

Student _____

Section _____

Operations _____

Manual ML-1



STUDENT SECTION OPERATIONS MANUAL

This manual is intended for Student Officers and Student Section Advisors as an aid in the operation of their Student Sections. Information relating to contests, competitions and other ASME student programs is also included.

This publication is the responsibility of the Council on Members Affairs. Your comments are always welcome.

Student Members and Student Section Advisors are invited to visit:

THE AMERICAN SOCIETY OF MECHANICAL ENGINEERS

*Three Park Avenue
New York, New York 10016-5900 USA*

*New Jersey Service Center
22 Law Drive
Fairfield, New Jersey 07007-2900 USA*

Visit the ASME Student Center at: <http://www.asme.org/students>

ASME MANUALS AND ANNUALS

ASME Manuals and Annuals are prepared for the use of ASME members. In the code number of each publication, the first letter indicates whether it is an Annual (A), which is generally issued annually, or a Manual (M), which is revised as needed.

The following publications are available from INFORMATION CENTRAL at the ASME Service Center, 800-843-2763. (Specify code # and name of publication).

CODE#	NAME OF PUBLICATION
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AM-3	Publications Catalog
MS-4	An ASME Paper
MS-4A	Presenting Your ASME Paper

The following publications are primarily for the use of ASME Committee personnel and may be requested from the staff member indicated. Members are expected to conserve their copies, which should not be permitted to circulate.

CODE#	NAME OF PUBLICATION	STAFF MEMBER
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AC-10	Personnel of Board of Governors, Councils, and Committees Regional Supplement to AC-10	Managing Director, Operations, Executive Office Director, Regional Support
AS-11	Personnel of Codes & Standards Committees	Managing Director, Publishing, Codes and Standards
ML-1	Student Section Operations	Director, Regional Support
ML-8	Member Initiative System Manual	Director, Regional Support
ML-10	Section, Subsection and Local Group Operations	Director, Regional Support
ML-11	President's Manual	Managing Director, Operations, Executive Office
ML-12	Regional Vice President's Guide and Manual of Regional Operations	Director, Regional Support
ML-13	Section Treasurer's Guide	Director, Regional Support
ML-14	Industry Relations Manual	Director, Regional Support
ML-15	Section Programs Handbook	Director, Regional Support
ML-64	Government Relations Manual	Director, Government Relations
ML-65	Council on Engineering Directory of Personnel	Managing Director, Council on Engineering
MM-1	Constitution and By-laws	Managing Director, Operations, Executive Office
MM-2	ASME Organization/Activities	Managing Director, Operations, Executive Office
MM-3	Society Lectures	Managing Director, Operations, Executive Office
MM-10	Nominating Committee	Managing Director, Operations, Executive Office
MS-63	Media Relations Guide	Director, Public Affairs
MS-65	Professional Development Manual	Director, Professional Development
MS-71	Honors	Managing Director, Operations, Executive Office
MS-72	History & Heritage Manual	Director, Public Information
MS-73	Graphics Guidelines	Director, Public Information

THE FIELD OFFICES

ASME Field Offices are equipped to help you with administrative items, program suggestions, and any guidance needed to operate a successful Student Section. Please contact the office in your Region.

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The following departments at ASME Headquarters can assist you with questions regarding your membership and other items:

Student Programs - (212) 591-7852 Student Member Processing (212) 591-7066
Information Central 800-843-2763

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I. INTRODUCTION

1. OBJECTIVES

The purpose of a Student Section is: to provide an opportunity for students to begin their professional careers by joining a professional engineering society; to inform students of recent developments in the field of mechanical engineering through publications, field trips and meetings; to promote fellowship and interaction with other student sections, as well as professional sectors of the Society.

2. STUDENT SECTION CHARTERING

An ASME Student Section may be established in any school having an approved curriculum, or any school having a two-year pre-engineering curriculum which is equivalent to the pre-engineering part of an approved curriculum. Details on the establishment and dissolution of Student Sections can be found on pages 2-3. A sample petition, which may be reproduced from this manual, is enclosed on page 6. See pages 7-11 for a list of student sections.

3. ELIGIBILITY FOR STUDENT MEMBERSHIP

3.1. As an Undergraduate--A Student Member must be enrolled in an approved curriculum.

Any student regularly enrolled in a two-year pre-engineering curriculum which is equivalent to the pre-engineering part of an approved curriculum is eligible for student membership.

Where there is no student section, any student of a four-year approved curriculum in engineering or engineering technology may become a Student Member upon approval by the appropriate Department Head or Chair.

3.2 As a Graduate Student Member--An engineering graduate student is eligible for membership in ASME as either:

- a. A Member, in as much as the Student Member program provides for promotion immediately upon receiving the baccalaureate degree in engineering; or,
- b. A Student Member, if the applicant is a full-time engineering student, or a part-time engineering graduate employed below the rank of instructor by the college or university in which the applicant is enrolled.

SOCIETY POLICY
STUDENT MEMBERSHIP AND ESTABLISHMENT OF ASME
STUDENT SECTIONS

I. PREFACE

A. Article C3.1.7 of the Constitution states: "A Student Member shall be a student regularly enrolled and working towards a degree in an approved curriculum, or towards an engineering degree in a regionally accredited institution."

B. By-Law B3.1.7 states: "An approved curriculum is one which leads to a degree in engineering or engineering technology."

C. By-Law B5.10.1 states: "The Council on Member Affairs may authorize the organization of a student section in any school having an approved curriculum."

D. By-Law B5.10.2 states: "A student section may be organized upon acceptance by the Council on Member Affairs of the written request of at least 15 students. Such a student section shall be designated as the ---- Student Section of the American Society of Mechanical Engineers."

II. PURPOSE

A. Policies.

1. To define the policy of ASME relating to student membership.
2. To define the policy of ASME relating to student sections.

B. Procedures.

1. To establish the procedure for attaining student membership.
2. To establish the procedure for establishing student sections.
3. To establish the procedures for appointment of advisors for student sections.
4. To establish the procedures for the election of student section officers.
5. To establish the procedures for withdrawal of student section charter.

III. POLICY

A. Attainment of Student Membership

1. A student regularly enrolled in an approved curriculum is eligible for student membership.
2. Any student regularly enrolled in a two-year pre-engineering curriculum which is equivalent to the pre-engineering part of an approved curriculum is eligible for student membership,

B. Establishment of student sections

1. An ASME student section may be established in any school having an approved curriculum.
2. An ASME student section may be established in any school having a two-year pre-engineering curriculum, which is equivalent to the pre-engineering part of an approved curriculum.

IV. PROCEDURE

A. Attainment of Student Membership

1. A student enrolled in an approved curriculum may submit an application for student member status.
2. The status of the student's curriculum shall be verified and upon verification, the student's name will be placed on the rolls of the Society, and the student will be informed of the action.
3. If approval for a curriculum is withdrawn for any reason, students then enrolled in that curriculum may maintain their student membership for no more than three years.

B. Establishment of Student Sections

A petition for establishment of a student section at a school shall be signed by 15 students and forwarded to the vice president for the region. Upon receipt, the vice president shall forward the petition to the Board on Early Career Development for verification of the status of the curriculum at the school.

Upon verification the Council on Member Affairs will place the student section on the rolls of the Society and the vice president shall notify the student section of the action, and present their charter at an appropriate ceremony, or mail their charter at the appropriate time.

C. Student Section Governance

1. Student Section Officers

Annually, each student section shall elect officers including a chair and a governing body of at least three Student Members. Additional officers may be elected or appointed by the governing board.

2. Student Section Advisors

a. Upon the recommendation of a student section, the vice president for the region in which it is located shall designate, with the concurrence of the department head, a corporate member of the Society as student section advisor for one year to be a member ex officio of the governing body of the student section.

In the event a corporate ASME member cannot be found to serve as student section advisor, the vice president for the region may request a one-year waiver of this requirement from the Council on Member Affairs.

D. Withdrawal of Student Section Charters

1. The charter of the student section shall be withdrawn by the Council on Member Affairs in case of withdrawal of Accreditation Board for Engineering and Technology accreditation of the curriculum or for other reasons deemed sufficient for such action by the Council on Member Affairs.

2. Notice of withdrawal to the student section and others concerned shall contain provision for complete dissolution of the student section not later than three years after such date of notification unless new Accreditation Board for Engineering and Technology accreditation or other reasons deemed sufficient by the Council on Member Affairs occur in the interval.

Responsibility: Council on Member Affairs/Board on Early Career Development

Adopted: June 10, 1963

Revised:

December 3, 1970
June 18, 1975
February 23, 1978
June 25, 1980
December 13-14, 1984
June 14, 1985
(editorial changes 7/86)
(editorial changes 4/89)
(editorial changes 9/89)
June 13, 1991
March 15, 1991
June 18, 1992
September 17, 1992
November 10, 1994
March 17, 1995
June 9, 1999
(editorial change 11/01)
(editorial change 6/02)

SOCIETY POLICY

ALCOHOL AND CONTROLLED SUBSTANCES

I. PREFACE

It is important that ASME events be conducted in a manner and way, which demonstrate to the public a responsible professional image and responsible citizenship.

II. PURPOSE

To state the ASME policy relative to the use of alcoholic beverages and controlled substances.

III. POLICY

A. It is ASME policy that alcoholic beverages:

1. shall not be the central focus of events in which units of ASME participate,
2. shall not be publicized as an inducement for attending an event in which units of ASME participate,
3. shall be served only by and at licensed establishments wherever possible,
4. shall only be available when non-alcoholic beverages are also available,
5. shall be served only in compliance with all Federal, State, and local laws and/or ordinances, and
6. shall be served only in compliance with the policies and regulations of the relevant educational institutions when students are involved.

B. Illegal use of controlled substances is prohibited at events in which units of ASME participate.

IV. PROCEDURE

Responsibility for ensuring compliance with this Society Policy is vested in the ASME unit(s) involved in the sponsorship of the event.

Responsibility: Council on Member Affairs

Adopted: June 6, 1990

Reaffirmed: September 20, 1996

Revisions: (editorial changes 11/02)

For Office Use Only
Parent Section _____
School Code _____

PETITION FOR STUDENT SECTION

To: The Council on Members Affairs of
The American Society of Mechanical Engineers

The undersigned request permission to form a Student Section of The American Society of Mechanical Engineers under the regulations prescribed by the Constitution and By-Laws. This Section shall be known as the

(College/University Name)

(Full School Address)

(City, State)

Student Section of the American Society of Mechanical Engineers

Signature of Students

Date Accredited by ABET _____
(If applicable)

Date of Petition _____

(Signature) President or Dean

(Signature) Student Section Advisor/Member, ASME

Approved by Regional Vice President: _____
(Signature)

CURRENT ASME STUDENT SECTION CODE ORDER

REGION I

0101A University of Massachusetts – Lowell
0101B Massachusetts Institute of Technology
0101C Northeastern University
0101D Tufts University
0101E Wentworth Institute of Technology
0101F Boston University
0101G Franklin W. Olin College of Engineering
0102S B.E.I. School of Engineering – Fairfield
0103A University of Connecticut
0103B University of Hartford
0103C Trinity College
0104A University of New Haven
0104B Yale University
0105A US Coast Guard Academy
0105S Three Rivers Community College
0106A University of New Hampshire
0106B University of Maine
0106C Maine Maritime Academy
0107A Brown University
0107B University of Rhode Island
0107C University of Massachusetts – Dartmouth
0107D Roger Williams College
0108A Université Laval
0108B McGill University
0108C Concordia University
0109A University of Massachusetts – Amherst
0109B Western New England College
0110A Worcester Polytechnic Institute
0111A University of Vermont
0111B Dartmouth College
0111C Norwich University

TOTAL – 31

REGION II

0201A SUNY/Stony Brook
0201B New York Institute of Technology
0201C Hofstra University
0201D Polytechnic University – Farmingdale
0202A Columbia University
0202B Cooper Union
0202C Manhattan College
0202D City College/CUNY
0202E Polytechnic University/Bklyn-Day
0202F Polytechnic University/Bklyn-Evening
0202G Pratt Institute
0202H SUNY/Maritime College
0202J College of Staten Island
0202K NYC Technical College of City University – NY
0203A US Military Academy
0204A Rutgers University
0205A Fairleigh Dickinson University
0205B New Jersey Institute of Technology
0205C Stevens Institute of Technology

REGION II – CONT.

0206A University of Puerto Rico
0206B Polytechnic University Puerto Rico
0206S Universidad Del Turabo - SOE

TOTAL - 22

REGION III

0301A Lafayette College
0301B Lehigh University
0301S Wilkes University
0302A US Naval Academy
0302B John Hopkins University
0302C University of Maryland – Baltimore
0303A SUNY – Buffalo
0303B State University College – Buffalo
0304A Bucknell University
0304B Penn State University – University Park
0304C Penn State Altoona Campus
0305A University of Delaware
0305B University of Maryland Eastern Shore
0306A Rensselaer Polytechnic Institute
0306B Union College
0307A SUNY/Utica
0308A Alfred University
0308B Alfred State College
0309A Drexel University
0309B University of Pennsylvania
0309D Swarthmore College
0309E Villanova University
0309F Widener University
0309G Temple University
0309S Penn State University – Abingdon
0309T Philadelphia University
0309U Rowan University – College of Engrg
0310A Rochester Institute of Technology
0310B University of Rochester
0311A Cornell University
0311B SUNY – Binghamton
0312A Penn State University – Harrisburg
0312B Messiah College
0312C Penn State University – Hazelton
0312S York College
0313A Clarkson University
0313B Syracuse University
0314A Princeton University
0314B The College of New Jersey
0315A Catholic University of America
0315B George Washington University
0315C Howard University
0315D University of Maryland – College Park
0315E University of District of Columbia

TOTAL - 44

REGION IV

0401A North Carolina A&T State University
 0402A University of South Carolina – Aiken
 0402C Augusta Technical College
 0403A Virginia State University
 0403B Virginia Commonwealth University – Richmond
 0404A Duke University
 0404B North Carolina State University
 0405A Old Dominion University
 0406A University of Tennessee
 0407A Clemson University
 0409A University of North Carolina – Charlotte
 0409B Central Piedmont Community College
 0409S Richmond Community College
 0410C James Madison University Integrated Science
 0411A Virginia Polytechnic Institute & State University
 0411B Virginia Military Institute
 0411C University of Virginia
 0413A University of South Carolina/Columbia
 0413B South Carolina State University

TOTAL – 19**REGION V**

0501A University of Akron
 0501S Kent State University
 0502S Stark Technical College
 0503A Michigan State University
 0503B Western Michigan University
 0503C Calvin College
 0503D Grand Valley State University
 0503S Hope College
 0504A University of Cincinnati
 0504B University of Cincinnati – OMI College
 0505A Case Western Reserve University
 0505B Cleveland State University
 0506A Ohio State University
 0506B Franklin University
 0507A University of Dayton
 0507B Wright State University
 0507C Central State University
 0507D Cedarville College
 0507S Sinclair Community College
 0508A University of Detroit Mercy
 0508B University of Michigan – Ann Arbor
 0508C Wayne State University
 0508D University of Michigan – Dearborn
 0508E Lawrence Technological University
 0508F Oakland University
 0508G University of Windsor
 0508H Eastern Michigan University
 0509A Gannon University
 0509B Penn State Erie – Behrend College
 0509S Penn State Behrend College
 0510A Ohio Northern University
 0510B University of Toledo
 0511A Queen's University
 0511B University of Toronto

0511C Carleton University
 0511D Ryerson Polytechnic University

REGION V

0512A Carnegie-Mellon University
 0512B University of Pittsburgh
 0512C West Virginia University
 0512D Point Park College
 0512E Fairmont State College
 0512F Geneva College
 0512G University of Pittsburgh – Johnstown
 0513A Kettering University
 0513B Lake Superior State University
 0513C Saginaw Valley State University
 0515A West Virginia Institute of Technology
 0516A Youngstown State University
 0516B Grove City College
 0517A Ohio University
 0518A University of Waterloo
 0518B McMaster University – Ontario
 0518C University of Western Ontario

TOTAL – 53**REGION VI**

0601A Bradley University
 0601B University of Illinois
 0602A Purdue University – West Lafayette
 0602B Rose-Hulman Institute of Technology
 0602C Indiana University – Purdue M.E.D.
 0603A Illinois Institute of Technology
 0603B University of Illinois – Chicago
 0603C Northwestern University
 0603D Purdue University – Calumet
 0603S Olivet Nazaren University
 0604A Tri-State University
 0604B Indiana University Purdue – M.T.D.
 0604C Indiana Institute of Tech – Ft. Wayne
 0606A University of Louisville
 0606B Western Kentucky University
 0607A University of Wisconsin – Milwaukee
 0607B Marquette University
 0607C Michigan Technology University
 0607D Milwaukee School of Engineering
 0607E University of Wisconsin – Parkside
 0608A University of Iowa
 0609A Southern Illinois University
 0609B University of Kentucky – Paducah
 0610A University of Wisconsin – Madison
 0610B University of Wisconsin – Platteville
 0610C Northern Illinois University
 0611A University of Notre Dame
 0611B Valparaiso University
 0611C Purdue University North Central
 0611S Purdue Statewide Tech-Elkhart
 0612A University of Kentucky
 0613A University of Evansville
 0613B University of Southern Indiana

TOTAL – 33

REGION VII

0701A Iowa State University
0702A Wichita State University
0702S Emporia State University
0703A Kansas State University
0703B University of Kansas
0703C University of Missouri – Kansas City
0703D University of Missouri- Columbia
0703E Pittsburgh State University
0704A University of Minnesota – Minneapolis
0704B North Dakota State University
0704C University of North Dakota
0704D Minnesota State University – Mankato
0704E University of St. Thomas
0704F University of Minnesota – Duluth
0704G St. Cloud University
0704I University of Wisconsin - Stout
0705A University of Nebraska
0705B South Dakota School Mines & Technology
0705C South Dakota State University
0705D Dordt College
0706A Washington University
0706B University of Missouri – Rolla
0706C Southern Illinois University – Edwardsville
0706D Parks College of St. Louis University

TOTAL - 24

REGION VIII

0802A Idaho State University
0805A Montana State University – ME
0805B Montana State University – Tech
0805C Montana Tech – The University of Montana
0806A University of Calgary
0806B Southern Alberta Institute of Technology
0806C University of Alberta
0807A University of British Columbia
0807C Simon Fraser University
0808A Walla Walla College
0808B Washington State University – Tri-Cities
0808C Central Washington University
0809A University of Idaho – Moscow
0809B Washington State University – Pullman
0809C Gonzaga University
0809D Eastern Washington University
0810A University of Portland
0810B Portland State University
0810C Lower Columbia College
0810D Oregon Institute of Technology
0810E George Fox University
0811A Seattle University
0811B University of Washington
0811E Green River Community College
0811F Olympic College

0812A Oregon Institute of Technology
0812B Oregon State University
0813A University of Alaska – Fairbanks
0815A Boise State University
0817A Saint Martin's College
0817B Tacoma Community College

REGION VIII Cont.

