

# **Section and Zone Operating Manual**

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Section and Zone Operating Manual  
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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 (1the 920s), 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 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 as well as a listing of current Section officers and upcoming Section meetings.

The Zone Chair, through the Zone Executive Board, coordinates the activities of the three Sections within each Zone. 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 govern the four Zones. The Zone bylaws cover Zone Executive Board composition, meetings, etc. These are also useful documents for Campus Representatives. You can find them all, and additional information about the Society's structure and activities on the ASEE web site.



## 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/DIVISIONS

The Headquarters staff will assist Section 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](http://www.asee.org). Please address requests for services involving membership data and other supplies to [membership@asee.org](mailto:membership@asee.org).

Section 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](http://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.

### SECTION 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](mailto:membership@asee.org) for more information.

### LISTSERV

Headquarters maintains Listservs for each Division/Committee and Section, 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](mailto: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](http://www.asee.org/public) and click Leadership Positions to confirm if you are authorized to send to your group's listserv.

## SECTION CONFERENCE PROCEEDINGS ARCHIVE

Upon request by Section leadership, ASEE Headquarters will provide online archiving of recent Section conference proceedings. This 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
  - The first author listed will be recorded 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
  - The first author listed will be recorded 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](mailto:membership@asee.org).

## SECTION BYLAWS AND OFFICERS

Each Section must operate under a set of bylaws determined by its members. The Section 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 Section'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 Section. Current copies are available for viewing on ASEE's Web site at [www.asee.org](http://www.asee.org). Also available, on the Member Activities/Divisions page, is a Board-approved template for Division bylaws.

Section officers should be Chair, Chair-Elect, Secretary/Treasurer, Awards Chair, and Annual Conference Program Chair. Units may require other officers for selected responsibilities. Each Section must have an executive committee, consisting of the Section officers and any others who may be designated or elected, to serve as the Section 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 and/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 the Section membership. It is through their leadership that Section members remain as participating and active members of ASEE. Without effective and dynamic leadership, the members may become inactive or negative and lose interest in the Society. Therefore, the responsibilities of the Section officers should extend beyond merely conducting and participating in the annual Section meetings. A Section officer, upon accepting an office, also accepts 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 Section 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 Section 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, Section 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 Section activities by submitting a copy of all minutes, newsletters, program or meeting notices, correspondence of a business nature, and an annual report. Once Section meeting dates are set, ASEE Headquarters must be notified. ASEE will post Section meetings on ASEE's website for Section activities.

Officers are responsible for contacting new and delinquent members. Campus Representatives will have a list of new and delinquent members from their own institutions on request. (See samples of personalized letters in Appendices [13.2](#) and [13.3](#) and [13.4](#)).

## SECTION OFFICER DUTIES

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

### CHAIR

- 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 members of the Section executive committee. 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.
- Inform the ASEE Membership Manager and the Zone Chair of the dates and locations of all meetings immediately after the dates are fixed. Good judgment should be exercised to minimize 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.

## **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 for a Section 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; this will eliminate the conflict of interest. If a secretary-treasurer is seeking reimbursement from Section funds, ASEE requires the signature of the Chair of the Section 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 and/or newsletter committee.
- Turn all Section 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 Section.
- Other duties as assigned by the Section Chair.

## **AWARDS CHAIR**

- Work with appointed committee to select awards 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 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. This individual organizes and works with local Campus Representatives and assists in encouraging attendance at meetings, soliciting and promoting membership in the Society, getting feedback from local faculty members and seeking 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 winner of the Outstanding Campus Representative Award 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 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 electronically, you can request from the Membership Department mailing labels for those Section members who do not have email addresses on record, ensuring 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 which have shaped the Society resides with the Section Historian.

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

## SECTIONS AND THEIR RELATIONSHIP TO OTHER ASEE ENTITIES

### CAMPUS REPRESENTATIVES

The Dean of Engineering or Engineering Technology selects the local Campus Representative 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 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 at the ASEE annual conference
- Publicizing ASEE awards and soliciting nominations.
- Encouraging the submission of scholarly papers to The Journal of Engineering Education and sessions held at the ASEE Annual Conference and Section conference
- Updating the membership roster for the institution
- ASEE provides each Campus Representative with the Campus Representative Operating Manual. Copies are available on the ASEE web site.

