



ASEE SE Section Officer's Manual

2003

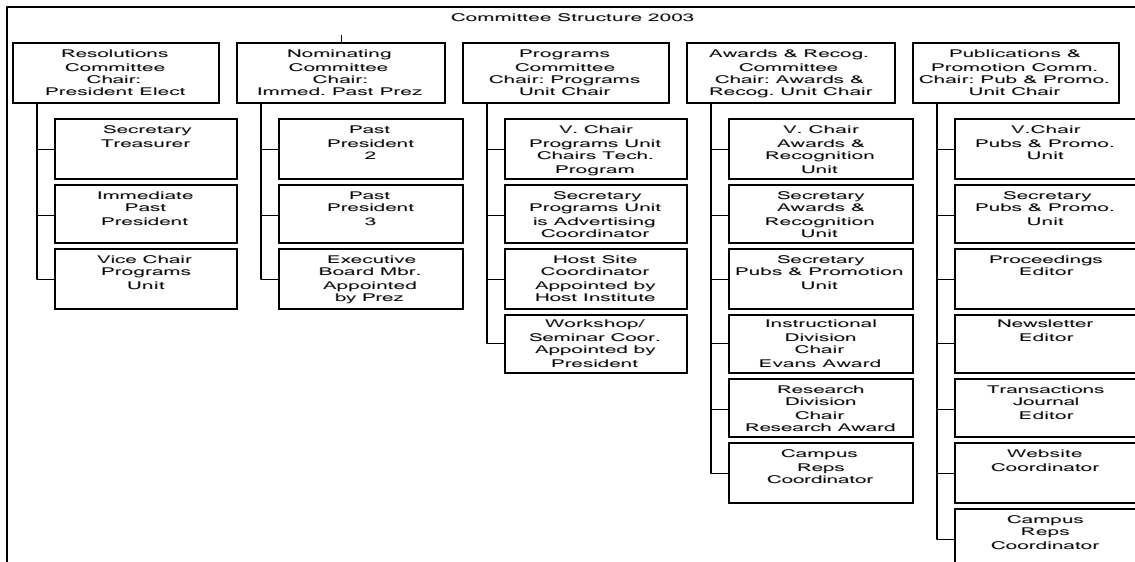
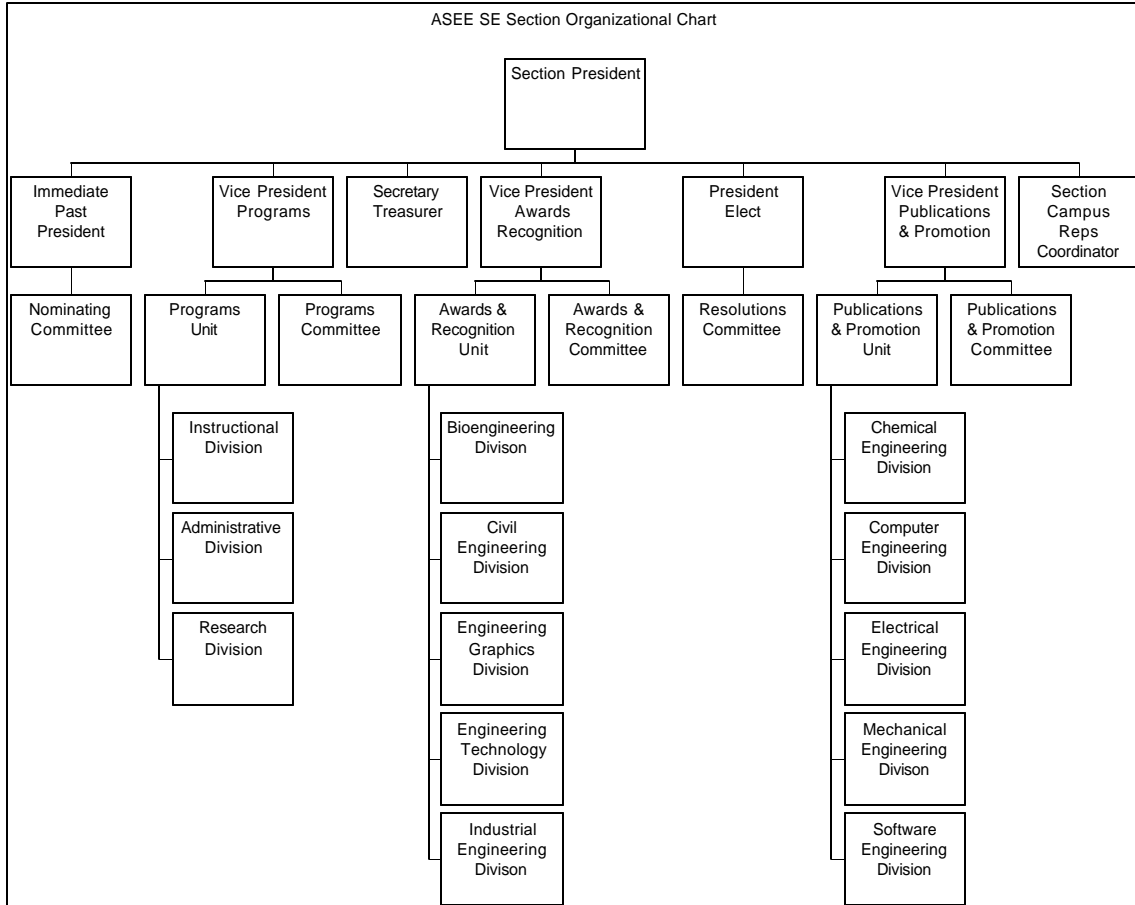
... To promote the betterment of engineering education within the section through collegiality and friendship, while fostering a spirit of mutual enjoyment for all...

