



2021-2022
ASEE
Council and Division
Operating Manual

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FORWARD

Founded in 1893, the American Society for Engineering Education (ASEE) is a global society of individual, institutional, and corporate members. ASEE's vision is excellent and broadly accessible education, empowering students and engineering professionals to create a better world. We work toward achieving that vision by advancing innovation, excellence, and access at all levels of education for the engineering profession. We engage with engineering faculty, business leaders, college and high school students, parents, and teachers to enhance the nation's engineering workforce. We are the only professional society addressing opportunities and challenges spanning all engineering disciplines, working across the breadth of academic education, including teaching, research, and public service.

- We support education at the institutional level by linking faculty and staff across disciplines to create enhanced student learning and discovery.
- We support education across institutions by identifying opportunities to share proven and promising instructional practices.
- We support education locally, regionally, and nationally by forging and reinforcing connections between academia, business, industry, and government.
- We support discovery and scholarship among education researchers by providing opportunities to share and build upon findings.
- We support innovation by fostering the translation of education research into improved teaching practices.
- We support disciplinary technical researchers by disseminating best research management practices.

ASEE'S HISTORY

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

After a generation of students had passed through these new public universities, engineering professors began to question whether they should adopt a more rigorous approach to teaching their field's fundamentals. They concluded that engineering curricula should stress fundamental scientific and mathematical principles, not hands-on apprenticeship experiences. To organize support for this engineering education approach, they formed SPEE amid the 1893 Chicago World's Fair. Known as the World's Columbian Exposition, this event heralded the promise of science and engineering by introducing many Americans, for

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

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

Another result of the renewed emphasis on teaching was ASEE's initiative for recruiting minorities and women into engineering. ASEE created the Black Engineering College Development program, which used industry funding to upgrade engineering faculty in traditionally black colleges and develop public information on these schools. ASEE also received several grants in the 1970s to research women and American Indians' status and develop programs to attract more of these students to enter engineering. Since then, ASEE has continued to release studies on the subject in its Journal of Engineering Education and has created 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, engineering education's importance to America's continued success had finally made headlines. As a result, ASEE saw a rise in membership and recognition over recent years as a clearinghouse of information about engineering education and an essential tool in shaping the field's future.

ASEE'S 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

A system of thirteen councils carries out the activities of the Society. 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 all Councils and institutional, corporate, and individual members.

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

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

ASEE HEADQUARTERS SERVICES TO COUNCILS/DIVISIONS

The Headquarters staff will aid Council/Division leaders in their efforts to serve the membership. ASEE staff will make every effort to meet all reasonable requests within the budget and staff personnel limits.

You can find a breakdown of service areas and staff positions on ASEE's Web site at www.asee.org. Please address requests for services involving membership data and other supplies to membership@asee.org.

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

MEMBER ROSTERS

Councils and Divisions Chairs, Membership Chairs, and Program Chairs may access current and delinquent Council or Division membership rosters 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 12.1 and 12.2 and 12.3.)

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

OTHER SUPPLIES

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

DIVISION WEB HOSTING

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

LISTSERVE

Headquarters keeps Listservs for each Division, holding the email addresses of all active members of the unit. ASEE has designed the Listservs to ease communications within the group. Division Chairs and Program Chairs should use their group's Listserv for calls for papers and nominations, announcements of upcoming meetings and events, requests for information/advice, and publication of the unit's newsletter. When used with

regularity, Listservs are enormously valuable tools for building participation and community. All groups are encouraged to use their Listserv often.

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

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

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

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

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 officers' duties, executive committee functions, succession rules, and policies for newsletters, awards, finances, and meetings. The bylaws must be in accordance with the ASEE Constitution and Bylaws and be consistent with the bylaws of the Professional Interest Councils (PICs I - V). The ASEE Board of Directors must ratify by a majority vote any changes to bylaws 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. 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.

A Council/Division's officers should include a 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. The executive committee must consist of the Council/Division officers and others 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, Council/Division officers' responsibilities should extend beyond merely conducting and participating in the annual Council/Division meetings. A Council/Division officer, upon accepting the position, also agrees to perform all duties required of the position. All officers must be members in good standing of the ASEE.

- Officers have a working--not honorary--position. Accepting the office implies the willingness to serve, attend meetings, contribute ideas, and carry out the work accepted or assigned.
- Officers are responsible for planning, continuity of effort, orderly turnover to successors, and achievement of Council/Division and Society goals.
- Officers are responsible for maintaining effective communications with members, fellow officers, the Board of Directors, and ASEE Headquarters.
- Officers must represent the membership appropriately and develop Division activities that attract academic, corporate, and government leaders in their fields to membership and involvement in the Society.
- Officers are responsible for adhering to deadlines, particularly those that affect the Society's successful functioning, including publications, the annual conference, 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 public.