All Section meetings should have at least one event strictly for local Campus Representatives, typically one or two Campus Representatives 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

It is advisable for Section Officers to have effective communication links with the deans of engineering and engineering technology at institutions in their Sections. The deans should be encouraged by Section Officers to help publicize meetings and activities and to provide assistance with travel expenses for faculty members to attend Section meetings. Deans are a valuable resource in Section activities.

# ZONES

## DUTIES OF ZONE CHAIRS

Although the ASEE Constitution and Bylaws do not specify the duties of the Zone Chair, 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 in any way that can make the operation of the Sections more productive, effective, and in concert with the overall goals of ASEE.
- To encourage and receive proposals for the use of 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 of value to Section officers and members, and to 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 to report on the activities to the Society membership 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 to encourage Section's to submit a nomination for the National Outstanding Teaching Award.

See Appendix [13.7](#) for calendar or responsibilities.

## ZONE EXECUTIVE BOARD

The Zone Executive Board, under the leadership of the Zone Chair, 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 for 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, and 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 to the office of Chair 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
- A. Three Annual Section Meetings
- B. Section Executive Committee meetings when not held in conjunction with the annual section meeting
- B. Discretionary Activities
- C. Campus Representative Breakfast at each of the annual Section meetings
- D. Effective Teaching Institutes
- E. Special awards, plaques, etc.
- F. Support of innovative Section initiatives
- G. 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 requests for reimbursement. A significant 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. 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 particular 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 are expected to be self-sustaining. Sections may generate income by meeting registration fees, publication sales, and/or contributions. Sections may, at their option, 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 will 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 the reimbursement of 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.

## SECTION OPERATING ACCOUNT AND ALLOCATION

The \$550 portion of the annual allocation will be made to the Section Operating account and be available for use on October 1, the beginning of the ASEE fiscal year. Such funds, provided through annual operating budgets, are intended to cover regular and routine expenses such as newsletter duplicating and postage, telephone, and correspondence expenses.

Without prior approval, operating funds may not be used to help finance personal expenses of any kind, or the costs of any publication which is to be sold or in which advertising space is sold. Please see the ASEE Financial Policy Manual online at <http://www.asee.org/about-us/policy/financial-policy> for more information.

Any unused balance in an operating budget at the end of the fiscal year reverts to the general fund and may not be carried over into the subsequent fiscal year. At present, Sections may designate any remaining operating account funds be added to the endowment for the National Outstanding Teaching Award. A letter to the ASEE Controller, signed by the Section Chair, may choose either a one-time transfer or a yearly transfer of these remaining funds.

Unless ASEE headquarters staff has made an error in posting funds or expense, charges cannot be transferred between an operating budget and a BASS account.

## 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 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 nonprofit 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 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 which result from funds held elsewhere.

All Sections have established BASS accounts. 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 disbursements approved by those persons authorized by the unit. Receipts or supporting documents should be sent with check requests to satisfy IRS and external audit requirements. Standard 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.

## AWARDS

ASEE sponsors several awards at the national and Section levels to recognize significant contributions being made by individuals to the fields of engineering and engineering technology education. Details concerning these awards can be obtained from the Awards Nomination Information on ASEE's Web site at [www.asee.org](http://www.asee.org). Awards nomination forms can also be found on the Web site.

All new awards, including those being given by individual Sections, must be approved by ASEE. Proposals must be sent to the ASEE Headquarters through the Manager of Administrative Services. The ASEE Awards Policy Committee will evaluate the proposal and a recommendation forwarded to the ASEE Board of Directors. Further details concerning this process and other awards policies can be found in the Awards Policy and Procedures Manual, which can be accessed from the same Web site.

There are four awards, described in detail below, 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 being nominated for these awards.

Any questions about awards should be addressed 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 supporters of the Society. 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 13.8 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 provide for recognition of teachers of engineering and engineering technology students 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, where possible, presented by the local Section. Each Section shall determine its own level of the honorarium. Presentations are made at the Section Annual meeting with notation in the ASEE Annual Awards Banquet Program. (See Appendix 13.8 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 on a national level. Each Section nominates a candidate for this award, usually the winner of the Section Outstanding Teaching Award from the most recent Section meeting, although a previous nominee may be carried over for one year at the Section's discretion. 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](http://www.asee.org) for information on the qualifications and nomination process are listed on [www.asee.org](http://www.asee.org). The nomination must be submitted to the Awards Administrator by the deadline specified in the Awards Nomination Information on the ASEE Web site.