Southeastern Section's Core Value

Table of Contents

Subject	Page Number
<i>Duties of Elected Section Officers</i>	
Section President.....	5
Section President Elect.....	5
Section Immediate Past President.....	6
Section Vice President for Programs.....	6
Section Vice President for Awards and Recognition.....	6
Section Vice President for Publications and Promotion.....	7
Section Secretary-Treasurer.....	7
 <i>Duties of Appointed Officers</i>	
Section Campus Representative Coordinator.....	8
Conference Host-Site Coordinator.....	8
Publications and Promotion Committee Members.....	10
Workshop/Seminar Coordinator.....	10
 <i>Duties of Standing Committees</i>	
Nominating Committee.....	10
Programs Committee.....	10
Resolutions Committee.....	11
Awards Committee.....	11
Publications and Promotion Committee.....	12
Proceedings Editor.....	12
Newsletter Editor.....	12
Transactions Journal Editor.....	12
Website Coordinator.....	12
Unit Organizations.....	13
Programs Unit.....	13
Awards and Recognition Unit.....	13
Publications and Promotion Unit.....	13
Division Organization.....	13
Conference Planning Guidelines.....	14
 APPENDIX	
A Example Executive Board Meeting Agenda.....	15
B Example Fall Technical Program Planning Meeting Agenda.....	16
C Example Conference Planning Meeting Agenda.....	17
D Example Annual Meeting Agenda.....	18
E Example Forms for Recording Unit and Division Elections	19
F Example Resolution Form.....	21

G Example Conference Planning Budget Form..... 22
H Example Guidance for Section Presidents Conducting a Conference.. 23
I Recommended Procedure for Electing Division and Unit Officers..... 25
J Constitution.....
K Bylaws.....



Duties of Elected Section Officers

1. Section President. The President shall have served as President Elect for one year prior to assuming the position. The President shall preside at all general sessions of the Section, preside at all meetings of the executive board, and shall implement a plan supporting the mission and goals of the Section developed as President Elect. More specifically, the President is responsible for:
 - Scheduling and conducting executive board meetings
 - Schedules and makes reservations for holding the Fall planning meeting for the executive board and all Unit/Division officers. Invites host site representatives from the institution that is scheduled to host the Annual Meeting and Conference a year and one-half hence, so they can better understand the needs of the Section.
 - Preparing and distributing a proposed agenda for the Fall planning meeting, as well as the executive board meeting held traditionally in November.
 - Working with the Secretary Treasurer to prepare an annual budget that will be presented to the executive board
 - Appointing a member of the executive board to serve as the fourth member of the Nominating Committee.
 - Appointing a person to serve as Workshop/Seminar Coordinator on the Programs Committee.
 - Preparing and distributing a proposed agenda for the Annual Meeting.
 - Conducting the Annual Business Meeting traditionally held in the Spring
 - Conducting the annual election of Section officers as part of the Annual Business Meeting.
 - *Section President Tips*
 - ❑ Use the National's list-serve to communicate with Section members via E-mail. Currently Dwight Wardell is in charge of Membership Services, and he will assist you in gaining access to this service.
 - ❑ Use E-mail often to communicate with other officers.
 - ❑ Invite the Zone II Chair as well as a representative from National to every executive board meeting, and the conference.
 - ❑ Appoint a parliamentarian at the beginning of each meeting
 - ❑ To assist in the flow of activities at the Annual Meeting consider creating a loose-leaf notebook that is divided by time intervals and days. On division can contain duties needing attention or information that needs to be verbalized before the assembled body. Notes can be added where evolving issues can be addressed at the next available opportunity. For example, maybe there are some issues pertaining to campus parking that need to be shared with the conference attendees...this could be addressed as "Housekeeping matters" after the Keynote Speech along with any other announcements. (See Appendix H)
2. Section President Elect. The President Elect shall be elected annually and hold office for one year. At the end of the one-year term, the President Elect shall become President of the Section and hold office for one year. The President Elect

must have previously served as a Section Vice President or as Secretary Treasurer. The President Elect shall:

- Develop a plan that supports the mission and goals of the Section,
- Presides over meetings when the President cannot act or is absent from the meeting
- Creates the Annual Call for Papers in conjunction with next year's host institution
- Provides the Call to the Vice President for Programs for dissemination.
- Serves as Chair of the Resolutions Committee, and is responsible to coordinate proposed Section resolutions with other committee members including the Secretary-Treasurer, the Immediate Past President, and the Vice Chair of the Programs Unit.
- Procure before Annual meeting, and award a memento plaque to the outgoing President for outstanding services rendered once installed as Section President.

3. Section Immediate Past President. Immediately after the new Section President assumes the position, the outgoing president begins his or her one year term as Immediate Past President. Duties of the Immediate Past President include:

- Chairing the Nominating Committee
- Participating as a member of the Resolutions Committee

4. Section Vice President for Programs. Elected annually from within the Program Unit, having previously served as a Division Chair within the Unit. The term is normally for one year.

