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## **I. SERVICES FOR ASME SECTIONS, SUBSECTIONS & GROUPS: LABELS, ROSTERS, REPORTS, & WEB PAGE ASSISTANCE**

### NO CHARGE (ON REQUEST ONLY)

#### **1. Labels**

Two sets of pre-addressed envelopes or pressure-sensitive labels in zip code order in August and one set a month in September, October, November, December, January, February, March, and April.

The set of pre-addressed envelopes or pressure-sensitive labels includes Section Chairs within the Region, Regional Operating Board members.

#### **2. Rosters**

Section Chairs may access their On Line Section Rosters by contacting Regional Support at [regionalsupport@asme.org](mailto:regionalsupport@asme.org). The Section Roster contains information on members who have moved into or out of the section, new, dropped, resigned or deceased members.

All recipients of data are required to have on file a signed agreement of compliance with Policies P-15.8 "Conflicts of Interest" and P-12.14 "Use of Member Data."

Those Chairs requesting access to on-line data will be notified of the URL of the on-line data access page upon receipt of their signed compliance form.

#### **3. ASME Envelopes and Letterhead.**

#### **4. Asme.org Server Space**

ASME will host your society-related website at no charge if you are affiliated with a unit of ASME. Go to <http://www.asme.org/regions/creatapage.html> or send an email to [webmaster@asme.org](mailto:webmaster@asme.org).

### AT COST TO UNIT (ON REQUEST ONLY)

#### **5. Additional Sets of Pressure-Sensitive Labels or Pre-Addressed Envelopes.**



For the following forms, please go to the http address indicated.

**II. GUIDANCE FOR OPERATIONS BUDGET AND ANNUAL FINANCIAL REPORT FORM**

[http://www.asme.org/leadershiptoolbox/budget\\_finc\\_forms.html](http://www.asme.org/leadershiptoolbox/budget_finc_forms.html)

**III. UNIT OPERATIONS BUDGET**

[http://www.asme.org/leadershiptoolbox/budget\\_finc\\_forms04\\_05.html](http://www.asme.org/leadershiptoolbox/budget_finc_forms04_05.html)

**IV. ANNUAL FINANCIAL REPORT FORM**

[http://www.asme.org/leadershiptoolbox/Finance\\_BudgetForms04\\_05.xls](http://www.asme.org/leadershiptoolbox/Finance_BudgetForms04_05.xls)

**V. UNIT ACTIVITY REPORT FORM**

<http://forms.asme.org/unitactivity/createmeeting.cfm>

**Instructions For Unit Activity Report Form**  
<http://206.20.98.52/unitactivity/CreateMeeting.cfm>

Committee will not accept hand written or incomplete forms - (also available on the web)

**CONFERENCE APPROVAL QUESTIONNAIRE (Sponsoring)**

To be completed by **SPONSORING** ASME Division or Committee  
 (Two to Five Years in advance of Conference date) For Participation, use form CA-2

NAME OF CONFERENCE: \_\_\_\_\_

DATE: \_\_\_\_\_ FACILITY/SITE: \_\_\_\_\_

CITY, STATE: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

Sponsored by: \_\_\_\_\_

**(Please indicate sponsoring technical division) or other organization**

1. Conference to be managed by:  NYC staff  Other ASME office  
 \_\_\_\_\_

2. Number of sessions \_\_\_\_\_ Length of meeting \_\_\_\_\_ Expected paid attendance \_\_\_\_\_

3. Has budget been prepared?  Yes  No

**NOTE: Society policy 12.1 requires that all conference be self-supporting. See attached summary.**

4. Financial responsibility:  ASME COE General Fund  Other (Please indicate) \_\_\_\_\_

5. What if any, other meetings (Society or non-ASME sponsored) are presently held on the same subject?  
 \_\_\_\_\_

6. Do the dates of the subject meeting conflict with any other Society sponsored or related meetings?  
 Yes  No If yes, please specify the dates \_\_\_\_\_

7. What, if any, Section involvement will be required?  
 \_\_\_\_\_  
 \_\_\_\_\_

8. Is the meeting an annual event?  Yes  No Has it been previously held?  Yes  No  
 If yes, please request ASME staff contact to prepare and submit conference summary form attached as addendum to CA-1 form.  
 If no, please explain: \_\_\_\_\_

9. Is an exhibit planned in conjunction with meeting?  Yes  No  
 Managed by:  ASME staff  Other: \_\_\_\_\_  
 (Please Indicate)

10. Will proceedings of this conference be published?  Yes  No  
 If so, in what format?  Preprints  Proceedings Volumes  CD

11. Will the conference utilize the ASME web conference planning tool?  Yes  No

12. If meeting is co-sponsored by other organization(s), please describe or attach the financial agreement.  
 \_\_\_\_\_

Submitted by (Conf. Chair): \_\_\_\_\_ Date: \_\_\_\_\_  
 (please print)

Division Chair Approval (Chair): \_\_\_\_\_ Date: \_\_\_\_\_

Group VP Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Local Section (Chair):\* \_\_\_\_\_ Date: \_\_\_\_\_

Engineering Programs: \_\_\_\_\_ Date: \_\_\_\_\_  
Staff Engineer

Engineering Programs \_\_\_\_\_ Date: \_\_\_\_\_  
Director of Engineering

Meetings Dept.: \_\_\_\_\_ Date: \_\_\_\_\_

Technical Publishing: \_\_\_\_\_ Date: \_\_\_\_\_

- *Signature of Local Section Chair does not imply any programmatic or financial responsibility. It acknowledges that the ASME Local Section is aware that the Conference is taking place in its geographic area.*

## SUMMARY OF SOCIETY POLICY P-12-1

### THE CONDUCT OF CONFERENCES AND EVENTS

#### 1. POLICY

It is the policy of ASME to encourage cooperation between technical divisions, sections and other technical organizations, including in some cases trade organizations, the government or commercial firm, in events that serve to promote the art, science and practice of mechanical engineering.

The society may also conduct, permit or participate in expositions if operated in accordance with high ethical standards, which do not contradict society objectives.

#### 2. CLASSIFICATION OF EVENTS

##### A - CONFERENCES

Conferences are classified according to the degree of ASME involvement and level of financial responsibility. Sponsorship implies ASME has total financial responsibility. Co-sponsorship implies joint financial responsibility. This requires a clear written agreement between participants. Participation implies active involvement of the ASME in organizing sessions, or presenting papers, but no financial responsibility.

**Note:** Cooperation implies non-active involvement of the ASME in the sponsoring organizations of the event for the sole purpose of using the ASME logo. By policy, there is no cooperation approval status by the ASME.

##### B - EXPOSITIONS

Expositions may be managed by ASME New York Office, other ASME groups, non-ASME groups with shared financial risk, or non-ASME groups with no ASME financial risk.

#### 3. BUDGETS

A budget shall be developed for ASME sponsored & co-sponsored events and appropriately approved. Event fees may not be published until a budget is approved. Budgets shall include all direct expenses and indirect (HQ staff) expenses and be designed to establish a break even status. A surcharge may be added, but will only be paid if the conference breaks even or better.

Authors, session chairs, vice chairs and invited/keynote lecturers and invited panelists shall be charged Member rates.

**NOTE:** This is a summary of P12.1 for the convenience of CA-1 & CA-2 users. For the complete ASME policies, visit our web site <http://www.asme.org> Query "policies".



**CONFERENCE APPROVAL QUESTIONNAIRE (Participating)**

To be Completed by **PARTICIPATING** ASME Division seeking Approval  
(12 to 18 months in advance of Conference date) For Sponsorship, see Policy 12.1 & CA-1 form

NAME OF CONFERENCE: \_\_\_\_\_

DATE: \_\_\_\_\_ FACILITY/SITE: \_\_\_\_\_

CITY, STATE: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

1a. Names of sponsoring organization(s) \_\_\_\_\_

1b. Other sponsoring or participating organization(s) \_\_\_\_\_

2. Names of participating ASME Division/Group: \_\_\_\_\_

3. Reason for involvement and interest in subject conference \_\_\_\_\_

4. How is the Division participating?  Session Organizer/Presenter  Conference Administration  Exhibit Support  
 Short course organizer  Other \_\_\_\_\_

5. Expected Paid attendance \_\_\_\_\_

6. Is there a conflict of dates with any other Society-sponsored event?  
 Yes  No If yes, please indicate: \_\_\_\_\_

7. Is subject matter related to any other Society-sponsored event?  
 Yes  No If yes, please explain: \_\_\_\_\_

8. Is there any financial responsibility on the part of ASME?

**NOTE: Society Policy P12.1 requires that all conferences be self-supporting. See attached summary.**

Yes  No If yes what activity? \_\_\_\_\_

9. Name, Org., Phone # of the Event Manager: \_\_\_\_\_

10. Will ASME be publishing any portion of the proceedings of this conference?  Yes  No

11. Will the conference utilize the ASME web conference planning tool?  Yes  No

12. Will ASME members be admitted to conference at a member rate?  Yes  No

If No, please explain: \_\_\_\_\_

13. Will an exhibit be held in conjunction with this event?  Yes  No (Who is Managing?) \_\_\_\_\_

14. Will Short Courses be held in conjunction with this event?  Yes  No (Who is Managing?) \_\_\_\_\_

15. ASME representative for this conference (volunteer): \_\_\_\_\_  
(Please Print Name)

Telephone number \_\_\_\_\_ Date: \_\_\_\_\_

**The ASME representative or volunteer is responsible to send the conference attendee list on disk within one month after the conference to: Director of Conferences, Three Park Avenue, New York, NY 10016.**

16. Division Approval (Chair) \_\_\_\_\_ Date: \_\_\_\_\_

17. Local Section Chair \_\_\_\_\_ Date: \_\_\_\_\_

(if ASME section exists in conference location; signature indicates Section awareness that Conference is taking place; does not imply any programmatic or financial responsibility).

18. Submitted by (Staff): \_\_\_\_\_ Date: \_\_\_\_\_

Note: The inviting (sponsoring) organization agrees to make no claim in relation to this event against the American Society of Mechanical Engineers (ASME) its officers, agents or employees and to hold the above harmless against any claims including attorney's fees and judgments. **The financial, legal and all other obligations are the sole responsibility of the major sponsor(s). The inviting organization will provide ASME with a mailing list for all attendees**



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**NOTE:** This is a summary of P12.1 for the convenience of CA-1 & CA-2 users. For the complete ASME policies, visit our web site <http://www.asme.org> Query “policies”.

## VIII. INDUSTRY PLAQUES

*Illustration*



### ***Industry Plaque Procedures***

Each Section can award one industry plaque per year to a local industry or school that has been particularly supportive to the Section.

The Sections pays \$34.00 for the plaque. The Board of Governors Committee on Honors contributes the balance of the total cost.

The following procedure should be followed when ordering a plaque:

1. Section Executive Committee determines to whom to present the award, based on consideration of the guidelines set forth in this part of the manual.
2. Section completes the request form and sends to Regional Support with a check for the appropriate amount.
3. The New York office arranges to have the plaque forwarded to the Section in ample time.
4. The Section arranges for an appropriate meeting in order to present the plaque (perhaps inviting the Regional Vice President to attend the presentation).

***Guidelines for Evaluating Companies***

1. Travel reimbursement for Section/Region/meetings for officers.
2. Membership dues paid.
3. Company posts section newsletter.
4. Company provides a contact person.
5. Company provides speakers for local meetings.
6. Company encourages employees to join ASME.
7. Company provides equipment/facilities for Section meeting.
8. Company provides tours.
9. Company provides support to section officers with their ASME duties.