0818A Western Washington University
0818B Henry Cogswell College

TOTAL – 33

REGION IX

0902A California State University – Northridge
0904A University of Hawaii
0906A California Institute of Technology
0906C California State University – Los Angeles
0906G University of California – Los Angeles
0906I University of Southern California
0906K Loyola Marymount University
0908A California State University – Chico
0908B California State University – Sacramento
0908C University of California – Davis
0908E American River College
0909A San Diego State University
0909B University of California – San Diego
0910A San Francisco State University
0910B University of California – Berkeley
0910D California Maritime Academy
0911A California State University – Fresno
0911B San Jose State University
0911C Santa Clara University
0911D Naval Postgraduate School
0911E Stanford University
0911F College of San Mateo
0911G Cogswell Polytechnic College
0914A University of California – Irvine
0914B California State University – Fullerton
0914C California State University – Long Beach
0915A University of the Pacific
0915B San Joaquin Delta College
0916A California State Poly University
0916B Harvey Mudd College
0916C University of California at Riverside
0917A California Polytechnic State University
0918A University of California – Santa Barbara
0918S Ventura Community College
0919A University of Nevada – Las Vegas
0920A University of Nevada – Reno

TOTAL - 36

REGION X

1001A University of Arkansas – Fayetteville
1001B Arkansas State University
1001C University of Arkansas – Little Rock
1001D Arkansas Technical University
1001E John Brown University

1002A Louisiana Technical University
 1002B Le Tourneau University
 1002C University of Texas – Tyler
 1003A Louisiana State University
 1003B Southern University
 1003C University of Louisiana – Lafayette
 1004A Oklahoma State University – ME
 1004B University of Oklahoma
REGION X – CONT.
 1004C Oklahoma Christian University
 1004D Oklahoma State University
 1005A Escuela Superior De Ingenieria
 1005B ITESM – Campus Monterrey
 1005C UNAM – FI
 1005D Universidad De Nuevo (UANL)
 1005E ITESM – Unidad Queretaro (CQ)
 1005F Inst. Tecnológico De Celaya (ITC)
 1005G Universidad La Salle
 1005H ITESM-CEM
 1005I Universidad De Guanajuato (Salamanca)
 1005J Instituto Tecnológico De Madero (ITM)
 1005K Universidad De La Salle Bajío
 1005L Instituto Tecnológico De Irapuato (ITESI)
 1005M Instituto Tecnológico San Luis Potosí
 1005N Universidad Mihoacana de San Nicolás De Hidalgo
 1005O Instituto Tecnológico de León
 1005P Instituto Tecnológico De Ciudad Victoria
 1005S CETYS Universidad
 1005T ITESM-CCM
 1005U Universidad De Iberoamericana
 1005V Univ. Auto Metro-Azcapotzalco
 1005W Instituto Tecnológico De Saltillo (ITS)
 1005X ITEMS
 1005Z Instituto Tecnológico De Veracruz (ITV)
 1006A University of Tulsa
 1006B Oral Roberts University
 1006C Oklahoma State University – Tulsa
 1007A Tulane University
 1007B University of New Orleans
 1008A Southern Methodist University
 1008B Baylor University
 1008C University of North Texas
 1009A Lamar University
 1009B McNeese State University
 1010A University of Texas – San Antonio
 1011A University of Houston – Engineering
 1011B Prairie View A&M University
 1011C Rice University
 1011F Texas A&M University – Galveston
 1011G University of Houston – MET
 1011H Texas A&M University – Engineering
 1011I Texas A&M University – Technology
 1012B University of Texas – Arlington
 1012C Texas Christian University
 1013A University of Texas – Austin
 1014A Texas Tech University
 1015A Texas A&M University – Kingsville

1015S University of Texas Pan American

TOTAL - 62

REGION XI

1101A Georgia Institute of Technology
 1101B Southern Polytechnic State University
 1101C Mercer University
 1102A University of Alabama – Tuscaloosa
 1102C Tuskegee University

REGION XI – CONT.

1102D University of Alabama – Birmingham
 1103A Florida Institute of Technology
 1104A University of Tennessee – Chattanooga
 1105A University of Central Florida
 1106A University of South Florida
 1107A University of South Alabama
 1108A University of Miami
 1108B Florida International University
 1109A Mississippi State University
 1109B University of Southern Mississippi
 1110A Tennessee Technological University
 1110B Vanderbilt University
 1110C Tennessee State University
 1110D Middle Tennessee State University
 1111A University of Alabama – Huntsville
 1113B University of North Florida
 1114A Florida Atlantic University
 1115A Savannah State University
 1115B Georgia Southern University
 1116A Christian Brothers University
 1116B University of Memphis
 1116C University of Mississippi
 1118A University of Tennessee Space Institute
 1119A University of Florida
 1121A Auburn University
 1123A FAMU/FSU College of Engineering

TOTAL – 31

REGION XII

1201A Arizona State University
 1201C Northern Arizona University
 1202A University of Wyoming
 1202B Colorado State University
 1203A Colorado School of Mines
 1203C University of Colorado – Boulder
 1203D University of Colorado – Denver
 1203E Metropolitan State College
 1203H University of Denver
 1204A University of New Mexico
 1204B New Mexico Institute of Mining
 1205A US Air Force Academy
 1205B Colorado State University/Pueblo
 1205C University of Colorado – Colorado Springs
 1206A Inst. Tech De Cd Juarez
 1206B New Mexico State University
 1206C University of Texas – El Paso

1206D Tecnologic De Monterrey – Campus
Ciudad Juarez
1206E ITESM Campus Chihuahua
1207A University of Arizona
1208A Brigham Young University
1208B University of Utah
1208C Utah State University
1208D Weber State University
1208E Salt Lake Community College

TOTAL – 25

REGION XIII

1384A Universidad Tecnologica de Panama
13A1A Universidad Tecnologica Nacional – Haedo
13A2A Universidad Privada De Santa Cruz De La Sierra
(UPSA)
13A2B Universidad Mayor De San Simon (Boliva)
13A3A Escola Politecnicia – Univ. of Sao Paulo
13A5A Universidad de Los Andes
13A5B Universidad Nacional of Colombia
13A5C Univ Industrial De Santander
13A6A Universidad Nacional De Ingenieria
13A6B Pontificia Universidad Catolica Del Peru
13A8A Universidad Del Zulia
13A8B Universidad Simon Bolivar
13B2A Escuela Superior Politecnica
13B2B Escuela Politecnica Nacional
13B2C Escuela Politecnica del Ejercito (ESPE)
13C1A American University of Cairo
13C1C Zagazig University
13E5A Hong Kong Student Section
13E6A Delhi College of Engineering
13E6B Coimbatore Institute of Technology

13E6C Crescent Engineering College
13E6E Indian Institute of Technology
13F4A Notre Dame University
13F4B American University of Beirut
13F4C Lebanese American University
13F7A Don Bosco Technical College

REGION XIII – CONT.

13F7B Pablo Borbon Memorial Institute of Technology
13F7C De La Salle University
13F7D Mapua Institute of Technology
13F7E Central Luzon Polytechnic College
13F8A King Fahd University
13G1A Nanyang Technical University
13G1B National University of Singapore
13G4A Kuwait University
13H3A United Arab Emirates University
13H4A University of Mauritius
13M1A University of Zaragoza
13M3A Federal Institute of Technology Zurich
13M4A Eastern Mediterranean University
13M4B Middle East Technical University
13M4D Bogazici University
13M4E Istanbul Technical University
13M4F Marmara University
13M4G Yeditepe University
13N3B GIK Institute of Engineering
13N6A University of Pretoria

TOTAL – 46

459 Total Student Sections

4. APPLICATION FOR MEMBERSHIP

Dues for Student Members are twenty five dollars (\$25.00) per student year (Oct. 1 of the year you join to Sept 30 of the next year) payable in advance. There is no initiation fee. Dues for the first year must be submitted with the appropriate application form to: ASME, Student Application Processing Department, 22 Law Drive/Box 2900, Fairfield, NJ USA 07007-9811. The application form should be completed in accordance with the instructions listed on the application. For each ensuing year, dues statements are mailed by the Society in September and payment with the dues statement should be sent to ASME Dues Processing Division, Box 29359, GPO, New York, NY 10087-9359. If a Student Member does not receive a renewal bill, he or she may renew online at www.asme.org/member or call Information Central at 1-800-843-2763 or 1-973-882-1167. Student Member applications may be obtained from the Student Section Advisor, and should be sent to ASME Student Application Processing Department, 22 Law Drive/Box 2900, Fairfield, NJ 07007-2900.

Freshman attending an ABET or Regionally accredited school have the option of choosing the regular ASME student membership, or a free limited membership. A **freshman** choosing a free limited membership will have his or her first year's dues waived, and will be eligible for all membership benefits except subscriptions to *Mechanical Engineering* magazine, *ASME News*, and *Mechanical Advantage*. **Applications for a free limited membership are given a date in the current Program Year and will only last the remaining months of the student year.** The regular ASME student membership requires a dues payment of \$25.00, and the student is eligible for all membership benefits including subscriptions to *Mechanical Engineering* magazine, *ASME News*, and *Mechanical Advantage*.

Applications postmarked after March 15th will be accepted, but Student Members thus enrolled will not be eligible to compete in the oral presentations at the Regional Student Conferences, or submit a poster in the Old Guard Technical Poster Competition.

5. ASME MEMBERSHIP

The Society maintains five grades of membership as outlined below:

Student Member: A student regularly enrolled in approved engineering or engineering technology curriculum at the undergraduate or graduate level.

Member: A person that must have attainments amounting to the equivalent of at least eight (8) years of active practice in the engineering profession or in teaching. Attainment of a degree in an approved engineering curriculum or a baccalaureate degree in an approved engineering technology curriculum shall be accepted as equivalent to the eight-year experience requirement. Furthermore, appropriate credit toward the eight year requirement will be given for the following: graduation from an unapproved engineering or engineering technology curriculum, completion of portions of such curricula, completion of a course of study in a technical institute or other recognized educational programs.

The experience of one who has not been graduated from an approved curriculum should show variety, progress and promotion in the performance of engineering functions.

Fellow: A Fellow, one who has attained a membership grade of distinction, at the time of advancement shall be a corporate member of the Society, shall have been responsible for significant engineering achievements, and shall have had either

- a. not less than 10 years of active practice and 10 years of continuous corporate membership in ASME, or
- b. 20 years of active practice and 5 years of continuous corporate membership in ASME.

Honorary Member: A rank of membership awarded for eminent distinguished engineering achievement and selected by the ASME International Committee on Honors.

Affiliate Member Involvement, either professionally or personally, with service to the profession.

6. **STUDENT MEMBERSHIP BENEFITS**

6.1 Here are specific and immediate benefits to you when you become a Student Member in ASME:

- You will receive a copy of *MECHANICAL ENGINEERING* magazine and *ASME NEWS* each month from January to December. These ASME publications will help you to keep up do date with the latest activities both in the Society and in the general field of mechanical engineering including developments which might not be incorporated in college curricula. **Freshmen who choose a free limited membership will not receive these publications.**
- *Mechanical Advantage* newspaper for students
- You will receive a Student Member Pin from your Student Section Advisor (the first year) a Membership Card and certificate will be sent to you in your welcome kit.
- You will be entitled to reduced prices on publications and technical papers published by the Society.
- You will be eligible to compete in contests for recognition and cash awards.
- You may apply for student loans or scholarships.
- You become eligible to participate in the Society's Insurance Programs.*
- You will be eligible to participate in the Society's Credit Card and Savings Programs.*
- You will be eligible to participate in the Society's Employment/Career Programs.
- You will receive special discounts on car rentals and travel services.

***Subject to local rules and regulations.**

6.2 Other benefits include the following:

- a. As a Student Member, you share in the activities and privileges of Society Membership.
- b. You will be eligible to affiliate with one of our Technical Divisions. As a member of a Technical Division, you will receive division newsletters and meetings programs, as well as information on other activities within the division.
- c. You will have the privilege of attending Society and Technical Division Conferences and other Society meetings at no charge, as well as the annual Regional Student Conference held in your area.

- d. You are automatically promoted to Member from Student Member.
- e. You will be joining over 125,000 others who belong to ASME, including approximately 20,000 Student Members in 413 Student Sections in the United States, Canada, Mexico and 46 Student Sections outside of North America.

You will be joining a professional engineering society specifically geared to the needs of mechanical engineers, which will continue to enhance your knowledge and career after you receive your diploma.

6.3 As a Student Member, you will be able to help establish and participate in Student Section activities. These vary from campus to campus, but may include some of the following:

- a. Holding technical meetings with guest speakers invited from a particular segment of business or industry.
- b. Combining meetings with counterpart student groups from other disciplines (such as Chemical, Electrical, etc.) on topics of mutual interest.
- c. Participating in field trips to industrial facilities and other points of particular significance to engineering students.
- d. Holding meetings in conjunction with local ASME Sections providing you with an opportunity to meet senior ASME members.
- e. Undertaking projects of interest such as preparation for active participation in the annual Regional Student Conference by:
 - * organizing a delegation to attend; and
 - * encouraging a Student Member(s) to make a presentation in the oral competition.
- f. Each Student Section elects its own officers and determines its own activities and projects under the guidance of a Student Section Advisor. As an active member of the ASME Student Section on your campus, you will have an opportunity to set its direction.

7. **PROMOTION TO MEMBER**

Graduating Student Members will be mailed a dues statement in July. The first year's dues are 40% of full Member dues fee as stated in policy P14.5. **If the Student Member made an Oral presentation at the Regional Student Conference, or submitted a poster in the Old Guard Technical Poster Competition, the first year's half dues as a Member are paid by the Old Guard.**

To complete the process of promotion to Member grade, Graduating Student Members are required to return a signed dues statement with payment by Oct. 1. Promoted Student Members will receive a Member card, a pin, and Member Certificate.

Graduating Student Members who do not respond to the July mailing will be given another opportunity to promote when the mailing is repeated in September.

Following the first year, dues are as follows:

\$46.00	Automatic Student Upgrade to Member
\$46.00	Members 0-1 year after graduation
\$63.00	Member 1-2 years after graduation
\$81.00	Member 2-3 years after graduation
\$98.00	Member 3-4 years after graduation
\$116.00	Member

Graduating Student Members who intend to continue with graduate study, as well as those entering the Armed Services or Peace Corps, should contact the nearest Field Office to receive special dispensation, or contact the Student Member Processing Department at:

ASME
Student Member Processing
Three Park Avenue
New York, NY 10016
PHONE: (212) 591-7316
FAX: (212) 591-7437

ASME Encourages Professional Engineering Registration. Information on registration, including a synopsis of State Registration Laws, Policies and Procedures of State Boards, may be obtained from the National Council on Engineering Examiners, Box 1686, Clemson, SC 29633-1686, telephone number (864) 654-6824 or email: www.ncees.org.

II. BASIC ORGANIZATION

The basic organization for all Student Sections regardless of size includes the Officers, Student Section Advisors and the Executive Committee* (see chart on Page 18).

1. OFFICERS

The officers of a Student Section are usually the Chair, Vice Chair, Secretary, Treasurer. All officers must be Student Members during the period in which they hold office. It is the Officers' responsibility to plan and carry out the activities of the Section. The organization of Student Section activities will be more easily accomplished at the beginning of each year if the election of officers is held prior to the time of the Regional Student Conference (RSC). Therefore, before the RSC each spring, the Field Director will write to the Department Head or Chair, with a copy to the Student Section Advisor, requesting the names of the new officers. (see form on page 19). Yearly terms of office are recommended but not required. Many schools utilize shorter terms so that a greater number of individuals may acquire leadership experience, or to accommodate co-op schedules.

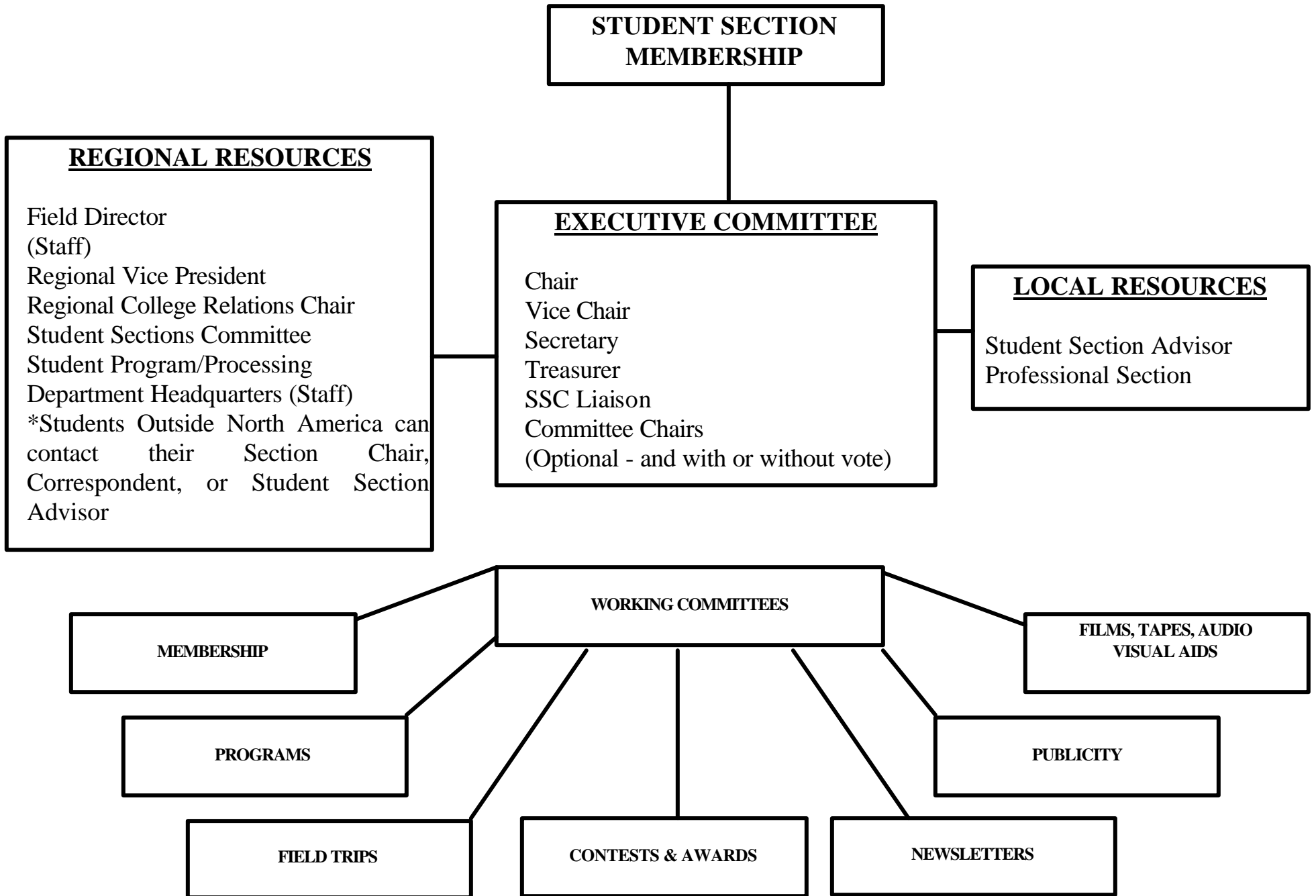
2. STUDENT SECTION ADVISOR SELECTION

Prior to May 1st, the Student Chair should consult with the Department Head or Chair to ascertain which faculty members are available to serve as Student Section Advisor. The Student Members' choice of an ASME member on the Faculty is then referred to the ASME Field Office for confirmation of membership. Upon recommendation of the Department Head, the Regional Vice President then appoints the Student Section Advisor to serve for a term of one year, beginning July 1st, with specific procedures outlined on page 24, Section 18.

3. EXECUTIVE COMMITTEE

The Executive Committee, under the leadership of the Student Section Chair and with the advice of the Student Section Advisor, is responsible for the successful operation of the Student Section. This Committee consists of its officers in addition to all major committee chair. Its size will vary with the size of the Section. In a small Section, it is possible for the Executive Committee to perform all required leadership functions. It is good policy, however, to develop maximum member participation. Additional committees are desirable, and most likely essential, for a well-functioning Student Section. It is up to each Student Section to decide whether its committee Chair shall be voting members of the Executive Committee. It should also be noted that Student Section Officers can also serve as Committee Chair, particularly in smaller Sections.

* The exceptions to this configuration are the ASME/CSME Student Sections.



STUDENT SECTION INFORMATION FORM

July _____ - June _____

School _____

Please Submit this information no later than June 30th

CODE	POSITION	NAME	EMAIL ADDRESS	MEMBER NO.
U04	Dean			
U08	ME Department Head			
U12	MET Department Head			
U16	Student Section Advisor			
U20	Student Chair			
U22	Student Vice Chair			
U24	Student Secretary			
U26	Student Treasurer			
U32	Student Programs			
U34	Student Membership			
U36	Student Newsletter			
U38	WWW			
U40	Ingersoll-Rand			
U42	Student Council			

- Check this box if your Student Chair has received a copy of the latest available ML-1

SIGNATURE STUDENT SECTION ADVISOR

DATE

SIGNATURE DEPT. HEAD

DATE

**SUBMIT TO:
Your Field Office**

4. **ASME/CSME STUDENT SECTIONS**

ASME and the Canadian Society of Mechanical Engineers (CSME) operate a limited number of joint student sections in Canada. These units known as ASME/CSME Student Sections, are organized administratively as follows:

1. The executive committee of a Joint ASME/CSME Student Section will consist of the Chair and Vice Chair of the ASME and CSME Student Sections.
2. This executive committee of four people will elect from among its members a Chair, Vice-Chair, Program Convenor, and Secretary-Treasurer for the Joint ASME/CSME Section.
3. The Secretary-Treasurer will perform the functions of Secretary and Treasurer for the ASME and CSME Sections and thereby the Joint Section (accounting to each Society as required by that Society). The Head of the Department will appoint one Student Section Advisor to advise both Sections and thereby the Joint Section.