When fully endowed, the award will consist of an honorarium, complimentary registration for the ASEE Annual Conference, and a Medallion. ASEE will recognize the awardee at the ASEE Annual Awards Banquet. (See Appendix 13.8 for award timeline)

## ZONE BEST PAPER AWARD

The Zone Best Paper Award, first awarded in 2003, is awarded to the authors of the paper judged to be best of four papers, one chosen from each Zone, that are presented at the ASEE Annual Conference in the year following their nomination. Each Section submits the title and authors of the best paper from its annual conference(s) 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, and the authors of each Zone nominee must submit the abstract and final papers following the deadlines and process for the Annual Conference paper submission 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. For the judging criteria and more information, please

refer to the Awards Nomination Information on the ASEE Web site. (See Appendix 13.8 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 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 Section 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 Section'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](mailto:prism@asee.org).

## **MEMBERSHIP PROMOTION AND RETENTION**

Sections play a vital role in the promotion of ASEE activities, the recruitment of new members to ASEE, and the retention of existing members. 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 ASEE's Membership Department.

Whenever possible, Section leaders, working in conjunction with Campus Representatives, should motivate engineering 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 should undertake activities of interest to students.

Section leaders, working in conjunction with Campus Representatives, 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 is expected to 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. The task of organizing an annual meeting may be divided 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 taken into account. Before undertaking any fundraising efforts, it is essential to consult with your development office to ensure that you are not infringing 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. Similar information can also be obtained from your university. It's good PR to pass out something that is 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. Also, 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 your meeting will be held on your local campus or in a host hotel. There are pros and cons to both. Use of campus facilities would likely be determined by the availability of meeting rooms, as well as 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, hotel arrangements must be made by the host committee. Another possible source of assistance is your Continuing Education Department. They are often set up to handle meetings and workshops. Areas in which they might assist are with 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 support of your faculty to work on committees for the Section meeting will be an essential key to success. In most instances, your initial planning meetings should begin 18 months before your scheduled meeting. This early planning will allow sufficient time to identify your resources carefully and to take advantage of attendance at the upcoming Sectional meeting. It is essential to have as many faculty members as possible actively participate in the Sectional meeting before hosting their own. Several faculty committees should be formed 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 solicitation of funds. It is also useful to check with ASEE headquarters regarding their current policies related to soliciting funds. Funds can be sought 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 major event, such as the Banquet dinner, then invite them to supply the main speaker for the event. Companies like to do this! Also, don't overlook in-kind contributions. You may find a firm who will contribute 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. Mailing labels of ASEE members in the Section can be obtained 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

Copies of your "Call for Papers" notice should also be submitted 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. It is vital that instructions 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 arrange for the selection of the "best paper" awards once the final papers are submitted and presented. A common practice is to pre-screen the full-length papers to a small percent of finalists, for which the oral presentations will then be further observed at the meeting.

## **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, it is crucial that key university officials be invited to welcome Sectional participants and to introduce keynote speakers. Typically, the university president participates in the opening of the meeting. Your provost or vice president for academic affairs may be asked 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, a draft should be prepared following acceptance of the abstracts. With this information, it is possible to identify the session presentations and authors. Modifications can be made later to delete those who do not submit papers by the required deadline. Early programs can be sent out 6-8 weeks before the meeting to entice attendance. Later corrections can be made for the final program that will be included 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. Very early on this committee must determine its printing requirements and deadlines and bid the printing package. 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**

Advanced registration information should be sent out three months before the meeting to allow attendees to register early and to indicate their preferences for meals, tours, workshops, spouse events, and extra event tickets. Hotel reservation information and travel guides should also be included. 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, providing receipts and tickets for those who wish to purchase extra meal tickets at the site. The appropriate person must be notified of changes in food counts, so that 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 group activities will be conducted. 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 whether there will be 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. Sometimes the Section treasury can provide an advanced allocation to seed the meeting costs in advance of receiving registration fees and donations. The fundraising committee should be familiar with the budget before soliciting funds. It is important that the budget is carefully monitored and that those who have committed to donating follow through. Although each meeting will have its unique budget items, a "typical" Section meeting budget is shown in this accompanying Table. This example includes indirect expenses (30% overhead charged) based on contracting for 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, notification of this desire should be made to 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, early notification of this desire should be made to the ASEE Meetings and Conferences Department.

## ACCESS TO SECTION 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.

## SECTION ANNUAL REPORT

Each Section 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](mailto: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 13.2 - SAMPLE WELCOME LETTER, LONG VERSION

Dear [new member name]:

I was recently informed by ASEE Headquarters that you have 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 greatly 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.