- Presides over Programs Unit meetings
- Chairs the Programs Committee
- Responsible for working with the Conference Host-Site Coordinator in developing a conference budget
- Disseminates the Annual Meeting Call for Papers developed by the Section President Elect and the Conference Host Site Coordinator along with the general announcement of the meeting.
- Promotes the development of new faculty
- Annual meeting promotion and overseeing the overall coordination of the budget, entertainment, conference workshops & seminars, technical program, and procurement of the keynote speaker with the Host Site Coordinator.
- Coordination of workshops and seminars not held as part of the Annual Conference.

5. Section Vice President for Awards and Recognition. Elected annually from within the Awards and Recognition Unit, having previously served as a Division Chair within the Unit. The term is normally for one year.

- Presides over Awards and Recognition Unit meetings
- Chairs the Awards and Programs Committee

- Oversees the selection process for awards and any special recognition given by the Section including publicity, selection, and notification
 - Responsible for all award certificates, checks, and medallions being available for distribution at the Annual Awards Banquet
 - Work with the Secretary Treasurer to develop sources of funding
 - Conduct a review of awards and make recommendations to the Executive Board to eliminate or create new arrivals.
6. Section Vice President for Publications and Promotion. Elected annually from within the Publications and Promotion Unit, having previously served as a Division Chair within the Unit.
- Presides over Publications and Promotion Unit meetings
 - Chairs the Publications and Promotion Committee
 - Responsible for Conference Proceedings, Section Newsletter, Transactions Journal, Section Website, and any other publications authorized by the executive board
 - Promotes the interests of the Section to the membership, member institutions, the public, and the profession
 - Promotes the annual meeting using appropriate publicity and through member institutions
 - Coordinates the Section's positions on issues affecting engineering and engineering technology as directed by the President and executive board
 - Maintains and updates future conference sites up to five years in advance.
 - *Publications and Promotion Unit Chair Tips*
 - When eliciting a potential host site, it has been found to be good practice to first have someone from that institution indicate on an informal basis that the Institution might consider hosting the Annual Conference. That person then should be encouraged to have an informal discussion with the Dean to seek the Dean's initial approval. If the Dean gives conceptual approval, then the Chair of the Publications and Promotion Unit needs to present this possibility to the executive board and then on behalf of the Section write a formal invitation for that Institution to host the Annual Meeting for a specified year and location.
 - Once the Institution accepts, the Publications and Promotion Unit Chair needs to identify who the Host Site Coordinator will be, and also encourage the formation of a host site committee to locally work with the coordinator, especially when the meeting is to be held within the year.
7. Section Secretary-Treasurer. The Secretary Treasurer normally holds office for three years, and can be elected to a second three-year term. Responsibilities can include being responsible for:
- Preparing minutes for all general session meetings of the Section and the Executive Board and cause them to be kept as permanent records
 - All correspondence concerning the business of the Section
 - Collecting all income to the Section

- Keeping a permanent record of all receipts and expenditures of the Section.
- Preparing an annual budget in cooperation with the President and presenting it to the Executive Board for consideration annually
- Furnishing the host of the annual meeting with a copy of the responsibilities of the host institution.
- Administering funds as directed by the Executive Board.
- Serves as a member of the Resolutions Committee.
- Works with Vice President for Awards and Recognition to develop sources of funding to support Section awards and recognition efforts.

Duties of Appointed Officers

8. Section Campus Representative Coordinator. The Section Campus Representative Coordinator shall be appointed by the Executive Board and shall report to the President. The Campus Representative Coordinator serves as an ex officio member of the Executive Board. Duties include coordinating the activities of all campus representatives and representing the Section in this regard at national meetings.
9. Conference Host-Site Coordinator. The Conference Host-Site coordinator shall be appointed by the host institution and be responsible for attending all Executive Board meetings delineated below, as well as:
 - Seeking the availability of hotel and conference alternative facilities to report to the Executive Board at Fall Planning Meeting one year and a half prior to holding conference. Board will make recommendations to Host-Site Coordinator so that coordinator can better focus planning efforts between Fall planning meeting and following Spring Executive Board Meeting.
 - Working with the Section President Elect to develop the Annual Meeting Call for Papers.
 - Reporting to Executive Board at its Spring Meeting on arrangements and conference facility arrangements that will be used for next year's conference.
 - Providing the Call for next year and preliminary conference information to the Vice President for Programs for dissemination at the Spring Annual Meeting.
 - Finalizing hotel and conference facility arrangements and developing a conference budget in concert with the Section Vice President for Programs including any peripheral activities such as field trips, spouses programs, dinner speakers, and other non-technical aspects of the conference. Furthermore, making arrangements for preparing the Conference program and Book of Abstracts that reflects activities planned by the host institution as well as the technical program provided by the Vice Chair of the Programs Unit.
 - Reporting to Executive Board at its Fall Planning Meeting hotel and conference arrangements along with a proposed budget. Bring portable computer to meeting in spreadsheet format where various scenarios can be analyzed by Executive Board when considering budget approval.
 - Creating a registration form for dissemination which reflects the Conference registration fee set by the Executive Board.