III. DUTIES OF OFFICERS AND COMMITTEES

1. **CHAIR**

The Chair is responsible for the organization and successful operation of the Student Section. To ensure a smooth turnover and continuation of activities and programs, the Chair should consult with retiring Student Officers. Further, the Chair should consult regularly with the Student Section Advisor. (See page 22 for suggested by-laws for Student Sections.)

The Chair is responsible for designating committees and members appointed to each. If possible, every member of the Student Section should have an opportunity to serve on a committee, present a paper, or prepare a discussion during the year. In smaller Sections, one-person committees may be necessary and/or one person may function on two or more committees.

2. **VICE CHAIR**

In addition to carrying on Section business in the absence of the Chair or taking over an incomplete term, the Vice Chair may be assigned administrative or coordinating activities. One such assignment might be as Chair for hosting or organizing a delegation for the Regional Student Conference. The Vice Chair may also serve as Chair of one or more Committees, particularly the Program and/or Membership Development Committees and the Ingersoll-Rand Contest.

3. **SECRETARY**

The Secretary is responsible for maintaining the records of the Student Section and for ensuring that membership information is accurate and thorough. This includes change of address notations, records and reports, as well as the transmittal of this material to the ASME Headquarters in accordance with the required schedule. Copies should be sent to the Regional Vice President, the Chair of the Regional and Local Section Committees on College Relations, and Field Director.

IN ORDER TO ENSURE PROPER RECORDS, THE SECRETARY NEEDS TO:

- a. Assist the Student Section Advisor in processing applications by:
 1. checking applications for completeness, legibility, and accuracy; and,
 2. filing alphabetically in the Student Section file.
- b. Review the closing roster from the previous year to identify Student Members who need to renew. At the start of the new Program Year, a complete roster of the Student Section Membership from the previous year is sent to the Student Section Advisor. A cumulative roster is sent each month, if requested (except July and August) listing all new, renewed, and unpaid Student Members, which should be checked for accuracy.

NOTE: Renewal bills and membership cards are mailed in early August. If a Student member does not receive a renewal bill, he or she may renew online at www.asme.org/member or call Information Central at 1-800-843-2753 or 1-973-882-1167.

- c. Update records with new mailing addresses for recent graduates.

SUGGESTED BY-LAWS FOR STUDENT SECTIONS

NOTE: Each Student Section must adopt By-Laws. The following suggested model contains merely the fundamentals each Student Section is privileged to add whatever details are thought desirable. In making changes or additions to the Student Section By-Laws, it is necessary to conform with the rules as established by the Board of Governors and Council on Member Affairs of the ASME.

BY-LAWS

NAMES AND OBJECTIVES

- Sec. 1. This organization shall be known as the

(College or University)

Student Section of The American Society of Mechanical Engineers.
- Sec. 2. The purpose shall be the advancement and dissemination of the theory and practice of mechanical engineering, the presentation of proper perspective of engineering work and the opportunity to become acquainted with the personnel and activities of the Society as well as to promote professional consciousness and fellowship.
- Sec. 3. The relations of the Student Section to the ASME shall be governed by the Constitution and By-Laws of the ASME.

MEMBERSHIP

- Sec. 4. Membership in the Student Section shall consist only of Student Members who have followed the regular procedure of applying for Student Membership and who have been accepted by the Society.
- Sec. 5. Each application for Student Membership shall be submitted on the form provided by the Society and shall be endorsed by the Student Section Advisor. The applicant shall forward the application and dues to Headquarters.

DUES

- Sec. 6. The annual dues shall be \$25.00 payable in advance to The American Society of Mechanical Engineers.
- Sec. 7. The case of unusual expenses the Student Section, the Executive Committee shall have the power to levy assessments upon endorsements by two-thirds vote of the membership of the section.

OFFICERS

- Sec. 8. The officers of this Section shall be a Chair, a Vice Chair, a Secretary, Treasurer and a Membership Development Chair, chosen from those who are Student Members.

Sec. 9. The officers shall be elected in the last semester or term for one year, to take office at the beginning of the following year. (In some Student Section, it will be found desirable to change this to read as follows: "The officers shall be elected at the last meeting in each semester and shall hold office during the ensuing semester.")

MANAGEMENT

Sec. 10. The affairs of the Student Section shall be managed by an Executive Committee, which shall consist of the Chair, Vice Chair, Secretary, Treasurer, and Membership Development Chair (some of the larger Student Sections may find it desirable to include also one member from each of the Senior, Junior, and Sophomore classes) and the Student Section Advisor. The Chair and the Secretary of the Student Section shall occupy the same offices on the Executive Committee.

DUTIES OF THE OFFICERS

Sec. 11. The Chair shall preside at all meetings of the Student Section, shall appoint all committees subject to approval of the Executive Committee, and assume all other executive duties not otherwise delegated.

Sec. 12. The Vice Chair shall perform all duties of the Chair in the absence of that officer or at his request.

Sec. 13. The Secretary shall keep a record of all meetings, inspection trips and business transacted by the Student Section and report this information to the Regional Vice President promptly. He/she shall act as Secretary to the Executive Committee. Also, he/she shall cooperate with the Student Section Advisor in obtaining his/her endorsement of applications for Student Membership, and aid in forwarding applications and dues to Headquarters.

Sec. 13.A. The Treasurer shall receive all monies for the Student Section, shall pay all bills authorized by the Student Section Advisor and shall keep an exact amount of all receipts and expenditures and report them to the Secretary of the Society on a form furnished by him/her.

Sec. 14. The Chair, Secretary and Treasurer shall render reports at the last regular Student Section meeting of the year.

COMMITTEES

Sec. 15. There shall be the following Committees:

(a) Membership Committee; (b) Publicity Committee; (c) Membership Development Committee; (d) Field Trips Committee; (e) Films, Tapes, A/V Aids Committee; (f) Newsletter Committee; (g) Contest and Awards Committee.

The Meetings Committee shall arrange the program for all meetings and shall be responsible for their execution.

The Publicity Committee shall devise methods for the advertisement of each meeting.

The Membership Development Committee shall bring the advantages of Student Membership to the attention of all eligible candidates for admission.

The Field Trips Committee shall arrange plans for all visits to plants and trips of inspection and shall be responsible for their execution.

The Newsletter Committee shall issue periodic information regarding activities of the Student Section.

The Movies Committee shall select, secure, and return films scheduled for presentation by the Meetings Committee.

The Contest and Awards Committee shall promote interest in the Student Awards and shall see that there is at least one contestant for every award.

PROMOTIONAL MATERIALS

Sec. 16. Each Student Section is encouraged to develop Promotional Materials with ASME Logo (e.g. mugs, plaques, pennants, tee shirts, jackets, etc.). Decals, pins, pocket calendars, and other items can be ordered from ASME/Headquarters.

MEETINGS

Sec. 17. The Student Section shall hold regular meetings. (Time and place designated by the Executive Committee.) Additional meetings may be held as arranged by the Executive Committee.

NOMINATIONS FOR STUDENT SECTIONS /FACULTY ADVISOR

Sec. 18. The Student Section shall nominate each year a member of the faculty, who is a corporate member of ASME, preferably full time teaching, tenure or tenure track faculty member who demonstrates interest in Student Affairs and willing to take on the roles and responsibilities as outlined in section iv. The candidate must also be selected from a list of candidates composed by the students and reviewed by the department head and be interviewed by the student members before appointment as Student Sections/Faculty Advisor. The Head or Chair of the Mechanical Engineering/Mechanical Engineering Technology Department should be consulted to determine which faculty members are available to serve as Student Sections /Faculty Advisor. This nomination shall be sent prior to May 1st to the Field Office. The Vice President for that Region shall make the appointment for a one-year period beginning July 1st.

AMENDMENTS

Sec. 19. These By-Laws may be amended by a two-thirds vote of the Student Members, provided the amendment shall have been proposed at least one meeting previous to that time of voting. Such amendments shall conform to the Rules governing the Student Sections established by the Board of Governors of the Society.

Supplies for Student Section operations will be forwarded from Headquarters in early August. Quantities will be based on enrollment from the previous year. Additional materials are available from the Field Offices or Regional Support.

4. **TREASURER**

The Treasurer is responsible for maintaining the accounts of the Student Section.

Each new Treasurer needs to consult with the retiring Treasurer to ensure that records are in good order, funds are on hand, reports are up-to-date, etc.

Authorized persons wishing to make a purchase shall prepare a voucher and submit it for approval by the Treasurer and Student Section Advisor before funds are expended. A copy of the voucher is to be retained in the files of the Student Section to expedite an audit of the account.

Prior to June 30th the Treasurer is expected to submit a Financial Report and a Program Report (see page 26-27) for the current year signed by the Student Section Advisor, to the Field Office and retain a copy in the files of the Student Section.

The Financial Report must reflect all income received in the name of ASME and all expenses incurred in operating the Student Section ASME Program.

In addition, a Program Report must document all activities of the Student Section for the prior year. **Submission of an Ingersoll-Rand Final Report will suffice for this report.**

After the Field Office receives these reports, an appropriation for the year based on enrollment at the end of June of \$2.00 per Student Member (or \$80.00 minimum) will be sent to the Student Section.

A Student Section will receive a full appropriation each year regardless of the financial balance from the previous year's operation. No appropriation will be forwarded until the Financial Report and Program Report are received. **STUDENT SECTIONS WHOSE FINANCIAL REPORTS AND PROGRAM REPORTS ARE RECEIVED AFTER JUNE 30TH BUT PRIOR TO SEPTEMBER 30TH WILL REQUIRE THE APPROVAL OF THEIR REGIONAL VICE PRESIDENT TO RECEIVE THE APPROPRIATION. REPORTS SUBMITTED AFTER SEPTEMBER 30TH WILL REQUIRE CMA ACTION.** Delay beyond the aforementioned dates does not relieve the Student Section from the obligation of preparing a Financial Report. The Internal Revenue Service requires a Financial Report from each unit of ASME as a condition of its tax exempt status.

ASME is a scientific and educational organization that complies with the Internal Revenue Code Section 501 (c)(3) not-for-profit provisions. Each ASME student section has been notified of its federal tax identification number. In the normal course, most activities are exempt from federal income tax. In addition, many states grant exemption from sales taxes. Contact the ASME controller concerning your particular jurisdiction's sales tax regulations affecting non-profit organizations.

STUDENT SECTION FINANCIAL REPORT FROM JULY 1, 20 TO JUNE 30, 20

Balance in Treasury as of July 1, 20____ _____(a)
INCOME

20____ - 20____ ASME Appropriation
from ASME Headquarters for Student
Section Operation _____

Other Income:
1. _____
2. _____

TOTAL INCOME _____(b)

EXPENDITURES

Printing
1. _____
2. _____

Program Expenses
1. Visiting Speakers _____
2. Films, etc. _____
3. Field Trips _____

Secretarial Expenses
1. Postage _____
2. Telephone, etc. _____
3. _____

Others, including outstanding
charges, payable before July 1st
1. _____
2. _____
3. _____
4. _____
5. _____

TOTAL EXPENDITURES _____(c)

BALANCE (a) + (b) - (c) = _____

Name of ASME Student Section (School Code)

Signature (Treasurer) Date

Signature (Student Section Advisor) Date

STUDENT SECTION PROGRAM REPORT FOR 20__ - 20__

Student Section Name & Code _____

ORGANIZATION & PLANNING

- 1. Number of business or executive cmte mtgs. held _____
- 2. Number of officers _____
- 3. Did you hold a planning or turnover meeting? YES NO
- 4. Number of members/officers attending RSLs _____
- 5. Number of members/officers attending RSC _____
- Ingersoll-Rand Competition _____
- 5. Student Section Prog. Report postmarked 6/30 _____
- 7. Number of monthly reports submitted on time _____
- 3. Final report submitted on time (prior to RSC)? YES NO

PROGRAMS & MEMBER PARTICIPATION

- 9. Number of technical meetings held _____
- 10. Number of joint meetings (ie:w/AIAA, SWE, etc) _____
- 11. Number of industry tours held _____
- 12. Number of social activities _____
- 13. For above meetings - how many speakers from:
 - a. Your School? _____
 - b. Another School? _____
 - c. Industry _____
 - d. ASME Sr. Section (Section or Region)? _____
 - e. Distinguished Lecturers (Series) _____
- 14. No. of members September 1997: _____
- 15. No. of members May 1998: _____
increase or decrease _____

Student Section Program Report prepared by:

All reports must be signed.

Student Section Officer position date

Student Section Advisor date

INTERACTION WITH SR. CHAPTER

- 16. Number of joint meetings _____
- 17. Number of Sr. Executive Mtgs. attended _____
- average number of students attending _____
- 18. Number of articles written for Sr. Newsletter _____
- 19. Number of Sr. Chapter Mtgs. attended _____
- average number of students attending _____
- 20. Do you have a Corporate Advisor YES NO
Please Name _____

SPECIAL ACTIVITIES

- 21. How many student newsletters produced _____
- 22. How many students have participated in: _____
 - a. Old Guard Oral Presentation Competition? _____
 - b. Old Guard Poster Contest? _____
 - c. HPV Competition _____
 - d. Williston essay Contest? _____
 - e. National Design Contest? _____
- 23. Is the SSC Student Rep from your school? YES NO
- 24. How many members from your school receive an ASME scholarship? _____
- 25. Did you sponsor an EPC or S-PAC? YES NO
- 26. Do you participate in K-12 Outreach? YES NO

STUDENT SECTION ADVISOR

- 27. Does your Student Section Advisor regularly (50% of the time) attend:
 - a. Student mtgs. & tours? YES NO
 - b. Sr. Section Mtgs.? YES NO
 - c. RSC? YES NO
 - d. RSLs? YES NO

5. **Student Section Committee LIAISON**

Each student section may appoint a student to the Regional Student Advisory Panel. The purpose of the panel is to advise the Regional SSC representatives on issues of interest to the student sections of the region and to respond to initiatives taken by the SSC. The panel is chaired by the regional student representative on the SSC.

The duty of the SSC Liaison is to provide a two-way communication bridge between the student section and the regional SSC representative, The SSC Liaison is responsible for documenting and communicating information about the activities, ideas, and concerns of the student section to the SSC regional representative on a regular basis, and to disseminate to the student section information about the issues, decisions, and activities of the SSC. Specific activities of the SSC Liaison may include initiating discussions and surveying student members on issues of concern with the overall goal of increasing the satisfaction and attractiveness of ASME to student members.

6. **SIGNING OF CONTRACTS**

The only individuals authorized to sign legal documents (including contracts) in the name of ASME are the Executive Director and Assistant Treasurer.

Specific functions in which the Student Sections are most apt to be involved in, which generate contracts, are conferences and seminars, bus rentals, catering, meeting locations, and meals. All such contracts should be forwarded to the Assistant Treasurer for review and signature to NY Headquarters (fax # 212-591-7739). It is recommended that a copy also be sent to your Field Director. On the following pages are a list of minimum requirements to be included in hotel contracts, such as the Certificate of Insurance, Americans with Disabilities Act, Force Majeure, Indemnification and Hold Harmless Obligation of Hotel, Obligation by the American Society of Mechanical Engineers, Lowest Rate, and Mitigation.

The time required for forwarding and returning the contract is 2 to 3 days, under normal circumstances. If the determination is made that another party (meetings department, legal, or insurance broker) must review the contract, please allow for extra time for processing.

It is also required that mutual indemnification language is used with all vendor contracts, such as audio visual, tours, etc.

CERTIFICATE OF INSURANCE

A Certificate of insurance must be obtained from vendors when contracting services for buses, boats, etc., naming the ASME as an additional insured.

ATTACHMENT 1

Americans With Disabilities Act

Hotel warrants that as a place of public accommodation, it is in compliance with the Americans with Disabilities Act.

ATTACHMENT 2

Force Majeure- The parties' performance under this contract is subject to acts of God, war, government regulation, terrorism, disaster, strikes, civil disorder, curtailment of transportation facilities, or any other emergency beyond the parties' control, making it inadvisable, illegal or which materially affects a party's ability to perform its obligations under this contract. Either party may terminate this contract for any one or more of such reasons upon written notice to the other party.

INDEMNIFICATION

ATTACHEMENT 3

Hold Harmless Obligation of the Hotel

The Hotel shall indemnify, defend and hold harmless the American Society of Mechanical Engineers and its officers, directors, employees and agents and each of them from any and all claims, actions, causes of action, demands, liabilities of whatsoever kind and nature including judgments, interest, attorney's fees, and all other costs, fees, expenses and charges which American Society of Mechanical Engineers, its officers, directors, employees, agents and each of them, may incur arising out of the negligence, gross negligence or willful or wanton misconduct of Hotel, its officers, directors, employees or agents.

ATTACHMENT 4

Obligation by the American Society of Mechanical Engineers

American Society of Mechanical Engineers shall indemnify, defend and hold harmless Hotel and its officers, directors, employees and agents and each of them from any and all claims, actions, causes of action, demands, liabilities of whatsoever kind and nature including judgments, interest, attorney's fees, and all other costs, fees, expenses and charges which Hotel, its officers, directors, employees, agents and each of them, may incur arising out of the negligence, gross negligence or willful or wanton misconduct of the American Society of Mechanical Engineers, its officers, directors, employees or agents.

ATTACHMENT 5

Lowest Rate

It is understood that during the dates of the Agreement, the Group will have the lowest rate in-house excluding previously negotiated volume corporate business and/or government accounts, crew rooms other similar agreements. This applies to rate made available to the general public, either through the Hotel Reservation Department, 800 Reservation Service, any airline reservation system or via the internet.

ATTACHMENT 6

Mitigation -Hotel shall undertake all reasonable efforts to resell any unused or canceled rooms under contract to ASME and any unused or canceled function space under contract to ASME and will credit those revenues against any penalties, performance clause fees, payments, or liquidated damages, which amounts, if any, shall be due and payable 30 days after the dates of the convention/meeting, provided Hotel provides proof of its efforts to mitigate such penalties, fees, payments, or damages and proof that rooms and space being held for Association's convention/meeting or its attendees and guests remained unsold.

AMERICAN SOCIETY OF MECH. ENGINEERS

HOTEL NAME

Date: _____

Date: _____

By: _____
Signature

By: _____
Signature

Joseph M. Holm
Assistant Treasurer

Printed Name
Title

7. CHECKLIST FOR OFFICERS

This checklist is included to help you prepare for the year. Use it as a guide.

AUGUST/SEPTEMBER: Plan the forthcoming year's programs. Begin a "Membership Drive" as early as possible.

Announce the first meeting of the Student Section.

OCTOBER: Encourage Student Members to begin preparations for oral presentations at Regional Student Conferences (RSC), and posters for the Old Guard Technical Poster Competition.

Plan participation in the Ingersoll-Rand Contest, which is held among the Student Sections in each Region.

Urge students to write essays for the Arthur L. Williston Award.

NOVEMBER: Submit the *Ingersoll-Rand Contest Preliminary Report. Questions pertaining to the Ingersoll-Rand Contest can be answered by your Regional College Relations Chair, the Field Office or by submitting your question online at: <http://www.asme.org/students/ingersoll-rand/>.

JANUARY: Conduct elimination contest to select Student Members who will represent the Student Section at RSC. (In no case should there be more than two principal speakers. Back-ups can be identified if desired.)

FEBRUARY: On February 1st, or as soon as possible thereafter, the Student Section Advisor will submit a recommendation for an ASME Certificate of Award to the Outstanding Student Member of the Student Section. Form can be found on page 32.

In response to requests you will receive, advise the Host College and Field Director that the Student Section will send an official delegation to the RSC, with the name and presentation title of oral contestant(s) for your Student Section.

Papers for the Arthur L. Williston Award are due to the General Awards Committee.

MARCH: Nominations for the Charles T. Main Award are due to the Regional Vice Presidents.

APRIL: Conduct officer and Student Section Advisor election for the forthcoming year if this has not already been done. Reply to request to send a list of new Student Section Officers (page 19) and the name of the Student Section Advisor for next year.