A FORM TO ORDER THE PLAQUE IS LOCATED ON THE NEXT PAGE.

ALLOW 8 WEEKS FOR DELIVERY

**LIMIT: ONE PLAQUE PER YEAR PER SECTION/SUBSECTION/GROUP**

***Industry Plaque Order Form***

*PLEASE PRINT*

COMPANY NAME: \_\_\_\_\_

SECTION NAME: \_\_\_\_\_

PRESENTATION DATE: \_\_\_\_\_

MAIL PLAQUE TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Name - Section Chair- please print)

\_\_\_\_\_  
(Signature - Section Chair)

\*\*\*\*\*  
\*\*\*

**NOTE: THE FOLLOWING INFORMATION MUST BE SUBMITTED WITH REQUEST.**

1. Letter detailing reasons your Executive committee believes this company should receive an Industry plaque.
2. Make check payable to ASME.

Mail Order to : Regional Support

\*\*\*\*\*  
\*\*\*\*

**FOR ASME USE ONLY.....**

\_\_\_\_\_  
Date VP Approval

\_\_\_\_\_  
Regional Vice President Approval Signature

\_\_\_\_\_

**APPENDIX VIII**

Date Order to New York

Amount Received

ASME PO Number

**IX PETITION TO ESTABLISH A SECTION/SUBSECTION/GROUP  
(circle one)**

To the Council on Member Affairs of  
The American Society of Mechanical Engineers:

We the undersigned members in good standing of the American Society of Mechanical Engineers do hereby petition, as witnessed by the signatures attached, the Council to constitute a Section/Subsection/Group (circle one) of this Society which will include the following defined area to further the purpose and objectives of the Society.

Defined Area

County Names and States

---

---

---

Zip Codes

---

---

---

---

---

New York Office

---

Proposed Name

---

Date of Petition

---

The \_\_\_\_\_ Section of ASME is in agreement with the formation of this ASME unit and will support their activities in whatever way necessary to insure their continued success.

\_\_\_\_\_  
(Regional Vice President - please print)

\_\_\_\_\_  
(Signature)

**X. SAMPLE PETITION LETTER**

A PETITION IS REQUIRED IN ORDER TO OBTAIN SECTION, SUBSECTION, OR GROUP APPROVAL. YOUR ENDORSEMENT IS ESSENTIAL TO OUR SUCCESS SINCE WE HAVE TO GET AT LEAST TWENTY-FIVE SIGNATURES. PLEASE HELP ASME FORM THE \_\_\_\_\_ GROUP BY ENDORSING THE PETITION. ENDORSEMENT DOES NOT OBLIGATE OR COMMIT YOU IN ANY WAY.

To the Council on Member Affairs of  
The American Society of Mechanical Engineers

We the undersigned members of The American Society of Mechanical Engineers, do hereby request the Council on Member Affairs to constitute a Group of the \_\_\_\_\_ Section of the Society at:

\*\*\*\*\*  
\*\*\*\*

**PLEASE COMPLETE THE FORM BELOW AND RETURN TO REGIONAL SUPPORT**

=====  
===

I, \_\_\_\_\_, am a member in good standing of the American Society of Mechanical Engineers and do hereby petition the council to constitute a Group of this Society with the boundaries of (List Boundaries)\_\_\_\_\_ to further the purpose and objectives of the Society.

Signed: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
THE AMERICAN SOCIETY OF MECHANICAL ENGINEERS.

**PETITION FOR THE ESTABLISHMENT OF A TECHNICAL CHAPTER**

HOST SECTION: \_\_\_\_\_

DATE: \_\_\_\_\_

SPONSORING DIVISION (Subdivision) \_\_\_\_\_

We the undersigned, who are members of the Host Section and have shown the sponsoring division (subdivision) as our primary or secondary technical interest, hereby petition for approval to form a Technical Chapter.

	NAME (PLEASE PRINT	MEMBERSHIP NUMBER	SIGNATURE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
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22			
23			
24			
25			

The individual serving as Technical Chapter organizer is: (Name, Address)

\_\_\_\_\_

Approved: Regional Vice President \_\_\_\_\_

Council on Member Affairs \_\_\_\_\_

Council on Engineering: \_\_\_\_\_

## XII. AN APPROACH TO ESTABLISHING AN ASME GROUP

(Sioux City-Sioux Falls-Brookings Area)

A recent geographical analysis of ASME membership indicates that the Sioux City-Sioux Falls-Brookings area has the potential of an organized ASME Group which could have regular technical meetings. This letter is sent to all ASME members in the area to get an indication of interest in organizing an ASME Group.

The following would be the Nebraska Section's approach to the organization assuming, of course, a positive indication of interest from you.

1. The Nebraska Section officers would conduct a meeting (probably in Sioux Falls) to provide organizational and programming guidance.
2. The Director of the Western Field Office will spend a few days in the area working with the new officers to set up an interesting program and will contact executives of key engineering employers to stimulate an atmosphere of cooperation informing the new organization.
3. The Nebraska Section will, whenever possible, assist in obtaining speakers and providing programming information.

I would remind you that a major benefit of ASME is to meet regularly with fellow engineers to discuss common problems and experiences. I can assure you that it will require some effort on the part of some of you. I can also assure you that it is well worth the effort. Enclosed is a self-addressed postcard to indicate your interest. Please fill it out and mail at once so that it does not slip your mind.

Sincerely,

Chair  
Nebraska Section, ASME

Enclosure

### XIII. SAMPLE OF SECTION BY-LAWS

THE AMERICAN SOCIETY OF MECHANICAL ENGINEERS , \_\_\_\_\_ SECTION

(The following is excerpted from Society Policy P-5.3):

Each section shall adopt its own by-laws, for the conduct of its affairs, which must be in harmony with the Constitution and By-Laws of the Society. Every publication of such by-laws shall be prefaced with a copy of Article C5.1.2 of the Society's Constitution. A copy of section by-laws shall be filed with the Managing Director, Member Affairs."

#### Article C5.1.2

The provisions of the Constitution and By-Laws and Society Policies established by the Board of Governors of the Society shall govern the procedure of all units of the Society but no action or obligation of such units shall be considered an action or obligation of the Society as a whole.

#### ARTICLE I

##### Name

Section 1. The name of this organization shall be the \_\_\_\_\_ Section of The American Society of Mechanical Engineers.

#### ARTICLE II

##### Membership

Section 1. All members of The American Society of Mechanical Engineers who have indicated a "for mail" address in or near \_\_\_\_\_, within the boundaries established by the Society, shall be considered members of the \_\_\_\_\_ Section.

Section 2. Student member residing in this area shall be members of the Section without vote.

Section 3. The qualifications of voters at elections shall be the same as are prescribed by the Constitution of the Society.

#### ARTICLE III

##### Management

##### TYPE A:

Section 1. A member to be eligible to work on committees or hold office in the \_\_\_\_\_ Section must be a member of the \_\_\_\_\_ Section.

Section 2. The Management of the Section shall be vested in a local Executive Committee made up of the officers of the Section, plus \_\_\_\_\_ directors, shall be elected annually, to serve for \_\_\_\_\_ years.

Section 3. The officers of the Section shall be chair, vice chair, a secretary, and a treasurer (or a secretary-treasurer).

Section 4. New officers and directors shall be elected by letter ballot in the month of \_\_\_\_\_ each year, and shall assume office on the first day of July following, in accordance with the uniform practice of all the sections.

Section 5. The local Executive Committee is empowered to appoint for special purposes temporary subcommittees, upon which non-members of the Society may serve.

Section 6. Any member of any committee who for a period of three months (consecutively) does not take part in the management of the affairs of the Section, shall automatically cease to be a member of the committee. The Executive Committee shall have power to fill vacancies in its own membership, such appointees to hold office until the next regular election.

TYPE B:

Section 1. A member to be eligible to work on committees or hold office in the \_\_\_\_\_ Section must be a member of the \_\_\_\_\_ Section.

Section 2. The management of the Section shall be vested in a local Executive Committee of \_\_\_\_\_ members, \_\_\_\_\_ of whom shall be elected annually, to serve for \_\_\_\_\_ years.

Section 3. The Committee shall elect a chair, and such other officers as it deems necessary from its membership.

Section 4. The Committee may select a secretary, who may or may not be a member of the Executive Committee.

Section 5. The Executive Committee is empowered to appoint for special purposes temporary subcommittees, upon which non-members of the Society may serve.

Section 6. Any member of any committee who for a period of three months (consecutively) does not take part in the management of the affairs of the Section shall automatically cease to be a member of the committee. The Executive Committee shall have power to fill vacancies in its own membership, such appointees to hold office until the next regular election.

ARTICLE IV

Nominations

TYPE A:

Section 1. In the month of \_\_\_\_\_ each year the Section shall nominate candidates for a nominating committee of \_\_\_\_\_ members, to serve for the ensuing

year, beginning July 1st. The vote shall be by letter ballot, the candidates receiving the largest number of votes shall be declared elected.

Section 2. The nominating committee so elected shall prepare the letter ballot for the election of officers and/or executive committee members. It shall announce its selections to the Section approximately and at least one month prior to the date of sending out the letter ballot.

Section 3. Additional nominations may be made by petition, signed by not less than \_\_\_\_\_ percent of the Section membership (or by not less than \_\_\_\_\_ qualified members of the section). The names of such nominees shall be added to the letter ballot as a special list.

Section 4. The letter ballot thus prepared shall be submitted to the membership of the Section, to be canvassed not less than \_\_\_\_\_ days after the date of mailing.

#### TYPE B

Section 1. In the month of \_\_\_\_\_ each year the nominating committee shall prepare a letter for the election of officers and/or executive committee members, and also for a nominating committee of \_\_\_\_\_ members to serve for the ensuing year, beginning July 1st.

Section 2. The nominating committee shall announce its selections to the Section approximately and at least one month prior to the date of sending out the letter ballot.

Section 3. Additional nominations may be made by petition signed by not less than \_\_\_\_\_ percent of the Section membership (or not less than \_\_\_\_\_ qualified members of the Section). The names of such nominees shall be added to the letter ballot as a special list.

Section 4. The letter ballot thus prepared shall be submitted to the membership of the Section, to be canvassed not less than \_\_\_\_\_ days after the date of mailing.

Section 5. (Provision should be made for a nominating committee to serve to the year immediately following the adoption of the By-Laws).

#### TYPE C.

Section 1. The nominating committee of the Section shall be made up of the most recent past chairs of the Section. The retiring chair of the Section shall act as chair of the nominating committee.

Section 2. In the month of \_\_\_\_\_ each year the nominating committee shall prepare a letter ballot for the election of officers and/or executive committee members. It shall announce its selections to the Section approximately and at least one month prior to the date of sending out the letter ballot.

Section 3. Additional nominations may be made by petition, signed by not less than \_\_\_\_\_ percent of the Section membership (or by not less than \_\_\_\_\_ qualified members of the Section). The names of such nominees shall be added to the letter ballot as a special list.

Section 4. The letter ballot thus prepared shall be submitted to the membership of the Section, to be canvassed not less than \_\_\_\_\_ days after the date of mailing.

ARTICLE V:

Miscellaneous

Section 1.

(a) Propositions for amendments to these By-Laws may be submitted in writing at any regular meeting of the Section. If approved by a vote of a majority of those present at the meeting, they shall be submitted to the membership of the Section for vote by a letter ballot, to chose \_\_\_\_\_ days from the date of mailing. If approved by \_\_\_\_\_ of the votes cast, the amendment, or amendments, shall become part of these By-Laws.