- Officers should keep ASEE Headquarters informed of Council/Division activities by sending a copy of all minutes, newsletters, program or meeting notices, correspondence of a business nature, and an annual report. Councils/Divisions must notify Headquarters once they have set their meeting dates.

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 ([appendix 12.4](#)) are on file at ASEE Headquarters. Approve all expenditures of Society funds. The Chair must inform the ASEE Executive Director of any Council/Division fund-raising activities.

- Organize and set up long-range strategic planning for the Council/Division, including membership goals and aims
- 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 Council/Division executive committee members. 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 Program Chair carries out their duties.
- 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

UPDATING OFFICERS

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

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

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

1. Log on to www.asee.org/public and click **Leadership Positions**, followed by **Manage Officers**.
2. On the landing page, click Select **New Officer**.
3. On the following page, use the search box to search for your officers. If the person is not an ASEE member or not a member of your group, you will receive an error message. Please contact that

person and ask them to reactivate the appropriate membership. Once they've activated their membership, please try adding them again.

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

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

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

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

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

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 Headquarters' time frame, 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 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, eliminating interest conflict. If a secretary-treasurer is seeking reimbursement from Council/Division funds, ASEE requires the Chair of the Council/Division's signature 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 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 they take 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 the 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 website. These are effective and cost-efficient ways to publish.

If you choose to publish by email, you can request mailing labels for those members who do not have email addresses from the Membership Department. Doing so will ensure that all members 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 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 that have shaped the Society resides with the Council/Division Historian

- Keep, catalog, and transfer to their successor those Council/Division documents that are not usually kept by the Secretary/Treasurer but indicate 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 appropriate Council's recommendation, or at its discretion, the Board of Directors may establish Constituent Committees. The Board of Directors will create constituent committees when there is sufficient evidence of member interest or growth potential. And an active program with goals complementary to ASEE's 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 its "parent" Council, to the Constitution and Bylaws Committee for approval.

Once the Board approves 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. Based upon an allocation from its Council Chair, the Constituent Committee officers will prepare a budget, 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 join.

DIVISION

Society-wide in scope, Divisions consist 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 appropriate Council's recommendation 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. Still, each must include specific provisions for the officers' election, succession upon an officer's resignation, and appointing whatever appropriate and desirable committees. Bylaws for each Division are available for viewing on ASEE's website at www.asee.org. A downloadable model bylaws template is also available on the website. When updating the group's bylaws, the chair must email a copy of the current bylaws and a "track changes" version to their PIC Chair and membership@asee.org. The PIC Chair will add the bylaws to the agenda when ASEE's Board of Directors next meet. Upon approval of the revised bylaws, the PIC Chair will notify the Division Chair, and ASEE will upload the approved bylaws to the ASEE website.

COUNCILS/DIVISIONS AND EXTERNAL RELATIONSHIPS

ANNUAL CONFERENCE

The ASEE Annual Conference is a wide-ranging and comprehensive professional meeting and exposition. It contributes immeasurably to the fulfillment of ASEE objectives and 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. One of the Council and Division officials' most critical responsibilities is to plan and manage program sessions of national and international interests.

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, 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 Dean of Engineering or Engineering Technology from among the ASEE members at an institution selects the Campus Representative. Most institutions designate a single representative, but recently, there have been efforts to involve more faculty members as a committee, especially at larger institutions. This network of individuals and committees is the focal point of the "grassroots" level operation of the Society. Through this grassroots activity, individual members will find the opportunity for direct personal involvement in ASEE.

The Society asks for the assistance of local Campus Representatives in many areas, including:

- Organizing ASEE activities on campus
- Generating interest among eligible candidates for membership
- Soliciting local opinion about Society policies, programs, and services
- Encouraging participation at Section and Division meetings and the ASEE annual conference
- Publicizing ASEE awards and seeking nominations
- Encouraging scholarly papers' submission to The Journal of Engineering Education and sessions held at the ASEE Annual Conference

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. Please send requests to the Executive Director of ASEE. Requests may come from any source within or outside of ASEE. The group must promptly submit the request to appear on the agenda of a regularly scheduled Board meeting and sufficient lead-time for the event to allow for completion of the requirements described below.

If the ASEE Board of Directors approves an event, the event organizers must sign a letter of agreement, including an indemnification clause defining the limits of ASEE liability concerning any activities associated with the event. The document's form will be defined and prepared under the direction of the Executive

Director of ASEE. An approved event must recognize the involvement or support of ASEE by using the ASEE logo on event announcements and acknowledgment of ASEE in any published proceedings.

