

Council and Division Operating Manual

American Society for Engineering Education

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ASEE'S HISTORY

Founded initially as the Society for the Promotion of Engineering Education (SPEE) in 1893, the society was created at a time of significant growth in American higher education. In 1862, Congress passed the Morrill Land-Grant Act, which provided 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 fields of knowledge. 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, professors of engineering began to question whether they should adopt a more rigorous approach to teaching the fundamentals of their field. Ultimately, they concluded that engineering curricula should stress fundamental scientific and mathematical principles, not hands-on apprenticeship experiences. To organize support for this approach to engineering education, SPEE was formed 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 out of 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, prompting 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, the desire to integrate the less research-oriented SPEE with the ECRA resulted in the disbanding of SPEE and the formation of ASEE 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, ASEE presidents Merritt Williamson and George Hawkins reorganized ASEE to represent its members better and return 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. Currently, 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 to develop public information on these schools. ASEE also received several grants in the 1970s to research the status of women and American Indians 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 divisions 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, the importance of engineering education to America’s continued success has finally made headlines. As a result, ASEE has seen a rise in membership and

recognition over the recent years as a clearinghouse of information about engineering education and an essential tool in shaping the future of the field.

ASEE'S MISSION

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

ASEE'S VISION

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

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

The overall activity of the Society is carried out through a system of thirteen councils. There are three types of councils: institutional councils, professional interest councils (PICs), and geographic councils (Sections and Zones). The thirteen Council Chairs sit on the Board of Directors, thereby directly representing the interests of all Councils and all institutional, corporate, and individual members.

The ASEE Board of Directors is the governing, policy-making, and legally responsible body which 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 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 web site.

ASEE HEADQUARTERS SERVICES TO COUNCILS/DIVISIONS

The Headquarters staff will assist Council/Division leaders in their efforts to serve the membership. Every effort will be made to meet all reasonable requests, within the limits of the budget and staff personnel.

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.

Council/Division leaders are strongly encouraged to utilize certain services which will enable regular communication with their members. These include:

MEMBER ROSTERS

Councils and Divisions Chairs, Membership Chairs, and Program Chairs may access rosters of current and delinquent Council or Division membership by logging on to www.asee.org/public. A link to the lists will appear under the Leadership Positions section. The Division or Council 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 [12.2](#) and [12.3](#) and [12.4](#).)

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

OTHER SUPPLIES

Supplies which are available in limited quantities include letterhead stationery, envelopes, and reproducible ASEE logos in various sizes. Meeting materials may also be available, in addition to 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.

DIVISION WEB HOSTING

ASEE will host your group's website, but all updates and maintenance will need to be performed by your group's webmaster. Please contact membership@asee.org for more information.

LISTSERV

Headquarters maintains Listservs for each Division, containing the email addresses of all active members of the unit, in order to facilitate communications within the group, including calls for papers, call for 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 useful tools for building participation and community, and all groups are encouraged to use their Listserv frequently.

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

All senders must send their announcements from the email address associated with membership profile, or the listserv software will reject the message. (If the Chair is away from their regular email access and needs to send a message, contact the Membership Department for help.) Chairs may also designate other officers, such as newsletter editor or program chair, to have listserv authorization. Such designation can be made on the Unit Annual Report officer listing or by mail/email from the Chair to the Membership Department.

Any PIC Chair may obtain listserv authorization for all the Divisions within their PIC by notifying the Membership Department.

Please visit www.asee.org/public and click Leadership Positions to confirm if you are authorized to send to your group's listserv.

COUNCIL/DIVISION BYLAWS AND OFFICERS

Each Council/Division must operate under a set of bylaws determined by its members. The Council/Division bylaws should state duties of officers, functions of the executive committee, rules of succession, and policies for newsletters, awards, finances, and meetings. The bylaws must be in accord with the ASEE Constitution and Bylaws and be consistent with the bylaws of the Professional Interest Councils (PICs I - V). Changes to bylaws must be ratified by a majority vote of the ASEE Board of Directors before they can take effect. One current copy of each Council/Division's bylaws must be on file with the Membership Department at ASEE Headquarters. A copy of the bylaws must be available, upon request, to any member of the Council/Division. Current copies are available for viewing on ASEE's Web site at www.asee.org. Also available, on the Member Activities/Divisions page, is a Board-approved template for Division bylaws.