(b) Propositions for amendments to these By-Laws may be submitted to the membership for consideration by the Executive Committee or by petition signed by not less than \_\_\_\_\_ qualified members of the Section. The vote shall be by letter ballot, to close \_\_\_\_\_ days from the date of mailing. If approved by \_\_\_\_\_ of the votes cast, the amendment, or amendments, shall become part of these By-Laws.

(c) Propositions for amendments to these By-Laws may be submitted to the Executive Committee by any qualified member of the Section. If approved by the Executive Committee, they shall be submitted to the membership of the Section for consideration. Vote shall be by letter ballot, to close \_\_\_\_\_ days from the date of mailing. If approved by \_\_\_\_\_ of the votes cast, the amendment, or amendments, shall become part of these By-Laws.

(d) Propositions for amendments to these By-Laws shall be submitted to the Executive Committee, to be presented to the Section at a subsequent regular meeting. Notice of such action shall be supplied to the members, along with the meeting notice. If approved by \_\_\_\_\_ of the votes cast, the amendment, or amendments, shall become part of these By-Laws.

Section 2. These By-Laws shall go into effect on \_\_\_\_\_.  
Date

To: ASME Members in Sioux City, Sioux Falls, Brookings Area

THE AMERICAN SOCIETY OF MECHANICAL ENGINEERS

**XIV. SAMPLE GROUP BY-LAWS**

(SIOUX VALLEY)

PREFACE

B.5.9.2 The Council on Member Affairs may authorize the organization of Sections, composed of members of any or all grades. Each Section shall adopt its own By-Laws, for the conduct of its affairs, which must be in harmony with the Constitution and By-Laws of the Society.

C.5.1.2 The provisions of the Constitution and By-Laws and Society Policies established by the Board of Governors of the Society shall govern the procedure of all units of the Society but no action or obligation of such units shall be considered an action or obligation of the Society as a whole.

ARTICLE I

Name

Section 1. The name of this organization shall be the Sioux Valley Group of the Nebraska Section of The American Society of Mechanical Engineers.

ARTICLE II

Membership

Section 1. All members of The American Society of Mechanical Engineers who have indicated a “for mail” address in the following counties, within the boundaries established by the Society, shall be considered members of the Sioux Valley Group.

Nebraska	Nebraska	Nebraska	Iowa	South Dakota	South Dakota	Minnesota
Adam	Cedar	Hall	Audubon	Bon Homme	Kingsbury	Lincoln
Antelope	Colfas	Hamilton	Cass	Brookings	Lake	Lyon
Arthur	Cuming	Havlan	Cherokee	Clark	Lincoln	Murray
Banner	Custer	Hayes	Crawford	Clay	McCook	Nobles
Blane	Dakota	Hitchcock	Fremont	Coddington	Miner	Rock
Boone	Dixon		Harrison	Davison	Minnehaha	Pipestone
Box Butte	Dawes		Ida	Deuel	Moody	
Boyd	Dawson		Lyon	Hamlin	Turner	
Brown	Denel		Mills	Hanson	Union	
Buffalo	Dodge		Monona	Hutchinson	Yankton	

<b>Nebraska</b>	<b>Nebraska</b>		<b>Iowa</b>			
Burt	Filmore		Montgomery			
Bulter	Furnas		O'Brien			
Cass	Gage		Osceola			
Chase	Garden		Page			
Cherry	Gasper		Plymouth			
Cheyenne	Grant		Pottawattamie			
Clay	Greeley		Shelby			
			Sioux			
			Woodbury			

Section 2. Student Members residing in this area shall be members of the Group without vote.

Section 3. The qualifications of voters at elections shall be the same as are prescribed by the Constitution of the Society.

**ARTICLE III**

**Management**

Section 1. A member to be eligible to work on committees or hold office in the Sioux Valley Group must be a member of the Nebraska Section.

Section 2. The management of the Group shall be vested in a local Executive committee of six members, two of whom shall be elected annually, to serve for three years.

Section 3. The Committee shall select a chair and such other officers as it deems necessary from its membership.

Section 4. The Committee may select a secretary-treasurer, who may or may not be a member of the Executive Committee.

Section 5. The Executive Committee is empowered to appoint for special purposes temporary subcommittees, upon which non-members of the Society may serve.

Section 6. Any member of any committee who for a period of three years (consecutively) does not take part in the management of the affairs of the Group shall automatically cease to be a member of the committee. The Executive Committee shall have power to fill vacancies in its own membership, such appointees to hold office until the next regular election.

Section 7. The chair of the Executive Committee shall also be an ex-officio member of the Executive Committee of the Nebraska Section.

ARTICLE IV

Nominations

Section 1. The Nominating Committee of the Group shall be made up of the three most recent past chairs of the Group. The retiring chair of the Group shall act as chair of the Nominating Committee.

Section 2. In the month of January each year the nominating committee shall prepare a letter ballot for the election of Executive Committee members. It shall announce its selections to the Group approximately and at least one month prior to the date of sending out the letter.

Section 3. Additional Nominations may be made by petition, signed by not less than 15% of the Group membership (nor not by less than six qualified members of the Section). The names of such nominees shall be added to the letter ballot as a special list.

Section 4. The letter ballot thus prepared shall be submitted to the membership of the Group, to be canvassed not less than ten days after the date of mailing.

ARTICLE V

Miscellaneous

Section 1.

a) Propositions for amendments to these By-Laws may be submitted in writing at any regular meeting of the Group. If approved by a vote of a majority of these present at the meeting, they shall be submitted to the membership of the Group for vote by letter ballot, to close ten days from the date of mailing. If approved by 2/3 of the votes cast, the amendment, or amendments, shall become part of these By-Laws.

b) Propositions for amendments to these By-Laws may be submitted to the membership for consideration by the Executive Committee or by petition signed by not less than six qualified members of the Group. The vote shall be by letter ballot, to close ten days from the date of mailing. If approved by 2/3 of the votes cast, the amendment, or amendments, shall become part of these By-Laws.

c) Propositions for amendments to these By-Laws may be submitted to the Executive Committee by an qualified member of the Group. If approved by the Executive Committee, they shall be submitted to the membership of the Group for consideration. Vote shall be by letter ballot, to close then days from the date of mailing. If approved by 2/3 of the votes cast, the amendment, or amendments, shall become part of these By-Laws.

d) Propositions for amendments to these By-Laws shall be submitted to the Executive Committee, to be presented to the Group at a subsequent regular meeting. Notice of such action shall be supplied to the members, along with the meeting notice. Vote shall be by secret ballot of those present at the meeting. If approved 2/3 of the votes cast, the amendments, shall become part of these By-Laws.

Section 2. These By-Laws shall go into effect on July 1, 19 \_\_\_\_.

ADDENDUM

Section 1. The first years' members of the Nominating Committee shall be as follows:

First year Three most recent past chairs of the Nebraska Section, the retiring chair shall be chair of the Nominating Committee.

Second year The past chair of the Sioux Valley Group shall be chair and two most recent members of the Nebraska Section shall be committee members.

Third year The retiring chair of the Sioux Valley Group shall be chair of the committee with the previous chair of Sioux Valley Group and the retiring chair of the Nebraska Section comprising the balance of the committee.

Section 2. From July 1, 19 \_\_, until an Executive Committee is duly elected, the ruling body of the Sioux Valley Group shall be a committee composed of the Group appointed by the chair of the Nebraska Section. This committee shall have all the authority of the "Executive Committee" in ARTICLE III but may not continue beyond July 1, 19 \_\_, at which time a duly elected Executive Committee must be formed.

## XV. SECTION COMMITTEE PROFILES

### A. *FINANCE COMMITTEE*

#### Duties

- To monitor the financial state of the section.
- To attest to the reporting of all income and expenses of the section for IRS purposes.

#### Functions

- To prepare the budget for the following year for approval by the section executive committee.
- To audit the annual financial report as prepared by the treasurer.

#### Responsibilities

- To the section chair and executive committee.
- To the section membership.

#### Procedures

- Preparation of budget:
  - Review the previous year's budget and expenditures.
  - Review planned programs.
  - Present proposed budget to the executive committee for approval.
  - Present fund raising needs.
  - Audit of annual financial report.
  - Sign the financial statement.

#### Goals

- To meet the requirements of ASME Policy P-2.1.

#### Resources

- ML-13, "Section Treasurer's Guide".
- ML-10, "Section, Subsection, and Group Operations" Manual.

- ASME New Jersey Service Center--Accounting Department.
- ASME New York Office Regional Support.
- Section Committee on Diversity & Outreach.
- Student Section Activities.
- High School Guidance.
- Engineering Registration.

**B. PROGRAM COMMITTEE**Duties

- Plan and conduct the section membership programs for the year.

Function

- Plan the program for each meeting during the year (topic, speaker, date, and meeting location).
- Implement the program.
- Provide back-up program as required.
- Provide program information for the section newsletter announcements.

Responsibilities

- To the section chair and executive committee.
- To the section members.
- To the Regional Sections Program Committee Chair.

Procedures

- Form a committee to distribute the workload and build a pool of members with experience and a history of section involvement. Try to have at least one member responsible for each program so that each member only works on one event per year.
- Coordinate with other Section committees or establish special subcommittees for specific individual events such as Engineers Week, science fairs, honors, industry night, contests, etc.
- Select topics for each meeting. Try to have the year's program roughed out by August. A brainstorming session with the Executive Committee can be productive by drawing on their extensive experience and knowledge.
- Establish stand-by programs that can be implemented at the last minute in the event of an unexpected cancellation.
- Distribute a schedule of the year's programs with the first section newsletter (typically in August). A printed 4" x 5" card (folded to 4" x 2 1/2") with program subjects, dates, speaker and location on one side and section officers and principal committee chairs (with telephone numbers and E-Mail addresses on the other side helps attendance and member involvement.

- The member in charge of each program obtains the commitment from the speaker and his background data, provides timely information to the newsletter chair for publicity, provides for the speaker's audio-visual needs, to re-confirm with the speaker two weeks prior to the meeting and provides last minute details (time, place, transportation, complimentary dinner, etc.). The program chair escorts the speaker during the evening and assures that the speaker gift is at hand (if that is the section practice). He also prepares an after-the-fact letter of thanks to the speaker for the section chair or program chair to sign and mail.
- Consider occasional joint meetings with other professional societies.
- Review the list of successful programs at other sections for program ideas and sources of speakers.

Goals

- To provide interesting and stimulating programs to induce member attendance and increase section fellowship.

Resources

- ML-10, "Section, Subsection, and Group Operations".
- Regional Sections Program Committee Chairs.
- Speaker's List.
- ASME films and slide shows.

**C. RECEPTION SUBCOMMITTEE**Duties

- Provide organization to get the section meeting underway and promote fellowship.

Functions

- Greet new member guests.
- Operate sign-in function and collect fees at section meetings.
- Assure that all attendees have an opportunity to join in the formal discussions preceding the formal program.

Responsibilities

- To the section chair.
- To the section membership.
- To the section meeting attendees.
- To the section treasurer.
- To the section membership development committee chair.

