



Handbook for Student Chapters
Of
The American Society for Engineering Management

Last Revision March 2017

Benefits

The Society offers student members the opportunity to work through student chapters to develop organizational skills that will benefit themselves, their chapter, school, and future employers.

Some outstanding benefits of membership in an ASEM student chapter are:

- ASEM student membership fee of \$30, significantly less than a full regular membership of \$135.
- Electronic access to the *Engineering Management Journal*, the top tier journal in the field.
- Contact and networking with professors and industry professionals in the field of engineering management.
- The opportunity to participate in the annual ASEM International conference. Students can attend technical sessions, present technical papers, access industrial tours, and network with other attendees. It also presents an opportunity to compete with other student chapters through the Student Case Study Competition.
- The opportunity to gain experience by leading and directing others both as a chapter officer or a committee chair, making use of the professional skills of engineering management.

Feasibility

There are two minimum requirements that must be met before considering organizing a new ASEM student chapter.

1. A reliable source of student members in the corresponding academic department.
2. Faculty members who are willing to serve as chapter faculty advisors.

Steps to Starting a New Chapter

Note: Each university has different criteria for starting a new student organization. consult with The campus office of student life or its equivalent should be contacted to obtain the rules, regulations, and criteria for starting a student organization.

1. Forming an Organizing Committee

The organizing committee should consist of a minimum of four students with the ability and commitment to start a new chapter. There must also be at least one faculty member, who is a member of ASEM, willing to serve as the initial advisor of the student chapter. The organizing committee should elect one student to serve as chair of the committee. The student members of the organizing committee should each take responsibility for at least one startup area including:

- Correspondence with the Society headquarters
- Membership
- Promotion
- Finance

2. Seeking Society and Institutional Support

The Society headquarters (asem-hq@asem.org) will assist in forming chapters in any way possible. The Society can supply ASEM labeled supplies and assist with preparing promotional information for the new chapter. Some initial startup funds may be available from the Society headquarters especially if there are matching funds from the new chapter's department or institution.

The organizing committee must address the longer term need for financial assistance prior to starting the new chapter. With the support of the faculty advisor, the viability of ongoing financial assistance from the department or institution should be explored as well as opportunities for the new chapter to raise its own funds to support its activities.

For an ASEM chartered student chapter, a portion of the individual ASEM student member dues are returned by the Society to the chapter.

3. Steps to Becoming a Recognized Student Organization

- a. The chair of the organizing committee and the faculty advisor(s) should meet with the university Department of Student Life or equivalent, hence forward referred to as the DSL. This meeting should determine what procedures and forms are required to become formally recognized. The forms are usually available in a new organization packet. Complete and return all the forms.
- b. The organizing committee should draft a constitution. The draft constitution should be sent to the DSL for review. An example of such a constitution is shown in Appendix I. Constitution formats for student organizations may vary among universities.
- c. The organizing committee should make any necessary changes to the constitution draft based on feedback from the DSL. When the constitution meets all the University requirements, a final copy of it, list of all potential members, initial officers, and the advisor(s) should be sent to the DSL. All forms should be on file with the university before the new ASEM student chapter proceeds to the next step of the recognition process.
- d. Following review by any required university administrative committees, the draft constitution may be accepted or rejected pending changes. If changes are required, the draft constitution should be changed and resubmitted.
- e. Upon final approval by the university, the now-reorganized ASEM student chapter should have benefits that often include:
 - i. Mailbox for correspondence
 - ii. Department of Student Life File
 - iii. Approval for a university computer account
 - iv. Approval to use the University's name
 - v. Ability to schedule facilities on campus
 - vi. Mentions in University publications
 - vii. If needed, a University funding account
 - viii. Support from the Department of Student Life

4. Steps to Becoming chartered as an ASEM Student Chapter

- a. The organizing committee and the faculty advisor(s) must ensure the following conditions are met before submitting an application for a charter:
 - i. The host academic department must offer an engineering management degree or an engineering or business degree with a distinct engineering management emphasis
 - ii. A chapter roster of at least 5 ASEM student members or applicants to become student members
 - iii. A completed chapter constitution. An example is shown in Appendix I.
- b. The application package for a charter must be submitted to the Executive Director of the Society through the Society headquarters. The package must include:
 - i. A letter from the chair of the organizing committee or chapter president, if election of officers has been held, requesting a charter
 - ii. A letter from the faculty advisor(s) indicating full support of the request
 - iii. The chapter roster
 - iv. The chapter constitution.

Granting of the Charter

The executive director will review the application package and if it meets all the requirements, recommend to the ASEM Board of Directors that a charter be granted. If it does not meet the requirements, the Executive Director will communicate the shortcomings to the chapter president for corrections. Once corrected, the application will be submitted to the ASEM Board of Directors for approval.