Council/Division officers should be Chair, Chair-Elect, Secretary/Treasurer, Awards Chair, and Annual Conference Program Chair. Units may require other officers for selected responsibilities. Each Council/Division must have an executive committee, consisting of the Council/Division officers and any others who may be designated or elected, to serve as the Council/Division governing body.

Every Council/Division should have at least the following standing committees in addition to the executive committee:

- A. Program Committee
- B. Nominating Committee
- C. Membership Committee
- D. Publicity or Newsletter Committee
- E. Awards Committee

CHARGE TO OFFICERS

The Council/Division officers are the principal representatives of Council/Division membership. It is through their leadership that Council/Division 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, the responsibilities of Council/Division officers should extend beyond merely conducting and participating in the annual Council/Division meetings. A Council/Division officer, upon accepting an office, also agrees with a charge for accomplishment. All officers must be members in good standing of ASEE.

Officers have a working--not honorary--position. The acceptance of office implies the willingness to serve, to attend meetings, to contribute ideas, and to accomplish the work accepted or assigned.

Officers are responsible for planning, continuity of effort, orderly turnover to successors, and achievement of Council/Division and Society objectives.

Officers are responsible for maintaining effective communications with members, fellow officers, the Board of Directors, and ASEE Headquarters.

Officers are expected to represent the membership appropriately and to develop Division activities which endeavor to 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 which affect the successful functioning of the Society, including publications, the annual conference, Council/Division awards, and special meetings.

Officers should be instrumental in promoting the Society among faculty members, individuals in industry and government, students, and the general public.

Officers should keep ASEE Headquarters informed of Council/Division activities by submitting a copy of all minutes, newsletters, program or meeting notices, correspondence of a business nature, and an annual report. Once Council/Division meeting dates are set, ASEE Headquarters must be notified.

COUNCIL/DIVISION OFFICER DUTIES

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

CHAIR

- Assume responsibility for the functioning of the Council/Division and oversee all Council/Division finances. 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 Council/Division fund-raising activities
- Organize and establish long-range strategic planning for the Council/Division, including membership goals and objectives
- Organize and preside at all Council/Division business meetings
- Be responsible for planning and chair all Council/Division executive committee meetings.
- Appoint all standing committees authorized by the Council/Division bylaws and special committees authorized by the members of the Council/Division executive committee. The Chair is an ex-officio member of all Council/Division committees
- Oversee the Council/Division annual meeting program with the executive committee and the program committee. The Chair has the ultimate responsibility for ensuring the duties of the Program Chair are carried out
- Send a welcome letter to all new ASEE members in that Council/Division, upon receipt of the periodic listing from ASEE Headquarters
- Keep ASEE Headquarters, particularly the Membership Manager, informed of all Council/Division activities
- Ensure that all unit officers fulfill their specific duties

CHAIR-ELECT

- Prepare the annual request for operating budget allocation for the upcoming year
- Assume the responsibilities of the Chair in their absence
- Assist in overseeing Council/Division program planning
- Assume such duties as may be delegated by the Chair
- Perform other functions designated by the Council/Division bylaws

PROGRAM CHAIR

- Work with the unit to develop sessions according to delegates' interests
- Coordinate sessions within the time frame set by Headquarters, including inviting speakers, notifying Headquarters of logistics, participants, etc
- Work with the ASEE Meetings and Conferences Department in developing a written program, act as liaison with the unit, speakers, participants, and the on-site management of sessions

All Program Chairs should refer to the Program Chair Guidelines for details of duties and responsibilities. These guidelines are available from the ASEE Meetings and Conferences Department at 202-649-3829.

SECRETARY/TREASURER

The primary job of the treasurer for a Council/Division is to control and track the funds of the Council/Division. The treasurer should not expend funds on behalf of the Council/Division or request reimbursement for expenditures; this will eliminate the conflict of interest. If a secretary-treasurer is seeking reimbursement from Council/Division funds, ASEE requires the signature of the Chair of the Council/Division on the authorization form.

