



Handbook for Local Chapters
Of
The American Society for Engineering Management

Last revision 2012

The Local Section Handbook

The Benefits of a Local Section

The American Society for Engineering Management (ASEM) provides its members an opportunity to work together to develop their profession and to discharge their professional responsibilities to themselves, their employers, and the general public.

Local sections provide the means to foster this goal and increase the services to individual members by expanding their opportunities to perfect old techniques, develop new techniques, and apply existing techniques to new fields.

Sections are formed by individuals who see the need for greater professional activity and by groups of active members of a large section who want the geographical or organizational advantages of a separate section. By working together as a section, engineers and engineering managers can gain increased recognition and acceptance of the principles of engineering management; take concerted action to protect the name, reputation, and standards of the engineering management profession; and give valuable assistance to engineering management students and young engineers.

A local section offers the opportunity to interface with others of common interests and to establish professional contacts with men and women in other companies and of different status. Individual members can expand their professional stature, position, and social skills by meeting and working with top engineering managers, authors, educators, researchers, consultants, specialists, and private industrial and commercial practitioners.

Specific benefits include:

- Professional Contacts - The opportunity to meet frequently with other engineers in management positions and university faculty members to discuss, compare, and work out best management practice solutions to common technical problems.
- Technical Sessions - The opportunity to plan and to present programs consisting of papers, debates, panel discussions, and forums, and through them keep in touch with new developments in the engineering management field.
- Visitations - The opportunity to arrange and attend plant tours to view engineering management techniques in the workplace.
- Committee Work - The opportunity to follow specific technical management problems of company or personal interest with the assistance of fellow members.
- Technical Expression - The opportunity to prepare and present technical papers, to express one's self in open forum, and to cooperate on interesting research projects
- Professional Leadership - The opportunity to gain experience in encouraging and guiding the work of others through chairing committees, leading round tables, or serving as a local section or Society officer.
- Social Contacts - The opportunity to expand acquaintances and to meet socially with industrial and community leaders with the strong common bond of mutual professional interest.

- Professional and Vocational Guidance - The opportunity to receive guidance from the more experienced members or to extend it to junior members. Where student chapters are close by, opportunities exist for the guidance and mentoring of student members.
- Community Services - The opportunity to enhance the status of the profession and aid your community through participation in community service projects

Starting a Local Section

Feasibility

There are four minimum requirements for the chartering of a local section. They are discussed in detail later in this handbook, but consideration should first be given to factor such as:

1. It is important to have many interested members, and it is necessary to have some assurance that new members can continually be added. It is important that the local professional community have enough engineering- focused companies and/or related academic departments at nearby universities to support a local section.
2. It is important that several members have leadership ability. It takes considerable interest and motivation to keep the section going. It is important that there are sufficient numbers of interested members willing to take leadership positions to maintain the local section.
3. It is important that all section members not work at a single company or university department. Diversity of organizations represented in the section will provide the variety needed to make a section grow.
4. It is important that senior engineering managers or academic department chairs actively participate in the sections functions to show support for the activities of the local section members.

Process

- a. Forming a Section Organizing Committee
This committee is usually an informal group of three or more engineering managers and engineering management academics who meet regularly to plan and work toward organizing the section. A core group of five people is a reasonable threshold to launch a local section. One member of this group should be designated as the chair of the organizing committee and make all contacts with Society Headquarters and the appropriate Regional Director. If the group is large enough, individuals can be assigned to the responsibility of publicity, membership, etc. Members of this group do not need to be members of ASEM if they are qualified and willing to become members.
- b. Establishing local section boundaries
The organizing committee should consider the geographic extent of the proposed local section. By the very name, local, it should be limited in radius to a reasonable driving distance for local section members to attend live section events. It also should not infringe on any other local section's territory. The appropriate Regional Director will assist the organizing committee in establishing the boundaries to avoid this interference.
- c. Gaining support from the Society
Financial assistance is available to the organizing group at the time the Charter is presented as well as reasonable quantities of free membership kits and operating supplies. A designate officer of the organizing group should request the funds from the Executive Director. If the

Executive Director is reasonably confident that this section is feasible and will be formed, he/she will indicate concurrence and forward the request to the Executive Committee with a summary as to how the funds will be used. If approved by that group, payment will be made. The viability of such requests is enhanced if matching funds are available from a company or university department. The Regional Director where the proposed section is located will be glad to provide counsel and guidance. If his/her budget will permit, he/she will personally meet with the organizing group.

