- Obtain necessary information on awardee to transmit to ASEE Headquarters for publicity and publication.
- Notify the awardee and nominator of selection and presentation details.
- Notify nominators whose nominees were not selected.
- Plan the presentation ceremony at the Section meeting.
- Initiate the invoice of award sponsors. For any special Section award involving sponsors, handle all associated details (e.g., "Thank you" to sponsor, receipt/deposit of sponsor funds to BASS accounts).

SECTION CAMPUS REPRESENTATIVE

Each Section should designate an individual to serve as Section Campus Representative. Working with local Campus Representatives, the Section Campus Representative encourages attendance at meetings, solicits and 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. The Section Campus Representative is also responsible for determining the Outstanding Campus Representative Award winner from the Section.

NEWSLETTER EDITOR

- Collect, correlate, and edit material for periodic newsletters to the Section membership
- Advise the Section Chair and ASEE Headquarters of requirements for mailing labels and newsletter mastheads

Editors must make every effort to distribute newsletters via email or/and 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 labels for those who do not have email addresses from the Membership Department. Doing so will ensure that all members receive their Section publications.

HISTORIAN (ARCHIVIST)

ASEE is a society with a heritage of "grassroots" involvement. The collective memory of the persons, events, and activities that have shaped the Society resides with the Section Historian.

- Keep, catalog, and transfer to their successor those Section documents that are not usually kept by the Secretary/Treasurer but indicate the Section and its members' activities and achievements.
- Take responsibility for filing the appropriate historical documents in the Section's archival library.
- Other duties as assigned by the Chair

SECTIONS AND THEIR RELATIONSHIPS TO OTHER ASEE ENTITIES

CAMPUS REPRESENTATIVES

The school's Key Contact, usually the Dean, selects a person from among the ASEE members of an institution's faculty to serve as the school's Campus Representatives. The Campus Representative acts as the Society's representative on campus. Most institutions designate a single representative, but recently, there have been efforts to involve more faculty members as a committee, especially at larger institutions. This network of individuals and committees is the focal point of the "grassroots" level operation of the Society. 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 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 have at least one event strictly for local Campus Representatives, typically one or two Campus Representative breakfast meetings. Such meetings provide an excellent opportunity for sharing ideas and concerns.

NATIONAL CAMPUS REPRESENTATIVE COORDINATOR

The National Campus Representative Coordinator is appointed by and reports directly to the Vice-President, Member Affairs. The purpose of this position is to work closely with Section Campus Representatives, local campus representatives, and ASEE Headquarters to accomplish all goals of the campus representative programs, campaigns, events, and activities (including the organization of sessions and social events at the Annual Conference).

DEANS

Section Officers should have active communication links with engineering and engineering technology deans at institutions in their Sections. Section Officers should encourage the deans to help publicize

meetings and activities and help with travel expenses for faculty members to attend Section meetings. Deans are a valuable resource 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 conferences external to regularly planned ASEE events. ASEE involvement with other meetings and functions requires the written approval of the ASEE Board of Directors. Please send requests to the Executive Director of ASEE. Requests may come from any source within or outside of ASEE. The group must submit their request promptly to appear on the agenda of a regularly scheduled Board meeting and with enough lead-time for the event to complete 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, including an indemnification clause defining the limits of ASEE 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 by using the ASEE logo on event announcements and acknowledgment of 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 generally accepted that their duties and responsibilities related to Section activities are:

- To work closely with the Section leadership to assure 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, effective, and in concert with the overall goals of ASEE.
- To encourage and receive proposals to use 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 maintain a general clearinghouse of information valuable to Section officers and members and transmit 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 at large.

- To serve as a liaison between the ASEE Board of Directors and the Sections. Zone Chairs pass information about Board activities and programs approved to Section Officers. Sections give to their Zone Chairs any issues or concerns which need Board action.
- To communicate with and convene teleconferences as needed with the Zone Executive Board (Section Chairs and Chairs-Elect) to discuss Section meetings and other grassroots activities. The Zone Chair should host an additional Zone Council Executive Board meeting in conjunction with the ASEE Annual Conference. This meeting is typically a Wednesday breakfast meeting.
- To provide leadership for the development of an effective ASEE Campus Representative program.
- To solicit nominations from each Section for the Zone Outstanding Campus Representative Award and the Zone Best Paper Award and encourage the Section to submit a nomination for the National Outstanding Teaching Award.