- Keep a roster of all Council/Division members. (The Secretary/Treasurer can obtain membership rosters from the ASEE Membership Department.)
- Keep all minutes and records of Council/Division activities
- Submit an approved signature card to the ASEE Assistant Controller before requesting any disbursement of funds
- Collect all Council/Division income, if any, and disburse all monies authorized by the Council/Division Chair. Maintain auditable financial records. Keep the Council/Division Chair informed on the Council/Division's financial status
- Submit a financial report at each Council/Division meeting
- Serve as an ex-officio member of the Council/Division publicity or newsletter committee
- Turn all Council/Division files and records over to the succeeding Secretary/Treasurer as soon as he/she takes office. Keep records of outstanding receivables and payables of the Council/Division
- Other duties as assigned by the Council/Division Chair

AWARDS CHAIR

- Work with appointed committee to select awards recipients as appropriate
- Promptly communicate awardee selection to ASEE Headquarters
- Obtain necessary information on awardee to transmit to ASEE Headquarters for publicity and publication
- Notify 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. For any special Council/Division award involving sponsors, handle all associated details (e.g., "Thank you" to sponsor, receipt/deposit of sponsor funds to BASS accounts)

NEWSLETTER EDITOR

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

Editors must make every effort to distribute newsletters via email or/and posting them on the Division pages of the ASEE web site. These are effective and cost-efficient ways to publish.

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

DIVISION LIAISON REPRESENTATIVES

Several ASEE Divisions (e.g., College Industry Partnerships, Educational Research & Methods) designate a representative to each Division. These individuals:

- Act as liaison between their Divisions and the other Divisions/Committees
- Assist the program committee in their particular areas of interest
- May serve on the Division Executive Committee

The Division leaders should interact with ASEE Campus Representatives in the Geographic Sections of ASEE since the Division is responsible for overall campus activities in the discipline areas.

HISTORIAN (ARCHIVIST)

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

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

ESTABLISHING CONSTITUENT COMMITTEES AND DIVISIONS

CONSTITUENT COMMITTEE

Upon the recommendation of the appropriate Council, or at its discretion, the Board of Directors may establish Constituent Committees. The Board of Directors will create these committees when it is apparent that there is sufficient evidence of member interest, a potential for growth, and an active program with goals complementary to those of ASEE in an area of, or closely related to, engineering or engineering technology education.

The President shall appoint initial members of the committee with the advice of the Board. Individual members of the Society may elect to become members. The President shall designate a Chair to serve during the formative stage of the committee.

The Board will also designate a Council to assume jurisdiction over the Constituent Committee. The committee reports to the Board through that Council. Within one year of its formation, the committee will submit bylaws, consistent with those of its "parent" Council, to the Constitution and Bylaws Committee for approval.

Upon approval by the Board of the Bylaws, the formative period will end, and the Constituent Committee will elect its officers; the first Chair and officers will continue to serve until their successors are elected. A budget will be prepared based upon an allocation from its Council Chair, and the Constituent Committee will be entitled to appropriate representation in its Council. ASEE will list the Constituent Committee among the Divisions and Constituent Committees with which individual members of ASEE may elect to join.

DIVISION

Divisions, Society-wide in scope, consisting of individual members who have common professional or technical interests in engineering education. The establishment of Divisions can happen in one of two ways:

The ASEE Board of Directors can establish Divisions by majority vote, upon the recommendation of the appropriate Council or directly, at its discretion. In other words, the Board can create a Division without the formality of a group first becoming a Constituent Committee.

The "Constituent Committee Route." After a minimum of three years of successful operation, and upon reaching a membership of 200, a Constituent Committee may petition the Board of Directors for Divisional status. The Constituent Committee must submit the petition through its Council, and the Council will make its recommendation to the Board.

DISSOLVING CONSTITUENT COMMITTEES AND DIVISIONS

A two-thirds vote of the Board of Directors is required to terminate a Division or Constituent Committee. Divisions/Committees will be reviewed periodically by the Board. Units with fewer than about 200 members are subject to dissolution.

BYLAWS

To be established, each Division and Constituent Committee must have a current set of bylaws. One current copy must be on file with the Membership Department at ASEE Headquarters. A copy of the bylaws must be available upon request to any member of the Division or Committee. Contents of the bylaws will vary with the different units, but each must include specific provisions for the election of officers, succession upon the resignation of an officer, and appoint of whatever committees are appropriate and desirable. Bylaws for each Division are available for viewing on ASEE's web site at www.asee.org. A downloadable model bylaws template is also available on the web site.

COUNCILS/DIVISIONS AND EXTERNAL RELATIONSHIPS

ANNUAL CONFERENCE

The ASEE Annual Conference is a broad and comprehensive professional meeting and exposition. It contributes immeasurably to the fulfillment of ASEE objectives, as well as to the betterment of engineering and engineering technology education. The conference has become recognized as an international forum for the exchange of engineering education ideas and techniques.

