

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

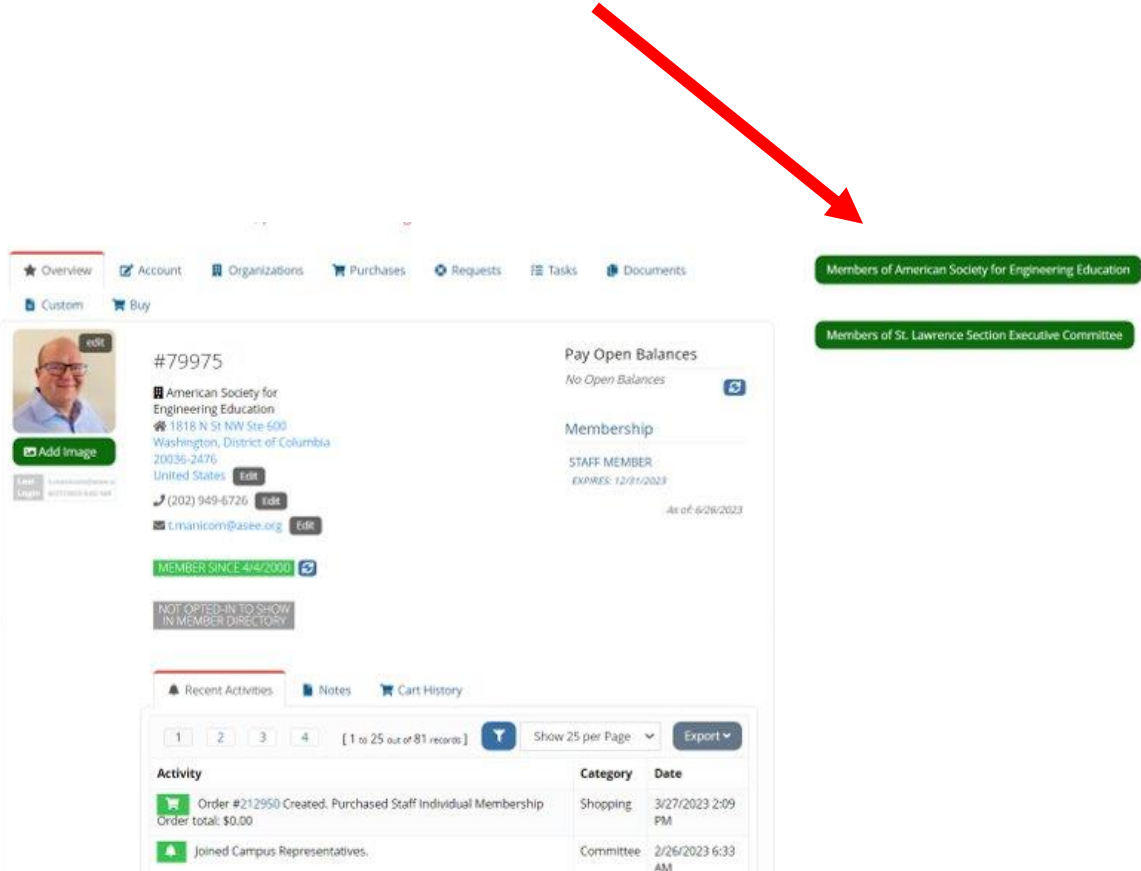
- Read group bylaws
- Update bylaws if more than ten years since the last update
  - Ensure all board positions are included
  - Include a diversity statement – see model bylaws
- Familiarize yourself with ASEE's Division or Section Operating Manual
- The outgoing chair needs to add incoming officers 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



The screenshot shows a user profile for member #79975, an American Society for Engineering Education (ASEE) member. The profile includes contact information, membership details (Staff Member, expires 12/31/2023), and a list of recent activities. A red arrow points from the top right of the slide to the group name 'Members of American Society for Engineering Education' in the top right corner of the screenshot.

Members of American Society for Engineering Education

Members of St. Lawrence Section Executive Committee

Activity	Category	Date
Order #212950 Created. Purchased Staff Individual Membership Order total: \$0.00	Shopping	3/27/2023 2:09 PM
Joined Campus Representatives.	Committee	2/26/2023 6:33 AM

# 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](mailto:membership@asee.org) for more information
- Outgoing web manager must provide incoming web manager with website login credentials.

# LISTSERV

- Chairs and Program Chairs can send to listservs. Chair may designate additional senders by emailing a request to [membership@asee.org](mailto: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 use 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



# BYLAWS

- 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 an officer to serve as BASS account holder ([membership@asee.org](mailto: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

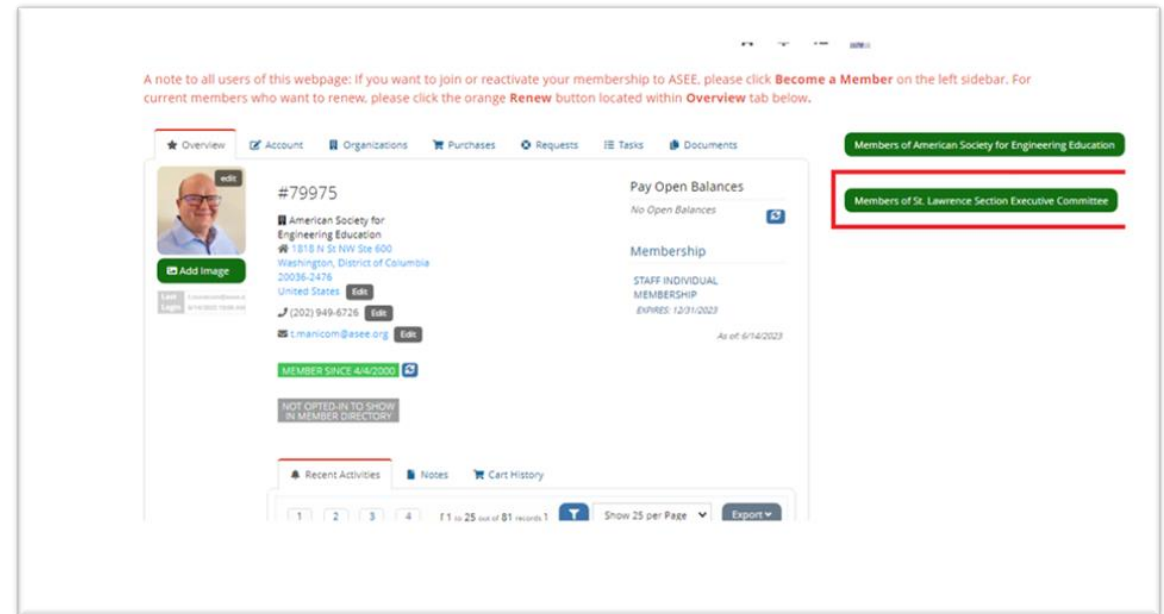
## CHAIR DUTIES - cont.

- 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](mailto: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 REPRESENTITIVES (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 \(membership@asee.org\)](mailto: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](mailto: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