See Appendix 12.5 for calendar or responsibilities.

ZONE EXECUTIVE BOARD

The Zone Executive Board, under the Zone Chair's leadership, coordinates the activities of the three Sections within each Zone. Zone Executive Board 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 designates 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 residing in the Zone then vote for the candidate of their choice. Each Zone shall have a nominating committee for selecting nominees for Zone Chair. The committee consists of 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 furnish 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 a two-year term.

ZONE BUDGET

Each Zone Chair is responsible for submitting an operating budget by February 15 of each year and must use the previous year's actual expenses as a guide in developing the budget.

- A. Travel by Zone Chair
- B. Three Annual Section Meetings
- C. Section Executive Committee meetings when not held in conjunction with the annual section meeting
- D. Discretionary Activities
- E. Campus Representative Breakfast at each of the annual Section meetings
- F. Effective Teaching Institutes
- G. Special awards, plaques, etc.
- H. Support of innovative Section initiatives
- I. Other expenditures intended to support ASEE zone/Section activities

Zone Chairs must use the ASEE disbursement request form or the ASEE travel voucher when submitting reimbursement requests. A significant requirement for reimbursement requests' approval 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 BASS accounts' status 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 established an annual allocation of funds to help support Section activities. The distribution is awarded each year on October 1, the beginning of the Society 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 option, Sections may have ASEE Headquarters ask member institutions in their Sections for a voluntary contribution to the Section 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 direct assessment of dues to its membership. ASEE does not allow for reimbursing 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 established 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 allocate the annual \$1 per Section member portion into this 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 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 helpful service to the membership, any funds held in the Section treasury or funds 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.

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

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 will be credited quarterly.

Centralized account--no need to move account with officers' change; merely submit a new signature card each time officers change.

Quarterly statements summarizing period beginning balance, interest credited, deposits, disbursements, and ending balance.

ASEE Headquarters writes all checks to pay disbursements approved by those persons authorized by the unit.

Send receipts or supporting documents with check requests to satisfy IRS and external audit requirements. The standard turn-around time for reimbursements is within 15 days of receipt at Headquarters unless there are discounts for more immediate payment.

There are two forms used in BASS account transactions. The first is a "Transmittal of Funds" to send funds to ASEE Headquarters; 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 an additional detailed report. Accounts not authorized by the Society Finance Committee are a violation of 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 obtain details concerning these awards from the Awards Nomination Information on ASEE's website at www.asee.org. You can also find nomination forms on the site.

ASEE must approve all new awards, including those given by individual Sections. Send proposals to the ASEE Headquarters through the Manager of Administrative Services. The ASEE Awards Policy Committee will evaluate the proposal and forward a recommendation to the ASEE Board of Directors. You can find further details concerning this process and other awards policies in the Awards Policy and Procedures Manual, which you can access on the same website.

Described in detail 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 make every attempt to assure that deserving faculty are nominated for these awards.

Please address any awards questions to the Assistant Board Secretary.

SECTION OUTSTANDING CAMPUS REPRESENTATIVE AWARD

The Section Outstanding Campus Representative Award honors local Campus Representatives who have achieved excellence in their roles as Society's supporters. The award is given annually to the outstanding

representative and respective Dean of the institution in each of the twelve geographic Sections. The Zone Chair then selects one of the Section Outstanding Campus Representatives as the Zone Outstanding Campus Representative. For additional information, visit the Awards Nomination Information on the ASEE Web site. (See Appendix 12.6 for 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 possible support from local industry. As in the past, the award will recognize engineering and engineering technology students' teachers and serve as an incentive to make further significant contributions to teaching. Please refer to the Awards Nomination Information on the ASEE Web site for additional criteria.

The award consists of a certificate and an appropriate honorarium presented by the local Section. Each Section shall determine its level of honorarium. Winners will make presentations 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 ASEE Section, other ASEE units, and corporate donors to recognize outstanding teaching nationally. Each Section nominates a candidate for this award, usually the Section Outstanding Teaching Award winner from the most recent Section meeting. However, at the Section's discretion, a previous nominee may be carried over for one year. The award provides national recognition to an engineering or engineering technology educator for excellence in outstanding 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 are listed on www.asee.org. The nomination must be submitted to the Awards Administrator by the deadline specified in the Awards Nomination Information on the ASEE Website.