Procedures

- Arrive at the section functions well ahead of the advertised start time.
- Set up a reception table at the door for members and guests to sign in.
- Distribute name tags (blue for members and red for guests).
- Collect dinner fees from those who have not pre-paid.
- Check attendance vs. registration list.
- Maintain adequate supply of name tags, member upgrade forms, membership applications, announcements of upcoming technical division functions nearby, and other expendable items for section meetings.
- Circulate among the attendees prior to the start of the formal program to introduce people to each other, assure that no one is excluded from this fellowship, bring people with common interests together, and encourage the circulation of attendees.
- Ask guests about their knowledge of ASME and possible interest in joining with us permanently.

- Encourage younger members to become active on a committee of their choice.
- Report names, addresses and telephone numbers of guests that are potential members to the section committee on membership chair for follow-up.

Goals

- Assure that the administrative functions of the meeting are efficiently accomplished and that each attendee has a pleasant experience at each meeting.

Resources

- ML-10, "Section, Subsection, and Group Operations" Manual.
- ASME Service Center/ASME New York Office (supplies).

**D. MEMBERSHIP COMMITTEE**Duties

- To promote new membership.
- To minimize membership termination.
- To encourage mechanical engineering students to become student members.
- To encourage graduate student members to promote to Member.
- To encourage all members to reach the highest professional grades achievable.
- To maintain a current information file on activities such as insurance plans, Financial Planning Program, Employment Guidelines, and other such programs as they become available.
- To identify (through discussion and polls of Section Membership) interest areas of the membership and how they feel ASME can be of assistance.

Responsibilities

- To the section chair and executive committee.
- To the Regional Committee on Membership (COM) Chair.
- To the Society's COM Chair.

Procedures

- Form a committee with the following functions:
  - A. Administration
    - 1. Chair-experienced, good organizer, sincere and contagious enthusiasm for the promotion of ASME.
    - 2. Vice Chair-same qualifications; logical successor of the Chair.
  - B. Six functional specialties (each with a subcommittee chair).
    - 1. Graduated student members (GSM) committee. Establish personal contact with each GSM in the section area.
    - 2. New Member Subcommittee. Develop a program and follow-up leads to enlist new members.

3. Membership Maintenance Subcommittee. Develop a program to concentrate on Dues Delinquent Members and their restoration to full membership.
5. Orientation Subcommittee. Welcome new and transferred members into the section.
6. Top Management Subcommittee. Maintain close contact with the management of local companies and educational institutions who employ mechanical engineers. Obtain the company's active support and encouragement of their employees' involvement in ASME activities. Encourage management attendance at section meetings. Add managers to section newsletter distribution.

C. Local Contacts

1. Area Subcommittee Chair-appoint local ASME member contacts in each large company and/or each geographical area if the section membership is distributed. This committee accomplishes the direct contacts with the people identified by the six functional specialty subcommittees. Ideally, there should be a "local contact" members for each 30-40 members to spread out the workload. Coordinate with Section Industry Relations committee.
2. Conference Membership Booth Subcommittee Chair if local section is hosting a conference, sponsoring professional development courses, etc., this subcommittee chair arranges for staffing a Membership Booth at the function.

Functions

- Provide the section with information on ASME Programs.
- Supply news items in the section newsletter.
- Conduct a program or workshop of COM activities.
- Hold an annual COM meeting where all of the benefits are discussed and where the program in specific areas are outlined.

Goals

- To achieve the section's portion of COM objectives set annually.
- To develop in ASME a responsiveness to, and concern for, the economic and professional needs of its members, in addition to its customary concern for their technical needs.

Suggested Activities

- Contact each new member and welcome them to the section.
- Conduct annual surveys of your section membership to find new initiatives they would like to see for the following year.
- Sponsor a science fair for local high school or grade school students.
- Conduct a local salary survey for the engineers in your section and publish the report in the newsletter.
- Work with your Technical Program Chair to sponsor seminars or symposiums on continuing professional development.
- Assist other engineering societies in Engineers Week activities.
- Establish special programs for retired engineers and young members.
- Maintain a current file on COM and pass the reference file to your successor.
- Submit articles for the section newsletter:
  - Check local jurisdictions to see what commercial building permits have been issued that may mean industries with new jobs for mechanical engineers. Contact companies for further information and publish the results.
  - Encourage local employers to advertise job openings.
  - Include member response form to allow individual members to keep you informed on various honors, awards, promotions, etc. that they have received. Publish in the newsletter.
- ♦ Consider forming additional committees representing major fields of interest such as insurance, pensions, employment, guidelines, engineering workforce, etc.

Resources

- ML-10, "Section, Subsection, and Group Operations" Manual.
- Regional COM Chair.
- ASME New York Office, Regional Support.

**E. HISTORY AND HERITAGE COMMITTEE**Duties

- To develop a local History and Heritage Program that increases awareness of America's rich technological heritage and fosters a positive attitude about technology.

Functions

- Develop and maintain an inventory of local industries and past industrial development for potential landmarks.
- Document discoveries for future development.
- Propose landmarks and conduct designation ceremonies, including coordination with Technical Divisions and nominations originating elsewhere on artifacts or sites within your Section boundaries.

Responsibilities

- To the section chair and executive committee.
- To the regional history and heritage committee chair.
- To the history and heritage committee.

Procedures

- Contact local, state and regional history societies and associations for information on potential landmarks.
- Compile a list of residents who could contribute to an oral history program by reminiscing about past developments of products, processes, etc. Capture this information as available.
- Inventory mechanical engineering artifacts within the section boundaries as candidates for proposal as ASME mechanical engineering landmarks.
- Record the section history. Older members may be available to record their recollections of the section's formation and growth, as well as remark on the individual personalities who contributed to its evolution.
- Develop a guide to mechanical engineering landmarks in your locality. Coordinate with other sections and the technical divisions. Include maps, directions, drawings, photographs, narratives, descriptions, and technology behind the projects.
- Join with other engineering societies to identify sites.

Goals

- Increase the section contributions to the History and Heritage Programs.

Resources

- MS-72, “Guide to History and Heritage”.
- ML-10, “Section, Subsection, and Group Operations” Manual.
- Regional History and Heritage Committee Chair.
- History and Heritage Committee.
- ASME Council on Public Affairs.
- ASME, Directorate of Public Affairs, New York City.
- Curator, Engineering, National Museum of History and Technology, Smithsonian Institution, Washington, DC.

## **F. PROFESSIONAL DEVELOPMENT COMMITTEE**

### Duties

- To respond to Section Members' needs to maintain, extend and improve the members' professional competence and performance as engineers in business, industry, education and government.

### Functions

- Disseminate information relative to the ASME programs and activities for continuing professional development.
- ♦ Determine the needs of section members.
- ♦ Determine the professional requirements of engineers for industries within the section boundaries.
- ♦ Develop proposals for programs or activities to address these requirements and needs.
- ♦ Maintain a liaison with the Regional Professional Development Committee Chair and the Board on Professional Development.

### Responsibilities

- ♦ To the section chair and executive committee.
- ♦ To the section members.
- ♦ To the local engineering community.
- ♦ To the Regional Professional Development Committee Chair.
- ♦ To the Board on Professional Development.

### Procedures

- ♦ Conduct surveys and assess members' needs.
- ♦ Contact ASME New York Office for support in conducting any of the many professional development programs that have already been developed by ASME. Most of these programs carry "continuing education units" (CEU).
- ♦ Coordinate with local education institutions to sponsor or co-sponsor programs.
- ♦ Conduct surveys of industry requirements through industry visits in coordination with the Industry Relations Committee.

- ♦ Work with state or local professional engineering societies to provide information on obtaining a P.E. license (including information on P.E. courses).
- ♦ Provide information through the section newsletter or other regular mailings of programs or activities that will enhance professional competence.
- ♦ Interface with Regional Professional Development Committee Chair to coordinate programs with other sections or organizations.
- ♦ Publicize Technical Division meetings and ASME short courses that are scheduled for the local area or are of particular interest to section members.

Goals

- ♦ Take a leadership role in instilling individual recognition of the obligation to maintain and expand professional competence.
- ♦ Provide information to the section membership of the existing opportunities to update knowledge.
- ♦ Sponsor Professional Development courses to meet member needs.

Resources

- ♦ MS-65, "Professional Development Manual".
- ♦ ML-10, "Section, Subsection, Group Operations" Manual.
- ♦ Regional Professional Development Committee Chair.
- ♦ ASME New York Office, CEI Department.

**G. GOVERNMENT RELATIONS COMMITTEE**Duties

- ♦ Conduct the section's activities in state and local government assistance in accordance with ASME Policy P-15.1, "Public Affairs and Public Statements."

Functions

- ♦ Assist state and local government agencies in engineering matters.
- ♦ Carefully differentiate between members acting as individuals expressing their personal views on public issues from those views which have received the full and explicit support of the Society.
- ♦ It is ASME policy to encourage the presentation of non-partisan analysis, study or research.

Responsibilities

- ♦ To the section chair and executive committee.
- ♦ To the Regional Government Relations Committee Chair.
- ♦ To the Council on Public Affairs.

Procedures

- ♦ Volunteer to be a resource to state and local government agencies when they need technical assistance or information.
- ♦ In limited instances, present unsolicited views to legislators on pending or existing legislation impacting upon the Society's objectives or programs (see Policy P-15.1).
- ♦ A section/subsection/group may make a statement on their own behalf regarding public issues that concern or affect them only, provided authorization has been obtained from the regional vice president.
- ♦ Any statement released to the government or public press should be on ASME letterhead and contain no company affiliation.
- ♦ In the event that a section/subsection/group wishes to take a position on legislation in a state, contact should be made with the secretary of state for specific regulations relating to lobbying in that particular state.
- ♦ Monitor local and state government activities of interest to the members. Report the results periodically in the section newsletter, at section meetings, etc.

- ♦ Track the voting records and position of US and state senators and congressmen on issues of interest. Report results.
- ♦ Develop an action plan for targeted public policy issues. Prepare a fact sheet for distribution to members. Develop a section position. Meet with appropriate government officials. Invite a government official to speak and answer questions at a section meeting (coordinate with section program chair).
- ♦ Keep the Regional Government Relations Committee Chair and the ASME Washington Office informed of major activities.

Goals

- ♦ Increase section contributions toward improving the technical content of legislation at the state and local level by providing advice on engineering matters.

Resources

- ♦ MS-64, "Government Relations" Manual.
- ♦ ASME Policy P-15.1, "Public Affairs and Public Statements".
- ♦ Regional Government Relations Committee Chair.
- ♦ ASME Washington Office.
- ♦ ASME Regional Support.

## **H. HONORS AND AWARDS COMMITTEE**

### Duties

- ♦ To maintain awareness of section members' accomplishments and to recognize these accomplishments with appropriate Society awards.

### Functions

- ♦ To the region-submit worthy candidates for ASME Honors and Awards ensuring that all requirements of the award have been fulfilled.
- ♦ To the section-provide information to section members of the awards available and their requirements.
- ♦ Develop a list of candidates for Society-wide awards.
- ♦ Develop a list of candidates for regional awards.
- ♦ Develop a list of candidates for section awards.

### Responsibilities

- ♦ To the section chair and executive committee.
- ♦ To the section members.
- ♦ To the regional Honors and Awards Chair.
- ♦ To the ASME Committee on Honors.

### Procedures

- ♦ Gathering Information
  1. Watch for articles in newspapers and magazines that identify local ASME members for accomplishment of significant activities.
  2. Review company newsletters.
  3. Utilize the company representatives in local industry to provide information.
  4. Contact local company officials for recommendations.
  5. Contact deans of engineering or mechanical engineering department heads in local universities.
  6. Maintain a list of section members authoring in ASME publications.