- Providing the Section Newsletter editor and Website coordinator a copy the conference registration information that can be mailed as part of the winter edition of the Section newsletter.
- *Conference Host Site Coordinator Tips*
 - ❑ Seek the support of your Dean to help secure financial support and physical support for meeting spaces, etc.
 - ❑ Involve others at your institution by forming a host site conference committee.
 - ❑ Gather initial information on various alternative facilities available that can be shared with the Section Executive Board at its Fall Planning Meeting one and one-half years before hosting the conference. This will allow for some feedback and guidance prior to the host institution committing to a particular facility. In the past, some of the most memorable and economical conferences have been held using host institution's classrooms and other support facilities.
 - ❑ Divide various tasks to small subcommittees that are committed to follow through during the conference. (e.g. a *Book of Abstracts and Conference Program* committee to ensure this host site produced document is created, printed, and delivered in time for conference participants to obtain; an AV subcommittee that is responsible for procuring, setting up, and monitoring computers and projects that might have been borrowed from the institution for the conference; a transportation subcommittee that is responsible for coordinating the procurement of shuttle vehicles and their operation to move conference attendees from their hotel to campus or other scheduled events; a food and refreshment subcommittee to coordinate and food service requirements as well as ensure meeting spaces are available and set up for the various division meetings traditionally scheduled for breakfast on Monday and Tuesday of the annual conference...)
 - ❑ Seek outside financial support through grant requests, alumni support, or industrial support. (Consider offering those who make financial contributions space in the *Book of Abstracts and Conference Program* to list their name or show their logo. One approach might be for those who contribute \$500, give them a full page acknowledgement, \$250 a half page, etc.) These funds are helpful in offsetting the costs of the Sunday night reception, planned entertainment, and even conference handouts or keepsakes such as notepads, pens, carrying bags, etc.
 - ❑ Provide participants and guests name tags.
 - ❑ Make sure a conference registration table is available, and staff with sufficient personnel to process incoming conference participants.
 - ❑ Register all attendees, collect fees, and issue receipts for money received.
 - ❑ Make sure provisions for eating breakfast include tables where Divisions can hold their annual meeting and elections. Provide large place-cards prominently displayed in the breakfast area as follows:

1. Administrative, Instructional, and Research Division for meetings held during breakfast on Monday, as well as the Programs Unit meeting.
 2. Bioengineering, Civil Engineering, Engineering Graphics, Engineering Technology, and Industrial Engineering Divisions grouped in one section of the breakfast area. Chemical Engineering, Computer Engineering, Electrical Engineering, Mechanical Engineering, and Software Engineering Divisions grouped in another section of the breakfast area on Tuesday morning for their Division and Unit annual meetings.
 - ❑ Make sure the site prepared *Book of Abstracts and Conference Program* is available for distribution at the Conference as part of the registration process.
 - ❑ After conference is over and all financial obligations are satisfied, send any remaining funds to the Section's treasury.
10. Publications and Promotion Committee Members. At large members of the Publications and Promotion Committee shall be appointed by the Executive Board and report to the Vice President for Publications and Promotion.
11. Workshop/Seminar Coordinator. The Workshop/Seminar Coordinator is appointed by the President is a member of the Programs Committee. This coordinator is responsible for coordinating any workshops or seminars in conjunction with the host institution when being held as part of the Annual Conference.

Duties of Standing Committees

12. Nominating Committee. The Nominating Committee of the Section shall consist of the Immediate Past President as Chair, the two preceding Past Presidents, and a fourth member appointed by the President from the Executive Board. Nominating Committee duties include seeking, evaluating, and nominating a candidate for each of the following Section officer positions: (a) President Elect, and (b) Secretary-Treasurer.
13. Programs Committee. The Programs Committee consists of the Section Vice President for Programs as Chair and four additional members. These members include the Vice Chair from the Programs Unit, the Secretary of the Programs Unit who is the Advertising Coordinator, the Annual Meeting Host-Site Coordinator, and the Workshop/Seminar Coordinator. The Programs Committee is responsible for the conduct of the annual meeting including promotion, budget, entertainment, conference workshops, technical program, and procurement of the keynote speaker.
- The Vice Chair of the Programs Unit is the Technical Program Coordinator and is responsible for the coordinator of the conference program including workshops, keynote speaker, technical sessions, and review of papers, panel discussions and all other aspects of the technical program.

- *Vice Chair of Programs Tips*
 - ❑ Receive submitted Abstracts in response to the Conference Call for Papers and classify as to the targeted Division of interest
 - ❑ Record Abstract information (a spreadsheet seems to work well) including Author(s), Institution, Title, Division Assigned, and control numbers to create a master database.
 - ❑ Forward logged Abstract to Division Chair to coordinate review.
 - ❑ Coordinate Division Chair review outcomes to insure master database is current (e.g. abstract is accepted or rejected).
 - ❑ Create a draft technical program that is coordinated with the host institution, and present it to the executive board at the Fall planning meeting.
 - ❑ Receive submitted papers and forward to Division Chairs for peer review
 - ❑ Coordinate Division Chair review outcomes to insure master database is current, and the Proceedings Editor is informed of each paper's status
 - ❑ Create final technical program, and submit to Host Site Coordinator for use in publishing the *Book of Extended Abstracts and Conference Program*.
 - The Secretary of the Programs Unit is the Advertising Coordinator and shall be responsible for disseminating the Call for papers as provided by the President Elect and general announcement of the conference. Further, the Advertising Coordinator shall promote the conference in appropriate publications through member institutions.
 - The Programs Committee is also responsible for coordinating any workshops and seminars, as approved by the Executive Board, held at times other than the annual meeting.
14. Resolutions Committee. The Committee on Resolutions of the Section shall consist of the President Elect as Chair, and three additional members including the Secretary-Treasurer, the Immediate Past President, and the Vice Chair of the Programs Unit.
15. Awards Committee. The Awards Committee shall be chaired by the Vice President for Awards and Recognition, and shall include the Vice Chair and Secretary of the Awards and Recognition Unit, the Secretary of the Publications and Promotion Unit, and Chairs of the Instructional and Research Divisions, as well as the Campus Reps Coordinator. The Awards Committee is responsible to form individual selection committees and coordinate individual Award reviews. Selection committees shall consist of representatives from different institutions. Selection committees shall verify that Awardees meet stipulated requirements, and will attend the annual meeting, if a requirement. Currently the Section's Awards include:
- ASEE SE Section New Faculty Research Award and Runner-Up
 - ASEE SE Section Outstanding Teaching Award
 - ASEE SE Section Outstanding Mid-Career Teaching Award
 - ASEE SE Section New Teacher Award