The Executive Director will send a letter to the chapter indicating that the charter has been granted. The Executive Director, Regional Director, or other Society officer will visit the chapter to present the charter as schedules permit.

It should be noted that until the charter is approved, the proposed chapter is not official. It cannot use the name *American Society for Engineering Management*, the acronym *ASEM*, or the *ASEM logo* on any promotional items such as shirts, mugs, pens, etc. Once the charter is approved, any promotional or membership items such as shirts, mugs, pens, etc. can only display approved formats, fonts, and colors for the name and logo of the Society. Any exception to this must be approved by Society headquarters. Headquarters already has a number of labeled items that are available for purchase and can assist a local chapter in identifying approved vendors for specialized ASEM labeled items.

Appendix I

Example Student Chapter Constitution

American Society for Engineering Management
Missouri University of Science and Technology
Constitution

Article I. Name and Affiliation

The organization shall be called The Missouri University of Science & Technology Chapter of American Society for Engineering Management, hereafter referred to as ASEM, affiliated with the National Chapter of American Society for Engineering Management.

Article II. Purpose

The purpose of this organization shall be to foster the interests of students in Engineering Management while promoting the profession of Engineering Management through the organized effort of this group in study, research, discussion within the field and the dissemination of knowledge thereby gained. The Chapter shall promote membership in the ASEM by acquainting the members with the ideas, purposes and objectives of National ASEM.

Article III. Non-Discrimination

ASEM shall not discriminate on any basis, which includes but is not limited to age, creed, national origin, race, color, disability, sex, gender identity, affection orientation, current or past military status, dietary restrictions, or graduation date.

Article IV. Membership

The membership of ASEM shall consist of the following:

Section A. Associate Membership

Associate membership of ASEM shall be open to those individuals who are not registered students of the university yet have close affiliation to the chapter/interest of the chapter. Members of the faculty, staff and administration are encouraged to be associate members. Associate membership shall also include students who are enrolled in the university yet have not paid chapter dues. Associate members are not allowed to vote.

Section B. Voting Membership

Voting membership of ASEM shall be open to all students enrolled in the Engineering Management curriculum, including undergraduate, graduate or graduate certificate. This does not include a member who is engaged in full-time employment who is incidentally pursuing studies on the side. Other registered university students with an interest in Engineering Management will be admitted on the approval of the chapter. Voting membership is contingent upon payment of dues as established within the Bylaws of ASEM.

Section C. Removal of Membership

Any member of the Chapter may bring to the attention of the Membership Chair that a fellow member is not performing their duties appropriately and does not meet their respective qualifications. The Membership Chair shall administer a warning to this said member in writing

(email or letter). After a documented warning is properly administered it is the responsibility of the officers to come to a unanimous decision on whether or not this said member should be removed.

Article V. Officers

Section A.

The officer positions shall be that of President, Vice-President, Treasurer, Secretary Public Relations Officer, Membership Chair and Environmental Chair.

Section B. Duties

1. The President shall enforce the laws of the Constitution and the Bylaws of the Chapter and ensures that all officers are performing their duties satisfactorily; preside at all meetings of both the chapter and officer along with any other activities of the chapter; maintain good order and decorum; secure in discussion the observance of parliamentary rules; submit questions to vote at the proper stage; regularly meet or stay in contact with chapter advisor, faculty, and alumni; supervise all workings and business of the chapter; be responsible for all property of the American Society of Engineering Management chapter; check the mail for ASEM in the Engineering Management department and the mailbox in the Student Life office in the Havener Center; create additional committees as needed; authorize the expenditure of all funds within the chapter; assume any additional responsibilities as mandated by the Constitution or Bylaws or as dictated by the majority of the officers.
2. The Vice President shall perform any of the duties of the President in his/her absence or inability to act and generally assist the President in the discharge of his duties; count the votes on questions submitted to the chapter; report violations of the laws of the chapter to the President; contact guest speakers to present on campus; contact local plants to arrange plant tours; assume any additional responsibilities as mandated by the Constitution or Bylaws or as dictated by the majority of the officers.
3. The Treasurer shall ensure that all expenditures of ASEM are in accordance with university policy; see that all transactions are documented; maintain on-campus and off-campus checking accounts; use his or her signature for ASEM financial transactions provide receipts for all transactions; perform, submit to the advisor, and make accessible to voting members a semi-annual audit at the end of each semester; collect chapter dues as proscribed by the bylaws; purchase and coordinate refreshments after general meetings; purchase gifts for speakers and prizes for the organization; oversee all of ASEM's fund-raising efforts; have custody of the funds of the chapter; assume any additional responsibilities as mandated by the Constitution or Bylaws or as dictated by the majority of the officers.
4. The Secretary shall record the minutes of all meetings of ASEM and distribute these minutes to the appropriate people and keep a permanent record of the minutes in the ASEM files; write thank you letters to all speakers and corporations; provide any additional correspondence as necessary; keep all officer duties on record; assist the President in coordinating the next semester's schedule; assume any additional responsibilities as mandated by the Constitution or Bylaws or as dictated by the majority of the officers.
5. The Public Relations officer shall post fliers and sending emails for events and chapter meetings; publicize all ASEM events; and assume any additional responsibilities as mandated by the Constitution or Bylaws or as dictated by the majority of the officers.
6. The Membership Chair shall be responsible for all PRO Days, Open Houses, and visits that incoming Rolla students and transfer students may attend; organize the Fall/Spring AICHE