7. Include articles in the section newsletter requesting nominations.
- ♦ Accomplishments in various technical areas of ASME include:
    1. Authoring technical papers.
    2. Authoring a book.
    3. Obtaining a patent coverage.
    4. Development of a new process or design.
    5. Changes to existing products.
    6. Increasing the value of ME education.
    7. Public service.
    8. Advancement of Knowledge.
    9. Contribution to Codes and Standards.

Goals

- ♦ Assure that proper recognition is made to section members for significant contributions.

Resources

- ♦ MS-71, "Honors" Manual
- ♦ ML-10, "Section, Subsection, Group Operations" Manual.
- ♦ Regional Honors and Awards Committee Chair.
- ♦ The ASME Committee on Honors.
- ♦ Honors Supplement.

## ***I. COLLEGE RELATIONS COMMITTEE***

### Duties

- ♦ To provide interest in, and provide the necessary assistance and personal attention to the proper functioning of the student sections at the colleges and universities within the section boundaries.
- ♦ Actively seek ways to involve student members in ASME Senior Section activities.
- ♦ Promote establishment of new student sections at qualified schools.
- ♦ Assist in promoting ASME student loans, scholarships, and fellowships.

### Functions

- ♦ Assist in arrangement of programs (i.e., field trips, industry speakers, etc.).
- ♦ Meet regularly with student section officers and student section advisors.
- ♦ With Section Industry Relations Committee, identify job potentials within the section's area.
- ♦ Keep section executive committee advised of all college related ASME activities and problem areas.
- ♦ Assist in planning cooperative functions or programs.
- ♦ Solicit section resources for programs and other student related activities.

### Responsibilities

- ♦ To the section chair and executive committee.
- ♦ To Student Sections.
- ♦ To Regional College Relations Committee Chair.

### Procedures

- ♦ Develop contacts within the section boundaries to facilitate carrying out functions.
- ♦ Interface with Regional College Relations Committee Chair to determine the policy resources and plans of the Regional Vice President.
- ♦ Maintain a line of communication within the region with all other college relations persons.
- ♦ Attend those meetings which will specifically enhance the successful operation of the college relations position--local and regional.

- ♦ Meet with as many of the Student Sections planning and operating committees as possible.
- ♦ Meet with those local industries who are willing to assist in student section activities (i.e., particularly field trips and speakers) and establish a line of communication.

Goals

- ♦ Enhance student section activities and knowledge about ASME.

Resources

- ♦ ML-1, "Student Section Operations" Manual.
- ♦ ML-10, "Section, Subsection, Group Operations" Manual
- ♦ MM-2, "ASME Organization/Activities".
- ♦ AC-10, "Personnel of Board of Governors Council & Committees".
- ♦ CMA Online Directory
- ♦ Guidelines to Professional Employment for Engineers & Scientists (brochure).
- ♦ ASME at a Glance (brochure).
- ♦ ASME Video Film listing.
- ♦ ASME New York Office/Member Affairs Directorate.
- ♦ ASME Loans, Scholarships, Fellowship Brochures.

**J. TECHNICAL ACTIVITIES COMMITTEE**Duties

- ♦ Manage the section's technical activities, interface with ASME technical divisions, Codes and Standards, and other societies.

Functions

- ♦ Establish a technical activity within the section.
- ♦ Coordinate section technical activities with ASME technical divisions, Codes and Standards, and other technical entities (such as other technical societies, area universities, etc.)

Responsibilities

- ♦ To the section chair and the executive committee.
- ♦ To the section members.
- ♦ To the Regional Technical Activities Committee Chair.

Procedures

- ♦ Coordinate technical programs with the Section Program Committee.
- ♦ Consider conducting a short "technical program" preceding or following regularly scheduled section program.
- ♦ Coordinate professional development activities.
- ♦ Publicize ASME technical division and Codes and Standards activities in the section area (such as meetings, conferences, exhibits, etc., as well as calls-for-papers).
- ♦ Contact technical division members within the section boundaries for possible new programs and cooperation.
- ♦ In coordination with the Section Industry Relations Committee, establish and maintain contact with industry managers within the sections boundaries to ascertain industry needs. Pass this information on to the Executive Committee and the Section Program Committee.
- ♦ Recommend technical programs, seminars, professional development courses, etc., to the executive committee for approval.

Goals

- ♦ Improve the technical content of section programs to meet member needs.

Resources

- ♦ ML-10, "Section, Subsection, Group Operations" Manual.
- ♦ Regional Technical Activities Committee Chair.
- ♦ ASME New York Office, Member Affairs Directorate.
- ♦ ASME New York Office, Engineering Affairs Directorate.

**K. INDUSTRY RELATIONS COMMITTEE**Duties

- ♦ Assess the section composition for opportunities to better meet member needs.
- ♦ Initiate communication with industry managers to improve their awareness and support of ASME programs.
- ♦ Enhance membership development.

Functions

- ♦ Prepare a section profile on member grades, years of membership, employment distribution and primary technical division of interest.
- ♦ Assess this profile for insights as to how best meet the needs and interests of the section membership and industries that employ them.

Responsibilities

- ♦ To the section chair and executive committee.
- ♦ To the section program committee.
- ♦ To the section committee on membership.
- ♦ To the regional industry relations committee chair.

Procedures

- ♦ Develop a database list of local industries employing more than five mechanical engineers, at least one of which is a member of ASME.
- ♦ Appoint one “contact person” (industry representative) in each industry with five or more ASME members to serve as an information source about ASME, to publicize section meetings, and to facilitate communication between that industry and the local section.
- ♦ Each contact person should prepare a company profile.

Goals

- ♦ To obtain better information about the needs of section members.
- ♦ Improve ASME/Industry contacts.

Resources

- ♦ ML-10, “Section, Subsection, Group Operations” Manual.

- ♦ On Line Section Roster.
- ♦ Regional Industry Relations Committee Chair.

**L. PROFESSIONAL PRACTICE AND ETHICS COMMITTEE**Duties

- ♦ To implement programs at the section level to assist the ASME Board on Professional Practice and Ethics to achieve their objectives.

Functions

- ♦ Foster a high standard of ethical engineering practice for the public benefit.
- ♦ Support the improvement of standards for granting the legal right to practice engineering.
- ♦ Improve the status of engineers.
- ♦ Maintain liaison with other technical and professional societies to support these objectives.

Responsibilities

- ♦ To the section chair and executive committee.
- ♦ To the Regional BPPE representative.
- ♦ To the Board on Professional Practice and Ethics.

Procedures

1. Develop a Program to Encourage Registration of Engineers.
  - a. Provide section members with current information regarding registration, examination dates, application procedures, review courses, etc. by means of at least two articles in the section newsletter.
  - b. Offer examination preparation review courses in cooperation with the section professional development committee.
  - c. Organize a student section meeting devoted to the topic of registration.
2. Develop a Program to Encourage Cooperation Between Local Engineering and Societies.
  - a. Provide section members with information on Engineers Week activities.
  - b. Identify individuals and projects worthy of recognition during Engineers Week. Prepare the necessary documentation.
  - c. Participate in planning and implementing Engineers Week activities in cooperation with other professional societies.

3. Develop a program to make the section membership aware of Society Policies P-15.7 and P-15.8 (Ethics and Conflicts of Interest).
  - a. Publish the Code of Ethics in the section newsletter.
  - b. Make available to the section(s) and student section(s) copies of the Ethics tape and other instructional material.
  - c. Arrange for a section meeting to present and discuss the contents of the Ethics tape.
  - d. Make sure the incoming section chair signs the Conflicts of Interest statement.
4. Develop a program to disseminate information on consulting practice.
  - a. Plan one section meeting devoted to a topical issue in consulting practice.
  - b. Compile a directory of section members who are consulting engineers.
  - c. Encourage consulting engineers to advertise their services through the newsletter.

Goals

- ♦ To increase the section awareness of Professional Practice and Ethics issues.

Resources

- ♦ ML-10, "Section, Subsection, Group Operations" Manual.
- ♦ ASME Policy P-15.2, "Engineers' Licensing".
- ♦ ASME Policy P-15.4, "Ethical Conduct Violation Procedures".
- ♦ ASME Policy P-15.8, "Conflicts of Interest".

**M. NEWSLETTER EDITOR/COMMUNICATIONS**Duties

- ♦ Publish the Section's Newsletter.

Functions

- ♦ To inform the Section members of all upcoming events, and recent activities.
- ♦ To recognize Section members.
- ♦ To serve as a forum for the expression of ideas and plans of the Section Chair and Executive Committee and Section members.
- ♦ To stimulate and generate enthusiasm for Section activities and a general interest in science and engineering.
- ♦ To disseminate information needed by the members and make them aware of the opportunities ASME provides.
- ♦ Report to the membership on special events (school science/engineering fairs, career days, design contests, exhibits, articles of local interest, etc.).

Responsibilities

- ♦ To the section chair and executive committee.
- ♦ To the Public Information Committee.
- ♦ To the section members.
- ♦ To the local community.
- ♦ To the Regional Newsletter Editor.

Procedures

- ♦ Plan and carry out a communications program with the unit's members, the Society and other engineering and professional groups. The goal is to disseminate information of interest to the membership about the functions and activities of the ASME, the Regions and the Sections and the contributions of engineers to society.
- ♦ Develop a news media mailing list and get acquainted with key people in conjunction with the Public Information Chair.
- ♦ Provide information on when the Section was founded, number of members, local industries they work for, and listing of officers. This may be obtained from the Public Information Chair.

- ♦ Publish newsletters on upcoming section meetings and special guest speakers.
- ♦ Provide information on section activities to the editor of Mechanical Engineering Magazine and ASME News.
- ♦ Maintain contact and coordination with the Sections' committees.

#### Goals

- ♦ To foster communication among member engineers and the other professions, and for mutual understanding of the true role and contributions of the Section.
- ♦ Encourage member participation.
- ♦ Recruit a cadre to continue this function and build on past successes.
- ♦ Improve communications between members and other engineering organizations/professional societies.

#### Resources

- ♦ MS-74, "ASME Newsletter Editor's Guide".
- ♦ ML-10, "Section, Subsection, Group Operations" Manual.
- ♦ ASME New York Office, Director, Public Information.
- ♦ ASMEORG: Newsletters

For timely news items, the following material is available on-line at <http://asme.org/pi/sections>:

Public Information News Releases  
Announcements for Section Newsletters  
Government Relations Capitol Update  
Professional Development Courses & Products  
Latest Issue Inter-Comm  
Section Newsletter Downloadable Templates

For downloadable templates with timely news items that are updated monthly:  
<http://asme.org/pi/sectionresources.html>

♦ ASMEORG Web Pages

Website Links

If you have a website hosted elsewhere (through your local ISP or school, for example), you can request a link by going to <http://www.asme.org/regions/creatapage.html> or by sending an e-mail to ASME New Media at [webmaster@asme.org](mailto:webmaster@asme.org) with the following information:

- site URL and title
- name, e-mail address and ASME member number of the webmaster/maintainer of the site
- a username and password (of your choice) for updating your MechLinks record

Request Server Space.

ASMEORG will host your society-related website at no charge, if you are affiliated with a unit of ASME. Go to <http://www.asme.org/regions/creatapage.html> or send an e-mail to ASME New Media at [webmaster@asme.org](mailto:webmaster@asme.org)

**N. NOMINATIONS AND REPRESENTATIVE ON RACON**Duties

- ♦ A Section Nominating Committee is charged with the responsibilities for recommending Section members to offices, committee and “Society Nominations”.