The Treasurer must prepare the Financial Report for the Student Section year--July 1st through June 30th--and submit to the Field Office by June 30th.

JUNE: The last monthly roster from the Program Year is sent to each Student Section Advisor. New officers take office and begin planning for the upcoming year.

Deadline for submittal of Financial and Program Activity Reports to the Field Office.

ASME OUTSTANDING STUDENT MEMBER AWARD

The following information given below should be inserted on the ASME Outstanding Student Member Award for the following Student Member of our Section:

Recipient's Full Name:	_____
	(Type or Print)
Complete School Name:	_____
	(College or University)
*Mail Certificate to:	_____
Address:	_____
City, State	_____ Zip Code: _____
Date:	_____ Signature of Student Section Advisor _____

*If recipient will not be in attendance at the Regional Student Conference to receive the certificate, it can be mailed to the Student Section Advisor for alternate presentation, or directly to the recipient.

IV. STUDENT SECTION ADVISOR'S ROLE

As a member of the University and the Society, the Student Section Advisor has a three-fold responsibility:

1. To encourage all mechanical engineering students to become Student Members as the initial step in their program of professional development;
2. To ascertain that the activities and programs of the Student Section stimulate interest in the profession: and,
3. To create a professional awareness in each Student Member which will inspire them throughout their career to maintain a continuous and active membership in ASME.

The Student Section Advisor may utilize the services of a Senior Section Member as Industry Counselor. The appointment of a Counselor by the Regional Vice President is optional for the local Section and will be done only after consultation with the Student Section Advisor. The Counselor must be a member of the Section in which the Student Section is located and an individual whose broad experience in engineering practice will enable him/her to offer assistance to the Student Member as he/she enters industry. (See position description on page 34).

The Student Section Advisor, with the assistance of the Student Section Secretary, administers the Student Member applications. The new member form has been designed so that after the application has been signed by both the student and the Student Section Advisor (the renewal member form does not require the Student Section Advisor's signature). Payment of dues (\$25.00) can be accomplished by a direct mailing to the ASME Student Application Processing Department in Fairfield, New Jersey. Pertinent application instructions are as follows:

- a. Requirements for Student Membership ASME
- b. ALL INFORMATION on the form must be provided - typed or printed
- c. Must be signed by the Student Section Advisor for the current year

Each month during the school year (September-June), the Student Section Advisor receives a roster of all current student members which should be checked for accuracy.

***Advisors can be called Student Section Advisors or Faculty Advisors.**

POSITION DESCRIPTION:
“INDUSTRY COUNSELOR” for STUDENT SECTIONS

VOLUNTEER ACTIVITY. These are recommended activities, with a high degree of independence, and do NOT require sitting on a local-Section Executive-Committee or Regional Operating Board:

- **Assists and advises local Student Section and student-members, specifically about the actual practice of Engineering in Industry, Commerce, Consulting, and Public Service.**
- Serves as specialized volunteer to Student Section and student-members.
- Volunteer Position. Serves in own geographical area. Can be an alumna from the same school.
- Cooperates with other ASME volunteers, with faculty and educators, and with related ASME programs for student-members.

SELECTION

- Position calls for an experienced, knowledgeable, and well-connected corporate member with:
 - Distinguished engineering career (actively practicing, interim, or retired)
 - Broad knowledge of the profession
 - A network to local engineering operations, leaders of the profession, and local ASME Units
 - Integrity and discretion when dealing with young people
 - The desire and ability to be of service to ASME student-members.
- May be recruited and “sponsored” by any ASME operating-Unit. May be selected:
 - By Regional leadership
 - By any local Senior Section, Sub-Section, or Group
 - By any Technical Division or Chapter
 - By any Student Section and their Advisor.
- Nominations and self-nominations are welcome. Volunteers from all Councils are welcome to apply. Resumes, references, and employer letters-of support may be called for.
- Nominal term is one year; eligible for re-appointment if year-end recommendations are submitted.

RESPONSIBILITIES

- Ascertains the current needs and interests of the Student Section and student-members.
- Promotes and facilitates student-and-professional exchange-events with:
 - Local engineering companies and operations
 - Guest speakers
 - Potential mentors and sponsors; potential employers
 - Extramural educational opportunities
 - Events sponsored by local Units and all Councils of ASME; introductions and hospitality.
- Within own abilities and the circumstances of the moment, provides information about: types of work, styles of work, daily work content, organizational practices, professional decisions, compensation, career paths, career decisions affecting family members, Registration, and advanced degrees.
- Publicizes ASME programs and opportunities for student-members.
- Encourages student-membership, professionalism, and continuation of membership in ASME.
- Provides feed-back and recommendations to sponsoring-Unit and Regional leadership.

FUNDING during term-of-office and in accordance with expense Policy P 4.5:

- Minimal travel is expected. Sponsoring-Unit or employer support is desirable.
- May be reimbursed for legitimate out-of-pocket expenses with approval of sponsoring-Unit.

RESOURCES

- Student Handbook ML-1; local and Regional ASME leadership; Regional CoEng / CMA Coordinator; Field and HQ Offices and Staff; related publications from all Councils of ASME.
- Position Descriptions for SSC Faculty Representative, SSC Student Representative; Regional College Relations Chair (qq.v.)

▪ **“HOW TO BE A SUCCESSFUL STUDENT SECTION/FACULTY ADVISOR”**

To produce memorable results, each Student Section Advisor must maintain a degree of competency in a majority of the following skills:

1. Planning
 - a. Forecasting: assessing outside influences that might have an impact on the school or department.
 - b. Establishing objectives: setting specific targets and goals.
 - c. Establishing and utilizing policies: building guidelines for day-to-day activities.
 - d. Programming: setting priorities.
 - e. Scheduling: setting specific time limits to accomplish work.
 - f. Establishing and utilizing procedures: stating Society policies.
 - g. Budgeting: allocating resources including time, people, money, space authority, etc.
2. Organizing
 - a. Developing structure: building Section leadership.
 - b. Delegating: sharing authority, responsibility and accountability.
 - c. Establishing effective working relationships: coping with organization, departmental and individual conflicts.
3. Leading
 - a. Initiating: getting action started.
 - b. Problem-solving and decision-making: pinpointing problems, causes and choosing among alternative corrective actions.
 - c. Motivating: encouraging others.
 - d. Communicating: creating an understanding among individuals.
4. Controlling
 - a. Personally observing: seeing results.
 - b. Management reporting: allowing others to report in person or through written reports.
5. Maintaining technical competence: keeping up-to-date technically by using a variety of sources: other Student Section Advisors, Society resources, Field Director, Regional Officers, etc.
6. Selecting: choosing the right person for the job.
7. Developing staff: upgrading the knowledge, skills and attitudes of Student Officers.
8. Utilizing: making the best use of staff talent and time.
9. Evaluating: letting people know where they stand and how well they are doing in relation to previously established goals.

A GOOD ASME STUDENT SECTION MEETING

What's the problem?

Class schedules, football games, basketball games, church functions, other on campus clubs, fraternity and sorority meetings, homework, TV and parties make it difficult to get members out for ASME meetings.

What helps get people out?

Reminder and follow up teams.
Telephone contact.
Rides - if meeting is off campus.
Food - Pizza works great.
Recognition at meetings.
Door Prize.
Faculty support.
Greeting committee at door.
Warmth for all at meetings - and warmth between meetings.

There is no substitute for a good program.

Some new engineering developments.
A lawyer - How new laws affect you.
A lawyer - Your liability as an engineer.
A lawyer - You can be sued.
A lawyer - Your will and your estate.
An accountant - You and your income tax.
A doctor - How to stay healthy.
A realtor - How to pick and finance a house.
A professor - What to expect from your classes.
A banker - How to borrow money.
A physicist - What is space travel all about?
An astronaut - What it is really like in space?
A personnel placement person - How to write a resume.
A personnel placement person - How to interview for a job.

Student section activities can include parties, sporting events, dinners, picnics, dances community projects, a design competition for your members or for elementary, junior high, or high school students, and showing a film (one from ASME or current motion picture).

Following you will find a list of topics (ideas) that have been presented at successful student section meetings, and a list of films, slides and videos available from your Field Office.

TOPICS

TIME ALLOWED

min.

20	Pre-Meeting Welcome
15	14 Minute State of the Art Talk
5	Four Minute Personal History
5	Person of the Hour
5	Formal Recognition of Visitors
40	Technical Talk of General Interest
50	Joint Technical Meeting
40	Talk About ASME
50	The Young People Speak
40	Talk About the Community
60	A Medical Doctor Speaks
60	A Lawyer Speaks
80	Annual Honors & Awards Night
90	Dinner Dance
80	Christmas Party
90	Theater Party
60	Annual Student-Faculty Family Night
10	Door Prizes
10	Special Tables
20	Dinner Entertainment
20	Study Groups
20	Technical Talks
10	Reunions
10	Committee Meetings

TOPIC DESCRIPTIONS

Pre-Meeting Welcome

Warm welcome as people enter the room. Assist with name tags. Address members by name as they arrive. Introduce newcomers. Make everyone feel wanted from the first moment. Two to six people in "Door Welcome" group depending on the section size. Different "Door Welcome" group each meeting. Have others circulate before the meeting is called to order to ensure nobody is neglected.

14 Minute State of the Art Talk

This requires advance preparation. Have someone carefully prepare a 14 minute talk condensing the state of knowledge of a subject. This is to be an overview. Have reference material for those who would like to pursue the subject in more detail.

Four Minute Personal History

Ask a student or faculty member to present the story of his/her life in four minutes. This is often one of the most interesting features of the evening. We all like to hear about each other. Their stories can be very interesting.

Person of the Hour

Honor the "Person of the Hour" who could be a visiting faculty member, a new member, a visitor, one traveling the great distance, former chair or officer, or a recent Student Section Advisor. Many ways to identify "Person of the Hour." Vary criteria each meeting. Do not honor the same person twice in the same year.

Formal Recognition of Visitors

Have sign-in. Read at least the name of each visitor and have each guest rise. Need not be time consuming. Can do much to make visitors feel welcome. Follow-up contacts or letters after the meeting are a nice touch.

Door Prize

Arrange to give each arriving person a number-allow for duplicate tickets to be purchased. After the meeting begins, have a drawing. The lucky person gets a gift which can be a record album, a pair of cuff links, etc. Set up a prize committee which has the responsibility to supply gifts from their resources. This activity can be real fun.

Special Tables

One or two special tables. How about a table for former section officers? One for graduates? One for those from a particular course? Maybe one for those who just joined. Name cards are fine if advance arrangements have been made. A few personal contacts the week before the meeting always pay off. Good way to boost attendance. Format could change each month and this does not have to be undertaken each month.

Dinner Entertainment

How about 14 minutes of a good magician, a quartet, or another form of high quality entertainment. Do not attempt this unless you are ready to work very hard. It must be good. Although this is not easy, it will add much to at least one meeting a year.

Study Groups

Allow two full hours before or after the meeting. Advance planning desired. Format flexible. Basically specialized.

Technical Talks

For small audiences. Choose a technical conference or meeting. Re-present the paper. Could also be a formal lecture for a small group.

Reunions

Opportunity for alumni members, faculty, those from a particular area or others sharing a common interest to meet for an hour or so after the regular meeting. No more than one per year for any given group.

Committee Meetings

Could be held before or after regular meetings, or during social hours.

STUDENT SECTION ADVISOR'S CALENDAR OF EVENTS

GENERAL

There are several events which are unique to each Regional and Student Section or have dates which vary from year to year. These have not been included under the specific monthly headings that follow. It is recommended that you note the dates for which the listed events occur in Region.

Regional Student Conference (RSC)

Regional Student Leadership Seminar (RSLs)

Student Sections Committee (SSC)
Student Delegate Nomination

Election of Student Officers

Regional Events: Regional Competitions,
Nominations for Special Awards, Others

Local Events: RSC Elimination Contest,
Joint Activities with other Groups, Others

September If not previously submitted, please return the ASME Student Section Information Sheet. (page 18) to the Field Office.

Distribute membership renewal forms, if you requested them to come to you, and start the new membership program.

Develop "School Year" meeting schedule with Student Section Officers which should include local, regional and national events occurring in the area. This should be an extension of Ingersoll-Rand Contest year which began this past March.

October Fundamentals of Engineering Exam (FEE) - last Saturday this month.

You should receive information regarding the Student Section Advisors Program and the Students Program at the International Mechanical Engineering Congress & Exposition.

November Deadline for submitting the Ingersoll-Rand "Preliminary Report" to the Regional Vice President (or designee) is the first Monday of this month for the contest year which began on March 1 of this year.

Deadline is October 15 for spring term applications for the ASME Student Assistance Loan Program.

If known, please provide the Field Office with a list of students who will be attending the Congress this year.

December Those students who are graduating and did not renew their membership should be advised that they will be placed on the "Dropped Member" list and:

- (a) Will not be eligible to participate in the Oral Competition at the Regional Student Conferences (RSC), or Old Guard Technical Poster Competition, unless dues are received before the end of December.
- (b) This is the last month that they will receive *Mechanical Engineering* magazine, *ASME News*, and *Mechanical Advantage*.

January

Advise student members of the availability of ASME Student Loans and ASME Auxiliary Loan and Scholarship Programs for next year.

Remind Section Membership Development Committee to contact those students still in school who appear on the "Dropped Member" list.

February

Submit names of new student officers to Field Office if elections are held on a semester basis.

Deadline is February 1 for the following:

Submission of ASME Student Section Advisor Award nominations to the Regional Vice President.

Qualification letters to the International Gas Turbine Institute for the scholarships.

Deadline is February 15th for the following:

Submission of the Arthur L. Williston papers to the ASME General Awards Committee.

Submit the name of a student for the Outstanding Student Member Award to the Field Office.

If an RSC is being held in March, you should receive information from the host school and/or the Field Office this month. Requests for information should be returned promptly. (See March for more details....this calendar assumes an April RSC date).

March

Submit Ingersoll-Rand "Final Report" for previous year to the Regional Vice President (or designee) at least two weeks prior to the RSC.

Deadline is March 1 for the submission of Charles T. Main Award nominees to the Regional Vice President.

Deadline is March 15th for "ASME Student Membership" to qualify as a contestant in Oral Competition at the Regional Student Conferences, or to be eligible to submit a poster in the Old Guard Technical Poster Competition.

Deadline is March 15th for the ASME Auxiliary Scholarships.

Return information requests to Host School and Field Office for RSC Delegation and Mileage, and the name(s) and presentation title(s) of the contestant(s) competing in the RSC Oral Competition.

April

Deadline for fall term applications is April 15th for the ASME Student Assistance Loan Program.

Fundamentals of Engineering Exam (FEE) - second Saturday of this month unless Easter occurs on the first or second Sunday - then the third Saturday.

Hold election of Student Officers for next year.

May

Submit to the Field Office a nomination of appointment (or reappointment) letter for next year's Student Section Advisor.

Submit the ASME Student Section Information Sheet for next year to the Field Office. page 18.

Submit the Student Section Financial Report (current year) and Program Report (student section activities for the year) **or** an Ingersoll-Rand Final Report by **June 30th to receive the student section appropriation for the coming year.** In some cases a copy of the Ingersoll-Rand "Preliminary Report" for the current year will be acceptable.

Submit supply form to ASME/New York, Student Operations. (page 40). Indicate where the supplies should be mailed for the next Program Year, and whether the student membership renewal bills are to go directly to the students or in bulk to the Student Section Advisor.

June

Reminder! Supply form should have been mailed to ASME/NY, Student Operations.

July - August

HAVE A GREAT SUMMER!

Additions/Changes to Calendar or ML-1 - Please advise the Field Office of any information or revisions that you would like to see in the next edition of this manual. Only in this way can the manual be of maximum benefit to Student Section Advisors in providing quality support to student sections.

ASME INTERNATIONAL – STUDENT SECTION SUPPLIES
PROGRAM YEAR - _____

School Code _____	School Name _____ (Please contact your Field Office if school code is unknown)
--------------------------	--

I. Please indicate which supplies are required, and the number required.

- 1. Back Issues of ME Magazine _____
- 2. Renewal Bills in Bulk _____
- 3. Student Member Pins (only for new Student Members) _____
- 4. Student Membership Applications & Benefits Brochures _____
(Also available on the Web at <http://www.asme.org/students/#1>)
- 5. Renewal/Change of Record Forms _____
- 6. ASME at A Glance _____
- 7. Student Section Letterhead _____
- 8. Student Section Envelopes _____
- 9. Student Member Certificates _____
- 10. ML-1 Student Section Operations Manual _____
(Also available on web at <http://www.asme.org/pdf/member/ml-1.PDF>)
- 11. Student Section Posters _____
- 12. Awards Flyer _____
- 13. Wise Program Flyer _____
- 14. Diversity Action Grant Application _____
- 15. ME Today Magazine _____

Comments/Additional Supplies: _____

Notes:

- Item 1. Back Issues of Mechanical Engineering. If requested, ASME International sends back issues of recent Mechanical Engineering magazine to the Student Section for use in promoting membership development and related activities.
- Item 2. Student Member Renewal Bills. We will continue to provide the option of having Student Member renewal bills sent in bulk to the Student Section Advisor for distribution. Otherwise, individual student members receive their dues renewal form directly.
- Item 3. Student Member Pins. A Student Member receives a Student Member pin only in his/her first year of membership. The limit to the number a Section is entitled to is one-half of your Student Section membership.
- Item 4 General Supplies. Please let us know in the **Comments** section of the form if there are supplies

you would rather have vs. what you actually receive.

II. PLEASE INDICATE WHO SHOULD RECEIVE THE STUDENT SECTION SUPPLIES

MAIL SUPPLIES TO: Student Section Advisor

Detail Items to receive: _____

Name: _____

Address: _____

MAIL SUPPLIES TO: Student Section Chair (or other designee)

Detail Items to receive: _____

Name: _____

Address: _____

III. When would you like to receive your supplies? (Please check one.)

_____ Late August

_____ Late September

_____ Late October

_____ Other _____

Please note all supplies are shipped UPS Ground.

STUDENT SECTION ADVISOR'S SIGNATURE _____

DATE _____

Forms should be completed and submitted ***no later than April 15*** to ASME Regional Operations in one of the following ways:

<p><u>By Fax</u> Send faxes to the attention of Jessica Albert at 212-591-7437</p>	<p><u>By Email</u> An Excel spreadsheet can be filled in electronically and sent by email to regionalsupport@asme.org</p>	<p><u>By Mail</u> For those without electronic capabilities, forms can be returned to Jessica Albert, ASME, Three Park Ave, New York, NY 10016-5990</p>
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Additional copies of this form are available on the Regional Support page of the ASME Website at <http://asme.org/leadershiptoolbox>

V. MEETINGS

Although the Student Section Program Year is from July 1st through June 30th, newly-elected officers may take office in March, thereby overlapping with the previous year's set of officers. This arrangement promotes a smooth transition from year to year.

1. **FIRST MEETING**

Arrange to invite all mechanical engineering students, including freshman and sophomores, to the opening meeting. Informative and promotional materials may be used as is fitting and appropriate.

It is recommended that arrangements be made for key speakers; e.g., the Student Section Advisor, the Regional Vice President, or Regional College Relations Chair, as well as the Chair or other officer of the ASME Section in which the Student Section is located. These individuals can talk about the value of the Student Section to the individual student and describe the activities and accomplishments of ASME. The Field Director can assist in making such arrangements and can be available to make a presentation on the benefits of ASME Student Membership.

2. **PROGRAM PLANNING**

Most successful Student Sections start planning their programs at the end of the school year or during the summer. Entering the Ingersoll-Rand Contest is an invaluable aid to program planning.

Many Student Sections develop programs in which Student Members and Faculty serve as speakers. Outside speakers such as a representative for industry, another educational institution, or the government can provide an excellent program.

The American Society of Mechanical Engineers represents a great diversity of interest within its thirty-eight (37) Technical Divisions. In order for the students to gain a better perspective of their engineering interests, student programs can be planned which emphasize division activities.

When the planned meeting uses students as speakers, it might be advisable to conduct a symposium. This would give several students an opportunity to actively participate. A different group of two to five Student Members should be in charge of arranging each meeting. The Chair of the Student Section should open and close the meeting and conduct the brief business period arranged for every meeting.