The award will consist of 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 award timeline)

ZONE BEST PAPER AWARD

The Zone Best Paper Award, first awarded in 2003, is awarded to the paper's authors judged to be the best of four papers, one chosen from each Zone, presented at the ASEE Annual Conference in the year

following their nomination. Each Section must submit the title and authors of its best paper to the Zone Chair by July 15. The Zone Chair then forms a committee to judge 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 submit the abstract and final papers following the Annual Conference paper submission process's deadlines and process. At least one author must agree to attend and present the nominated paper at a special session at the ASEE Annual Conference. The Zone Chair's budget will provide proceedings fees, but the nominees are responsible for conference registration and travel expenses. The four Zone papers will be judged at a special session, and a winner will be identified. The Vice-President of Member Affairs will notify the nominees of the results.

ASEE will announce the awardee at the following year's ASEE Annual Awards Banquet. The award consists of a \$1,000 honorarium. Please refer to the Awards Nomination Information on the ASEE Web site for the judging criteria and more information. (See Appendix 12.6 for award timeline)

PUBLICATIONS AND PAPERS

Listed below are general standards for all Society publications:

- All ASEE publications must carry the Society's name in full 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. If there is a spine rather than staples binding the publication, 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. You may not use any version of the logo.)
- The proper mailing address of the sponsoring unit must appear on 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 ISBN (for books).
- Editors of all ASEE publications, except newsletters, are encouraged to register their publications with the Copyright Office and publish a copyright notice in each release. The Society, not the unit, should be shown as the copyright holder.

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 on an ad hoc basis are not considered newsletters.

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

If you choose to publish by email, the Membership Department can supply mailing labels for those members who do not have email addresses on record. Using mailing labels for those members will ensure that all members will receive their Section publications.

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

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

The ASEE unit that publishes the newsletter is responsible for its content through the Newsletter Editor. Material included is expected to meet its readers' professional interests and be prepared in good taste. ASEE recommends a regular publication schedule. The Society Publications Committee recommends that each unit regularly review its newsletters and conduct reader interest and satisfaction surveys. Newsletter Editors session should 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 keep the staff informed of the Section's activities.

PUBLICATION OF PAPERS AND PUBLICITY FOR MEETINGS

To gain a wider audience for presentations made at your meeting and preserve the papers, you might consider publishing meeting proceedings.

Whether or not you publish proceedings, you may wish to give one or two outstanding papers from your program to the Journal of Engineering Education. To provide the entire Society a briefing of 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 Web site.

Please send meeting announcements to ASEE PRISM at least four months before the month you want the information to appear. Doing so will keep the entire membership informed of your unit's activities and meetings. Keep that deadline in mind for calls for papers for Annual Conference sessions. Please email such items to prism@asee.org.

MEMBERSHIP PROMOTION AND RETENTION

Sections play a vital role in promoting ASEE activities, recruiting new members to ASEE, and retaining existing members. The following are suggestions to assist Section leaders in these areas.

Section leaders, working in conjunction with Campus Representatives, should keep current members informed of all ASEE activities, including Section and National meetings, calls for papers for all ASEE conferences, and the call for nominations of all ASEE awards.

Section leaders, working in conjunction with Campus Representatives, should identify and contact potential members within their Section and encourage them to join ASEE.

The display of membership applications, brochures, and other materials at Section meetings is encouraged. Organizers can request materials from ASEE's Membership Department.

Whenever possible, Section leaders, working in conjunction with Campus Representatives, should motivate engineering and engineering technology department chairs and deans to encourage faculty to join ASEE and participate in national and Section activities.

Sections should encourage the establishment of student chapters on college campuses and undertake activities of interest.

In conjunction with Campus Representatives, section leaders should contact those who have not paid their annual dues and encourage them to renew their ASEE membership.

ORGANIZING A SECTION MEETING

Each ASEE Section must have an annual Section meeting, which typically lasts two days. The organization of a yearly ASEE Section meeting is often the responsibility of the campus representative. It is a challenge for the campus representative to motivate and encourage other engineering faculty to participate. Organizers can divide the task of organizing an annual meeting into several significant

efforts, including selection and management of meeting facilities (hotel, meeting room, audio-visual equipment), selection of theme and topics, fundraising, paper review, selection of session chairs, the invitation of speakers, and printing and production.