Make the commitment to be 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 type of 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 important 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 13.3- 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 to belong to ASEE and have participated in Society activities, I have found membership 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 a member of ASEE. I hope you will be an active participant in ASEE activities.

Sincerely yours,

[chair name] Chair, [unit name]

#### APPENDIX 13.4- 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 uninterrupted delivery of ASEE PRISM and other publications, as well as timely notification of upcoming meetings, conferences, and Society 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 vital benefit you receive as an ASEE member.

Sincerely,

[chair name]Chair, [unit name]

## APPENDIX 13.5 - MEMBERSHIP LIST RENTAL INFORMATION

Please review the following information and requirements for list rental.

Each Society unit is entitled to receive four sets per year of mailing labels for the unit's active membership at no charge. These labels must be ordered in advance by a unit officer. All labels beyond the prescribed four sets, or labels for the membership of other Society units, will be invoiced at the member rate listed on the ASEE web site.

Labels are provided in Avery self-adhesive format and can be sorted in any desired order. Membership rosters can be ordered at any time. Rosters are printed on plain paper or can be sent as Word or .pdf documents. They can also be sorted in any desired order.

The data used to produce mail labels (and rosters) changes every day, so please order a new set for each mailing, and do not order too long in advance of the date you will need the labels.

Turnaround time from receipt of the order is five working days. Labels and rosters are usually sent by first class mail. If rush delivery is needed, overnight service can be provided and the unit will be charged for the UPS delivery.

Orders for mailing labels and rosters can be submitted by email to [membership@asee.org](mailto:membership@asee.org).

If you have any questions about ordering mailing labels or rosters, please contact the Membership department at 202-331-3519 or [membership@asee.org](mailto:membership@asee.org).

## 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](http://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 13.7 – 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 prior to Jan deadline around Jan 20)

**January** - Attend Board Meeting at end of month (or may be moved to Feb)

**February** - Zone Chair holds 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 committee for selection of Best Zone Campus Rep. Winner/HQ typically notified at end of March

**March** - Prior to Section Meetings – assemble nominating committee for nomination of Chair Elect candidates due in August. This can be done any time before Aug, 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 winner of Zone CR Award to ASEE's Awards Administrator. Deadline 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**

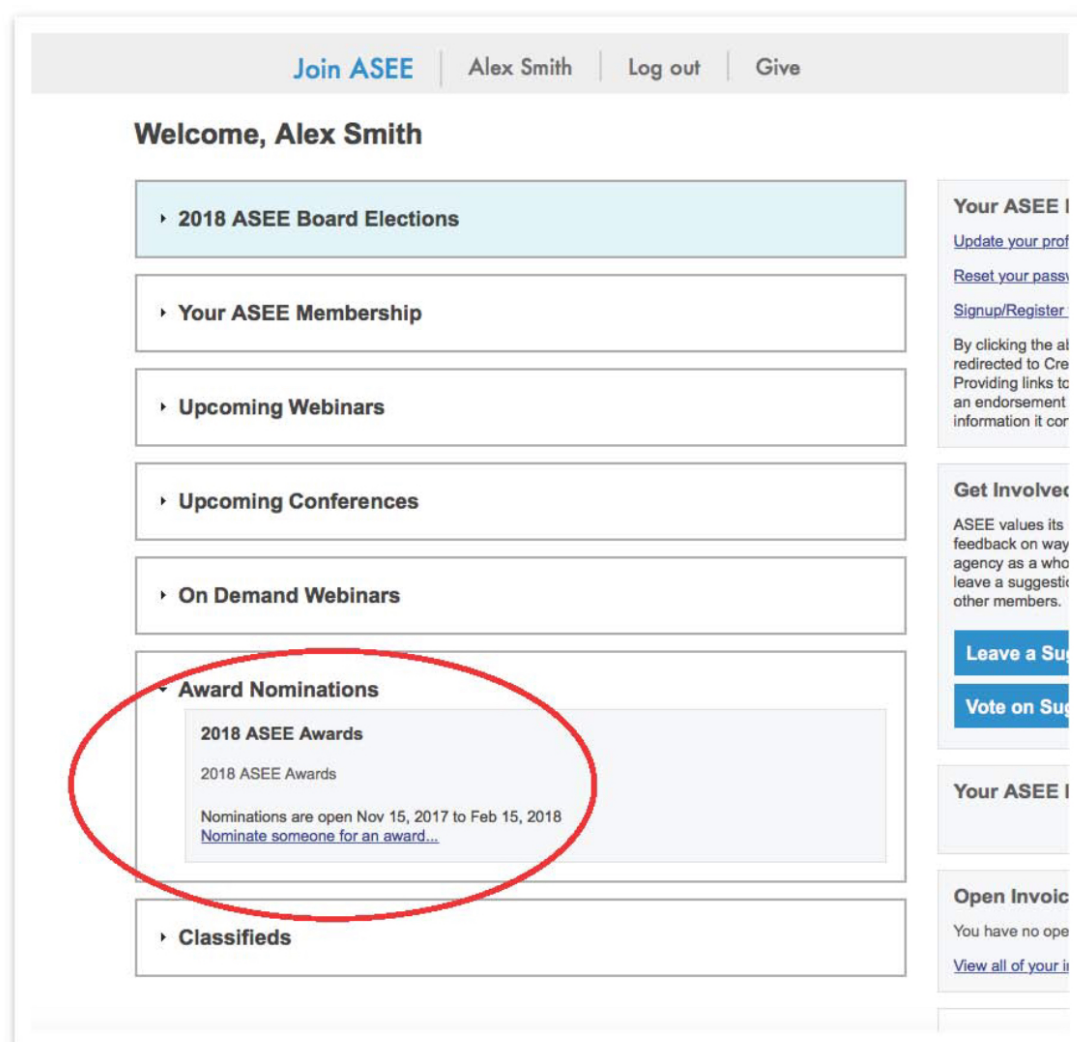
**October 15** - Solicit Best Section Papers from Section Chairs. Zone Chairs establish committee for selection of Zone Best Paper