The Society Headquarters will provide the names and addresses of ASEM members in the area, as well as the names and addresses of adjacent section officers who will be willing to help. Upon request he or she will also furnish membership kits, application forms, appropriate Institute manuals, and assistance in arranging for a visit by a Society Officer.

d. Seeking potential members

Most qualified engineers, technical managers, and university faculty members are interested in a section where they can meet and work with others in the professional community. Before holding an organization meeting, the membership base of the section should be broadened.

The following suggestions may be helpful:

- a. Contact the ASEM Regional Director and current members in the region in which the proposed section will exist. The Society headquarters will provide this information.
- b. Find the leaders of the engineering management profession and related university departments in the section area.
- c. Cultivate interest from the managers of engineering departments and professors from major educational institutions

e. Conducting the organizational meeting

The meeting should be both explanatory and stimulating. In preparing for the meeting, consider the following:

1. Ask the Regional Director or some National Officer to attend if possible. Officers of nearby sections will usually be glad to help. Someone must be prepared to discuss ASEM and the benefits of the sections.
2. Order membership kits from Society headquarters well in advance of the meeting. Brochures and extra application forms should also be available at the meeting. Current copies of ASEM publications will also be helpful.
3. Have a prepared agenda and make sure the meeting is conducted in an efficient, orderly manner.
4. Select the time, date, and place with care. The meeting place is important. Having the meeting in a professional location such as a conference room in one of the organization's sites represented by a member of the Organizing Committee or at a public venue such as a library or local school is recommended.
5. Ensure visibility is adequate to generate interest and attendance. The following should be considered:

e-mail list - By this time, a fairly well developed email list should have been developed.

Add to it by the following means:

- (1) Secure names of engineers from your local professional engineer chapter or from other management or engineering groups.
- (2) Obtain the names of faculty members in related university departments
- (b) Request lists of engineering alumni from colleges and universities in the state.
- (3) Contact large companies in the area and request the names of their Directors of Engineering and Manufacturing.

Newspaper Publicity - The formation of new technical groups in a community is publication-worthy news. Utilize local newspapers and trade publications.

Meeting Announcements - Meeting announcements mailed or e-mailed to the local member of ASEM and selected engineer managers and university faculty are excellent means of publicizing the meeting. These should explain the objective of the meeting and should give its time, date, and place. Announcements should contain a telephone number and email address where additional information can be obtained.

6. Organizing the meeting

The chair of the organizing committee should chair the meeting. The following items should be on the agenda:

1. Explanation of the Society, the advantages of membership in it, and in having a local section as part of the Society.
2. Discussion and vote on forming a local section
3. If there is support for forming a local section, developing a slate of potential officers and voting on them. The officer positions include President, Vice President, Secretary, and Treasurer. These last two offices may be combined into a single Secretary/ Treasurer. Additional officers and standing committee chairs may be developed and added at the discretion of the local section. Once selected, the new President should assume the leadership of the local section.
4. Action plans for developing section by-laws, section boundaries, standard section meeting dates and locations, meeting programs, publicity, ongoing financial support through section dues or other means, and filing an official section application for a charter from the Society. Section dues are at the discretion of the local section.

Requirements for a Charter

There are four basic requirements that must be met before a charter can be issued to a new section.

1. A roster of at least ten ASEM members or applicants qualified and willing to become members.
2. A list of current officers with their contact information.
3. Section By-Laws which are acceptable to the Society's Executive Committee. The by-laws template is shown in Appendix I.
4. Proposed section boundaries subject to approval of the appropriate Regional Director and the Executive Director.

Each application for a section charter should be in the form of a letter to the Executive Director, signed by the chair of the organizing committee or the duly elected President, and should be submitted at least six weeks prior to target charter date. The letter should include attachments addressing the four requirements listed above and a \$50 charter fee. The Executive Director will present the application to the Board of Directors for approval.

Once the prospective section has met all the chartering requirements and been approved by the Board of Directors, Society headquarters will have the charter prepared and sent to the individual designated to present it to the Section. The Society regional Director or any Society officer may be utilized to present the charter as their schedules permit. The Local Section charter is normally dated with the date on which the section is accepted by action of the ASEM Board of Directors or its executive committee. All members of a section on the charter date are considered charter members. The section may choose to extend the date for acceptance of charter members at its discretion.