PRELIMINARY PLANNING

Most sites are selected two (2) years in advance of the meeting date. There are several essential steps to be taken before submitting a request to host your ASEE Sectional meeting. First and foremost, you should obtain the commitment of the sponsoring school. Typically, this support includes a letter from the Dean, the development office, and one or more departmental chairs. Hosting a meeting requires coordination and cooperation of all. There are also budget considerations to be considered. Before undertaking any fundraising efforts, it is essential to consult with your development office to ensure that you do not infringe on their ongoing campaign efforts. You should also meet with your local visitors and conventions bureau - they can provide you with buttons, stickers, and materials promoting your city. You can obtain similar information from your university. It's good PR to pass out something representative of your town or campus at the annual meeting preceding yours.

When selecting a meeting date, try to avoid religious holidays such as Easter weekend. If your Section extends into or is near Canada, avoid important Canadian holidays such as Canadian Thanksgiving (the second Monday in October) if you hope to draw Canadian attendees. Due to the diversity of ASEE membership, plan events that are culturally and religiously accommodating to all. Early in your planning, you will want to decide whether you will hold your meeting on your local campus or in a host hotel. There are pros and cons to both. You will likely determine the meeting's location based on the availability of meeting rooms and proximity to hotels and restaurants. There may be additional transportation costs, which impact your decision. Frequently the cost and logistics seem to work against the campus site. Whatever the choice, the host committee must make hotel arrangements. Another possible source of assistance is your Continuing Education Department - they often handle meetings and workshops. Areas in which they might assist are hotel arrangements, mailings, printing, and production. Expect them to charge you overhead. You may also consult with ASEE's Meetings and Conferences Department. Below is information that helps plan your meeting.

- Dates for the meeting
- 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

Getting the faculty's support to work on committees for the Section meeting will be essential to success. In most instances, your initial planning meetings should begin 18 months before your scheduled meeting. This early planning will allow enough time to carefully identify your resources and take advantage of attendance at the upcoming Sectional meeting. It is essential to have as many faculty members actively participate in the Sectional meeting before hosting their own. The organizers should form several faculty committees to cover various aspects of the meeting.

FUNDRAISING

Fundraising will directly impact the registration cost to participants. Lower costs typically generate higher attendance. It is essential to meet early with your development office. You must be familiar with the rules and regulations which govern the solicitation of funds. It is also helpful to check with ASEE headquarters regarding their current policies related to 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

No matter what the contribution, it is crucial that every donor receive recognition. If your sponsor provides a significant event, such as the Banquet dinner, invite them to supply the main speaker. Companies like to do this! Also, don't overlook in-kind contributions. You may find a firm that will contribute to printing or audio-visual equipment.

EDITORIAL BOARD

A committee is needed to overview the papers presented at the Section meeting. One of the first tasks is the selection of the conference "theme" and recommended paper topics. These are announced at the previous 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 attempt to get an expanded list of faculty who are not ASEE members. (If they like the meeting, they may join!). It should not be difficult to get these faculty rosters from each Dean in your Section. You can also check with the Membership Department on the availability of non-member and lapsed-member rosters.

Some temporal guidelines for 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 submit copies of your "Call for Papers" notice to ASEE PRISM for national exposure. Electronic submission and CD proceedings are encouraged; this reduces the production time needed and allows more time for the peer-review process. Instructions must include format, font size, margins, and other information to ensure professional, uniform proceedings. If you produce the proceedings on CD-ROM, a printed abstract booklet can be helpful to conference attendees.

Upon receipt of the abstracts, this committee divides presentations into appropriate topic sessions. It also allows the program and production committee to prepare a rough draft of the program. The editorial board should also identify session chairs from various universities. Another substantial charge of this committee is to select the "best paper" awards once the final papers are submitted and presented. A common practice is to prescreen the full-length papers to a small percent of finalists, after which meeting attendees will observe the oral presentations.