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

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

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

ALL PROGRAM CHAIRS SHOULD REFER TO THE PROGRAM CHAIR GUIDELINES AVAILABLE ON THE ASEE WEB SITE.

CAMPUS REPRESENTATIVES

The local Campus Representative is selected by the Dean of Engineering or Engineering Technology from among the ASEE members of a member institution's faculty. The Campus Representative acts as the Society's representative on campus. Most institutions designate a single representative, but there have been efforts recently, especially at larger institutions, to involve more faculty members as a committee. This network of individuals and committees is

the focal point of the "grass roots" 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 Division meetings and the ASEE annual conference
- Publicizing ASEE awards and seeking nominations.
- Encouraging the submission of scholarly papers to The Journal of Engineering Education and sessions held at the ASEE Annual Conference

ASEE provides each Campus Representative with the *Campus Representative Operating Manual*. Interested parties may order copies by emailing membership@asee.org.

ASEE AND CONFERENCES OF EXTERNAL ORGANIZATIONS

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

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

PROFESSIONAL INTEREST COUNCILS (PICs)

DUTIES OF PIC CHAIRS

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

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

- To work closely with the Division leadership to assure vigorous and growing Division activity. In general, the PIC Chair should be available to the Divisions in any way that can make the operation of the Divisions more efficient, effective, and in concert with the overall goals of ASEE

- To maintain a general clearinghouse of information of value to Council/division officers and members, and to transmit comments and resolutions from the Councils/Divisions to the ASEE Board of Directors
- To attend the scheduled Division and Division Executive Board meetings within their PIC and to report on the activities to the Society membership at large
- To serve as a liaison between the ASEE Board of Directors and the Divisions. PIC Chairs pass information about Board activities and programs approved to Division Officers. Divisions give to their PIC Chairs any issues or concerns which need Board action.
- To preside at PIC meetings at the Fall Program Planning Conference at ASEE Headquarters to select mini-plenaries for the following annual conference
- To monitor and encourage the program planning, publications, membership promotion, officer selection, bylaws updates, awards selections, and activities of each Division.
- To oversee the development of the Annual Conference
- Reviewing preliminary program information throughout the conference planning cycle
- Approving appropriate Annual Conference registration for qualified non-member speakers
- Planning and conducting the PIC business meeting at the Annual Conference
- Attending, whenever possible, Division business meetings during the Annual Conference, collecting copies of each Division's annual report and financial statements

The PIC Chair is also the Division representative to the Board of Directors; this position involves:

- Attending Board of Directors meetings to provide communications between the Board and the Divisions/Committees of the Council
- Meeting with other PIC Chairs on issues of common interest at each meeting of the Board of Directors
- Communicating the activities of the Board of Directors to the officers of each Division and the general membership through Division newsletters

The PIC Chair has overall administrative authority for the Council's activities. These activities include:

- Informing Division Chair-Elects of the responsibility to submit budgetary material for the upcoming fiscal year and collecting such proposals at the Annual Conference
- Submitting Division budgetary material to the VP PICs at the Annual Conference and working with the VP PICs to allocate operating funds to Divisions for the upcoming fiscal year
- Ensuring that annual activity and financial reports are submitted to Headquarters as needed for budgeting and publication deadlines, officer selection and notification, and general information required for the Society's operation

ALLOCATION OF OPERATING FUNDS TO DIVISIONS

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

Once funds have been allocated to a Division by the VP PICs, Headquarters will honor requests meeting Financial Policy Manual requirements (Section 11.2) for reimbursements to Division Chairs or Treasurers up to the amount allocated.

Those submitting requests for reimbursement must use the ASEE disbursement request form or the ASEE travel voucher. An essential requirement for the approval of reimbursement requests is that authorized signatures must be on file at Headquarters. ASEE will accept claims for reimbursement at any time during the year. ASEE must receive all claims against a fiscal year's budget by October 15.

ASEE will send quarterly reports on the status of the BASS accounts to the Secretary/Treasurer and the Chair of each Division. Please use the account number (BASS or budget) for the Division or Committee when corresponding with Headquarters.

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

Division Chairs must address any particular problems to the ASEE Controller.

COUNCIL/DIVISION FINANCES

INSTITUTIONAL COUNCIL BUDGET REQUESTS

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

Beyond the allocation from the Board of Directors, Councils are expected to be self-sustaining. Units may generate income by direct assessment of dues, meeting registration fees, publication sales, and contributions.

