2023 – 2024
New Officer Orientation

The Harbor of Engineering
Education for 130 Years

2023 Annual
Conference & Exposition

June 25 - 28, 2023 | Baltimore Convention Center, MD
AGENDA

• Action Items
• HQ services
• Bylaws
• Officer duties and responsibilities
• Division probation and dissolution
• Campus Representatives
• Co-hosting conferences/events with external organizations
• Newsletters and publications
• Suggestions
ACTION ITEMS

• Read group bylaws
• Update bylaws if more than ten years since the last update
  • Ensure all board positions are included
  • Include a diversity statement – see model bylaws
• Familiarize yourself with ASEE’s Division or Section Operating Manual
• The outgoing chair needs to add incoming officers to Impexium (they’ve received instructions; remind them)
• Contact predecessor for instructions and transfer of documents.
• Impexium cannot assign a member to a section or its listserv without a complete mailing address.
ASEE HEADQUARTERS SERVICES TO COUNCILS/DIVISIONS

• The Headquarters staff will assist unit leaders in serving the membership
• Staff will make every effort to meet all reasonable requests within the budget and staff personnel limits
• Unit leaders are strongly encouraged to utilize certain services to enable regular communication with their members
• Member IDs for voting – ASEE cannot administer your elections
• Conference in a Box for section meetings
• PEER – archiving of papers
MEMBER ROSTERS

• Chairs, log on to https://members.asee.org/profile-page/ for downloadable roster.

• Officers with access to member rosters must never send group-wide emails using the member roster; you must use your group's listserv.
DIVISION WEB HOSTING

• ASEE will host your group's website, but your group's web manager will need to perform all updates and maintenance
• Please contact membership@asee.org for more information
• Outgoing web manager must provide incoming web manager with website login credentials.
• Chairs and Program Chairs can send to listservs. Chair may designate additional senders by emailing a request to membership@asee.org.

• Compose message in your email client and address message to listserv address.

• Limit the size of any attachments to 200kb. Upload larger attachments to group website and include URL in the message.

• Confirm if you can send by reviewing your committee positions.

• Never user a member roster to send a unit-wide announcement.
LISTSERV TROUBLESHOOTING

• They should check their junk folder and SPAM settings
• They should also contact their organization’s IT department to have them review their organization’s junk mail settings
• They should confirm that they are a member of the group in question
• Confirm that they’ve designated a primary email address on their account
Every division should have at least the following standing committees in addition to the executive committee:

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

To be established, each Division and Constituent Committee must have a current set of bylaws
- Must be more than 10-years since last revision
- Contents of the bylaws will vary with the different units
- All must include DEI statement (most already do; check)
- All must include specific provisions for the election of officers, succession upon an officer's resignation, and appointing whatever committees are appropriate and desirable
CHARGE TO OFFICERS

• A working--not honorary--position
• Responsible for planning, continuity of effort, orderly turnover to successors, and achievement of unit and Society objectives.
• Responsible for maintaining effective communications with members, fellow officers, the Board of Directors, and ASEE Headquarters
• Must represent the membership appropriately and develop unit activities that attract academic, corporate, and government leaders to membership and involvement in the Society
• Responsible for adhering to deadlines, particularly those affecting the Society's successful functioning, including publications, the annual conference, unit awards, and special meetings
CHARGE TO OFFICERS

• Officers MUST be ASEE members and members of the unit in question.

• Instrumental in promoting the Society among faculty members, individuals in industry and government, students, and the public.

• Keep ASEE Headquarters informed of unit activities by submitting a copy of all minutes, newsletters, program or meeting notices, and correspondence of a business nature and updating their officers' list online.
CHAIR DUTIES

- Must confirm officer membership status.
- Assume responsibility for the functioning of the unit and oversee all unit finances, assure that official cash disbursement signatures are on file at ASEE Headquarters.
- Designate and officer to serve as BASS account holder (membership@asee.org) (can designate self).
- Organize and establish long-range strategic planning for the unit, including membership goals and objectives.
- Organize and preside over all unit business meetings.
- Be responsible for planning and chairing all unit executive committee meetings.
- Appoint all standing committees authorized by the unit bylaws and special committees authorized by the unit executive committee members.
CHAIR DUTIES - cont.