**October 15** - Teleconference with Section Chairs

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

**December**

## APPENDIX 13.8 – AWARD SUBMISSION GUIDELINES



WWW.ASEE.ORG/PUBLIC

## TEACHING AWARDS

### SECTION TEACHING AWARD

This award is administered by each section.

ASEE recommends that award nominations be due to the Section Awards Chair by January 15, but Sections can select any date that will allow them to determine a selectee in time to inform ASEE headquarters and request the presentation certificate .

It is recommend that section nominations follow the National format to the greatest extent possible. This helps for the Section Award selectee when it comes time to submit their packet for the National Teaching Award.

Letters of Recommendation that are written for a generic teaching award or for the National Teaching Award won't have to be re-written to be submitted 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 you wish the certificate to be mailed. When requesting award certificates for presentation at your Section meeting, submit requests to ASEE headquarters at least two weeks prior to the date of the meeting. Submit requests to ASEE's Awards Administrator at [awards@asee.org](mailto:awards@asee.org).

## NATIONAL OUTSTANDING TEACHING AWARD

**Award Description Website:** [http://www.asee.org/member-resources/awards/full-list-of-awards/national-awards/excellence-in-engineering-education#National\\_Outstanding\\_Teaching\\_Award](http://www.asee.org/member-resources/awards/full-list-of-awards/national-awards/excellence-in-engineering-education#National_Outstanding_Teaching_Award)

**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 required materials submitted to national in accordance with the procedures and content from the ASEE website above. Be careful to submit a complete packet and follow the guidance carefully. Keep in mind that some of the information required for the National Outstanding Teaching Award is different from what is required for the Section Outstanding Teaching Award. See "Nomination Form" at [www.asee.org/member-resources/awards/guidelines/awardsnomination-guidelines#Nomination%20Form](http://www.asee.org/member-resources/awards/guidelines/awardsnomination-guidelines#Nomination%20Form).

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

**How:** Log in to your ASEE account and go to your personal 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:** [www.asee.org/memberresources/awards/full-list-of-awards/sectionawards#Section\\_Outstanding\\_Campus\\_Representative\\_Award](http://www.asee.org/memberresources/awards/full-list-of-awards/sectionawards#Section_Outstanding_Campus_Representative_Award)

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 prior to the date of the meeting. Submit requests to ASEE's Awards Administrator at [awards@asee.org](mailto:awards@asee.org).



## **ZONE OUTSTANDING CAMPUS REPRESENTATIVE AWARDS**

**Website:** [http://www.asee.org/member-resources/awards/full-list-of-awards/sectionawards#Zone\\_Outstanding\\_Campus\\_Representative\\_Award](http://www.asee.org/member-resources/awards/full-list-of-awards/sectionawards#Zone_Outstanding_Campus_Representative_Award)

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. A Best Paper will be selected for recognition at that meeting.