PROFESSIONAL INTEREST COUNCILS (PICs)

DUTIES OF PIC CHAIRS

The PIC Chair acts as a liaison between the ASEE Board of Directors and the Divisions/Committees that administratively answer the PIC. The PIC Chair must function as the leader of the Divisions/Committees that make up 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 PIC Chair's duties, all generally accept 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 to make the Divisions' operation more efficient, effective, and in concert with the overall goals of ASEE.
- To keep a general clearinghouse of information of value to Council/division officers and members and send 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 report on the Society membership activities 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 watch and encourage program planning, publications, membership promotion, officer selection, bylaws updates, awards selections, and each Division's activities.
- To oversee the development of the Annual Conference.
- Reviewing preliminary program information throughout the conference planning cycle
- Approving proper Annual Conference registration for qualified non-member speakers
- Planning and conducting the PIC business meeting at the Annual Conference
- Whenever possible, attend 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 supply communications between the Board and the Divisions/Committees of the Council
- Meet with other PIC Chairs on issues of common interest at each meeting of the Board of Directors.

- Communicating the Board of Director's activities to each Division's officers 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 give budgetary material for the upcoming fiscal year and collecting such proposals at the Annual Conference
- Submit Division budgetary material to the VP PICs at the Annual Conference and work with the VP PICs to distribute operating funds to Divisions for the upcoming fiscal year
- Ensure that annual activity and financial reports are given 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 handle giving to their PIC Chair at the ASEE Annual Conference, operating plans with associated budgets, and proposals for allocating funds to BASS (BANKING AND ACCOUNTING SERVICES SYSTEM) and operating accounts. This information will set up a request for operating funds for the upcoming year, collected by the PIC Chairs and passed on to the VP PICs. In consultation with the PIC Chairs, the VP PICs will distribute to each Division the Board-approved Division operating funds for the upcoming fiscal year.

Once the VP PICs distributes funds to a Division, Headquarters will honor requests from Division Chairs or Treasurers, which meet the Financial Policy Manual requirements (Section 11.2).

Those sending requests for a refund must use the ASEE disbursement request form or the ASEE travel voucher. An essential requirement for reimbursement requests' approval is that authorized signatures must be on file at Headquarters ([appendix 12.4](#)). ASEE will accept claims for reimbursement at any time during the year. ASEE must receive all claims against a fiscal year's budget by October 15.

ASEE will send quarterly reports on the BASS accounts' status to the Secretary/Treasurer and the Chair 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 its activities.

Division Chairs must address any problems to the ASEE Controller.

COUNCIL/DIVISION FINANCES

INSTITUTIONAL COUNCIL BUDGET REQUESTS

Annually, Council/Divisions may request funds be budgeted for the subsequent year's Society operating budget to support their activities. Requests must be made through the VP for Institutional Councils to the VP Finance.

Beyond the allocation from the Board of Directors, Councils must be self-sustaining. Units may generate income by directly assessing dues, meeting registration fees, publication sales, and contributions.

BANKING AND ACCOUNTING SERVICES SYSTEM (BASS)

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

Any funds collected in the Society's name are considered Society income, and the Society must report those funds to the IRS. This requirement includes all funds raised by any of the Board-sanctioned Society units,

It is illegal for the American Society for Engineering Education, a non-profit corporation, to file income tax returns that misrepresent the Society's income, assets, and liabilities. Therefore, for IRS and Society auditing purposes and as a helpful service to the membership, any funds held in the Council/Division treasury or funds generated from activities must be deposited in the proper BASS account.

Volunteer officers could be subject to personal liability for any losses that result from funds held elsewhere.

Most Councils/Divisions have set up BASS accounts. Any dues income is deposited directly into the BASS account as it is received. Unlike the operating budget of the Society, funds in the BASS Account year-end balance will carry over to the next fiscal year.

Following is a summary of BASS account features:

- Interest will be paid at 90% of the rate earned by the Society during the quarter and will be credited quarterly.
- Centralized account--no need to move account with officers' change; merely send 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.

- The typical turn-around time for reimbursements is within 15 days of receipt at Headquarters unless there are discounts for more immediate payment.
- There are two forms used in BASS account transactions. The first is a "Transmittal of Funds" for sending funds to ASEE Headquarters; the second, a "Funds Disbursement Authorization."
- Groups cannot overdraw their BASS Account
- Advances of BASS monies will not be allowed. ASEE will use funds from the BASS Accounts to reimburse expenses and pay invoices, as shown above

ANNUAL FINANCIAL REPORT

Each unit must prepare an annual financial report showing receipts and expenditures. Please give this report to the ASEE Assistant Controller by September 30. If the Division/Council keeps approved funds outside the Society structure, they must also send an additional detailed report. Accounts not authorized by the Society Finance Committee are a violation of the Board of directors' policy.