SPEAKERS/WORKSHOPS

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

PROGRAM AND PROCEEDINGS

This committee will work closely with the Editorial Committee to ensure timely production of the meeting program and proceedings. To get a head start on the program layout, you should prepare a draft following the abstracts' acceptance. With this information, it is possible to identify the session presentations and authors. You can make modifications later and delete those who do not submit papers by the required deadline. Send out early programs 6-8 weeks before the meeting to entice 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 for them is critical since this may be your single most significant expense. This committee must determine its printing requirements and deadlines and offer bidding on the printing package early. It may be that your campus printing or continuing education department can meet your needs. If not, it will be necessary to make outside contacts. You may want to arrange the papers by day and session topics and then have the printer do 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 indicate their preferences for meals, tours, workshops, spouse events, and extra event tickets. Include hotel reservation information and travel guides. Usually, early registration consists of a discounted rate below the on-site fee.

On-site registration packets should be prepared in advance and be ready for dissemination at the registration table. This committee will need to identify staff support to handle the on-site registration. Remember that this is a full-time job for two days. You'll need someone who can answer questions and make decisions. You'll want to ensure that you have a means of accepting money and providing receipts and tickets for those who wish to purchase extra meal tickets. Notify the appropriate person of changes in food counts so that the hotel catering has the correct counts.

SPECIAL EVENTS/TOURS/SPOUSE PROGRAMS

Be sure to include information on special tours and planned group activities in the advanced registration packet. Often the response received determines whether there will be group activities. Spouses or families who attend these meetings may prefer to sightsee on their schedules. Organizers should identify places of interest, hours, and admission fees information in the registration packet. A map of the city provided before checking in is extremely helpful. A decision should be made about any special opening event, such as a social hour the evening before the meeting begins. If there is to be

entertainment, arrangements will fall to this committee. It's always good to advise attendees of the recommended dress code (casual, work attire).

BUDGET

Each committee should submit anticipated costs, and a compilation of committee expenses should define the budget. Someone should be designated as the meeting treasurer and follow the budget process tightly. The Section treasurer can sometimes provide an advanced allocation to seed the meeting costs before receiving registration fees and donations. The fundraising committee should be familiar with the budget before soliciting funds. It is essential that the organizers carefully monitor the budget and 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, in general, ensure Section meetings. If a Section wishes to investigate the possibility of ASEE providing coverage, please contact the ASEE Meetings and Conferences Department.

CONTRACTS

Contracts not reviewed and signed off on by ASEE Headquarters should not specify ASEE as a party to the contract. If it is desired 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 appropriate registration fees (if any), all ASEE members must be admitted to any meetings, conferences, conventions, discussion groups, lecture series, tours, or other assemblages in which participation is subject to security or export clearance or any additional restriction, either governmental or industrial. Any exception to this policy must have prior approval of 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 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 through the years. ASEE's efforts contribute significantly to engineering education quality at colleges and universities throughout the United States and Canada. International universities are also influenced and interested in the activities of ASEE.

Now that you have joined ASEE, I want to encourage you to participate in the Society. Commit to being an active participant in any way you can. Become familiar with the Society and its members. Attend the ASEE Annual Conference. It provides an excellent opportunity to interact with educators and industry representatives from all over the country. The [year] conference will be held in [location] on [dates].

Please feel free to call or write me if I can be of any assistance. My telephone number is [phone]. My e-mail address is [e-mail].

You can also call or write ASEE Headquarters if you need information or guidance on any matter or membership question. The number is 202-331-3500.

We recognize that one of the most critical services the Society can render for its members is to organize activities to enhance engineering education and spread this information. 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 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 extend a warm welcome as you begin your ASEE membership. Over the more than [number] years that I have belonged to ASEE and have 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 ASEE will hold this year in [location], will reach you through ASEE PRISM, the magazine for all ASEE members. I hope you will be able to 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 the ASEE Headquarters correspondence, I noticed that you had not renewed 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.