Functions

- ♦ To prepare in conjunction with the Executive Committee and the Section Chair, the Section ballot for new officers.
- ♦ To prepare nominations for Section members to Regional offices and see that they are transmitted to the RACON chair and the Regional Vice President.
- ♦ To prepare nominations for Section members to Society offices and see that they are transmitted to the Society Nominating Committee.
- ♦ To stimulate and generate enthusiasm for Section members nominated for Society officers.
- ♦ Open and maintain lines of communication with the Regional Vice President, and Region RACON Chair concerning worthy candidates for Society offices.
- ♦ Report to the membership on RACON and Nominating Committees selections.

Responsibilities

- ♦ To the section chair and executive committee.
- ♦ To the section members.
- ♦ To the Regional RACON Chair.
- ♦ To the Regional Vice President.

Procedures

- ♦ The immediate past Section Chair or Regional Voting Representative on the Society Nominating Committee acts as its Chair of the nominations committee.
- ♦ Plan and carry out a search program with the ASME members seeking and identifying qualified and available persons for consideration to the Section, Region, and ASME offices proposed. The goal is to identify and provide the candidates time to prepare for the upcoming functions.
- ♦ Prepare news releases seeking candidates.
- ♦ Maintain contact and coordination with the Sections’ committees.

- ♦ Prepare and assist nominees in preparation of the nominations form(s).

Goals

- ♦ To seek individuals competent and available members for Section, Region, and Society offices.
- ♦ To encourage member participation in the nomination process.
- ♦ To recruit a cadre to continue this function and build on past successes.
- ♦ To improve or refine the present programs. It is essential that the members continue to select officers who are capable, dedicated individuals with exceptional leadership qualities.

Resources

- ♦ MM-10, "Nominating Committee" Manual.
- ♦ ML-10, Section, Subsection, Group Operations" Manual.
- ♦ The Regional Vice President.
- ♦ The Regional RACON Chair.

## O. **PUBLIC INFORMATION COMMITTEE**

### Duties

- ♦ Implement the Section's Public Information Program.

### Functions

- ♦ Inform the public about what engineers do and how engineering and technology affect their daily lives.
- ♦ Stimulate a general interest in science and mathematics in grade school and high school students, and make them aware of career opportunities in engineering.
- ♦ Make the community aware of the technical expertise available.
- ♦ Open and maintain lines of communication with the news media and the general public regarding section activities, technical information, and the overall goals and principles of ASME and the engineering profession.
- ♦ Plan special events (school science/engineering fairs, career days, design contests, exhibits, articles of local interest, etc.).

### Responsibilities

- ♦ To the section chair and executive committee.
- ♦ To the section members.
- ♦ To the Newsletter Editor.
- ♦ To the local community.
- ♦ To the Regional Public Information Committee Chair.
- ♦ To the Board on Public Information.

### Procedures

- ♦ Plan and carry out a communications program with the news media, ASME members, and other engineering and professional groups, and the general public. The goal is to develop a better understanding in the community about technology, the function of engineering and the contributions of engineers to Society.
- ♦ Establish a section speakers bureau to identify qualified ASME speakers for a range of appropriate subjects.
- ♦ Develop a news media mailing list and get acquainted with key people. Coordinate the activities with the Newsletter Editor.

- ♦ Prepare a fact sheet on your section. This should include information on when founded, number of members, local industries they work for, and listing of officers.

Prepare news releases on upcoming section meetings and special guest speakers.

- ♦ Invite the press to attend suitable section meetings.
- ♦ Provide information on section activities to the editor of Mechanical Engineering Magazine and ASME News.
- ♦ Include comments on the section's Public Information Program in the section newsletter.
- ♦ Maintain contact and coordination with Public Information functions.

#### Goals

- ♦ To foster communication among engineers, the other professions, and the public for mutual understanding of the true role and contributions of technology.
- ♦ Encourage member participation.
- ♦ Recruit a cadre to continue this function and build on past successes.
- ♦ Improve communications between members, local/state government, other engineering organizations/professional societies, and the public.

#### Resources

- ♦ MS-63, "Media Relations Guide".
- ♦ ML-10, "Section, Subsection, Group Operations" Manual.
- ♦ National Engineers Week promotional aids.
- ♦ ASME New York Office, Managing Director, Public Affairs.
- ♦ Public Affairs Highlights (ASME News Releases).

**P. SECTION COMMITTEE ON DIVERSITY & OUTREACH**

The Board on Diversity and Outreach (BDO) works to further the Board of Governors' Key Objective #3:

- Greater participation in ASME International activities by an increasingly diverse total population of mechanical engineers, with an emphasis on welcoming students and graduates with 10 years of less of experience
  - Members
  - Those participating in society activities
  - Leadership positions

Additionally, the BDO works in support the Society's Goal #7:

- Encourage and facilitate membership and participation in ASME International of all who are engaged in mechanical engineering.

The BDO's vision is: "To fulfill ASME International's objective to be the premier professional organization for all engineers by embracing and valuing diversity."

The BDO's mission is: "Through information, expertise, programs and leadership, we seek to foster quality decisions throughout ASME International that anticipate, understand and address the needs of a diverse engineering profession, and that encourage under-represented groups to participate in ASME and in the engineering profession."

By promoting an increasingly diverse membership, ASME aims to bring together talented people with different perspectives who can constantly challenge each other's thinking, as well as the status quo. By sharing ideas with no cross-cultural, ethnic or gender boundaries, ASME will create a positive environment that fosters both individual and organizational growth. ASME believes that no culture, no country, nor any one individual has a monopoly on creativity and innovation. Indeed, the bringing together of these diverse perspectives will create a dynamic synergy within the Society.

To be successful in making ASME International a welcome place for all mechanical engineers, all groups within the Society must embrace Key Objective #3, ASME Goal #7 and the BDO mission. Indeed, the future viability of the Society depends upon increasing the diversity of its membership.

In that spirit, the BDO recommends that each Section establish a Committee on Diversity & Outreach to foster the Key Objective, Goal and Mission cited, above. In addition, BDO offers the following guidance to ASME Sections on how each may be effective in making ASME International a diverse and welcome place for all mechanical engineers:

- Appointing a BDO Section Chair to oversee and coordinate diversity and outreach activities within the Section.
- Inviting members, regardless of culture, ethnicity or gender, to become active in all Section activities.

- Mentoring members from diverse backgrounds.
  - Increasing the visibility of members from all backgrounds in all events by inviting their participation as speakers and panelists in Section events.
  - Establishing goals for the participation of persons from all cultural, ethnic and gender backgrounds in the Section's activities.
  - Encouraging the participation and promotion of members of diverse backgrounds to seek and gain leadership positions throughout the Society, beginning at the Section level.
  - Identifying and nominating members of diverse backgrounds for ASME awards and election to Fellow grade of membership.
  - Assisting the BDO in marketing the Diversity Action Grant (DAG) program<sup>1</sup>, the Minority Leadership Program (MLP)<sup>2</sup> and the Partners in Mechanical Engineering Program<sup>3</sup> through the Section and its university affiliations and business contacts.
  - Welcoming all new members and participants in Section activities.
  - Encouraging Section officer to promote diversity within the Section leadership.
  - Encouraging persons, regardless of cultural background, ethnicity or gender, to pursue engineering degrees.
  - Identify mentors for Minority Leadership Program interns who wish to work with a Council unit to ensure that the intern is given a meaningful role to play during the internship period.
  - Expanding the base of Section members who seek diversity training by reaching out to non-familiar faces.
  - Encourage Student Sections within the Section to submit applications for funding under the Diversity Action Grant Program.
  - Encourage Senior Sections to submit applications for funding under the Partners in Mechanical Engineers Program.
  - Recruiting and retaining young members.
  - Encouraging the Section leadership to establish ties/cooperative activities with Student Sections of the National Society of Black Engineers (NSBE), Society of Women Engineers (SWE), Society of Hispanic Professional Engineers (SHPE), and other minority/female engineering societies.
  - Encouraging visits by the Regional Vice Presidents with ASME Student Sections at predominantly minority universities.
-

- Supporting the participation of Region BDO Representatives at RACs.

1 The DAG program provides funding to ASME Student Sections for innovative projects that support diversity and work to increase the participation of underrepresented minority groups and women in the Student Section and in mechanical engineering. Grants of up to \$1,500 are awarded on a competitive basis. The annual application deadline is November 1.

1 The MLP program funds five internships annually, pairing women and minority engineers with a mentor on an ASME operating board or committee and providing them with an opportunity for active involvement in ASME groups and activities.

1 The Partners program programs ASME Sections with up to \$1,500 to sponsor innovative outreach programs that support collaboration with local sections or chapters of organizations that support women and underrepresented minority groups in engineering. Funding is provided on a first-come, first-served basis throughout the year.

(OUR THANKS TO THE SANTA CLARA VALLEY SECTION FOR THIS INDEX)

August 1, 20\_\_\_\_\_

## XVI. SECTION FILE INDEX: A SAMPLE

The Section files are contained in a four-drawer file organized as follows:

Top Drawer:	Indexed files, 20 __
2nd Drawer:	Indexed files, 20 __
3rd Drawer:	Treasurer's records, all years: Section files, all years
4th Drawer:	Supplies (stationery, file index tabs, file folders, etc.); Section Scrapbook; Section Charter; sample Section letterhead; extra copies of Manuals, Annuals and Brochures, and miscellaneous

Section files and records from 20\_\_ have, for the most part, been indexed and filed under the headings and subheadings given below (an exception is Treasurer's Records, which remains in file):

- 0. FILE INDEX
- 1. EXECUTIVE COMMITTEE
  - 1-A Manuals (Section, Subsection and Group Operations, etc.)
  - 1-B Personnel
  - 1-C Executive Committee Job Descriptions
  - 1-D Section By-Laws and Territory
  - 1-E Section Annual Reports (by date)
  - 1-F Executive Committee Meeting Minutes
  - 1-G Miscellaneous Executive Committee Correspondence
- 2. FINANCE
  - 2-A Section Financial Reports to ASME, New York Office
    - a. Annual Financial Report (by date)
    - b. Operations Budget Report (by date)
    - c. Unit Program Report (by date)
    - d. Transmittal Letters for Financial Report (by date)
  - 2-B Financial Summary Reports (internal to Section by date)
  - 2-C Bulk Mailing Permit(s)
  - 2-D Finance Committee Reports (internal to Section by date)
  - 2-E Treasurer's Records (annual file)
    - a. Financial Reports for year
    - b. Canceled Checks
    - c. Vouchers and Correspondence
    - d. Bank Statements
    - e. Ledger Sheet(s)

3. AGENDA (annual File)
  - 3-A Index
  - 3-B First Section Compilation
  - 3-C Section (RAC)
  
4. TECHNICAL DIVISIONS
  - 4-A ASME Bay Area Technical Divisions Conference (annual file)
  - 4-B Technical Divisions Interest Surveys (by date)
  - 4-C Miscellaneous Technical Divisions activities, correspondence, etc.
  - 4-D ASME Society Technical Divisions Bulletins
  
5. ARRANGEMENTS
  - 5-A Meeting Attendance Summary Reports
  - 5-B Notes on Caterers, Meeting Halls, Restaurants, etc.
  - 5-C Meeting arrangements correspondence filed by meeting date
  - 5-D ASME and Other Lists of Speakers
  
6. GENERAL SOCIETY MEETINGS AND CONFERENCES
  - 6-A ASME Major Meetings and Conferences
  - 6-B Meetings and Conferences Manuals
  - 6-C Society Meetings and Conferences held in Section
  