AWARDS

Subject to approval by the ASEE Board of Directors and Awards Policy Committee, Councils, Divisions, Sections, Standing Committees, and Constituent Committees may set up awards. Award sponsors or sponsoring Society units must send proposals to establish new ASEE awards to ASEE Headquarters through ASEE's Awards Administrator. The administrator will answer any questions about specific ASEE awards policy and guidelines. The Awards Policy Committee will evaluate the proposal, and they will present their recommendation to the Board for decisive 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 website. This manual outlines the procedures for sending 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 website at www.asee.org.

It is imperative that any Society unit considering setting up an award study these documents before acting.

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 a cover, on the first page) and the ASEE unit's name.
- The Society logo should appear on all covers. If there is a spine rather than staples binding the publication, the ASEE logo should appear on the spine. (The official ASEE logo is available from ASEE's Membership Department. ASEE adopted this copyrighted and trademarked logo in 1988. You may not use any version of the logo.)
- The proper mailing address of the sponsoring unit must appear on all Society publications.
- ASEE publications must carry the following, or similarly worded, disclaimer: "ASEE is not responsible for statements made or opinions expressed in this publication." (The publication of this disclaimer in no way releases editors from the obligation to uphold the Society's good name and produce publications that reflect well on its members.)
- Society units must send two copies of their publications to the ASEE Headquarters office. This requirement pertains to newsletters, periodicals, books, proceedings, and brochures.
- Every Society publication of archival value should carry a Library of Congress number and an ISSN (for serials) or ISBN (for books).
- Editors of all ASEE publications, except newsletters, are encouraged to register their publications with the Copyright Office and publish a copyright notice in each release. The Society, not the unit, should be shown as the copyright holder.

NEWSLETTERS

All ASEE units are encouraged to publish a newsletter since, for many members, newsletters are the most direct means of communication within the Society. A newsletter is an informally prepared and presented collection of news and general information, distributed gratis to all Society unit members, usually two to four times during the academic year. Informal communications prepared by a Society unit on an ad hoc basis are not considered newsletters.

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

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

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

It is the Council/Division's responsibility 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 allowed. Any cover and mailer used must show the Society name, the group responsible for the publication, and the editor's name and address. ASEE recommends distributing newsletters via email.

The ASEE unit that publishes the newsletter is responsible for its content through the Newsletter Editor. The material included is expected to meet its readers' professional interests and be prepared in good taste. ASEE recommends a regular publication schedule. The Society Publications Committee recommends that each unit regularly review its newsletters and conduct reader interest and satisfaction surveys. Newsletter Editors session 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 and preserve the papers, you might consider publishing meeting proceedings.

Whether or not you publish proceedings, you may wish to give one or two outstanding papers from your program to the Journal of Engineering Education. To provide the entire Society a briefing of your unit's activities, write up the highlights of your meeting for ASEE PRISM (check with the editorial staff first for guidelines). A Meeting Report Form is available from the ASEE Web site.

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

MEMBERSHIP PROMOTION AND RETENTION

Corporate, government and academic communities recognize ASEE as the pre-eminent 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 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 more 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 help 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:

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

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

APPENDIX 12.1 SAMPLE WELCOME LETTER, LONG VERSION

Dear [new member name]:

ASEE Headquarters recently informed me that you had joined ASEE. On behalf of the [unit name] of the American Society for Engineering Education, I want to welcome you as a new member.

Founded in 1893, ASEE is one of the oldest educational and professional organizations. The Society has striven to improve and expand the educational process that produces technically competent and broadly educated engineers and technologists through the years. ASEE's efforts contribute significantly to engineering education quality at colleges and universities throughout the United States and Canada. International universities are also influenced and interested in the activities of ASEE.

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

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

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

We recognize that one of the most critical services the Society can render for its members is to organize activities to enhance the entire process of engineering education and promulgate this information to everyone concerned with the process and the outcome. We invite you to participate in the Society's activities and share the newest techniques and methods for efficient, effective engineering education. You can help ASEE become a better Society by sharing your talent and knowledge with us.

I hope to meet you soon.

Sincerely,

[chair name]

Chair, [unit name]

APPENDIX 12.2 SAMPLE WELCOME LETTER, SHORT VERSION

Dear [new member name]:

As Chair of the [unit name] of ASEE, I extend a warm welcome as you begin your ASEE membership. Over the more than [number] years that I have belonged to ASEE and have participated in Society activities, I have found my association with ASEE professionally rewarding and stimulating. I hope you will, too.

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

Information about the ASEE Annual Conference, which ASEE will hold this year in [location], will reach you through ASEE PRISM, the magazine for all ASEE members. I hope you will be able to attend.

Congratulations on becoming an ASEE member! I hope you will be an active participant in ASEE activities.

Sincerely yours,

[chair name]

Chair, [unit name]

APPENDIX 12.3 SAMPLE LETTER RE DELINQUENT DUES

Dear [member name]:

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

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

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

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

Sincerely,

[chair name]

Chair, [unit name]



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.