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

I think 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]

APPENDIX 12.4 SIGNATURE FORM



BANKING AND ACCOUNTING SERVICES (BASS)/OPERATING ACCOUNTS OFFICER'S SIGNATURE FORM

Section/Division/Council: _____

Date: _____

OFFICER(S) AUTHORIZED TO APPROVE ACCOUNT DISBURSEMENTS:

SECTION/DIVISION/COUNCIL CHAIR

Name: _____

E-mail: _____

Phone: _____

Institution/Address: _____

Signature: _____

SECTION/DIVISION/COUNCIL TREASURER

Name: _____

E-mail: _____

Phone: _____

Institution/Address: _____

Signature: _____

AUTHORIZATION FORM SUBMITTED BY OUTGOING CHAIR

Name: _____

Signature: _____

PLEASE SUBMIT TO ACCOUNTING SERVICES AT ASEE HEADQUARTERS

Email to:
S.Luo@asee.org

Mail to:
ASEE
Attn: Sarah Luo
Senior Accountant
1818 N Street NW, Suite 600
Washington, DC 20036

By signing this form, you are verifying that you have read and understood ASEE's Financial Policy and Operating Manual, which are posted on our website at www.asee.org/member-resources/resources. This Signature Form mirrors the last page of the Unit Annual Report. No need to complete again if already submitted.

APPENDIX 12.5 – ZONE CHAIR CALENDAR OF RESPONSIBILITIES

January - Send Zone Best Papers to Vice President-Member Affairs (Vice President-Member Affairs sends to Mr. Wayne D. Davis (w.davis@asee.org) for uploading before Jan deadline around January 20)

January - Attend Board Meeting at the end of the month (or maybe moved to Feb)

February - Zone Chair holds a mid-year teleconference business meeting. Notify 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, solicit Campus Rep reports from Section Chairs. Zone Chairs should establish a committee for selecting a Zone Outstanding Campus Rep. Winner/HQ typically notified at the end of March.

March - Before Section Meetings – assemble nominating committee for 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 send selected the winner of the Zone Outstanding Campus Representative Award to ASEE's Awards Administrator

The deadline is typically at the end of March.

April

May 15 - Annual Report Due to HQ

June - Attend Annual Conference

July

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 furnish 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.

September

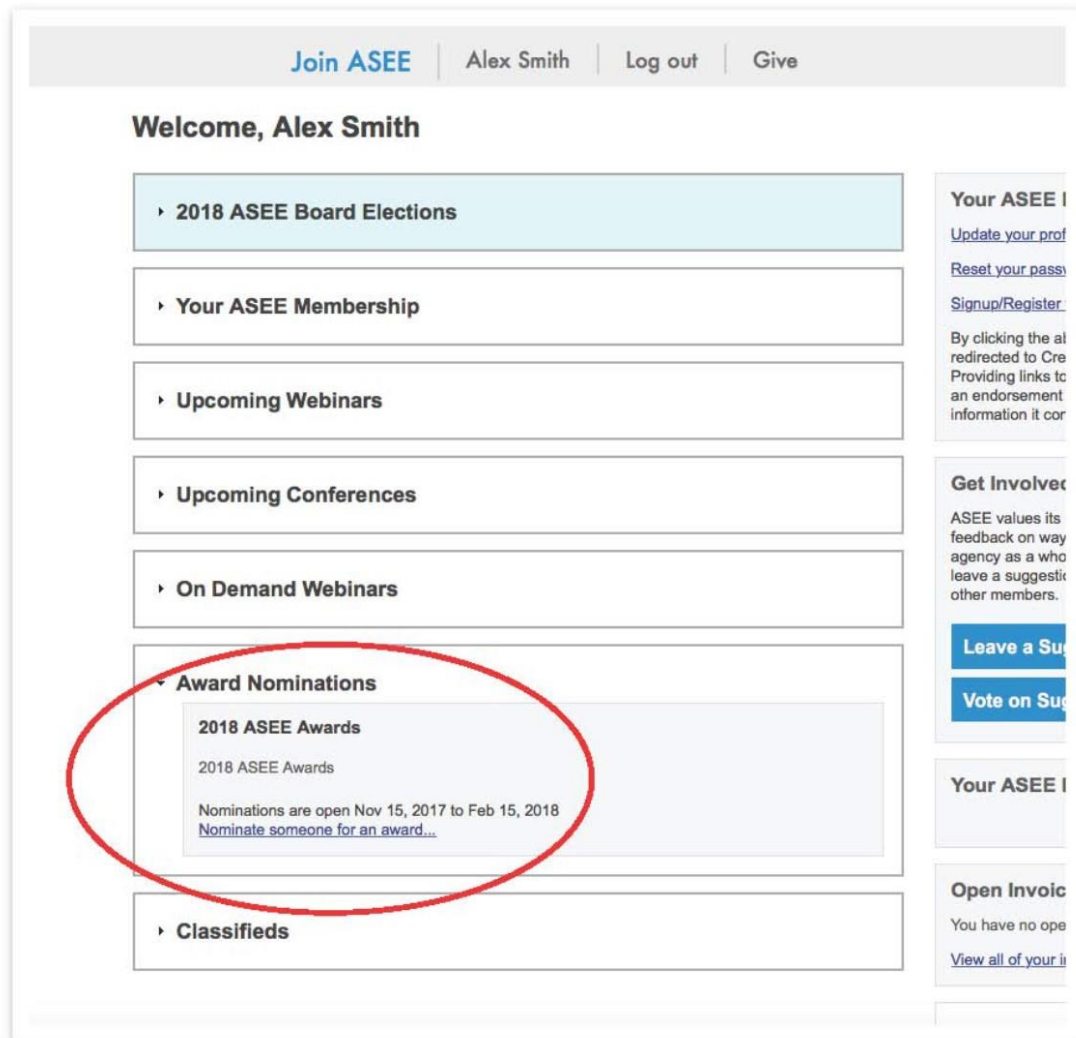
October 15 - Solicit Best Section Papers from Section Chairs. Zone Chairs establish a committee for the selection of Zone Best Paper.