- Thomas C Evans Instructional Paper Award
 - Tony Tilmans Service Award
 - ASEE SE Section Outstanding Campus Representative—handled by the Section Campus Rep Coordinator
16. Publications and Promotion Committee. The Publications and Promotion Committee shall be chaired by the Vice President for Publications and Promotion, and include the Vice Chair and Secretary of the Publications and Promotion Unit, the Proceedings Editor, the Newsletter Editor, the Transactions Journal Editor, and the Website Coordinator, and the Section Campus Representative Coordinator.
- The Publications and Promotion Committee is responsible for:
- Promoting the interests of the Section to the membership, to member institutions, to the public, and to the profession.
 - Promoting the annual meeting using appropriate publicity and through member institutions.
 - Exploring and formulating recommended Section positions on issues pertaining to engineering and engineering technology
 - Evaluating potential meeting sites for future conferences by considering the geography of the Section
 - Seek new host sites approved by the Executive Board for future conference while trying to include all member institutions.
- A. Proceedings Editor. The Proceedings Editor shall be responsible for publication of the proceedings of the annual conference in electronic or printed form as determined by the Executive Board. Included in the responsibility are preparation and update of templates for authors to use when preparing manuscripts for the conference.
- B. Newsletter Editor. The Newsletter Editor shall be responsible for preparation, publication, and dissemination of the newsletters of the Section. The frequency of publication shall be approved by the Executive Board and is dependent upon available funds.
- C. Transactions Journal Editor. The Transactions Journal Editor shall be responsible for publication of the Transactions Journal of the Southeastern Section. Included in the responsibilities for the journal are coordinator of the editorial review board, solicitation of papers for the journal, review of submitted papers, and maintenance of high editorial standards for the journal.
- D. Website Coordinator. The Website Coordinator shall be responsible for the content of the section website and shall work closely with a designated individual at the website host institution for implementation, update, and maintenance of the web site.

Unit Organizations

Note: The Constitution provides for the Executive Board to review the Divisions assigned to each Unit on a five year basis, and to make re-assignments as necessary where Unit membership remains relatively balanced.

{Historical note: Prior to April 1961 the SE Section was organized into three divisions, Administrative, Instructional, and Research. A Constitution and Bylaws amendment re-designated these divisions into the Administrative Unit, Instructional Unit, and Research Unit. Special interest groups were also formed called Divisions. In the Spring of 2003 by amendment, the term "Unit" was eliminated, and replaced with Division}.

17. Programs Unit. The Programs Unit consists of the following special interest Divisions: Instructional, Administrative, and Research. Annually a Chair, Vice Chair, and Secretary will be elected from the Divisions within the Unit. Unit officers must have previously served as Chair of a Division.
 - The Chair of the Programs Unit serves as Section Vice President and is Chair of the Programs Committee.
 - The Vice Chair of the Programs Unit serves as Technical Program Chair for the Annual Conference and is responsible for the coordination of the conference program including workshops, keynote speaker, technical sessions, and review of papers, panel discussion, and all other aspects of the technical program. The Vice Chair of the Program Unit is also a member of the Resolutions Committee.
 - The Secretary of the Programs Unit is the Advertising Coordinator and shall be responsible for disseminating the Call for Papers as provided by the President Elect and the general announcement of the conference. Further, the Advertising coordinator shall promote the conference in appropriate publications and through member institutions.

18. Awards and Recognition Unit. The Awards and Recognition Unit consists of the following professional-interest Divisions: Civil Engineering, Engineering Technology, and Engineering Graphics. Annually a Chair, Vice Chair, and Secretary will be elected from the Divisions within the Unit. Unit officers must have previously served as Chair of a Division

19. Publications and Promotion Unit. The Publications and Promotion Unit consists of the following professional-interest Divisions: Mechanical Engineering, Electrical Engineering, Computer Engineering, and Software Engineering. Annually a Chair, Vice Chair, and Secretary will be elected from the Divisions within the Unit. Unit officers must have previously served as Chair of a Division

Division Organizations

Each division will elect annually a Chair, Vice Chair, and Secretary. Duties of the Division Officer are as follows:

- The Chair is responsible for holding the Division's annual meeting, attending and representing the Division at the Conference Planning Meeting traditionally held in November, organizing peer reviewers for conference papers submitted as part of the Division, and participating in peer reviews. The Chair is also responsible for communicating with colleagues associated with the Division, to promote the Call for Papers and the conference as well as Section participation.