Motion pictures or video tapes dealing with selected subject are often available for technical meetings. Plant visits which complement the subject being discussed are very helpful. Most manufacturers of engineering apparatus will supply motion picture films or exhibits of equipment without charge, and occasionally will send a lecturer as well.

Corporations recruiting on your campus are an excellent source for lecturers and films. The ASME Field Office is an immediate resource for ASME and other films. They can also assist in suggesting effective speakers as well as other industry related programs. For students living outside North America, please contact headquarters in New York with requests.

In addition to the technical meetings, other activities could include:

A Social, with some form of entertainment and refreshments.

An ASME Section Night, with invitations to faculty and all members of the ASME Section in which the Student Section is located. In this connection, each student could invite at least one member of the local Section as a guest for the evening with the understanding any dinner or similar expense would be "Dutch" treat.

An Annual Dinner, with an address by a prominent speaker and possibly some entertainment features.

A Field Trip, possibly in cooperation with another ASME Student Section and/or the local ASME Section or the branch of another national engineering society in the same college.

A Student Day in Industry Program, allows a student to work with an engineer for a day.

A Cooperative Activity with Pi Tau Sigma*, the Honor Fraternity for Mechanical Engineering and/or Tau Beta Pi (if chapters are established at your college), and/or other technical societies. (*or a cooperative activity with the Mechanical Engineering Fraternity in your country if outside the US).

A Presentation of the Senior Section's Monthly Program, and/or a corresponding exhibit for the Executive Committee.

3. **SUGGESTIONS FOR THE CONDUCT OF A MEETING**

The value of a technical meeting lies in the opportunity it offers for the interchange of experience and information.

For a technical session to be of greatest value, the following things are essential:

- * effective advance publicity;
- * adequate meeting room and suitable equipment;
- * a good speaker;
- * adequate discussion; and,
- * a good presiding officer.

4. **INSURANCE FOR STUDENT SECTION EVENTS***

a. For all events, it is necessary to verify that every aspect is properly insured. Try to think of all possible accidents that could be related to the event and verify insurance coverage by your school in accordance with your university regulations. If not available through your school contact: ASME Controller, MS/NA1, 22 Law Drive, Fairfield, NJ USA 07007-2900, Phone: (973) 882-1170 ext. 2256.

***Subject to local rules and regulations.**

b. Should some aspect of risk not be covered or if any doubt exists, please contact the Controller, as indicated above or the Field Office.

VI. REGIONAL STUDENT CONFERENCES

1. LOCATION AND DATES

Each year, Regional Student Conferences are held during the months of March, April, and May. A major activity at this conference is the oral competition for Student Members.

Regional boundary lines in North America generally determine which group of Student Sections will compete at a given Conference.

The selection of a site for the Regional Student Conference is the responsibility of the Regional Vice President and Operating Board. Attendees to RSCs outside the contiguous portions of the United States or adjacent portions of Canada or Mexico, will be funded the equivalent of the round trip mileage granted for student automobile travel for up to two (2) cars, or the equivalent of two (2) tourist airfares.

Generally, the Regional Student Conferences will be held in the contiguous portions of the United States, including the nearby adjacent portions of Canada and Mexico. Because of the expense of travel to such places as Alaska, Hawaii, Puerto Rico, etc., conferences at these locations are scheduled less frequently.

If any Region schedules its RSC outside the contiguous portions of the United States or adjacent portions of Canada or Mexico, that Region must obtain CMA approval for increased budgeting at least a year in advance or personally assume any added financial burdens above the equivalent of the round trip mileage granted for student automobile travel for up to two (2) cars, or the equivalent of two (2) tourist airfares.

When the RSC is held within the contiguous portions of the United States or adjacent portions of Canada or Mexico, those universities located outside the contiguous portions of the United States, or which are too distant to allow convenient driving to the RSC, will be provided with tourist airfare for up to two (2) students each year. Such delegations will not be eligible for Student-Kilometer awards.

2. PURPOSE

Student Conferences provide excellent opportunities for Student Members to become acquainted with others, compete for various prizes, and become more aware of the scope of ASME. Their programs usually include:

- a. Oral presentations and poster presentations by Student Members on technical, economic, or related subjects in competition for cash prizes.
- b. Tours of laboratories or facilities on the campus where the Conference is held.
- c. Visits to industrial plants and laboratories in the vicinity of the Conference.
- d. A guest speaker or presentation of general or group interest.
- e. A social hour, picnic, buffet, dance, or other entertainment.
- f. A forum on Student Section operations or workshop sessions on topics of mutual interest.
- g. A luncheon or banquet where prizes are awarded and Society Officers and other prominent persons speak.

- h. A Student Section Advisors' and Student Leaders' Meeting at which Regional Vice Presidents or their representatives preside. Regional business and scheduling of future conferences are typical items of discussion.
- i. A design contest where students can compete with other student sections in an exciting and fun competition that has various awards.

Where a Student Conference is held simultaneously with the Regional Administrative Conference (RAC), or any other ASME program, scheduling needs to be established to provide for joint sessions or functions.

3. **STUDENT SECTION PARTICIPATION**

Each Student Section is urged to participate in the Regional Student Conference. Lack of participation diminishes the benefits of the Student Member experience.

Student Sections are to advise the Student Section Advisor of the Host College and the Field Office at least four (4) weeks before the date of the Conference, whether or not they will participate.

4. **MILEAGE ALLOWANCE**

After a Student Section informs the Field Office that it will attend, the Student Section Advisor upon request will receive a check from Headquarters for the use of the Student Delegation based on a mileage allowance at the maximum allowable rate under IRS guidelines. To be eligible for travel expense contributions, a Student Section must have a minimum of fifteen paid Student Members at the time of the Conference. A Student Section with fewer than fifteen paid Student Members must be specifically invited by the Vice President for the Region. The mileage is calculated by the Field Office using a standard Highway Mileage Guide. It is intended that this mileage allowance, while not a full subsidy, will help to defray a portion of the expenses. If a Student Delegation requires a second car (over and above that of the Student Section Advisor) and has five or more students in attendance, the Student Chair or Student Section Advisor may submit a written request, during or after the Conference, for a second car allocation. A third car may be authorized where there is participation in the ASME Design Contest and there are nine or more students attending the Regional Student Conference.

While Student Sections are encouraged to participate in the prize competitions, failure to do so will not make the Student Section ineligible for the mileage allowance. A Student Section whose delegation fails to register at a Conference must refund the allowance.

Student Section Advisors who are current members of ASME and who are not reimbursed by their schools for travel are entitled to reimbursement. The request must be on an ASME Travel Expense Report. This form can be obtained from the Field Office.

It should reflect both the auto mileage and the Student Section Advisor's out-of-pocket personal expenses incurred by attending the conference (at \$100.00 per day for a maximum of two days). Student Section Advisors are encouraged to transport Student Members in their cars to support maximum attendance.

5. STUDENT ORAL COMPETITION

The highlight of each conference program is a competition among Student Members (in most cases, undergraduates--see explanation below under "Contestants") selected previously by their Student Sections. Individual Student Member compete through oral presentations. Each presentation is fifteen minutes followed by a five minute "question and answer" period. The number of speakers per school varies among Regions, but **IN NO CASE MAY THERE BE MORE THAN TWO CONTESTANTS FROM ANY ONE STUDENT SECTION.** Each presentation shall be made by one contestant. Any questions regarding procedure shall be resolved by the Student Section Advisor and Regional Vice President before the Conference. **Each student member making an oral presentation will receive his/her first year's dues as a Member, compliments of the Old Guard.**

6. CONTESTANTS

To be eligible to participate, each contestant must be a Student Member who:

- a. has not received an engineering degree;* and,
- b. has been selected by his/her Student Section to participate; and,
- c. has been certified by the ASME Field Offices or VP BMID as a Student Member in good standing.

To be thus certified, a new Student Member must have filed an application and paid the required dues prior to March 15th; the same holds true for a continuing Student Members.

At least two (2) weeks before the date of the Conference, either the Student Section Advisor or Chair of the Student Section shall advise the Student Section Advisor of the Host Student Section and the Field Office of the names of their contestants and the titles of the presentations. The Field Office will then certify the eligibility of the contestants.

7. NATURE AND MANNER OF PRESENTATION

It is recognized that an engineer, like all professionals, must possess a well-developed ability to communicate, both orally and in writing. The competition at Regional Student Conferences is designed to emphasize the value of an ability to deliver oral presentations. Subject matter is to be related to some area of the broad field of engineering. A major portion of a contestant's total score is determined through an evaluation by the judges of the competitor's relative capability to communicate orally, including evidence of a talent to respond effectively in a "question and answer" period. A Scoring Sheet with instructions for use of the scoring sheet can be found on pages 46-49. **A written paper or manuscript is not required.**

* Student Members who complete the requirements for their baccalaureate engineering degree, or who actually receive that degree at the end of a term, semester, or quarter, a short time before a scheduled conference may still participate. These Student Members, however, must not have completed their degree requirements before December 1st of the calendar year prior to the Conference.

SCORING SHEET FOR OLD GUARD ORAL COMPETITION AT REGIONAL STUDENT CONFERENCES

Name of Speaker: _____

Name of School: _____

Title of Presentation: _____

Number on Program _____

Overall Rank _____

Technical Rank _____

	RANGE	SCORE	TOTAL
CONTENT	Maximum 30 points		
Subject Matter: General Technical	0 5 10		
Personal Contribution: Library Research, Independent Creative Project	0 5 10		
Knowledge of Subject: Limited, Complete	0 5 10		
ORGANIZATION	Maximum 30 points		
Introduction: Background (eliciting audience interest), Objectives, Outline of Presentation	0 5 10		
Continuity: Essential Facts Developed in Logical Sequence	0 5 10		
Conclusion: Definite and Based on Facts	0 5 10		
DELIVERY AND EFFECTIVENESS	Maximum 30 points		
Vocal Delivery: Conversation vs. Memorized, Proper Volume, Distinct Pronunciation, Timing	0 5 10		
Body Language: Eye Contact with Audience, Distracting Mannerisms	0 5 10		
Visual Aide: Legibility, Effectiveness	0 5 10		
DISCUSSION	Maximum 10 points		

TOTAL SCORE _____

NOTES: _____

INSTRUCTIONS FOR USE OF THE SCORING SHEET

Total weight allotted to each item judged is shown by a straight line with divisions equal to five percent. Mark rating by checking line at desired point of scale. Average point would be at center of line. Please note that the main headings of CONTENT, ORGANIZATION, and DELIVERY AND EFFECTIVENESS each have three items so that a total maximum of 30 points can be achieved for each of these categories.

Partial Score to be entered in column headed "Score" with total score the sum of partial scores. "Rank" is the order 1, 2, 3, etc. in which contestants place in your evaluation in order of descending total scores.

Do not split a rank between two speakers. If a tie in total scores occurs, review your notes and adjust scores to break the tie.

CONSIDERATIONS IN JUDGING

1. Content. To what extent was subject of interest to a technical audience? Was credit given for source of material or contribution by others? How much knowledge of subject was exhibited? Was work independent and original? Was subject technical or general in nature?
2. Organization. Was there any novel approach to the subject? Was there sufficient background information provided in order to introduce the audience to the subject? Were facts developed in logical and continuous sequence? Was there a definite conclusion and was it adequately based on the facts or data presented?
3. Delivery and Effectiveness. Were the words distinctly pronounced and was proper volume used to be heard by all? Did the contestant use proper English, and was the vocabulary sufficient? Was personal appearance appropriate? Were there any distracting mannerisms? Was the manner of delivery (conversation, memorized, read from manuscript) satisfactory? If visual aids were used, how effectively were they used? Was the presentation within the time limit of 15 minutes allowed for presentation?
4. Discussion. Did the presentation evoke spontaneous questions from the audience? Did questions indicate the need for clarification of facts presented or were they merely of the type seeking additional information? How readily and with what self-assurance did the speaker answer questions? Did the answers indicate knowledge of subject beyond that disclosed in the original presentation? Was the ability to think clearly demonstrated?

The topic is to be related to a technical, economic, or environmental aspect of engineering or any other basic engineering theme, provided it pertains to some sphere in which an engineer is or should be involved. Furthermore, a competitor may utilize any available resource but must realize that the presentation is to be an individual effort. Assistance in the use of visual aids is advisable. Good practice and courtesy suggests credit be given during the presentation for any outside help related to the reported project.

The Presentation's duration is fifteen (15) minutes plus five (5) minutes for "questions and answers" immediately thereafter. Any time remaining or runovers of the fifteen minutes must be added to or subtracted from the five minute discussion. Questions are limited to the Student Members at the Conference, except those Student Members from the competitor's own Student Section. If you have a question, please stand, identify yourself and your school, and then proceed with the question.

8. **CONDUCT OF THE CONTEST**

The Chair of the Host Student Section usually presides during the contest and ensures that there is adherence to the time schedule given in the printed program.

The Host Student Section must appoint two timekeepers, selected from non-contestant Student Members from two visiting student delegations. They are introduced by name and college at the beginning of each session and instructed as follows:

- At the end of twelve minutes, the first timekeeper will rise to signal to the speaker that there are three minutes remaining.
- After the speaker nods to acknowledge the signal, the timekeeper will sit down.
- At the end of fourteen minutes, the second timekeeper will rise to signal to the speaker that there is one minute remaining.
- After the speaker acknowledges the signal, the timekeeper will sit down.
- At the end of fifteen minutes, both timekeepers will rise together and remain standing until the speaker concludes the presentation.
- Both timekeepers will rise at the end of five minutes to terminate the discussion period.

The contest is to be judged throughout by the same individuals, preferably ASME members of mature judgment, who are selected along with one or two alternates. Local ASME Sections and the cognizant Vice President will be pleased to cooperate in the search for judges. As an alternative, some regions use one faculty member and one student from each school as judges, with the faculty and student not judging their own presenter(s).

Judges are to use the Scoring Sheet provided as the basis for judging all the Regional Student Conferences. The Scoring Sheet has been developed for the convenience of the judges in evaluating the presentations in competition. Scoring Sheet samples should be sent to the judges for familiarity ahead of the contest. Judges should be informed that they must agree to serve through the entire contest, be it one or two days.

9. OLD GUARD TECHNICAL POSTER COMPETITION

Engineers, like all professionals, must possess a well-developed ability to communicate. This poster competition for Regional Student Conferences (RSC) is designed to emphasize the ability to deliver visual presentations. Subject matter is to be related to some area in the field of mechanical engineering. **Each student member submitting a poster will receive his/her first year's dues as a Member, compliments of the Old Guard.**

ADMINISTRATION

The Old Guard Technical Poster Competition will be administrated by the Council on Member Affairs and the Regional Vice Presidents. **The Old Guard must approve all changes.**

CONTESTANTS

There may be no more than two posters from any one Student Section. Each entry may have only one author printed on the poster. To be eligible to participate, a contestant must be a Student Member of ASME who satisfies the criteria established for the Old Guard Oral Presentation. **A student member may enter only one these two Old Guard Competitions: The Oral Competition or the Poster Competition.**

POSTER PRESENTATION

A competitor must realize that the presentation is an individual effort. As a general guideline, the poster is to be prepared so that it can be easily understood in the absence of the author. Except for fasteners, all poster materials must be flush with the board, not protruding more than 1/8 inch (3.2 mm). There may be no mechanical or electrical devices on the board. All material must be accessible without having to lift or turn pages. There can be no materials placed in front of, above, below, or to the side of the poster. Judging criteria are based solely on the content of the poster. The author will not be present during the judging.

The poster must be able to stand free on a supporting table. The backboard of the poster may be hinged into multiple panels, but must be no larger than 48 inches (122 cm) by 36 inches (91.4 cm) unfolded. A label must be placed on the poster which gives the poster title and author's name and school.

Failure to abide by the above rules will disqualify the poster.

JUDGES

Each Regional Competition is to be judged by three engineers, preferably ASME members. The RSC Host Section, subject to the approval by the Regional Vice President is responsible for selecting the judges. See page 53 for the Scoring Sheet.

PRIZES

The Old Guard will provide a first place prize of \$200 for each RSC contest. Other prizes are at the discretion of the Council on Member Affairs or the Regional Vice President.

SCORING SHEET FOR OLD GUARD TECHNICAL POSTER COMPETITION FOR REGIONAL STUDENT CONFERENCE

Name of Contestant: _____

Name of School: _____

Title of Poster: _____

		SCORE	TOTAL
VISUAL PRESENTATION	Maximum 40 points		
Organization: Introduction, Objectives, Approach, Results, Conclusion	0 To 20		
Creativity: Use of Color, Variety of Materials, Eye Catching	0 To 10		
Clarity: Not Overcrowded, Legible Lettering, Contrast between Components and Background, Grammar, Spelling	0 To 10		
TECHNICAL CONTENT	Maximum 60 points		
Subject Matter: General or Technical	0 To 10		
Contribution: Textbook or Research	0 To 10		
Information: e.g.: Graphs, Tables, Equations, Pictures, Schematics, etc.	0 To 20		
Conclusions: Definitive, Follow from Results	0 To 10		
Applicability: Environmental, Social Safety, Health, State of the Art, etc.	0 To 10		

TOTAL SCORE _____

NOTES: _____

TECHNICAL WEB CONTEST

PURPOSE

This web page design competition for Regional Student Conference (RSC) is intended to encourage the delivery of visual presentations using web page technology.

TOPIC

The topic is to be related to any engineering theme, provided that it pertains to some technical sphere in which an engineer is or should be involved.

RULES

The web page must be contained within 100 Megabytes (MB) and written on a single CD ONLY (bring it with you!). No compression may be utilized.

The web page must be operable on an IBM compatible machine; no MAC Operating Systems will be provided.

The web page must operate autonomously without the aid of secondary programs: i.e. FLASH, QUICKTIME, SHOCKWAVE, etc., which must be added on the machine to view the web page are prohibited.

No self-extracting executable files on web page. No audio on web page.

PLATFORM

NT based, not UNIX based.

A computer or laptop with a Pentium II or better will be provided.

Web page cannot be accessed through the Internet; it must be on a CD (100 MB limit).

CONTESTANTS

There maybe no more than two web page entries from anyone Student Section. Each entry may have only one author printed on the web page. Each contestant must be a Student Member of ASME who:

- a. has not received an engineering degree* and,
- b. has been selected by his/her Student Section to participate: and,
- c. has been certified by the ASME Regional Offices or VP BMID as a Student Member in good standing.

To be thus certified, a new Student Member **must have filed an application and paid the required dues prior to March 15**; the same holds true for a continuing Student Member.

WEB PAGE PRESENTATION

The web page is to be prepared so that it can be easily understood in the absence of the author. While construction of the web page is to be an individual effort, ethical practice requires that credit is given for any outside assistance related to the reported project.

JUDGING

Web pages will be judged on content and the ability to portray the technical subject, not on code. To this extent, even non-technical individuals are encouraged to make use of programs such as Microsoft's Front Page Express or other such programs to design their own entry. In general, judging will be of the same form as that of the Old Guard Technical Poster Contest.

The web pages will be judged by at least three ASME members. The host section, subject to approval by the Regional Vice President is responsible for selecting the judges.

*(Student Members who complete the requirements for their baccalaureate engineering degree, or who actually received that degree at the end of a term, semester, or quarter, a short time before a scheduled conference may still participate. These Student Members, however, must not have completed their degree requirements before December 1st of the calendar year prior to the Conference.)