October 15 - Teleconference with Section Chairs

November 15 - Notify Vice President-Member Affairs and Authors of Best Zone Paper winner

December

APPENDIX 12.6 – AWARD SUBMISSION GUIDELINES



The screenshot shows a user interface for a member named Alex Smith. At the top, there are navigation links: [Join ASEE](#), [Alex Smith](#), [Log out](#), and [Give](#). Below this is a welcome message: **Welcome, Alex Smith**. The main content area consists of several expandable menu items:

- 2018 ASEE Board Elections
- Your ASEE Membership
- Upcoming Webinars
- Upcoming Conferences
- On Demand Webinars
- Award Nominations** (This section is circled in red in the original image)
 - 2018 ASEE Awards**
 - 2018 ASEE Awards
 - Nominations are open Nov 15, 2017 to Feb 15, 2018
 - [Nominate someone for an award...](#)
- Classifieds

On the right side of the dashboard, there are several utility sections:

- Your ASEE I**: Includes links for [Update your prof](#), [Reset your passw](#), and [Signup/Register](#). Below these links is a note: "By clicking the al redirected to Cre Providing links to an endorsement information it cor".
- Get Involve**: A section titled "ASEE values its feedback on way agency as a who leave a suggesti other members." with two buttons: [Leave a Su](#) and [Vote on Sug](#).
- Your ASEE I**: A section with a heading and a sub-heading.
- Open Invoic**: A section with the text "You have no ope" and a link [View all of your i](#).

WWW.ASEE.ORG/PUBLIC

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 determine 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 submit 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 won't have to be re-written for submittal for the National Teaching Award.

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, submit 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

National Outstanding Teaching Award [website](#).

Who: Section Teaching Award winners from last year. Section leaders are responsible for coordinating submission 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 national by the deadline.

What: Get the required materials submitted to ASEE HQ per the procedures and content from the ASEE website above. Be careful to submit a complete packet and follow the guidelines carefully. Some of the information required for the National Outstanding Teaching Award is different from the Section Outstanding Teaching Award requirements. ([Nomination Form](#)).

When: Materials are due to ASEE Headquarters by January 15.

How: Log in to your ASEE account and go to your home page and click on the 'Awards Nominations tab, as seen below. Follow the prompts to move through the submission process.

SECTION OUTSTANDING CAMPUS REPRESENTATIVE AWARDS

Section Outstanding Campus Representative Award [website](#).

Must provide names to ASEE headquarters by March 15.

When requesting award certificates for presentation at your Section meeting, submit 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 Outstanding Campus Representative Awards [Website](#).

Zone Chair must send their best Campus Representative's name and contact information to ASEE's Vice President-Member Affairs by March 15. The Vice President-Member Affairs will forward their selection ASEE headquarters by April 1.

BEST ZONE PAPERS

Zone Awards Committee Selects 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 following year's Annual Conference and Exposition. Also selected for recognition will be the Best Paper.