- The Vice Chair fills in if the Chair is unable to hold the Division's annual meeting or attend the Conference Planning Meeting traditionally held in November. The Vice Chair also assists the Division Chair in peer review of submitted conference papers, as well as promoting the conference and Section's activities. Normally the Vice Chair ascends to the Chair's position.
- The Secretary is responsible for keeping minutes for the Division's annual meeting, and submitting the minutes to the Section's Secretary Treasurer. In addition, each Secretary is responsible for making sure that the elected officers for the Division are recorded for the Section's Secretary Treasurer along with their personal contact information (e.g. postal address, telephone number, fax, and E-mail address). Normally the Secretary of the Division ascends to the Vice Chair's position.

Conference Planning Guidelines

- Annual meeting sites shall be scheduled on a 5 year basis to reflect the geography of the Section as coordinated by the Section Vice President for Publications and Promotion and the Publications and Promotion Committee.
- All section members are to be sent notification and invitations prior to each annual meeting of the Section
- Each conference host site will be invited to send representatives to conference planning meetings one and one-half years in advance where they can become familiar with the Section's requirements and better serve the membership when planning their activities the following year. These representatives will be invited by the Section President.
- Each conference host site must appoint a Host-Site Coordinator from their institution who will meet with the Executive Board during planning session, and act as liaison between the Section and the host institution.
- Each Host-Site Coordinator shall comment on the responsibilities and pass them on through the Secretary Treasurer of the Section to the Host Site Coordinators for future meetings.
- In general, if funds are available in the treasury, the Section pays for the following in connection with each meeting: printing of postal cards, spouses programs, car signs, and complimentary tickets for keynote speakers for the luncheon and/or the banquet on the day they speak.
- A registration fee may be charged for a meeting of the Section
- The host site must submit a budget for approval to the President of the Section before any expenditures are made.

Appendix A Example Executive Board Meeting Agenda

ASEE Southeastern Section Executive Board Meeting

Date

Location

Time

- | | | |
|-----|--|--|
| 1. | Welcome and Introductions | President |
| 2. | Tribute to any colleagues who have passed away | President |
| 3. | Approval of previous Board Meeting Minutes | Secretary Treasurer |
| 4. | Treasurer's Report | Secretary Treasurer |
| 5. | Host Committee's Report on Conference/Budget | Host Site Coordinator |
| 6. | Technical Program Committee Report | Vice Chair of Programs Unit |
| 7. | Section Awards Report | Vice President for Awards
and Recognition |
| 8. | Future Meeting Sites | Vice President for
Publications and Promotion |
| 9. | Status of Conference Proceedings | Proceedings Editor |
| 10. | Campus Reps Report | Campus Rep Coordinator |
| 11. | Newsletter Editor Report | Newsletter Editor |
| 12. | Website Coordinator Report | Website Coordinator |
| 13. | Nominating Committee Report | Immediate Past President |
| 14. | Zone II Chair Report | Zone II Chair |
| 15. | Old business | |
| 16. | New business | |
| 17. | Adjourn | |

Appendix B Example Fall Technical Program Planning Meeting Agenda

ASEE Southeastern Section Technical Program Planning Meeting

Date

Location

Time

1. Welcome and Introductions President
2. Housekeeping items President
 - Where dinner is to be served
 - Breakfast in the morning
 - Lunch at local restaurant provided by section
 - Check out time
3. Presentation of information pertaining to abstracts President/Vice Chair
of Program Unit
 - History of numbers of abstracts arriving
 - Extensions to the Call for Papers Vice Chair Program Unit
 - Summary of Papers by Division Vice Chair Program Unit
4. Proposed Technical Program by sessions Vice Chair Program Unit
5. Proposed Workshops/Seminars for Sunday afternoon Chair Program Unit
6. Paper review process Vice Chair Program Unit
7. Comments from the Conference Proceedings Coordinator
8. Other business
9. Adjourn

Appendix C Example Conference Planning Meeting Agenda

ASEE Southeastern Section Conference Planning Meeting

Date

Location

Time

1. Welcome and Introductions President
2. Conference hotel information discussed VP Programs/Host Site Coord
3. Conference site accommodations discussed VP Programs/Host Site Coord
 - Break out rooms
 - AV equipment availability and backup
 - Meals
 - Workshop accommodations
 - Field trips
 - Spouses program
 - Host committee for conference scheduled two years hence is encouraged to have Call for Papers prepared to hand out at next year's conference.
4. Other business President
5. Adjourn

Appendix D Example Annual Meeting Agenda

ASEE Southeastern Section Annual Meeting

Date

Location

Time

- | | | |
|-----|---|--------------------------|
| 1. | Call to order | President |
| 2. | Moment of silence for any colleagues who have passed away | President |
| 3. | Approval of Minutes from Previous Annual Meeting | Secretary Treasurer |
| 4. | Nominating Committee Report for Election of Officers | Immediate Past President |
| 5. | Nominations from Floor. Hold Elections | President |
| 6. | Report on next year's conference | Host Site Coordinator |
| 7. | Call for Papers for next year's conference | Outgoing President Elect |
| 8. | Report on future meeting sites | President |
| 9. | Old Business | President |
| 10. | New Business | President |
| 11. | Section Resolutions | Outgoing President Elect |
| 12. | Turn meeting over to new President | New President |
| 13. | Award plaque to outgoing President | New President |
| 13. | Other business | New President |
| 14. | Adjourn | |

Appendix E Example Forms for Recording Unit and Division Elections

Part A. Unit/Division Name:

Date:

Location:

Newly elected officers:

Unit/Div:	Name	Institution	Postal Add	Phone No.	Fax No.	E-mail
Chair						
Vice Chair						
Secretary						

Minutes of Unit/Division Annual Meeting:

Respectfully Submitted:

Unit/Division Outgoing Secretary

Note: Outgoing Secretary is responsible for submitting Parts A and B to the Section Secretary Treasurer immediately following this meeting.