outing; and assume any additional responsibilities as mandated by the Constitution or Bylaws or as dictated by the majority of the officers.

7. Environmental Chair shall be responsible for taking care of recycling disposal and attending environmental events. Any other environmental efforts may be organized by the environmental chair if approved by the officers.

Section C. Elections

1. Elections for Officers of the Chapter will occur at the end of each academic year.
2. Any person present at the election may nominate his or her self. Persons nominated for an Officer position need not currently be a member of the Chapter. Persons nominated for an Officer position must intend on becoming a member of the Chapter at the beginning of the next academic year.
3. Quorum is required for voting of elections. The election will be conducted using a run-off voting system. After an initial vote, voting members will vote again between the top two candidates. The candidate with the most votes will win the election.

Section D. Impeachment

1. Any member of the Chapter may submit a request to impeach an Officer on the grounds that, that said member is not performing their duties appropriately and does not meet their respective qualifications.
2. The request for impeachment will be submitted to the Officers, not including the member in question, to be discussed and executed with no less than a $\frac{3}{4}$ agreement of the Officers.

Article VI. Committees Section

A. Committee Structure

1. There shall be two main ASEM Committees, each comprised of approximately one-half of ASEM members.
2. These committees shall be:
 - (a) Outreach Committee
 - (b) Fundraising Committee
3. Committees will be formed shortly after the first ASEM meeting of the year by a meeting of the two-committee coordinators.

Article VII. Meetings

Section A.

1. Regular ASEM meetings shall be held monthly as proscribed by the semester calendar of meetings.
2. For all orders of business requiring a vote, a quorum of members must be present. A quorum shall be $\frac{1}{2}$ of all voting members.
3. Officer meetings shall be held weekly throughout the semester as prescribed by the bylaws.
4. Special meetings and meeting time changes must be presented to a quorum of voting members and obtain a $\frac{2}{3}$ vote to be approved.

Article VIII. Advisor

The purpose of the advisor is to assist the Chapter in organization and execution of events, provide advice, and supervise meetings.

Article IX. Dues

To become a member of the Chapter, a person must pay dues to ASEM. A portion of the dues paid are returned to the Chapter.

Article X. Approval

This constitution and by-laws shall be effective and shall supersede all previous constitutions and bylaws immediately upon approval by a two-thirds majority vote of the voting members present. The constitution must be approved by the Student Affairs Committee and the Faculty Senate or their designated representatives.

Article XI. Amendments

Section A. Approval

Adoption of an amendment shall be effective upon approval by two-thirds vote of those ASEM members present, subject to approval by the Student Affairs Committee and the Faculty Senate or their designated representatives.

Section B. Amendment posting

Amendments shall be posted on the ASEM listserv for viewing by the body along with the agenda at least two days before the meeting. If Amendments are not posted for public viewing before the meeting, they may be proposed to the body, but can only be ratified at the following meeting.

Article XII. Parliamentary Authority

The rules contained in the current edition of Roberts Rule of Order, Newly Revised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with this constitution or any special rule of order that was adopted.

Article XIII. Rules and Regulations

This organization will follow all federal, state, and local laws and rules of the University.

ASEM Undergraduate Membership/Renewal Form



New? _____ Renewal? _____ ASEM Member # _____

Name: _____ Birthdate: _____

School Attending: _____

Permanent/Parents Address:

School Address:

City: _____ State _____ City: _____ State _____

Zip: _____ Zip: _____

P/Phone: _____ S/Phone: _____

P/Email: _____ S/Email: _____

___ Freshman Student ID# _____

___ Sophomore Advisors Name _____

___ Junior Expected Grad. Date: _____

___ Senior Major _____

Dues for the Undergraduate Membership in ASEM are \$30.00 per year

(includes access to the Engineering Management Journal online)

There will be a \$5.00 rebate given to your active ASEM Chapter after annual report is received by the ASEM World Headquarters.

You can now join by going to our website at www.asem.org.