- Oversee the unit annual meeting program with the executive and program committees.
- Send a welcome letter to all new ASEE members in that unit by downloading the member roster from your ASEE account.
- Keep ASEE Headquarters, particularly the Membership Manager, informed of all unit activities.
- Ensure that all unit officers fulfill their specific duties.
- Keep officer list current.
- Add new officers to Impexium at the end of the society year.
**UPDATING OFFICERS**

- Chair, log on to profile, click button labeled 'Members of Executive Committee'

- Follow instructions at top of the page and update officers (t.manicom@asee.org)
CHAIR-ELECT DUTIES

• Prepare the annual request for operating budget allocation for the upcoming year
• Assume the responsibilities of the Chair in their absence
• Assist in overseeing unit program planning
• Assume such duties as may be delegated by the Chair
• Perform other functions designated by the unit bylaws
PROGRAM CHAIR DUTIES

• Work with the unit to develop sessions according to delegates' interests

• Coordinate sessions within the period set by Headquarters, including inviting speakers, notifying Headquarters of planning, participants, etc.

• Work with the ASEE Meetings and Conferences Department in developing a written program, acting as liaison with the unit, speakers, participants, and the on-site management of sessions

• All program chairs must refer to the program chair guidelines on the ASEE website (conferences@asee.org)
SECRETARY/TREASURER DUTIES

• Keep a roster of all unit members
• Keep all minutes and records of unit activities
• Submit an approved signature card to the ASEE Assistant Controller before requesting any disbursement of funds
• Collect all unit income, if any, and disburse all monies authorized by the unit Chair
• Submit a financial report at each unit meeting
• Serve as an ex-officio unit publicity or newsletter committee member
• Turn all unit files and records over to the succeeding Secretary/Treasurer as soon as they take office
• Other duties as assigned by the unit Chair
AWARDS CHAIR DUTIES

• Work with the appointed committee to select award recipients as appropriate
• Promptly communicate awardee selection to ASEE Headquarters
• Obtain necessary information from the 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
• Initiate the invoice of award sponsors
NEWSLETTER EDITOR DUTIES

• Collect, correlate, and edit material for periodic newsletters to the unit membership
• Advise the unit Chair and ASEE Headquarters of newsletter masthead requirements
• Editors must make every effort to distribute newsletters via email or/and post them on the Division pages of the ASEE website
DIVISION LIASON REPRESENTATIVE DUTIES

• Act as liaison between their divisions and the other units
• Assist the program committee in their areas of interest
• May serve on the Division Executive Committee
HISTORIAN DUTIES

• Keep, catalog, and transfer to their successor, those unit documents which are not usually kept by the Secretary/Treasurer but are indicative of the activities and achievements of the unit and its members

• Take responsibility for filing the appropriate historical documents in the unit's archival library

• Other duties as assigned by the Chair
PROBATION AND DISSOLVING CONSTITUENT COMMITTEES AND DIVISIONS

• Units will be reviewed periodically by the Board
• Units with fewer than 125 members are subject to dissolution
• Failure to hold sessions at the ASEE Annual Conference.
• Failure to hold officer elections on an annual basis or as directed by the division bylaws.
• Lack of vitality as demonstrated by failure to elect new members as division officers or in other ways deemed significant by the Board.
• Failure to hold regular meetings to conduct division business.
• A two-thirds vote of the Board of Directors is required to terminate a division or Constituent Committee.
CAMPUS REPRESENTATIVES (use them)

• List of Campus Representatives [here](#)

• What do they do
  • Organize 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 AND CONFERENCES OF EXTERNAL ORGANIZATIONS

• ASEE and its constituents 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.

• The request for consent must be sent to the Executive Director of ASEE and may come from any source within or outside of ASEE.
NEWSLETTERS

• Divisions are encouraged to publish a newsletter
• 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 Division pages of the ASEE website
• The ASEE unit that publishes the newsletter is responsible for its content through the Newsletter Editor
PUBLICATION OF PAPERS AND PUBLICITY FOR MEETINGS

• Send meeting announcement to HQ to add to the list of upcoming meetings on website (membership@asee.org)

• Consider publishing the meeting proceedings to gain a wider audience for presentations made at your meeting and preserve the papers

• To give the entire Society a briefing on your unit's activities, write up the highlights of your meeting for ASEE PRISM

• 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 you want the information to appear

• Submit short write-ups for the Weekly Widget (membership@asee.org)

• Ask other division or section chairs to forward your announcement to their constituents.
SUGGESTIONS & NOTES

• Host virtual [business] meetings or workshops throughout the year
• Encourage constituents to nominate colleagues for awards
• Sections cannot charge dues
• Invest in a banner/table display (useful for division mixer or section meetings)
• Co-host sessions
• Keep session rooms close to the exhibit area at section meetings
• Email printable marking passes to section meeting attendees.
• Have section meeting attendees register with ASEE user ID
• Nominate constituents for awards