Appendix F Example Resolution Form

Example RESOLUTION on the Death of a Colleague

“ We regret the untimely death recently of our colleague and friend, Dr. or Dean _____ of the University of _____. For many years he attended regularly the meetings of the ASEE SE Section. His wise counsel and always logical viewpoint were valuable and helpful guides in conducting the affairs of this Section. We shall miss him greatly, and sympathy is extended to the family.”

Example RESOLUTION for an Annual Meeting

Whereas the Southeastern Section of the American Society for Engineering Education has been the guest of the University of _____ at _____ during its ____ annual meeting, and

Whereas the members of the Section wish to acknowledge with grateful appreciation the efforts of those responsible for the hospitality and outstanding arrangements and have contributed to the success and fellowship of the meeting

THEREFORE LET IT BE RESOLVED:

FIRST, that we thank the University of _____ at _____ and its faculty and Administration for the invitation to meet in _____ and for the pleasant and worthwhile experiences which resulted, and

SECOND, that we express our particular appreciation to the host, Dean _____, and to each member of the Host Committee who worked so effectively under the capable leadership of the Host Site Coordinator, _____; in particular (Name various faculty members, etc); and

THIRD, that we thank each of the following for their particular contribution: Dean _____ and the College of Engineering for the reception and fellowship provided on Sunday evening;

FOURTH, that express our appreciation to _____ for their delightful entertainment at the Awards Banquet on Monday evening, and

FIFTH, that we thank the Executive Committee of the Southeastern Section and especially _____ for their part in planning an excellent program, and

SIXTH, that we express our appreciation to _____, of the XYZ Corporation, for an outstanding Keynote Address, and

SEVENTH, that we recognize the continued fine efforts of the Proceedings Editor, _____, and

EIGHTH, that we thank _____, _____, _____, and _____ for their equipment displays, and other support for the meeting.

BE IT FURTHER RESOLVED, that a copy of these resolutions be included in the minutes of this meeting, and that the Secretary be instructed to transmit copies to all concerned.

Respectfully submitted by the Committee on Resolutions.

Committee Chair

Appendix G

Example Conference Planning Budget Form

Budget for the 200? American Society for Engineering Education Annual Meeting

Estimated number at attending Conference 80

Prior to start of conference

Item	Quantity	Item Cost	Cost
Mailout in September	1	\$500	\$500

Sunday

Registration Package

Item	Quantity	Item Cost	Comment
Name Tags	80	\$1.00	\$80.00
Memento	80	\$10.00	\$800.00 Unknown
Student Help	1	\$400.00	\$400.00 Paid to ASCE Chapter for help on Conf.
Book of Abstracts/Program	80	\$10.00	\$800.00

Reception

Item	Quantity	Item Cost	Comment
Rental on aquarium	1	\$2,500.00	\$2,500.00
Barbecue Dinner	80	\$12.00	\$960.00
Transportation			
Bus	1	\$100.00	\$100.00 Estimate 45 passenger bus + mileage
Bus Driver	1	\$75.00	\$75.00 Bus Driver gets paid by hour

Monday

Transportation

Item	Quantity	Item Cost	Comment
Vans	4	\$30.00	\$120.00
Student Drivers	32	\$7.00	\$224.00 4 Drivers for 4 hours @\$7.00 per hour

Meals

Item	Quantity	Item Cost	Comment
Breakfast ---Full	80	\$9.00	\$720.00 Eggs, bacon, sausage, And grits
Lunch	80	\$10.00	\$800.00
Banquet	80	\$15.00	\$1,200.00
Morning Break	80	\$3.00	\$240.00 Coffee, pastries
Afternoon Break	80	\$4.00	\$320.00 Coffee, cokes, pastries
Gratuity to entertainers	1	\$250.00	\$250.00 Honoraria

Tuesday

Transportation

Items	Quantity	Item Cost	Comment
Vans	4	\$30.00	\$120.00
Student Drivers	16	\$7.00	\$112.00 4 Drivers for 4 hours @ \$7.00 per hour

Meals

Items	Quantity	Item Cost	Comment
Breakfast ---Full	80	\$9.00	\$720.00 Pancakes, waffles, sausage
Lunch	80	\$10.00	\$800.00
Morning Break	80	\$3.00	\$240.00
Estimated total cost of annual meeting			\$12,081.00

Note: Run analysis for 80, 90, 100, 110, 120, 130 persons attending to determine cost per person.