BANKING AND ACCOUNTING SERVICES SYSTEM (BASS)

The ASEE Board of Directors has established a Headquarters-administered financial service for all Society units. The Council/Division "BASS Account" is analogous to a combination interest-bearing checking/savings account.

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

It is illegal for the Board of Directors of the American Society for Engineering Education, a non-profit corporation, to file income tax returns which misrepresent the income, assets, and liabilities of the Society. Therefore, for IRS and Society auditing purposes and as a useful service to the membership, any funds held in the Council/Division 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 which result from funds held elsewhere.

Most Councils/Divisions have established BASS accounts. Any dues income is deposited directly into the BASS account as it is received. Unlike the operating budget of the Society, the year-end balance in BASS accounts is carried over 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 a change of officers; merely submit a new signature card each time officers change
- Quarterly statements summarizing period beginning balance, interest credited, deposits, disbursements, and period ending balance
- ASEE Headquarters writes all checks to pay expenditures approved by those persons authorized by the unit. Units must send receipts or supporting documents with check requests to satisfy IRS and external audit requirements
- Typical turn-around time for reimbursements is within 15 days of receipt at Headquarters unless there are discounts for more rapid payment
- There are two forms used in BASS account transactions. The first is a "Transmittal of Funds" for sending funds to ASEE Headquarters; the second, a "Funds Disbursement Authorization."
- BASS Accounts cannot be overdrawn
- Advances of BASS monies will not be permitted. Incurred expenses will be reimbursed, and outstanding invoices will be paid as indicated above

OPERATING ACCOUNTS

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

ANNUAL FINANCIAL REPORT

Each unit must prepare an annual financial report indicating receipts and expenditures. Please submit this report to the ASEE Assistant Controller by September 30. The Division/Council must also submit an additional detailed report if approved accounts outside the Society structure were maintained. Accounts which are not authorized by the Society Finance Committee are a violation of Board of Director's policy.

AWARDS

Subject to approval by the ASEE Board of Directors and Awards Policy Committee, Councils, Divisions, Sections, Standing Committees, and Constituent Committees may establish awards. A proposal for the establishment of a new ASEE award may be submitted to ASEE Headquarters through the Manager of Administrative Services, who administers the award program and will answer any questions the sponsor or sponsoring Society unit may have about

the ASEE awards policy and guidelines. The Awards Policy Committee will evaluate the proposal, and they will present their recommendation to the Board for final action.

An ASEE Awards Policy and Procedures Manual containing policy and guidelines are available from the Administrative Services Department at ASEE Headquarters and on the ASEE web site. This manual outlines the procedures for submitting award data, notifying awardees, and notifying nominators whose nominees were not accepted by selection committees.

Awards Nomination Information, including descriptions of national and Council/Division awards, is available on the ASEE web site at www.asee.org.

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

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

PUBLICATIONS AND PAPERS

Listed below are general standards for all Society publications:

- All ASEE publications must carry the Society's name in full on the cover (or, in the case of newsletters lacking cover, on the first page), as well as the ASEE unit's name.
- The Society logo should appear on all covers. When publications are bound with a spine rather than staples, the ASEE logo should appear on the spine. (The official ASEE logo is available from ASEE's Membership Department. ASEE adopted this copyrighted and trademarked logo in 1988. No other version may be used.)
- The appropriate mailing address of the sponsoring unit must appear 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 are required to 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) number.
- Editors of all ASEE publications, except newsletters, are encouraged to register their publications with the Copyright Office and to publish a copyright notice in each release. The Society, 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 posting them on the Division pages of the ASEE web site. These are effective and cost-efficient ways to publish.

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

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

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

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

PUBLICATION OF PAPERS AND PUBLICITY FOR MEETINGS

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

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

To keep the entire membership informed of your unit's activities and meetings, be sure to send meeting announcements to ASEE PRISM at least four months before the month you want the information to appear. 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

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

Thus, the recruitment of new members and the retention of present members is of utmost importance.

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

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

Councils/Divisions should undertake activities of interest to student members and involve them in Council/Division meetings. Councils/Divisions are also called upon to assist in the retention of present members. Names of members who have not paid their dues may be requested from the Membership Department by Council/Division Chairs for personal follow-up.

ACCESS TO COUNCIL/DIVISION MEETINGS

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

All ASEE members shall be admitted (upon payment of appropriate registration fees, if any) to any meetings, conferences, conventions, discussion groups, lecture series, tours or other assemblages in which participation is subject to security/export clearance or any additional restriction, either governmental or industrial. Any exception to this policy must have prior approval of the Board of Directors.