SCORING SHEET FOR REGIONAL WEB POSTER COMPETITION

Name of Contestant:

Name of School:

Title of Presentation:

	RANGE	SCORE	TOTAL
VISUAL PRESENTATION	Maximum 40 points		
Organization: Introduction, Objectives, Approach, Results, Conclusion	0 10 . . . 20		
Creativity: Use of Color, Variety of Materials, Eye Catching	0 5 . . . 10		
Clarity: Not Overcrowded, Legible Lettering, Contrast between Components and Background, Grammar, Spelling	0 5 . . . 10		
TECHNICAL CONTENT	Maximum 60 points		
Subject Matter: General or Technical	0 5 . . . 10		
Contribution: Textbook or Research	0 10 20		
Information: e.g.: Graphs, Tables, Equations, Pictures, Schematics, etc.	0 10 . . . 20		
Conclusions: Definitive, Follow from Results	0 5 . . . 10		
Applicability: Environmental, Social Safety, Health, State of the Art, etc.	0 5 . . . 10		

TOTAL SCORE _____

NOTES: _____

SUGGESTED GUIDE FOR REGIONAL STUDENT CONFERENCES

1. Consult ML-1, Student Section Operations Manual, your Regional Vice President and Field Office.
2. Selection of Dates
 - a. The conference is usually held on a Friday and Saturday to minimize absences from classes.
 - b. Determine dates early enough for proper planning.
 - c. Take into account outside events occurring simultaneously which might enhance or hinder the success of the conference. Weather, graduation dates, spring vacation, EIT exam dates, hotel facilities, should all be considered for their effect on conference attendance.
 - d. Dates are subject to approval of the Regional Vice President.
3. Housing Arrangements
 - a. Make arrangement with local hotels, college dormitories, YMCA and fraternities several months before the meeting. Cost of housing should be kept to a minimum consistent with satisfactory service. **DO NOT GUARANTEE ANY MINIMUM, UNLESS YOU HAVE THE MONEY IN HAND FROM THE STUDENT MEMBERS.**
 - b. Require everyone to make his/her own arrangements with the hotel of his/her choice (based on information that you supply). This will eliminate considerable work and untold troubles.
4. Several months in advance, with estimates of attendance based on the past years' conferences, arrange with college authorities for rooms for meetings. Check meeting rooms for the following:
 - a. Can the room be darkened?
 - b. Are there sufficient outlets? When the room lights are out, are the outlets for the lectern and projection equipment on a separate circuit?
 - c. Are there adequate cloak and rest room facilities available?
 - d. Do not take anyone's word for these--check them.
5. Several months in advance, with estimates of attendance based on past years' conferences, make preliminary arrangements for the Awards Luncheon or Dinner and Student Section Advisors' Breakfast, Luncheon or Dinner. Keep the cost of meals as low as possible and limit the number of complimentary tickets to an absolute minimum. Again, **DO NOT GUARANTEE ANY MINIMUM, UNLESS YOU HAVE THE MONEY IN HAND FROM THE STUDENT MEMBERS AND FACULTY.**
6. Several months in advance, with estimates of attendance based on past years' conferences, arrange for a plant trip or inspection of college laboratories. Arrange for transportation if necessary. Keep cost at a minimum. **MAKE NO GUARANTEE.**
7. Request-for-information to the student sections in your Region is sent out about three months in advance of the Conference. Emphasize that this information is for planning purposes only and that the information supplied will not be considered final. This questionnaire should contain:

- a. An estimate of the number of students attending, and the attendance of the Student Section Advisor, for the first day of the meeting. Repeat this for the second day.
- b. Time of arrival and departure.
- c. Title of presentation and name of contestant.
- d. Equipment needed, such as projector and slide size; movie size, (sound or silent), blackboards, chart racks, VCR players and other equipment.

The deadline for this reply should be two months before the meeting. Results of the questionnaires should be tabulated and previous estimates revised accordingly, particularly the estimates for the luncheons. Check on membership of contestants with Field Offices.

8. Several months in advance of the meeting write to Headquarters for any special conference supplies. A standard set of supplies is sent automatically.
9. Select competent judges with a view toward impartiality, preferably members not connected in any way with any of the colleges present. This matter should be settled at least a month in advance to give these usually busy people a change to arrange their affairs to give one or two days. An early selection will also get their names on the program. Familiarize the judges with the procedure they will be expected to follow, placing in their hands copies of the judging sheets. Do this in advance--not on the morning of the meeting. The senior section can help find judges.
10. Equipment
 - a. Arrange for all required equipment, such as projectors, screens, TV, racks for hanging of charts, tables for display of models, blackboard, chalk, pointer, eraser, electric extensions. Collect this equipment before the meeting and make sure that it is all in working condition.
 - b. Arrange for competent operators for all equipment.
11. Send out a second (final) request for information about one month before the meeting. This should contain the same data as the first notice, but emphasize that this information is final, and that a check or money order should accompany reservations for Awards Luncheon or Dinner and Student Section Advisor's Breakfast, made without payment in full. The deadline for this reply should be two weeks before the meetings. Meal commitments should be revised accordingly.
12. Prepare program and have it printed.
 - a. Divide contestants into two or three equal groups and schedule presentations with some thought as to the distance each contestant must travel. Those who have short distances to travel should be scheduled earlier than others who may have to spend a full day traveling.
 - b. Advise each contestant of his/her scheduled speaking time one week before the beginning of the conference.
13. Print or purchase inexpensive tickets for luncheons. Mark the "paid-up" reservations with the person's name and file alphabetically so that they can be readily distributed.
14. Arrange with the President of the College, Dean of Engineering, Regional Vice President or Regional Secretary to present the awards. A short welcoming address at the start of the Conference should be considered.

15. Invite the senior ASME Section and local industries to send representatives to the meetings and Awards Luncheon or Dinner. Local industries may be encouraged to distribute some inexpensive souvenirs, such as pens, pencils, paperweights, etc., if desired.
16. Campus routes should be well marked with appropriate direction signs. Provide maps and directions with your second request for information.
17. The meeting:
 - a. The Opening Meeting and Welcome should be in the charge of the Student Chair of the Host Section. The College President, Dean of Engineering School, or M.E. Department Head may provide a welcoming message.
 - b. Other Meetings may be presided over by the visiting Student Chair. This should be arranged several weeks in advance so that it can be included in the program.
 - c. During the Oral Presentations, people are to be prohibited from entering or leaving the room while any contestant is speaking, and also during the question period. Further, the audience should be cautioned that only students may ask questions and that members from a given school may not question their own contestant.
 - d. The conference program may also provide sessions or workshops with guest speakers or audio/visual presentations on subjects of general interest to students.
 - e. If the Regional Administrative Conference or other ASME programs are being held simultaneously and in the same area, there should be an effort to plan joint sessions or program functions.
 - f. The Awards Luncheon or Dinner should be presided over by the Student Chair of the Host School.
 - g. The Student Section Advisors' Meeting should be presided over by the Vice President or the Regional College Relations Chair. The Vice President and the Student Section Advisor have the prerogative to invite Student Chair and Officers to this meeting.
 - h. A Secretary is to be appointed for the Student Section Advisor's Meeting. He/she should write the minutes promptly after the meeting and send a copy to the Field Director for appropriate distribution.
 - i. If time permits, the program might also include a social event such as a picnic, buffet lunch or dinner, dance, mixer, etc.

18. Suggest special items and events for all to enjoy.

- a. A tour of host campus and laboratories
- b. Historical highlights
- c. Museums and cultural centers
- d. Recommended local restaurants
- e. Recommended local entertainment

Try to schedule special events so that they do not compete with the presentations for attendance.

19. After the conference, have the expense account approved by the Regional Vice President and submit to the Field Director who will forward it on to ASME Headquarters if additional contribution is required.

20. Financial Report

- a. THE STUDENT CONFERENCE MUST BE SELF-SUPPORTING. ANY EXPENDITURES IN EXCESS OF THE ALLOTMENTS MUST BE BORNE BY THE PARTICIPANTS OR BY LOCAL CONTRIBUTIONS.
- b. The printing cost is one of the items that should be carefully watched. Programs, tickets, and copying, etc., need not be elaborate. Careful planning and use of college facilities should permit all printing to be done for about \$25.00 - \$30.00. An initial allotment of \$200.00 will be provided to cover such expenditures. An additional \$200.00 allotment can be made after the fact if unreimbursed expenses exceed the original \$200.00 allotment.
- c. The Awards Luncheon or Dinner and the Student Section Advisors' Breakfast, Luncheon, or Dinner should be planned carefully. Complimentary tickets should be kept at an absolute minimum. All Students and Student Section Advisors must pay for their tickets in advance of reservation. Tickets should be priced as inexpensively as possible and should be marked up to cover all complimentary tickets, gratuities, and taxes.
- d. Any transportation for inspection trips should be paid by the participants.
- e. Since the ASME does not assume any deficit incurred in these conferences, any deficit become the direct responsibility of the Host School.

10. **PRIZES**

The following prizes are awarded at each Regional Student Conference:

PRIZE	AWARD	CONTRIBUTION
10.1 ORAL PRESENTATION		
First	\$300.00 <u>and,</u> A trip to the Congress to compete in the Old Guard Competition.	Old Guard
Second	\$150.00	ASME - CMA
Third	\$100.00	ASME - CMA
Fourth	\$ 50.00	ASME - CMA
Fifth (Regional)	\$ 25.00	Region (optional)
Highest Score in Technical Contest	\$ 50.00	ASME - CMA
10.2 TECHNICAL POSTER COMPETITION		
First	\$200.00	Old Guard
Second		Region (Optional)
Third		Region (Optional)
10.3 ATTENDANCE		
Highest Number of Students in Attendance* (other than Host College)	\$100.00	ASME - CMA
Highest Percentage of Student Section Membership in Attendance (other than Host College)	\$100.00	ASME - CMA
Student Kilometer Award	Traveling Trophy	Region
10.4 ASME DESIGN COMPETITION		
Regional		
First	\$200, Trophy and \$1,000 Travel/team allowance to Congress	ASME - CMA
Second	\$100 and plaque	ASME - CMA
Third	\$50 and plaque	ASME - CMA
Finals		
First	\$3000, \$1,000 to Student Section and up to \$1,000 travel /team allowance to Design Show	ASME - CMA
Second	\$1,000 and \$500 to Student Section	ASME - CMA
Third	\$500 and \$250 to Student Section	ASME - CMA

* The Attendance Award will be determined by considering all engineering students registered at the Conference, whether or not they are Student Members.

10.5 Each student member making an oral presentation at a Regional Student Conference, or submitting a poster in the Old Guard Technical Competition, and wishing to upgrade to Member, will have 40% of his/her first year full Member dues paid by the Old Guard upon submission of a dues statement or promotion form. Since the fee for promotion to Member is already 40% of regular dues, oral presenters and student members submitting a poster can promote to Member free the first year.

10.6 To encourage Student Member attendance at Regional Student Conferences, most Regions have a special rotating trophy which is presented for one year to the Student Section traveling the greatest number of Student-Kilometers to the Conference.

11. **HOUSING**

The host school needs to work with college authorities, housing office, hotels/motels and the Field Director, to provide accommodations and meals at a moderate cost.

12. **SUPPLIES**

ASME Headquarters furnishes the Host Student Section with a copy of this Student Manual, Scoring Sheets, Name Badges, Host Ribbons, Directional Arrows, and a limited supply of Lectern Banners, Registration, Information and Messages, and Blank Signs.

ASME Field Office will inform the Chair of the Host Sections concerning when supplies will be mailed, and other associated information.

13. **REIMBURSEMENT FOR LOCAL EXPENSES**

The Student Section Advisor of each Host School will receive an allotment of \$200.00 to be used by the host student section to defray the cost of printing programs, tickets, and miscellaneous items.

THE COST OF LUNCHEONS AND DINNERS MUST BE COMPLETELY SUPPORTED BY THE SALE OF TICKETS (REGISTRATION FEES). THE SOCIETY WILL NOT REIMBURSE THE HOST STUDENT SECTION FOR ANY DEFICIT. The number of luncheon and dinner guests who receive complimentary tickets should be kept at a minimum. If there are such guests, or paid entertainment or other items which increase the local expenses above the amount allowed, the price of tickets should be increased. A guarantee for meals should never exceed the number of tickets (registration fee) actually sold at the time the guarantee is made. Usually, the hotel or restaurant will permit additions on an hour-to-hour basis.

14. **CONFERENCE REPORT**

At the close of registration at the Student Conference, the Host Student Section must provide the Field Office Representative with the following:

- a list of names of all attendees by school, showing whether they are student or faculty members;
- copies of all printed programs, schedules, and contest rules.

Within 10 days of end of conference, the Host Student Section must submit the following to the Field Office:

- a statement of local expenses for approval by the Regional Vice President;

- an organizational outline and copies of correspondence. This is to assist the responsible individual for the forthcoming year.

- If not submitted by a Regional Operating Board Member or Chair of the student section committee a report of the Student Section Advisors' and Student Officers' Meeting, including the date, Host Student Section and location suggested for next year's Conference, must also be submitted. A copy should be sent to the Regional Vice President;

VII. REGIONAL STUDENT LEADERSHIP SEMINAR

The mission of the Regional Student Leadership Seminar (RSLs) is to acquaint Student leaders with ASME, to provide training to motivate student section activity, and to establish communication links throughout the region. Each Student section should send at least two delegates to the RSLs.

Funding is provided for the RSLs. Two (2) student delegates per Student Section are funded, as well as the SSC Student and Senior representatives and the Regional College Relations Chair.

VIII. MEETINGS, AWARDS, AND PUBLICATIONS

1. STUDENT SECTIONS COMMITTEE

The Student Sections Committee is comprised of one student and one senior member representing each of the 13 Regions.

The purposes of this Committee are as follows:

- a. to advise the Council on Member Affairs on matters relating to ASME Student Section activities and on Student Member activities;
- b. to act as a focal point in the interaction between Student Members, the corporate members, and staff of ASME;
- c. to coordinate activities of Student Members;
- d. to help promote the professional development of Student Members as engineers; and,
- e. to disseminate information useful to the Student Membership of ASME.

This committee held its initial meeting at the Summer Annual Meeting in June, 1981. It meets at the Congress and Summer Annual Meetings. (For more information on the Student Sections Committee, see the By-laws on pages 66-67 and position descriptions pages 68-69).

2. SOCIETY MEETINGS

Student Members are urged to attend and participate in the General Meetings of the Society and the Technical Division Conferences held each year. The dates and locations appear in the calendar of the ASME Meetings which is printed each month in *ASME News*, *Mechanical Engineering Magazine*, and the Society's Three Year Calendar. There is no registration fee for Student Members.

2.1 Session Aides

During any one Society year, there will be upwards of 800 technical sessions at General Society Meetings and Technical Division Conferences. Technical sessions require the services of aides whose duties are described in the pamphlet "Checklist for Session Aides" (page 70). These duties enable Student Members to take an active part in meetings of the Society while observing the presentation and discussion of technical papers.

2.2 Members and Student Luncheon

One of the outstanding features of the International Mechanical Engineering Congress and Exposition (Congress) is the Members and Students Luncheon. This luncheon is usually held on Wednesday and provides an opportunity for Student Members to meet and dine with members of the ASME Board of Governors, the President, and many other prominent members of the Society. Thanks to the generosity of the Old Guard (comprised of members who are dues exempt) Student Members may obtain tickets at a reduced cost.

BYLAWS OF THE STUDENT SECTIONS COMMITTEE THE AMERICAN SOCIETY OF MECHANICAL ENGINEERS INTERNATIONAL

Name

Section 1. The name of this organization is the Student Sections Committee (SSC), a committee of the American Society of Mechanical Engineers International (ASME).

Purpose

Section 2. The purposes of the SSC are: (1) to advise the Board on Student Affairs (BSA) on all matters relating to student members' affairs; (2) to act as a single focal point in the interaction between student members and senior members and staff; (3) to coordinate and promote those activities of student members which are national/international in scope; (4) to promote the professional development of student members as engineers; and (5) to disseminate information useful to the student members.

Section 3. The SSC shall be governed by the following, in order of precedence: the Constitution, Bylaws, and Council Policies of ASME.; the SSC Bylaws; and the operating manuals of ASME.

Membership

Section 4. The voting members of the SSC shall consist of one senior and one or possibly two (incoming and outgoing at the SAM) student representatives from each region of ASME, and a chair. The chair may only vote in the event of a tie.

Section 5. The senior representatives shall be corporate members of ASME chosen by whatever procedure is followed by each region. The term of office shall be three years, starting at the Summer Annual Meeting (SAM) at which the incoming regional vice-president starts his/her term of office. It is recommended that these representatives have student activities experience. In the event that a senior representative cannot fulfill his/her term of office, the regional vice-president is encouraged to appoint a replacement.

Section 6. The student representatives shall be student members of ASME chosen each spring by whatever procedure is followed by their region. An alternate shall also be selected by each region. They shall be students at their university through the following spring academic term. They shall be in good academic standing at the time of their appointment and during their term of office. The term of office shall be about one year, starting at the SAM and ending at the conclusion of the subsequent SAM. Thus, each region may have two representatives at the SAM. Since the intent of having the terms of student representatives overlap is to provide continuity, no replacement shall be made for a student representative that is unable to attend his/her final SSC meeting.

Section 7. Each regional vice-president shall forward to the SSC chair the names of the new representatives from his/her region prior to the SAM. Members of the SSC may have successive terms.

Section 8. Regular meetings of the SSC shall be open to the public, who may contribute to the discussion.

OFFICERS AND LIAISONS

Section 9. The officers of the SSC shall consist of a chair, a vice-chair, and a secretary. Senior/or student representatives shall act as liaisons between the SSC and other committees or groups.

Section 10. The chair shall be elected from the senior representatives of the SSC, excluding the present chair. The term of office shall be three years starting at the SAM following the election. The new chair must vacate any unexpired term as a senior representative upon assuming office. The chair shall preside at all meetings of the SSC except during the voting on action items, at which the vice-chair shall preside; shall appoint and/or dissolve all subcommittees; shall make assignments to members and subcommittees; and shall assume all other executive duties not otherwise delegated.

Section 11. The vice-chair shall be elected from the student representatives of the SSC, excluding the present and previous vice-chairs. The term of office shall start at the end of the meeting at which he/she is elected and continue until the end of the next regular meeting. The vice-chair shall assume the duties of the chair, if the chair is unable to perform his/her duties. The vice-chair shall conduct the meeting during the voting on action items.

Section 12. The secretary shall be elected from the student representatives of the SSC, excluding the present and previous vice-chairs or secretaries. The term of office shall start at his/her election and continue until the beginning of the next regular meeting. The secretary shall record the minutes of the SSC meetings and shall assist the ASME staff in compiling and editing the minutes for distribution to the SSC and other relevant members of the ASME.

ELECTION OF OFFICERS AND LIAISONS

Section 13. One of the first items of business at each regular SSC meeting shall be the election of a secretary. A vice-chair shall be elected at each regular SSC meeting immediately before the voting on the action items. A chair shall be elected immediately after the vice-chair at every third Congress. Liaisons shall be elected at any time chosen by the chair. The SSC shall vote for a liaison either as a body, or it may delegate the election of a liaison to a subcommittee. Nominations must come from SSC members. A majority vote is required for election.

Section 14. In the event of permanent vacancy of the chair, the vice-chair shall assume his/her duties until the next regular meeting of the SSC. As one of the first items of business of the first session of that meeting, a successor chair shall be elected to complete the vacated term of office. A successor chair who has presided over no more than four regular meetings is eligible for election to the next full term as chair. In the event of permanent vacancy of the vice-chair or secretary, the chair shall appoint a replacement. In the event of a permanent vacancy of a liaison, the SSC or SSC subcommittee shall elect a replacement at a time specified by the chair.

MEETINGS

Section 15. The SSC shall hold regular meetings twice a year, the first at the SAM, and the second at the Congress. For issues which the chair deems cannot be deferred until the next regular meeting, he/she may call a special meeting or conduct a poll using whatever means is most practical.

Section 16. A preliminary agenda of each regular meeting shall be distributed by the chair to the members of the SSC at least two weeks prior. A written statement of the issues to be covered by a special meeting or a poll shall be distributed by the chair to the members of the SSC at least two weeks prior.

Section 17. A quorum shall consist of at least one-half plus one of the members, not counting the chair.

Section 18. All meetings shall be conducted in accordance with these bylaws and the intent of Robert's Rules of Order, Revised.

AMENDMENTS

Section 19. A two-thirds majority vote of the members in attendance at a regularly called meeting of the SSC shall be required to amend these bylaws. Copies of the proposed amendment(s) must be distributed to the SSC members at least thirty days prior to the vote.

ADOPTION AND SUSPENSION

Section 20. A two-thirds majority vote of the members of the National Student Sections Committee (name at the time of initial adoption) is required to adopt these bylaws.

Section 21. A three-fourths majority vote of those members in attendance at a regular or special meeting of the SSC shall be required to suspend these bylaws.