7. STUDENT SECTIONS
  - 7-A Description of Committee's Function
  - 7-B Region IX Pacific Central Regional Student Conference, Reports, etc.
  - 7-C Activity Reports to Region IX on College Relations
  - 7-D Correspondence (annual file)
  - 7-E Student Section Operations Manual
  - 7-F Histories of Santa Clara Valley Student Sections
  
8. COMMITTEE ON MEMBERSHIP (COM)
  - 8-A Mailing List: members, prospective members, etc.
  - 8-B COM Correspondence (annual file)
  - 8-C ASME "COM News" Bulletin (filed by date)
  - 8-D History of Section Membership Growth
  - 8-E COM Form Letters
  - 8-F COM Annual Reports
  - 8-G COM Miscellaneous
  
9. PUBLIC AFFAIRS
  - 9-A San Francisco Engineer
  - 9-B Santa Clara Valley Engineers' Council (including Engineers' Week Banquets held under Council Sponsorship)
  - 9-C Engineers' Week Activities
  - 9-D Bay Area Environmental Pollution Symposia (with Stanford Research Institute and other Engineering Societies)
  - 9-E Minorities in Engineering
  - 9-F Boy Scouts (Engineering Merit Badge)
  - 9-G Energy Task Force
  - 9-H Miscellaneous Public Affairs

- a. Review of Santa Clara Valley Proposed building code changes
  - b. Letter regarding California Ballot proposition No. 9
  - c. Correspondence regarding Santa Clara Valley Section membership roster for US Senator
  - d. Community Affairs Workshop
10. HONORS AND AWARDS
- 10-A Fellow Proposals (alphabetical)
  - 10-B Instructions and Supplies
    - a. Honors and Awards Manual
    - b. Forms
    - c. Letterhead
  - 10-C Section Awards (alphabetical)
  - 10-D Society Committee Appointments (by date)
  - 10-E Honors and Awards Goals
  - 10-F ASME Awards and Prizes within Sections
  - 10-G 50-Year and 50+ Year Awards
  - 10-H ASME Life Members in Section
11. PUBLICITY
- 11-A Publicity Forms and Form Letters
  - 11-B Corporate Contact List
  - 11-C Bulletin/Newsletter Policies, Job Description, and Header(s)
  - 11-D Section Mailings to Members, Newsletters, and Related Correspondence
  - 11-E Publicity Releases from ASME (by date)
  - 11-F Non-ASME Publicity Releases (by date)
  - 11-G Section Publicity and Section Scrapbook
  - 11-H Example Newsletters (from rough drafts to finished masters)
12. PROFESSIONAL ENGINEERING
- 12-A Correspondence and Articles on Professionalism, PE Registration, etc., except for correspondence with C.S.P.E. (filed by date)
  - 12-B California State Board of Registration for Professional Engineers, Section correspondence on special topics (by topic)
  - 12-C California Legislative Council for Professional Engineers
  - 12-D California Society of Professional Engineers (C.S.P.E.), Section correspondence (by date)
  - 12-E ASME Region IX Public Affairs (Professional Engineering) Committee correspondence
  - 12-F "The Professional Engineers Act, The Land Surveyors Act, with Rules and Regulations", issued by the California State Board of Registration for Professional Engineers
  - 12-G E.I.T., and PE examination data and review courses
  - 12-H C.S.P.E. Publications
13. MAILING LISTS AND ADDRESSES
- 13-A Section Mailing List (annual file)
    - a. Corporation Contacts
    - b. Section Newsletters
    - c. Executive Committee Meeting Minutes

- d. New Members or Members moved into Section
  - e. Prospective Members (six months list)
- 13-B ASME Address Lists and Rosters (Region IX, other Sections, etc.)
- 13-C Non-ASME Address Lists and Rosters
- 13-D Mailing List Correspondence
  
- 14. EMPLOYMENT
  - 14-A Employment and related correspondence (annual file)
  
- 15. MISCELLANEOUS MANUALS, ANNUALS, BROCHURES AND BULLETINS
  
- 16. MISCELLANEOUS
  - 16-A Obituaries, Section members
  - 16-B Section and Area Membership Survey Results and Returns (by date)
    - a. Special Section Survey on Members' Interest in Fluids Engineering Technical Division
    - b. Section Membership Opinion Survey
  
- 17. HISTORY AND HERITAGE
  - 17-A Manuals, Brochures, Forms
  - 17-B Museums, Historic Monuments, Landmarks
  - 17-C Correspondence
  - 17-D Section Historical Data
    - a. "Formation of Santa Clara Valley Subsection"
    - b. "Historical Note"
    - c. Section Chairs and Officers
    - d. Industries Located in Santa Clara Valley Section
    - e. Student Section
  - 17-E Other Historical Data
    - a. Biography of George Westinghouse
  
- 18. FRESNO-MADERA SUBSECTION (annual file)
  
- 19. SECTION MEMBER ROSTERS (on line with permission of Section Chair)
  
- 20. NOMINATIONS
  - 20-A Specimen Ballots for Section Nominations (by date)
  - 20-B Correspondence for Section Nominations (by date)
  - 20-C ASME Nominations other than Section (Regional, etc.)
  - 20-D Extra-ASME Nominations and Recommendations (by date)
  
- 21. REGIONAL AFFAIRS
  - 21-A Region IX Operations Manual: Vice Presidents' Guide
  - 21-B Field Officers and Committee Members (by date)
  - 21-C Regional Correspondence and Reports, including IRAC and RAC Minutes
  
- 22. METRICATION
  
- 23. ASME GOALS
  - 23-A Goals Statement(s)

- 23-B Special Section Meeting on ASME Goals
- 23-C Goals Implementation Reports (by date)
- 23-D Goals Correspondence (by date)
  
- 24. PROFESSIONAL DEVELOPMENT (continuing education)
  
- 25. ASME AUXILIARY

## XVII. ASME ACTIVITIES/PROGRAMS: GUIDANCE

### Under the Council on Education The Board on Engineering Education, and The Board on Pre-College Education

As part of ASME's overall commitment to lifelong learning, the Boards on Pre-College Education and the Board on Engineering Education direct and coordinate Society efforts aimed at K-12 math, science, and technology education, and at undergraduate engineering education and guidance respectively.

Members interested in arranging guidance activities should take advantage of the programs and resources described below.

#### THE BOARD ON ENGINEERING EDUCATION

##### Goals/Programs:

The goal of the Board on Engineering Education is to promote the quality and improvement of mechanical engineering education. Its primary activities are curriculum development projects, awards, workshops and conferences; a leadership role in undergraduate degree program accreditation; student financial aid in the form of loans, scholarships and graduate teaching fellowships; and development of career guidance materials.

- Promote ABET accreditation of mechanical engineering and mechanical engineering technology programs.  
ASME is a **Participating Body** of the Accreditation Board for Engineering and Technology (**ABET**) and has program review and evaluation responsibility for 428 Mechanical Engineering and Mechanical Engineering Technology degree programs in the United States. ASME maintains a pool of over 130 selected and trained ME and MET degree program evaluators who visit and evaluate approximately 90 college and university programs annually.
- Through special research projects, workshops and conferences, serve as a catalyst and forum for communication between engineering education and industry professionals.
- Actively promote information and idea exchange among department heads through the ASME Mechanical Engineering and Mechanical Engineering Technology Department Heads Committees and their Regional subcommittees
- Promote curriculum innovation and other education related awards. ASME awards the **Curriculum Innovation Award** annually, and hosts workshops and conferences to highlight and encourage innovations and innovators in undergraduate instruction.

##### Foster interest in and access to the mechanical engineering profession

- Develop and provide career/guidance information and materials on mechanical engineering (ME) and mechanical engineering technology (MET). ASME has produced the video, *CareerPath: Mechanical Engineering*, as part of a long term project of the Alfred A. Sloan Foundation to develop career guidance materials for engineering, science and math. Eight other math, science and engineering societies are partners with ASME in the **Sloan Career Cornerstone** project, which is the full range of producing the CD-ROM and video career guidance materials.

**Provide financial aid for students**

- Provide low interest student loans, undergraduate scholarships, and graduate teaching fellowships. Since the inception of the program, ASME has awarded more than \$1 million in low-interest student loans with a default rate of less than 5%. In addition to the ASME Auxiliary and Technical Division Scholarships, the Council on Education awards \$30,000 for 16 scholarships annually. ASME awards \$25,000 for five graduate teaching fellowships annually.

**Need:**

- Volunteers (particularly from industry) to serve as ASME/ABET evaluators of ME and MET degree programs
- Volunteers from industry to become involved with ME and MET departments at universities, colleges and community colleges
- Endowment/financial support for undergraduate scholarships and graduate teaching fellowships and for curriculum development programs
- Volunteers to serve on and with the Board on Engineering Education

**Contact Information:**

Staff: Thomas J. Perry, PE, Tel 212-591-7234, Fax 212-591-7143, [mail to:perryt@asme.org](mailto:perryt@asme.org)

**THE BOARD ON PRE-COLLEGE EDUCATION**

Created in 1992, the ASME Board on Pre-College Education is committed to promoting technological literacy for all students, and improving K-12 math/science and technology education through programs and partnerships in three areas:

- Professional Development for Teachers
- Engineering Experiences for Students
- Instructional and Guidance Materials
- Professional development for teachers

### **FIRST Robotics Competition**

Through a formal agreement with the FIRST Foundation, ASME is committed to extending the reach of this nationwide annual robotics competition. FIRST teams high school students with engineers from sponsor companies and universities in an intense, six week design process that culminates with robots competing in a sports arena in regional and national competitions.

- Member activities: Members can start teams with local company and/or university sponsorship, or volunteer at competitions. Contact ASME Education for competition videos, and a the ASME guide to starting a FIRST team.

### **Partnership with Girl Scouts**

ASME has an agreement with Girl Scouts USA to develop and promote materials and activities that will further learning about science, math, technology and related careers for girls. ASME has revised the Girl Scouts “Science in Action” badge, and helped create a new engineering-related interest project called “Build A Better Future.”

- Member activities: Contact your regional Girl Scout Council to identify ways to volunteer. Consider: speaking to a Council gathering; offering tours of your company or plant; conducting hands-on science or engineering activities; or advising and mentoring short-term special projects.

### **Collaboration with Boy Scouts**

More than 100 scouts earned their Engineering Merit Badges at the 1997 National Jamboree, thanks to ASME members. In addition, ASME will work with Boy Scouts to extend the reach of their more than 600 company-sponsored “Engineering Explorer Posts” program.

- Member activities: Members can volunteer locally as Boy Scout Engineering Merit Badge counselors, start in-company Engineering Explorer Posts, or co-sponsor such posts with ASME Sections.

### **A World In Motion**

ASME has helped promote the SAE *A World in Motion* and *A World in Motion II* for several years. In versions for elementary and middle school grades, *A World In Motion* is a hands-on curriculum supplement, free to teachers who partner with practicing engineers.

- Member activities: Members can introduce *AWIM* to local teachers and curriculum coordinators and volunteer to help implement the programs.

**JETS (Junior Engineering Technical Society)**

Through membership in JETS, ASME promotes JETS' national, team-oriented competitions and activities for high school students: TEAMS (Tests of Engineering Aptitude, Mathematics, and Science); NEDC (the National Engineering Design Challenge); and NEAS+ (the National Engineering Aptitude Search). JETS distributes ASME Career Guidance information to over 20,000 students annually.