Appendix H Example Guidance for Section Presidents Conducting a Conference

To give Section President's some ideas on how to help move a conference through its various phases, the following guidelines are offered only as an example and ideas that might be considered:

Closing the Sunday Night Reception—Housekeeping Announcements

1. Acknowledgement of those involved for the arrangements for the reception, and any sponsors.
2. Announce any shuttle service schedules for transporting attendees to breakfast and/or technical session locations.
3. Information pertaining to parking as it applies to this conference.
4. Conference registration times and locations for those yet to have registered.
5. Information on breakfast. Where and when. You need to stress that various divisions will be meeting to elect officers, and unit officers during breakfast.
6. Reaffirm when Main Plenary Session and keynote speech is to be held and who the speaker is.
7. Any other pertinent information.

Monday AM—Main Plenary Session

1. Call ASEE SE Section Conference into session, introduce self, and issue welcoming comments
2. Acknowledge work of host institution, and introduce Host Site Coordinator and other site persons who might of value to attendees in case they have questions or need guidance.
3. Acknowledge and thank those who put on seminars or workshops as part of this conference.
4. Acknowledge and thank sponsors who helped to defray the cost of the conference (as indicated in the Book of Abstracts and Program)
5. Acknowledge special guests (keynote speaker, Officials from host institution, in attendance and their support for this conference, persons from National ASEE in attendance, Zone II Chair, and any other persons of interest.
6. Comments about theme of the conference. How many have registered and how many technical presentations are scheduled.
7. Introduce Host Institution Official for welcoming remarks.
8. Introduction of keynote speaker by an appropriate person.
9. Keynote Speech
10. Thank speaker and make any housekeeping announcements:
 - Parking issues
 - Tell audience where lunch will be held
 - Provide restroom locations
 - Tell where and when refreshments will be served during session breaks
 - Ask session moderators to meet with you immediately after plenary session
12. Conclude the Plenary Session
 - Tell session moderators about location of Author's Information Packet locations
 - If some authors do not show, encourage moderator to utilize full session for additional discussions or extend the remaining presentations

Monday's Luncheon

1. Return thanks
2. After lunch housekeeping announcements
 - Report on how things are progressing relative to the published program in the Book of Abstracts
 - Information on any new locations for afternoon technical sessions or field trips/workshops
 - Where and when the Awards Banquet will be held
 - Turn floor over to the Chair of the Instructional Division to introduce the Thomas C. Evans Instructional Paper Award winner(s) who will then present their paper.

Monday Night Awards Banquet

1. Posting of colors or fanfare
2. Return thanks
3. Encourage attendees to begin eating.
4. Post meal activities:
 - Introduce honored guests and section officers
 - After dinner speaker
 - Representatives from National ASEE
 - Zone II Chair
 - Host institution guests
 - Section officers
 - Introduce any Past Presidents attending the meeting
5. Introduce the chairs of the various selection committees to confirm awards:
 - Research Division Chair—ASEE SE Section New Faculty Research Award and also the Runner-Up
 - Instructional Division Chair—Thomas C. Evans Outstanding Instructional Paper Award
 - Campus Reps Coordinator—ASEE SE Section Outstanding Campus Representative Award
 - TBD--ASEE SE Section Outstanding Teaching Award
 - TBD--ASEE SE Section New Teacher Award
 - TBD--Tony Tilmans Service Award
6. Introduce person who will introduce the featured after dinner speaker or entertainer.
7. Thank after dinner speaker/entertainer and also Host Site Coordinator
8. Address any housekeeping matters:
 - What time and where shuttles will be running in the morning
 - Where and when breakfast will be held. Stress the importance for everyone to attend breakfast and participate in Division and Unit elections.
 - State when technical sessions will begin in the morning
9. Thank everyone for coming.

Annual Luncheon Meeting on Tuesday

1. Follow proposed meeting agenda (see Appendix D)

Appendix I Recommended Procedure for Electing Division and Unit Officers

In concert with the recently adopted changes to the Section's Constitution and By Laws, the following procedure is recommended for the election of Division and Unit Officers during the Annual Section Conference traditionally held in the Spring of each year:

Monday Morning

Breakfast served in one large room where everyone attending the conference will eat together, but grouped within the room according to the below Divisions. During breakfast the following divisions will hold their annual meetings, conduct business, and elect division officers:

Administrative Division
Instructional Division
Research Division

Immediately following breakfast, but before the first morning session, these three divisions **will elect Unit Officers for the Programs Unit** (Chair—who is also a Section Vice President, Vice Chair, and Secretary).

Tuesday Morning

If possible, the site should provide two separate rooms where around one-half the attendees can meet for breakfast in either of these rooms. **One room** will be used by the following divisions to hold their annual meetings, conduct business, and elect division officers:

Bioengineering Division
Civil Engineering Division
Engineering Graphics Division
Engineering Technology Division
Industrial Engineering Division

Immediately following breakfast, but before the first morning session, these five divisions will join together **to elect Unit Officers for the Awards & Recognition Unit** (Chair—who is also a Section Vice President, Vice Chair, and Secretary).

The **other room** will be used by the following divisions to hold their annual meetings, conduct business, and elect division officers:

Computer Engineering Division
Chemical Engineering Division
Electrical Engineering Division
Mechanical Engineering Division
Software Engineering Division

Immediately following breakfast, but before the first morning session, these five divisions will join together **to elect Unit Officers for the Publications and Promotions Unit** (Chair—who is also a Section Vice President, Vice Chair, and Secretary).