Revised: 06-08-86
Revised: 06-07-87
Revised: 11-25-90
Revised: 12-01-91
Revised: 06-13-93
Revised: 06-05-94
Revised: 06-09-96

POSITION DESCRIPTION for STUDENT SECTIONS COMMITTEE STUDENT REPRESENTATIVE

POSITION:

- Serves as Regional volunteer and advisor to Vice-President. At VP request, serves on Operating Board.
- In Regional activities, works closely with: Vice-President; Student Sections Committee (“SSC”) Senior Representative; Regional College-Relations Chair; and ASME Int’l Staff.
- Serves as Regional Student Representative to the Student Sections Committee.
- Serves one-year term. Participates at Summer Annual Meeting (“SAM”), International Mechanical Engineering Congress and Exposition (“IMECE”), and the next year’s SAM. Can serve more than one term.

SELECTION:

- One Student Representative is selected in each Region, by appointment or by election. The Student Representative is selected each Spring, generally at the Regional Student Conference (“RSC”). Candidates must be ASME student-members, continuing in school at least through Spring of the following year.
- Candidates, or their Student Section Advisors, may be asked to submit an application or recommendation. Candidates may be interviewed by a committee of Regional leadership and a Regional Staff person.
- Candidates, if selected, must be able to attend: SAM; Winter IMECE; next-year’s SAM.

RESPONSIBILITIES:

- Advise Regional leadership and SSC of student and university needs, concerns, and accomplishments.
- Communicate ASME Int’l programs, requirements, and resources to students and supporters in Region (e.g. SSC actions; membership opportunities and dues-paid options; awards, loans, and scholarships; contests; awards for faculty; etc.). Encourage and submit articles to Regional and Int’l newsletters and bulletins.
- Advise and encourage effective and rewarding Student-Section activities throughout the Region.
- Act as advisor to and maintain close communication with Senior Representative and College-Relations Chair.
- Cooperate with Regional volunteers, facility-providers, and Staff to implement Regional activities, as listed here or as established by Regional leadership:
 - Regional Student Leadership Seminar (“RSLs”): Carry the leading responsibility for planning and implementing the program.
 - Faculty Conferences: Advise and support the presiding Senior Representative.
 - Regional Student Conference (“RSC”): Advise and support the Host School.
 - Faculty / Student business meetings: Advise and support the presiding Senior Representative.
 - Graduate Student Technical Conferences (“GSTC”): No responsibilities.
- Represent the Region and participate in the Student Sections Committee and Sub-Committees at SAM and IMECE. Standing SSC Sub-Committees are: Membership, Competitions, Communications, and Programs. The SSC elects a student Vice-Chair and sends student Delegates to: Board on Student Affairs; Board on Pre-College Education, Council on Engineering / Council on Member Affairs (COE / CMA) Coordinating Committee, Committee on Contests, Student Design Contest Committee, and ASMENET Committee.
- Describe benefits and encourage applications for successor-in-office; participate in selection process.
- Other tasks as requested by Regional VP.

FUNDING during term of office and in accordance with expense Policy 4.5:

- Eligible for travel and daily-expense funding to two SAM’s and one IMECE.
- Eligible for travel and daily-expense funding to RSLs, RSC, Regional Operating Board meetings, plus other Regional events as authorized by Regional VP.
- Eligible for legitimate out-of-pocket Regional expenses with prior agreement of Regional VP.

RESOURCES

- Handbook ML-1; Regional VP; SSC Chair, SSC By-Laws; Regional and HQ Offices and Staff; Web page.
- Position Descriptions for SSC Senior Representative and Regional College-Relations Chair.

POSITION DESCRIPTION for STUDENT SECTIONS COMMITTEE SENIOR REPRESENTATIVE

POSITION:

- Serves as Regional volunteer and advisor to Vice-President.
- At request of Vice-President, serves on Regional Operating Board.
- In Regional activities, works closely with Vice-President, Student Sections Committee (“SSC”) Student Representative, Regional College Relations Chair, and ASME Int’l staff.
- Serves as Regional Senior Representative to the Student Sections Committee.
- Serves up-to-three-year term. Participates at Summer Annual Meeting (“SAM”) and International Mechanical Engineering Congress and Exposition (“IMECE”). Eligible to serve more than one term.

SELECTION:

- One Senior Representative is selected in each Region, by appointment or by election. Candidates must be active corporate members of ASME Int’l with leadership experience and academic interests.

RESPONSIBILITIES:

- Advise Regional leadership and SSC of student and university needs, concerns, and accomplishments.
- Communicate ASME Int’l programs, requirements, and resources to Student Section Advisors, students, and supporters in Region (e.g. SSC actions; membership opportunities and dues-paid options; awards, loans, and scholarships, contests, etc.). Encourage and submit articles to Regional and Int’l newsletters and bulletins.
- Advise and encourage effective and rewarding Student-Section Advisor activities and Student-Section activities throughout the Region.
- Act as mentor to and maintain close communication with the Student Representative.
- Cooperate with Regional volunteers, facility-providers, and staff to implement Regional activities, as listed here or as established by Regional leadership:
 - Regional Student Leadership Seminar (“RSLs”): carry a leading responsibility for planning and implementing the program.
 - Faculty conferences: carry the lead responsibility for implementing the program; preside.
 - Regional Student Conference (“RSC”): advise and support the Host School.
 - Faculty / Student business meetings: carry the lead responsibility for planning and implementing the program; preside.
 - Graduate Student Technical Conferences (“GSTC”): carry the lead responsibility for implementation at Host School.
- Represent the Region and participate in the Student Sections Committee and Sub-Committees at SAM and IMECE. Standing SSC Sub-Committees are: Memberships; Competitions; Communications; and Programs. The SSC elects a Senior Representative chair and a Senior delegate to the Board on Student Affairs.
- Describe benefits and solicit applications for Student Representative; participate in selection process.
- Other tasks as requested by Regional VP.

FUNDING during term of office and in accordance with expense Policy 4.5:

- Eligible for travel and daily-expense funding to SAM and IMECE.
- Eligible for travel and daily-expense funding to RSLs, RSC, Student Section Advisor Programs, Regional Operating Board meetings, plus other Regional events as authorized by Regional VP.
- Eligible for legitimate out-of-pocket Regional expenses with prior agreement of Regional VP.

RESOURCES

- Handbook ML-1; Regional VP; SSC Chair, SSC By-Laws, Regional and HQ offices and staff; Web page.
- Position Descriptions for SSC Student Representative and Regional College-Relations Chair

A CHECKLIST FOR SESSION AIDES

BEFORE THE SESSION

Arrive on time, no later than one-half hour before the start of the session at which you are to serve.

Report directly to the location previously advised or the meeting headquarters room. You will receive a session aid badge which should be worn while you are on duty. Attendance cards and any equipment required at your session will be given to you for delivery to your assigned session room.

Proceed to your assigned session room and introduce yourself to the Session Chair and Vice Chair. The Chair will introduce you to the audience, sometime during the session. There will be at least two Aides assigned to each session. The Vice Chair will ask one of you to take charge of distributing attendance cards and the other to be responsible for the operation of the projection lantern. At those sessions where a third Aide has been assigned, he will assist the other Aides as directed by the Vice Chair.

DURING THE SESSION

The Aide in charge of attendance cards must:

- a. Distribute attendance cards at the door to all those attending the session. He will admit those wearing badges and the authors, panel discussers, chair and vice chair as listed in the program. Those members and guests without badges should be asked to register at the Registration Desk. This should be done pleasantly and with the utmost tact, and should include an invitation to return to the session after they have registered.
- b. Collect the attendance cards after the Chair has requested the audience to fill them in and pass them to the aisle.
- c. Deliver the cards to the Vice Chair immediately after they have been collected.
- d. Remain at the entrance to the room, thereafter, to distribute and collect cards from late comers, and to carry messages to the Vice Chair.
- e. Leave unused attendance cards in rear of room.

The Aide in charge of operating the projection lantern must:

- a. Obtain the slides from the speakers, noting any specific instructions regarding their showing.
- b. At the close of the session, be sure that each speaker has his slides. The Society cannot be responsible for returning slides which are left behind.
- c. Be positive that the projection equipment is in proper focus; that the slides are placed in the lantern correctly; that the picture fits the screen; and that the room lights can be turned off without extinguishing either the lectern or lantern lights.
- d. Report immediately and difficulties arising in the operation of the lantern to the ASME Meetings Headquarters by phone or messenger.
- e. Leave projection equipment in the room after the session.

The program for the luncheon includes the introduction of the Arthur L. Williston and Charles T. Main Award winners and the announcement of the Old Guard Competition winners. The President and President-Elect of the Society make brief remarks after which there is a speech on a subject significant to the occasion.

3. **AWARDS AND PRIZES***

3.1 **The Arthur L. Williston Award Contest**

This contest evaluates written papers of no more than 12 pages, including cover page and notes, which deal with the interaction of engineering and society and the fostering of a spirit of civil service. A specific theme is selected each year. ASME Student Members and Associate Members who received a baccalaureate degree not more than two years before February 15th of the year of the award are eligible. Each entry requires a sponsor (ASME corporate member) who has taken an active role in encouraging or guiding the participation of the author.

The first-prize winner will receive a certificate, bronze medal, \$1000 honorarium and travel expense supplemented by the Old Guard Committee to attend the International Mechanical Engineering Congress and Exposition. The second-prize winner will receive a \$500 honorarium and certificate, and the third-prize winner will receive a \$250 honorarium and certificate. Papers should be sent to the ASME General Awards Committee, Three Park Avenue, New York, NY 10016, (212) 591-7735, and postmarked by February 15.

Specific information is sent to each Student Section Chair, Student Section Advisor, Mechanical Engineering & Mechanical Engineering Technology Department Head, Regional Vice President, College Relations Chair and Field Director in March of the year preceding the Award.

3.2 **The Charles T. Main Student Section Award**

The Charles T. Main Award recognizes a Student Member whose leadership and service qualities have contributed for more than one year to the program and operations of a Student Section of the Society. Involvement at the Regional and/or Society-wide level is also taken into consideration. The Charles T. Main Award is an achievement award, not a contest.

Nominations for this award are expected to substantiate the leadership and service qualities of the nominees as related to: Student Section offices, organizational assignments, programs and activities, and community service. Nominations are sent to the Regional Vice President who selects one nominee per Region. All nominations are reviewed by the General Awards Committee, which makes its recommendation to the Committee on Honors. The formal nomination process, including the solicitation of reference letters, should not be done by the student. The nomination will be made on a form as shown, page 72. The Regional Vice President should receive the nominations no later than March 1st. ASME/NY should receive one nomination from each Regional Vice President no later than April 1st.



212-591-7722
Fax 212-591-7674

Three Park Avenue
New York, NY 10016

**NOMINATION FOR THE
CHARLES T. MAIN STUDENT SECTION AWARD**

Date of Submission: _____

Date of Receipt: _____ (to be filled in by ASME HQ)

1. FULL NAME OF NOMINEE: _____

2. HOME ADDRESS

3. NAME OF SCHOOL & ADDRESS

4. NOMINATORS:

Regional Vice President: _____

Regional Nominating Committee Members: _____

5. REFERENCES: Sources for 5 attached letters. (Names and addresses of individuals acquainted with nominee's qualifications and requirements for this award.)

6. STATEMENT OF QUALIFICATIONS:

Please attach a separate statement of qualifications. This statement is expected to substantiate the leadership and service qualifications of the nominees by references to at least - Student Section offices, organizational assignments, creative programs and activities, and community service.

7. CITATION: 35-40 word summary of nominee's qualifications.

The first place winner will receive a gold medal, certificate, \$3000 honorarium; and travel expense contribution by the Old Guard Committee to attend the International Mechanical Engineering Congress and Exposition. In 1983, the award was upgraded to include a second place prize which now consist of a silver medal, certificate, \$2000 honorarium, and travel expense contribution by the Old Guard Committee to attend the Congress. In addition, there are up to eleven honorable mention awards to other qualified Regional candidates, each of whom will receive \$500 and a certificate.

Information is sent to each Student Section Advisor, Mechanical Engineering & Mechanical Engineering Technology Department Head, College Relations Chair, Regional Vice President and Regional Field Director in August or September the year preceding the Award.

3.3 **The ASME Student Design Competition**

This competition, sponsored by the Council on Member Affairs and the Council on Engineering, requires that Individuals or teams of up to four student members design, construct and operate a prototype meeting the requirements of a problems statement.

To be eligible to participate, a contestant must be a Student Member of ASME and satisfy the criteria established for the Old Guard Oral Presentation. The first place winners of the Regional Student Competitions will receive \$200 and a trophy plus up to \$1000 travel /team allowance to finals at the Congress. The second place winner will receive \$100 and an engraved plaque, and the third place winner will receive \$50 and an engraved plaque. At the Congress, the regional winners will have the opportunity to achieve additional recognition and the following cash awards: first - \$3000, plus \$1,000 to Student Section and up to \$1,000 travel/team allowance to the Design Show , second - \$1000, plus \$500 to Student Section and Third - \$500 plus \$250 to Student Section. The three winners will also receive a team/travel allowance, not to exceed \$1000, to travel to the ASME Design Engineering Show & Conference to display their designs.

Please contact the Field Office to ascertain whether a competition is being held in your Region. Rules will be distributed to each student section in the summer, which will include a contact for more information, or contact your Field Office.

3.4 **The Old Guard Oral Contest**

The contestants, first place winners of the Student Oral Competitions at the Regional Student Conferences held during the previous spring months, will repeat their RSC Oral Presentation at the Old Guard Competition held at the Congress. The participant will receive a travel expense contribution by the Old Guard Committee to attend the Congress. The participants in the Regional Student Oral Competition will receive their first year's dues as a Member, compliments of the Old Guard.

Each presentation will be scored by judges who are ASME Members and chosen by the Old Guard Committee. The decision of the judges shall be final and their recommendation shall be submitted to the Committee on Honors for approval.

The winners of the Old Guard Competition will receive certificates and the following cash awards: First - \$2000, Second - \$1500, Third - \$1000, and Fourth - \$500. Each participant will receive a travel expense contribution from the Old Guard Committee to attend the Congress.

The Student Section Advisor of the Student Section of each Regional Student Conference winner is also funded to attend the Congress in support of the student winners. The funding is limited to the full cost of transportation, (36.5/mile or coach air travel plus arriving/departure expenses, parking, tolls) and a maximum of \$100 per day for two days.

3.5 **ASME Young Design Engineer's Paper Competition**

To emphasize the importance of written communication, the Design Division Education Committee and the Old Guard Committee of the ASME jointly sponsor the ASME Young Design Engineer's Paper Competition. This competition recognizes outstanding student papers on mechanical design topics, and provides students with a start on the professional path through paper publication. The competition is for undergraduate student members of ASME. The work which provides the basis for the paper must have been done while the author(s) were undergraduates. Finalists must have completed the work and submitted the paper no later than six months after graduation from an ABET approved school at the undergraduate level. Professors and other senior persons may not co-author the paper, but they may be advisors as long as the undergraduate was the dominant contributor. Papers will be reviewed according to the regular ASME standards for technical publications (see ASME Manual MS-4). From the accepted papers, the ASME Design Division Education Committee chooses finalists based on the design aspects of the work. The Old Guard Committee provides a \$500 prize to each paper chosen by the Design Division Education Committee as a finalist. Joint authorship is acceptable though there will only be one prize per final paper.

For information, or submittal, please contact: Dr. Michael Keefe, Mechanical Engineering Department, University of Delaware, Newark, DE 19716-3140, (302) 831-8009.

3.6 **Ingersoll-Rand Contest (Regional Student Section Competition)**

The Ingersoll-Rand Corporation provides monetary awards for those Student Sections in each Region which are ranked each year as First and Second for their "excellence of performance." The Contest is held from March 1st through the last day of February of the following year. The objectives of the Contest are: to encourage membership development activities; to encourage participation in Regional and Society events; and to foster professionalism.

A Student Section can participate by following the Ingersoll-Rand Contest Guidelines supplied to all Student Sections and Student Section Advisors in February of each year. Special announcements and pertinent communications, including a booklet containing all the details and rules of the contest, are disseminated to all Student Sections. Each Student Section achieving over 400 Points will receive a certificate. The first place prize is \$300 plus a plaque, the second place prize is \$200 plus a plaque, the third place prize is \$100, there is also a prize \$50 for the "most improved" submission in each Region and a Certificate of Accomplishment to each student section scoring 40 or more points.

All reports and forms are to be sent to the Field Director's Office or the person designated to receive these reports by the Regional Vice President. The final report must be postmarked no later than two weeks before the first day of the RSC. Awards are presented at the RSC.

In 1998 this contest was expanded to include an Interregional and Best Region contest. The prizes for these awards are, first place interregional prize is \$750 plus a trophy, second place interregional prize is \$500 plus a trophy, third place interregional prize \$250 plus a trophy. The Little Giant prize amount is \$750 plus a trophy and the Best Region could win up to \$500 to be used by the Regional Vice-President for student activities.

3.7 **ASME Outstanding Student Member Award**

The ASME Outstanding Student Member Award is available to each Student Section to recognize the Student Member with the greatest accomplishment during the year on behalf of the Student Section. The nomination will be made by the Student Section Advisor on a form as shown on page 32. The completed nomination form is sent to the Field Office. The Regional Vice President makes the presentation at the RSC. The names must be submitted to the ASME Field Offices in February to allow time for preparation of certificates. In the event the student is not present at the RSC, the certificate will be forwarded to the Student Section Advisor for presentation at an appropriate time. Detailed information will be sent to each student section each year.

3.8 **ASME Student Section Advisor Award**

The ASME Student Section Advisor Award is presented to a current or former Student Section Advisor who is a corporate member of ASME, and whose leadership and service qualities have contributed, for a period of at least three years, to the program and operations of a Student Section of the Society.

Nominations for this award are expected to substantiate the leadership and service qualities of the nominees by reference to accomplishments in at least the following areas: (a) encouraging engineering students to become Student Members as the initial step in their program of professional development, (b) ensuring that the activities and programs of the Student Section stimulate interest in the profession, and (c) creating a professional awareness in the Student Members which will inspire them to upgrade to Member before graduation and to maintain a continuous active membership in ASME.

Nominations are to be forwarded to the Regional Vice President before February 1. Nominations should be made on a form shown on page 76. The Regional Vice President will appoint an award committee to review the nominations and select the most qualified nominee for recommendation to the General Awards Committee by March 1 for review. The General Awards Committee will select the most qualified nominee for recommendation to the Committee on Honors. The Award consists of a silver medal, certificate, \$1000 honorarium and travel expense supplement to the presentation site. Other qualified candidates will receive a certificate of recognition as recommended by the General Awards Committee. Additional nomination forms may be obtained from the Honors Department, ASME Headquarters, at (212) 591-7735.



**NOMINATION FOR THE
STUDENT SECTION ADVISOR AWARD**

Date of Submission _____
HQ)

(Due at RVP by February 1st)

Date of Receipt _____ (to be filled in by ASME

(Due at ASME HQ by March 1st)

1. FULL NAME OF NOMINEE: _____

2. HOME ADDRESS

3. NAME OF SCHOOL & ADDRESS

4. NOMINATORS:

Regional Vice President: _____

Regional Nominating Committee Members: _____

5. REFERENCES: Sources for 5 attached letters. (Names and addresses of individuals acquainted with nominee's qualifications and requirements of the award. Letters of support from the Student Section and Department Chair and/or Dean are strongly recommended. Please be advised that the Committee will not consider more than five reference letters.)

6. STATEMENT OF QUALIFICATIONS:

Please attach a separate statement of qualifications. This statement is expected to substantiate the leadership and service qualities of the nominee by reference to accomplishments in at least the following areas: (a) Encouraging engineering

students to become Student Members as the initial step in their program of professional development, (b) Ensuring that the activities and programs of the Student Section stimulate interest in the profession, and (c) Creating a professional awareness in the Student Members which will inspire them to upgrade to Associate Member before graduation and to maintain a continuous active membership in ASME.

7. CITATION: 35-40 word summary of nominee's qualifications.

4. **STUDENT LOANS**

The ASME Student Loan Fund, which was started by a grant from the ASME Board of Governors, provide funds to be loaned to ASME Members or Student Members who are full-time M.E. or M.E.T. students studying for an undergraduate or graduate degree. Selection is based on academic performance, financial need, participation in ASME activities and the conditions of ASME policy P-13.2. The Loan has a limit of \$3,000 per academic year. It is to be repaid within 3 1/2 years following graduation with interest accruing six months after graduation at a rate determined by ASME policy P-13.2.