- Member activities: Members can encourage high school teachers and administrators to conduct JETS programs in their schools.
- Materials for INSTRUCTION AND GUIDANCE

Instructional Materials**Middle School Engineering Kits**

In partnership with ASCE and the Engineering Foundation, ASME solicits designs for low-cost, hands-on engineering kits for middle school classroom use. The winning design for 1997 was a "toothpick bridge" kit. A second round of solicitation for a 1998 design will lead to a second model kit, and all "honorable mention" designs will be posted on the ASME website.

- Member activities: Members may submit design proposals for the kits, and help make teachers aware of kits and lesson plans available through ASME Education.

**Engineers Solve Problems**

Developed as part of an ASME pilot project in the Salt Lake City Schools as the Academy of Math and Science, this workbook of engineering problems helps students learn "real world" applications for math and science.

- Member activities: Members can help make local teachers aware of this workbook and volunteer to mentor study group of interested students.

Guidance Materials

## Videos

*CareerPath: Mechanical Engineering!*

For high school and college students, this video features careers of 18 mechanical engineers, taking the viewer through typical work days; what engineers see as the most important aspects of their education and working life; and how they handled the transition from school to work. ASME Order No: VH4710. 23min. (please contact NJ for price).

*Career Encounters: Mechanical Engineering*

For high school students, this video uses interviews to introduce many careers available to mechanical engineers, and comes with a teachers kit about machines and motion in the physical sciences. Long and short versions are available. ASME Order No: VHS125 (please contact NJ for price), 12 min, or VHS190 (please contact NJ for price), 27 min.

*The Mothers of Invention*

For middle and high school ages, this video and teaching guide feature significant technical inventions by women and people of color in American history and up to the present day. ASME Order No: 490490 (please contact NJ for price), 10 min.

*Engineering Is for Everyone*

For elementary grades, a video and teaching kit demonstrate that math and science are fun and interesting, following a young narrator and her friends through various projects. ASME Order No: VX0191 (please contact NJ for price ), 12 min.

Brochures, Booklets, and Other Resources

*What is a Mechanical Engineer?*

For all ages, an informative brochure explains what mechanical engineers do. ASME Order No: MP0393.

*Mechanical Engineering A-Z*

For elementary school ages, a cheerful brochure about everyday items that come from mechanical engineering. ASME Order No: MP0491

*Mechanical Engineering and Mechanical Engineering Technology: Which Path Will You Take?*

For high school and college ages, this brochure describes and contrasts two different career paths. Contact ASME Education for orders.

*Mechanical Engineering: A Career For the Future*

*Mechanical Engineering Technology: Meeting the Challenges of Today and Tomorrow*

Two booklets describe ME and MET career paths. Contact ASME Education for orders.

*ASME/ASCE Guide to Instructional & Guidance Resources*

This guide offers an extensive listing of educational programs, videos and resources relating to math, science and engineering. ASME Order No: MP4897.

Learn more about ASME Pre-College resources through the ASME Education website <http://www.asme.org>

Staff: Dawna Schultz Tel 212-591-7411, Fax 212-591-7143, email: <mailto:schultzd@asme.org>

## XVIII. PROFESSIONAL DEVELOPMENT GUIDE FOR LOCAL UNITS

### Helpful Hints for Success

1. Overview: A Society goal is for all local units to provide at least one professional development/continuing education activity for its members each year. This summary provides helpful hints based upon past success stories.
2. Topic Selection: To select appropriate topics, build upon the Section strengths to focus on local industry and member needs. Personally contact members in various groups for ideas. The Section Executive Committee is a place to start, but contact other members and local company executives. Use the ASME membership database to identify industry or technology concentrations. Ask at Section meetings. Discuss options with local industry experts and local colleges or universities. The last two groups may also serve as a pool of potential local instructors. Consider both technical and business oriented topics. Look at ASME's range of professional development course offerings, including the Career Development Series materials.

#### Helpful Hints:

- Courses which develop professional skills are broad enough to attract strong audiences in small and large Sections alike regardless of the metropolitan area size. Examples include:
    - Management Skills Seminar
    - Technical Communication Skills
    - Technology from the Internet
    - Time Management
    - Project Management
    - Economics of Doing Business
    - Board on Professional Development Career Development Series
  - In larger metropolitan areas, the pool of potential participants is sufficient to make more technically focused courses successful with local industry being a key support. Examples include:
    - ASME boiler and piping codes
    - Finite Element Analysis
    - Manufacturing and Materials Applications
3. Location: The actual site is important. It needs to be easily accessible, low cost, and have an appropriate learning environment (lighting, tables, chairs, etc.). Arrangements include a room, audio-visual equipment, food and beverage service (as required), and any trainer-specific needs. Some low cost ideas (as little as zero cost) include: high schools, community colleges, technical training centers, local libraries, churches, social clubs, local hotels/motels, and some company facilities. Watch costs!
  4. Marketing & Publicity: Sustained, creative marketing and publicity are needed to "get the word out", but care needs to be exercised to avoid excessive costs. Typical means include: Section newsletters (over 6 months), announcements at dinner meetings, personal contacts, and local media. Beware: broad direct mailings to "mailing lists" are expensive and responses will be light. Tightly focused mailings with flyers to local companies and targeted individuals have, however, proven successful.

Helpful Hints:

- Use other local engineering society newsletters
- Partner with other local engineering societies
- Partner with local companies
- Post announcements at local colleges and universities

5. Volunteers: An energetic course leader must be identified to run the program. This is not the instructor. Having several individuals helping to organize the event is preferred. A volunteer, besides the instructor, must be “on site” during the course to handle logistical details.

Helpful Hints:

Two active volunteers is sometimes enough to get started, one handling publicity and registration and the other handling content (instructor and materials) and facility arrangements.

6. Budget & Price: Local units almost universally make money by conducting short courses.

This is because realistic (and conservative) budgets have been established early in the process. The budget includes both fixed costs and variable costs (which truly change with the number of participants). Look for ways to supplement registration fees with other income (solicit donations, supplies, and equipment from individuals or companies). Local PD efforts should be designed to at least breakeven and preferably provide net income (Section responsibility). Samples of lower and higher cost PD courses follow:

Sample Budgets (1 day Course)

	Lower Cost	Higher Cost
Fixed Costs (per course)		
Instructor's Travel	\$100 (car)	\$500 (airfare)
Instructor's Lodging	70	125
Instructor's Meals	40	50
Instructor Honorarium	0	500
Royalty	100	0
Advertising/Publicity	240	400
Registration Materials	0	100
Room Rental	0	150
A/V Equipment Rental	0	75
	\$550	\$1,900
Variable Costs (per attendee)		
Handout Material	\$15	\$50
Postage	5	5
Lunch	10	12
Coffee Breaks (2)	5	12
CEU Registration	0	15
Section Income/Contingency	10	10
	\$45	\$104
Cost at 10 Individuals	\$100 each	\$294 each
Cost at 30 Individuals	\$63 each	\$167 each

7. Schedule: The key elements of a successful planning schedule is to start early, set schedule milestones, have people assigned to complete the various action items leading to completion of the milestones, and follow-up – Follow Up – **Follow Up**. A typical six month schedule is given below:

Week	Activity
1	Executive Committee decision to determine feasibility of conducting Professional Development Program
2	Professional Development Chair forms planning committee
4	First planning meeting and first assessment of local member and company needs
6	Second planning meeting to prioritize course topic selection, initial instructor selection, initial location choice, first planning budget
8	Third planning meeting to finalize course topic selection, instructor selection, location, second planning budget
10	Executive Committee Meeting presentation concerning final course topic, instructor, location, approval of planning budget
12	Plan publicity and development of registration materials
14	Distribution of publicity and registration materials
16	Confirm attendance by expected registrants
18	Continue publicity through Section Meeting announcements and personal sources
20	Final decision to conduct course based on registrants received and updated budget, contact with instructor and location
22	Preparation of course materials for registrants, last check for facilities and equipment, prepare to handle last minute details
24	Conduct the course and request course/instructor evaluation
25	Follow up on evaluation as required, register CEU's, handle any outstanding expenses
26	Final report to Section Executive Committee, course evaluations, final budget, recognition of all volunteers

## XIX. STATE BOARDS OF REGISTRATION

For current listing, go to [http://www.ncees.org/licensure/licensing\\_boards/](http://www.ncees.org/licensure/licensing_boards/)

### ALABAMA

State Board of Licensure for  
Professional Engineers and Surveyors  
The RSA Union  
100 North Union St., Ste. 382 •  
Montgomery 36104-3762  
Mail: P.O. Box 304451  
Montgomery 36130-4451  
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### ALASKA

State Board of Registration for  
Architects, Engineers and Land  
Surveyors  
333 Willoughby, 9th Floor,  
State Office Building  
Mail: P. O. Box 110806  
Juneau 99811-0806  
Telephone: (907) 465-1676 • Fax: (907)  
465-2974

### ARIZONA

State Board of Technical Registration  
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Phoenix, AZ 85007  
Ronald W. Dalrymple,  
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### CALIFORNIA

Board of Registration for Professional  
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### COLORADO

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### CONNECTICUT

**State Board of Examiners for  
Professional Engineers and Land  
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165 Capitol Avenue • Hartford 06106  
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### DELAWARE

**Delaware Association of Professional  
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56 W. Main Street, Suite 208, Plaza 273  
Christiana, DE 19702  
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### **State Board of Registration for Professional Land Surveyors**

Cannon Building, Ste. 203  
P.O. Box 1401 • Dover 19904  
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**DISTRICT OF COLUMBIA****Board of Registration for Professional Engineers**

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**FLORIDA****Board of Professional Engineers**

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32399-0756

Leon M. Biegalski, Executive Director

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Macon, GA 31217-3858

Darren Mickler, Executive Director

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**GUAM****Guam Board of Registration for Professional Engineers, Architects and Land Surveyors**

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**HAWAII****Board of Registration of Professional Engineers, Architects, Surveyors and Landscape Architects**

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**INDIANA****State Board of Registration for Professional Engineers**

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**KENTUCKY****State Board of Registration for Professional Engineers and Land Surveyors**

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**MARYLAND****State Board for Professional Engineers**

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**NEW MEXICO**

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 89 Washington Avenue  
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**NORTHERN MARIANA ISLANDS**

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 77 South High Street, Rm 1698•  
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**OKLAHOMA**

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**State Registration Board for Professional Engineers, Land Surveyors, and Geologists**  
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 Harrisburg, PA 171100  
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**PUERTO RICO**

**Board of Examiners of Engineers, Architects, and Surveyors**  
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**RHODE ISLAND****State Board of Registration for Professional Engineers**

1 Capitol Hill, 3rd Floor  
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**SOUTH CAROLINA****State Board of Registration for Professional Engineers and Land Surveyors**

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**SOUTH DAKOTA****State Commission of Engineering, Architectural and Land Surveying Examiners**

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**TENNESSEE****State Board of Architectural and Engineering Examiners**

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**(TENNESSEE)****State Board of Examiners for Land****Surveyors**

500 James Robertson Parkway, 2nd Floor • Nashville 37243-1146  
Donna Moulder, Director  
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**TEXAS****Board of Professional Engineers**

1917 IH 35 South, 78741  
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**State Board of Land Surveying**

7701 North Lamar, Ste. 400 • Austin 78752  
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**UTAH****Utah Professional Engineers and Professional Land Surveyors Board**

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**Board of Land Surveyors**

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**VIRGINIA****Board of Architects, Professional Engineers, Land Surveyors, Certified Interior Designers, and Landscape Architects**

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