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

COUNCIL/DIVISION ANNUAL REPORT

Each Council/Division Chair is responsible for completing an Annual Report and submitting it to ASEE Headquarters. You can find a copy of the form in [Appendix 12.1](#), or you can download the form from the ASEE web site.

APPENDIX 12.1 ANNUAL REPORT

Please send a copy to your Zone/PIC Chair **AND** to ASEE Headquarters:

by email to: t.tucker@asee.org

**ONLY MEMBERS MAY SERVES AS OFFICERS; PLEASE REFER TO ASEE'S ELECTRONIC
MEMBERSHIP DIRECTORY TO CONFIRM MEMBERSHIP STATUS**

PLEASE SUBMIT BY JULY 1

For the Year: _____

Section/Division/Council: _____

Web Site Address: _____

Incoming Chair:

Name: _____

Institution: _____

E-mail: _____

Listserv Sender: **Yes** X

Outgoing Chair

Name: _____

Institution: _____

E-mail: _____

Listserv Sender: Yes _____

Chair-Elect

Name: _____

Institution: _____

E-mail: _____

Listserv Sender: Yes _____

Treasurer

Name: _____

Institution: _____

E-mail: _____

Listserv Sender: Yes _____

Secretary

Name: _____

Institution: _____

E-mail: _____

Listserv Sender: Yes _____

Program Chair

Name: _____

Institution: _____

E-mail: _____

Listserv Sender: **Yes** X **Awards Chair**

Name: _____

Institution: _____

E-mail: _____

Listserv Sender: Yes _____

Editor

Name: _____

Institution: _____

E-mail: _____

Listserv Sender: Yes _____

Section Campus Rep

(Sections only)

Name: _____

Institution: _____

E-mail: _____

Listserv Sender: Yes _____

Webmaster

Name: _____

Institution: _____

E-mail: _____

Listserv Sender: Yes _____

Listserv Manager (for proprietary, not ASEE, listservs only)

Name: _____

Institution: _____

E-mail: _____

Listserv Sender: Yes _____

SCHEDULE OF UPCOMING MEETINGS

Please list all known upcoming meeting locations, dates and key contacts.

Dates: _____

Location: _____

Key Meeting Contact: _____

E-mail: _____

Web Site Address: _____

Dates: _____

Location: _____

Key Meeting Contact: _____

E-mail: _____

Web Site Address: _____

Dates: _____

Location: _____

Key Meeting Contact: _____

E-mail: _____

Web Site Address: _____

Dates: _____

Location: _____

Key Meeting Contact: _____

E-mail: _____

Web Site Address: _____

APPENDIX 12.2 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 through the years to improve and expand the educational process that produces technically competent and broadly educated engineers and technologists. ASEE's efforts contribute significantly to the quality of engineering education at colleges and universities throughout the United States and Canada. International universities are also influenced and interested in the activities of ASEE.

Now that you have joined ASEE, I want to encourage you to be an active participant in the Society. The following are a few suggestions that will help you get involved in ASEE and grow professionally with others in engineering and engineering technology education.

Commit to being an active participant in any way you can. Become familiar with the Society and its members. Attend the ASEE Annual Conference. It, too, provides an excellent opportunity to interact with many educators, as well as 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 email address is [email].

You can also call or write ASEE Headquarters if you need information or guidance on any matter, or with any 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 the entire process of engineering education and then to promulgate this information to everyone concerned with the process and the outcome. We invite you to participate in the Society's activities and share with us 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 12.3 SAMPLE WELCOME LETTER, SHORT VERSION

Dear [new member name]:

As Chair of the [unit name] of ASEE, I extend a warm welcome to you 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, and I hope that you will, too.

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

Information about the ASEE Annual Conference, which will be held this year in [location], will reach you through ASEE PRISM, the magazine for all ASEE members. I hope you 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 12.4 SAMPLE LETTER RE DELINQUENT DUES

Dear [member name]:

While reviewing correspondence from ASEE Headquarters, I noticed that you have not yet renewed your membership for the coming year.

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

Although I'm sure you are aware of all the ASEE benefits you receive at the National, Regional, and Divisional levels, please remember that as a member of the [unit name], you have the opportunity to make contact with other engineering educators who share your specific professional interests and concerns.

I think you will find that membership in [unit name] is perhaps the most important benefits you receive as an ASEE member.

Sincerely,

[chair name]

Chair, [unit name]

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.*