Applicants must be recommended by their department head and submit all required information and signatures by April 15th for fall term (September-January) loans and October 15th for spring term (January-June) loans. For more information or to obtain an application, contact: Engineering Education Department, ASME, Three Park Avenue, New York, NY 10016, USA (212) 591-8131, FAX: (212) 591-7143 or visit the website at: <http://www.asme.org/auxiliary/scholarshiploans/>.

The ASME Auxiliary, Inc. established in 1923 and incorporated as a charitable non-profit organization in 1977, establishes and supports scholarships and loans to students of mechanical engineering at both the graduate and undergraduate levels. It also supports the objectives of ASME International to promote the advancement of the art and science of mechanical engineering. Membership is open to all members of the immediate families of ASME International members as well as members.

The maximum amount of the student loan by any borrower will not exceed \$3000 and is due upon graduation, or change or termination of student status. The loan shall bear interest of 6% per annum, commencing on the 1st of the month following such change in status. The Auxiliary will accept payment of the loan plus accrued interest within fifteen (15) to twenty-one (21) months after graduation. Applicants must be endorsed by the Chairman of the Department or the Department of the Dean of Engineering or ASME Student Section Advisor and recommended by two (2) other responsible persons who shall have known the applicant **for a period of two (2) years.** (Student endorsements are not acceptable). Further information can be found at <http://www.asme.org/auxiliary/scholarshiploans/#studentloan>.

5. **SCHOLARSHIPS**

The ASME Auxiliary, Inc. Scholarships are available as indicated below.

1. **SYLVIA W. FARNY SCHOLARSHIP** - a grant of \$2000 to a student member for the final year of undergraduate study in engineering.
2. **BERNA LOU CARTWRIGHT SCHOLARSHIP** - a grant of \$2000 to a student for the final year of undergraduate study in mechanical engineering.
3. **ALLEN J. BALDWIN SCHOLARSHIP** - a grant of \$2000 to a student for the final year of undergraduate study in mechanical engineering.
4. **AGNES MALAKATE KEZIO** - a grant of \$2000 to a student for the final year of undergraduate study in mechanical engineering.
5. **MARJORIE ROY ROTHERMEL SCHOLARSHIP** - a grant of \$2000 to a student working towards a master's degree in mechanical engineering.
6. **ELISABETH M. AND WINCHELL M. PARSONS SCHOLARSHIP** - A grant of \$2000 for a student working toward a doctoral degree in mechanical engineering.

7. **LUCY AND CHARLES W.E. CLARKE SCHOLARSHIP** – This scholarship recognizes the departmental support of ASME student section activities. The ASME Auxiliary and ASME Foundation award scholarship funds to academic departments. The department heads identify incoming freshmen to receive the scholarship.
8. **RICE-CULLIMORE SCHOLARSHIP** - is a grant of \$2000 to a non-U.S. student, for one year's maintenance while doing graduate work for a master's or doctoral degree in mechanical engineering in the US under the Fulbright Program. Applicants must apply in their home country. Applications for that Program must be obtained from and filed with the local Institute of International Education (IIE) Office or the Education Office at the U.S. Embassy in your home country. IE will send a copy of the application to the Rice-Cullimore Scholarship Committee.

These funds shall be given to US citizens who are students of Mechanical Engineering and enrolled in schools having accredited Mechanical Engineering curricula. All recipients must hold some grade of membership in ASME where a Student Section exists.

It is the policy of the Auxiliary that no student be awarded more than one grant (scholarship or loan) from the Auxiliary in the same academic year. Applications must be received by March 15 of the current year.

For further information, contact the ASME Auxiliary, Inc., ASME International, Three Park Avenue, New York, NY 10016, USA (212) 591-7733, FAX: (212) 591-7739.

The ASME Scholarships are available as indicated below:

9. **JOHN AND ELSA GRACIK SCHOLARSHIP** - ASME will award eleven scholarships of \$1,500 each to ASME Student Members enrolled in an ABET accredited mechanical engineering, mechanical engineering technology, or related program. Applicants must be US citizens.
10. **WILLIAM J. AND MARIJANE E. ADAMS, JR. SCHOLARSHIP**
A \$2,000 Scholarship to an ASME Student Member for study in at least the second year of undergraduate study. The student must attend a college or university in ASME's Region IX (CA, HI and NV), and should demonstrate a special interest in product development and design.
11. **GARLAND DUNCAN SCHOLARSHIP**
Two scholarships of \$3,500 each to ASME Student Members for study in the junior or senior year in an ABET accredited or substantially equivalent mechanical engineering program in the U.S. **Note: There is no citizenship or geographic requirements for consideration for this scholarship.**
12. **FRANK AND DOROTHY MILLER ASME AUXILIARY SCHOLARSHIP**
Two scholarships of \$1,500 each to ASME Student Members for study in the junior, sophomore or senior year in an ABET accredited mechanical engineering, mechanical engineering technology or related baccalaureate program. Applicants must be North American residents and U.S Citizens.
13. **KENNETH ANDREW ROE SCHOLARSHIP**
A \$10,000 scholarship that will be awarded to an ASME Student Member for study in the Junior or Senior year in an ABET accredited or substantially equivalent mechanical engineering program. Applicants must be North American residents and US citizens.

14. **MELVIN R. GREEN SCHOLARSHIP**
Two scholarships of \$3,500 each to ASME student members for study in the junior or senior year in an ABET accredited or substantially equivalent mechanical engineering program in the U.S. **Note:** There are no citizenship or geographic requirements for consideration for this scholarship.
15. **F.W. “BEICH” BEICHLEY SCHOLARSHIP**
A \$2,000 scholarship to an ASME student member for study in the junior or senior year in a mechanical engineering or mechanical engineering technology program in the U.S.
16. **ASME/FIRST ROBOTICS COMPETITION SCHOLARSHIP**
To recognize and reward students whose FIRST experience has inspired an interest in pursuing an engineering career, ASME International (The American Society of Mechanical Engineers) will award seven (7) \$5,000 scholarships to high school seniors active on a FIRST team, who are nominated by an ASME member or student member active with FIRST. This award will be for the first year of study (non-renewable) at an accredited mechanical engineering or mechanical engineering technology program. The recipients will be announced at the FIRST National Championship. Visit the **ASME/FIRST Scholarship Page** for more details.
17. **ASME FOUNDATION SCHOLARSHIP**
Fifteen scholarships of \$1,500 each to ASME student members for study in the sophomore, junior or senior year in a mechanical engineering, mechanical engineering technology, or related program. There are no citizenship or geographic requirements for consideration for this scholarship.
18. **BRUCE J. HEIM FOUNDATION SCHOLARSHIP**
A \$1,500 Scholarship to an ASME student member in an accredited institution, with a cumulative grade point average of 3.3 for graduate study in the US Only, whose career goal is to further the exploration of space.
19. **ROBERT F. SAMMATARO PRESSURE VESSELS AND PIPING DIVISION MEMORIAL SCHOLARSHIP**
A \$1,000 scholarship to an ASME student member, for study in the junior or senior year in a mechanical engineering or mechanical engineering technology program in the U.S preferably with an interest in pressure vessels and piping.
20. **SOLID WASTE PROCESSING DIVISION SCHOLARSHIP**
In an effort to stimulate the interest of engineering students in solid waste management, and to support colleges and universities that offer programs in solid waste management, the ASME Solid Waste Processing Division (SWPD) offers a scholarship program with awards totaling \$9,000. Each of the three awards (\$4,000 and \$2,000 for graduate work and \$3,000 for undergraduate work) will be divided equally between the winning student and his or her school.

For additional information contact the Solid Waste Processing Division Scholarship Program at ASME Headquarters, Three Park Avenue, New York, NY 10016, USA or visit the website at: <http://www.asme.org/divisions/swpd/studentprograms/index.html>

6. **ASME GRADUATE TEACHING FELLOWSHIP PROGRAM**

This program is to encourage outstanding graduate students, especially women and minorities, to pursue a doctorate in Mechanical Engineering and to select engineering education as a profession.

A teaching assistantship commitment from the applicant's department is required. Applicants must be US citizens or permanent resident, hold an undergraduate degree from an ABET accredited program, and be an ASME Student Member.

The Society maintains up to four fellowships per year, each with a stipend of \$5,000, which can be renewed for a second year.

For more information contact the Engineering Education Department, ASME International, Three Park Avenue, New York, NY 10016, (212) 591-8131.

7. **ASME LOCAL REGION AND SECTION SCHOLARSHIPS**

ASME Regions and local sections award numerous scholarships annually to ASME student members working towards a degree in mechanical engineering. For Information on these opportunities, contact one of the ASME Field Offices.

8. **STUDENT COMPETITIONS**

A list of student competitions sponsored by ASME and other organizations can also be found www.asme.org/students.

9. **PUBLICATIONS**

- 9.1 *MECHANICAL ENGINEERING* magazine, *ASME News*, and *Mechanical Advantage* are mailed directly to Student Members (except for freshman enrolled in a free limited membership). *Mechanical Engineering magazine* and *ASME NEWS* are forwarded in accordance with a prescribed schedule:*

For Continuing Student Members Since the regular period of mailing *MECHANICAL ENGINEERING* is now January through December, dues paid in the previous year provide the magazine for the current months of October, November and December. A renewal statement and membership card are mailed in early August to the address on record or, if requested, to the Student Section Advisor in bulk for distribution. If this renewal statement is not received, Student Members may request a promotion-renewal form which can be forwarded along with the \$25.00 annual dues. Payment of dues by December 10th for the present school year will permit sufficient lead times at Headquarters to ensure continuity of service.

Change of Address Any change of address must be received in Headquarters prior to the 10th of the month to ensure that your ASME subscriptions are mailed to the "new" address the following month. A Change of Address form may be found in each issue of *Mechanical Engineering* magazine or can be found at <http://www.asme.org/member/>.

9.2 **ASME Transactions**

ASME publishes 19 Transaction Journals, which may be purchased at the member rate of \$50.00 each.

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Applications received at Headquarters prior to December 15th will receive the magazine for a full year from January through December. For applications received after December 15th, the first issue mailed to you will be for the month after the receipt and processing of your application. Mailings will extend through December of the same year. An effort will be made with these later applications to send back issues to you from January of that year as available if requested.

10. Engineering Societies' Library

Engineering Societies Information Center - Linda Hall Library

Linda Hall Library is located in Kansas City, Missouri, and is recognized as one of the world's leading collections of information on science, engineering and technology. The Library serves as the official depository site for the publications of the ASME (American Society of Mechanical Engineers), AIChE (American Institute of Chemical Engineers), AIME (American Institute of Mining, Metallurgical, and Petroleum Engineers) ASCE (American Society of Civil Engineers) and IEEE (Institute of Electrical and Electronics Engineers). All services are available to the public.

Collection

In addition to serving as the depository site for the Engineering Societies, the Linda Hall Library has an extensive collection in the fields of science, engineering, and technology, excluding clinical and surgical medicine. The collection includes more than 40,000 journals and serials, conference proceedings and monographs, more than 150,000 standards and specifications, geological and topographic maps, and more than 1.5 million government contracted technical reports. The library has been designated a US Patent and Trademark Depository Library as well. Bibliographic records for the collection are continuously being added to **Leonardo**, the on-line catalog for both the Information Center and Linda Hall Library. Access to Leonardo is available by going to the Library's Home Page at: <http://leonardo.lindahall.org>.

Services

Knowledgeable **Reference** librarians are available to field questions of a factual or bibliographic nature. Questions may be submitted by telephone, fax, or e-mail. Complex reference questions may be referred to the Linda Hall Library **Search Service**. This special service utilizes staff expertise in conducting on-line and/or manual literature searches. Telephone the library for additional information, including pricing, on this service.

Requests for photocopies may be made and are processed by Linda Hall Library's **Document Services** Department in Kansas City. All requests must comply with copyright law and may be submitted through your University Library's Interlibrary Loan Department or directly by telephone, fax, e-mail and regular mail. Orders are routinely processed within 24 hours and dispatched by First Class Mail, Fax, and Federal Express. A fee schedule for this service is posted on the Library's Home Page or will be sent upon request.

Linda Hall Library

5109 Cherry Street
Kansas City, MO 64110

Phone: (800) 662-1545 or (816) 363-4600

Fax: (816) 926-8782 (Reference Service)
(816) 926-8785 (Document Services)
(816) 926-8790 (All Others)

E-Mail: reference@lindahall.org (Reference)
requests@lindahall.org (Document Services)

IX. TYPICAL SERVICES OF ASME FIELD OFFICES

One feature of the 1965 restructuring of ASME was a provision to add Field Directors to the staff of the Society. The position of Field Director was established to assist volunteers in the Regions and Sections

without impeding their initiative and efforts. There are six Field Offices – Eastern in Burke, Virginia; International in New York, New York; Midwest in Libertyville, Illinois; Northeast in Brewster, New York, Southern in Dallas, Texas; and Western in San Rafael, California.

The ASME Field Offices are an extension of ASME/New York and are available to Region, Section, and Student Section officers and members. Travel assistance requests for a Regional representative should be directed to the Regional Vice President to coordinate travel within the territory served. The Vice President puts the Field Office in direct contact with the requesting party. The Field Office will keep the Regional Vice President informed of travel requests made directly to the Field Office.

Typical services provided by the Field Offices are to:

Assist the Regional Vice President and other Regional, Section, or Student Section officers in ways determined by the specific events within the Region.

Visit industrial managers to gain added support and understanding of ASME. The Regional Vice President and section officers may suggest the most appropriate industries within their area of interest.

Meet with Section Executive Committee.

Conduct training sessions for new ASME officers and committee members.

Assist Sections in obtaining speakers for programs and symposia.

Assist in integrating the activities of sections and Technical Divisions.

Explore opportunities for new Subsections and Local Groups and to upgrade existing ones.

Identify adverse trends in Regional and Sectional operations and help effect improvements.

Visit Student Sections and college faculty on behalf of the Society, Region and local Section.

Address Sections, Subsections, Local Groups, and Student Sections and make other appearances.

Serve as ASME/New York staff representative at Regional Administrative Conferences (RAC), Regional Student Conferences (RSC) and Fall Workshops [Interim RAC (IRAC) and Regional Student Leadership Seminars (RSLs)].

Provide assistance to Section Arrangement Committees in their planning and role at society meetings and conferences.

Keep a supply of frequently used manuals, brochures, forms, applications, and other materials for Regional and Section needs.

Provide for prompt member record changes.

Provide resource support to the Admissions Subcommittee.

Provide ASME publications and associated materials to assist in membership and development campaigns at section seminars and conferences.

Coordinate and implement for the Technical Divisions a program which recruits new members for nonmember attendees at national conferences and meetings within the Region.

Serve as a source of information for inquiries on the purchase of ASME Codes, Standards, and other publications.

Represent ASME/New York or national officers on special problems and assignments.

Assist ASME/New York Department Managers at national conferences and meetings within the Region.

Assist in the investigation of local ethics cases as assigned by the Board on Professional Practice & Ethics.

Arrange prompt access to ASME/New York Legal Counsel on legal matters beyond the scope of section prerogatives to handle.

Serve as general trouble-shooter for problems brought to the Director's attention.

Respond to inquiries from members and nonmembers for information or assistance.

VIDEO LIST

The following is a general list of videos, which are available from the ASME Field Offices and other sources. Please Contact the Field Office for a current list or go to the ASME website at: <http://www.asmeny.org/catalog/html/catgot5.htm>

Video Tapes

ASME Research (12 min.)
ASME Video Factbook (25 min.)
A Fitting Occupation (27 min.)
Career Encounters: Mechanical Engineering (12 1/2 min. and 27 min)
Career Encounters: Women in Engineering (15 min.)
Engineering 2000: A Look at the Next Ten Years (22 min.)
Engineering is for Everyone (8 min.)
Ethics & Conflict of Interest
Ethics Tape (40 min.) - Part I: The Tradition of the Engineering Profession
Part II: Ethics in Action
Extra! Extra! (13 min.)
Gilbane Gold (24 min.)
Globalization of the Engineering Profession (12 min.)
Honors Biographies 1986-1994
It's Not Too Late (27 min.)
The Journey
Role of Power Engineers (10 min.)
Statue of Liberty (11 min.)
The Trueteel Affair (20 min.)
Who made the Engines of Ingenuity (30 min.)

LEADERSHIP TRAINING VIDEOS

#1 - Introduction to Leadership (T.C. Scott)
#2 - Dealing with Difficult People (William I. Sauser, Jr.)
#3 - People & Organizations (Juanita Cox-Burton)
#4 - Time Management (Jo Turner)
#5 - Self Assessment (Willie Larkin)
#6 - Effective Communication (Lynn Ashford)

VIDEO PROGRAMS

Career Guidance
It's Not Too Late (25 min.)
Power Engineering (10 min.)

Engineering in Music and the Arts
Tape 1 -Engineering in the Arts (10 min.)
Tape 2 -The Music of Engineering (8 min.)

Codes and Standards (23 min.)

Mechanical Engineering Accomplishments
Tape 1-Engineering Liberty (10 min.)
Tape 2-American History: A New Dimension
(20 min.)

COMMONLY USED ASME ACRONYMS

AAES	American Association of Engineering Societies
ABET	Accreditation Board for Engineering and Technology
AC	Admissions Committee (BMID/CMA)
ASME	The American Society of Mechanical Engineers
BECD	Board on Early Career Development (CMA)
BEE	Board on Engineering Education
BGR	Board on Government Relations
BHA	Board on Hearing Appeals (CCS)
BIS	Board on International Standards (CCS)
BMI	Board on Member Initiatives
BMID	Board on Member Interests and Development (CMA)
BMW	Board on Minorities and Women (CPA)
BNCS	Board on Nuclear Codes and Standards (CCS)
BOC	Board on Communications
BOC CONF	BOC Conference Committee (COE)
BOC PUB	BOC Publications Committee (COE)
BOG	Board of Governors
BoM	Board on Metrication (CCS)
BoS	Board on Standardization (CCS)
BPD	Board on Professional Development (COEd)
BPI	Board on Public Information (CPA)
BPPE	Board on Professional Practice and Ethics (CMA)
BPTCS	Board on Pressure Technology Codes and Standards
BRTD	Board on Research Technology Development (COE)
BSCS	Board on Safety Codes and Standards (CCS)
CCM	Coordinating Committee on Membership
CCS	Council on Codes & Standards
CHBL	Committee on Honors and By-Laws (COE)
CII	Committee on Issues Identification (CPA)
CLA	Council on Legal Affairs
CMA	Council on Member Affairs
COC	Congress of Councils
COE	Council on Engineering
COEd	Council on Education
COFI	Committee on Finance and Investment (BOG)
COH	Committee on Honors
COM	Committee on Membership (BMID/CMA)
COR	Committee on Organization and Rules (BOG)
COS	Committee on Staff (BOG)
CPA	Council on Public Affairs
CPP	Committee of Past Presidents (BOG)
CRTD	Center for Research and Technology Development (COE)
DLP	Distinguished Lecturers Program
ECC	Early Career Committee
EFO	Eastern Field Office
ESCOE	Engineering Societies Commission on Energy
FEE	Fundamentals of Engineering Exam - previously EIT exam
GAC	General Awards Committee (COH)
GRI	Gear Research Institute (COE)
GSM	Graduated Student Member
H&H	History and Heritage (Landmark)
IAC	International Advisory Committee
IRAC	Interim Regional Administrative Conference
MEDHC	Mechanical Engineering Department Heads Committee
MIC	Members Interests Committee
MFO	Midwest Field Office
MTEDHC	Mechanical Technology in Engineering Department Heads Committee

MIS	Member Initiative System
MTS	Management Training Seminar
NC	Nominating Committee
NFO	Northeast Field Office
OB	Operating Board (for all Divisions, Regions and Sections)
OG	Old Guard
PEER	Professional Engineering Employment Registry
PHAROS	Procedure for Handling Action Request of Sections
RAC	Regional Administrative Conference
RSC	Regional Student Conference
RSLs	Regional Student Leadership Seminar
RVP	Regional Vice President
SAC	Special Awards Committee
SAM	Summer Annual Meeting
SFO	Southern Field Office
SS	Student Section
SSAP	Student Sections Advisor Program
SSC	Student Sections Committee
TEC	Technology Executives Conference
WFO	Western Field Office
YEF	Young Engineers Forum