Responsibilities to the Society

Once chartered, a local section has the following responsibilities to the Society:

1. Submit an annual report to society headquarters. An example annual report is shown in Appendix II.
2. Notify the Society headquarters of new officers when elected.
3. Provide a list of active members with contact information to Society headquarter on an annual basis.
4. Remit a \$50 annual fee to Society Headquarters to maintain the charter.
5. Seek approval to redefine the geographic boundaries of the local section.

Appendix I: By-laws Template

_____ Section

ARTICLE I: NAME AND LOCATION

1. The name of this organization is the _____ Section (herein after termed "the Section") of the American Society for Engineering Management (herein after called "the Society").
2. The geographical area served by the Section is

_____.

ARTICLE II: OBJECTIVES

The objectives of the Section are to provide an opportunity for its members to advance the practice, principles and theory of engineering management, to promote the development of the profession, to support the objectives of the society, and to serve the public interest.

ARTICLE III: MEMBERSHIP

1. Regular members of the Section must be Members or Associate Members of the Society in good standing.
2. The membership may by majority vote elect other persons to honorary membership in the Section.
3. A member may be dropped from the Section for non-payment of dues or for conduct which in any way tends to injure the Section. No member may be dropped without an opportunity to be heard by the officers of the Section.
4. The membership year shall be the calendar year.

ARTICLE IV: OFFICERS AND DIRECTORS

1. The Section shall choose a President, Vice President, and Secretary- Treasurer at a minimum. Chairs of various committees organized by the local section can be selected from its regular members.
2. The duties of the officers shall be such as usually pertain to them as described in Robert Rules of Order.
3. The outgoing President shall be responsible for submitting an annual report of Section activities to the Executive Director of the Society by January 30 of the ensuing year.
4. The Secretary-Treasurer shall be responsible for collecting and disbursing funds for the organization.
5. The officers, together with the most recent living past president, shall form the Executive Committee.
6. A Nominating Committee appointed by the President and subject to approval of the Executive Committee shall propose a slate of officers at the next to last regular meeting of the year, and nominations from the floor shall also be accepted. Regular members attending the last regular meeting of the year will elect new officers, who shall take office for the ensuing year at the close of the meeting

ARTICLE V: DUES

Dues shall be determined by vote of the membership and will be payable at or before the first regular meeting of the year.

ARTICLE VI: MEETINGS

1. The Section shall meet as determined by the Executive Committee.
2. The Section shall require a minimum of members present to do business, as long as there is at least one week's notice prior to the meeting date, but business can only be conducted at a regular meetings
3. The Section shall follow Roberts Rules of Order for meetings.

ARTICLE VII: AMENDMENTS

1. These Bylaws shall be adopted by the Section by a majority vote of the founding members.
2. These Bylaws may be amended by a simple majority vote at any regular meeting provided that the proposed amendment was presented to the membership at the previous regular meeting.
3. Changes in these Bylaws may not conflict with provisions of the Articles of Incorporation, the Constitution, or the Bylaws of the Society, and copies of changes shall be forwarded to Society headquarters for information.

Appendix II Example Annual Report

AMERICAN SOCIETY FOR ENGINEERING MANAGEMENT ST. LOUIS SECTION 1985 ANNUAL REPORT

JANUARY 27, 1986

Submitted To: Daniel Babcock Executive Director

Submitted By: Carl O. Hilgarth, President, ASEM, St. Louis Section

Prepared By: Kenneth M. Kettler, Secretary/Treasurer, St. Louis Section

1985 ANNUAL REPORT - ST. LOUIS SECTION of ASEM BACKGROUND:

The St. Louis Section of ASEM has been in existence since 1981. The section is in its fifth year and currently consists of 98 engineering professionals in the Missouri-Illinois areas.

1985 SECTION HIGHLIGHTS: The St. Louis Section held five general membership meetings during 1985 as follows:

Date: Tuesday, January 22, 1985

Program: Personal Computers in the Engineering Office - A panel discussion was presented on the use of PC's. Panel members were Marilyn Strothman (McDonnell Douglas), Ray Cook (Consultant), Ross Johnson (Emerson Electric), and Ed Weber (Monsanto). A question and answer format was used, topics discussed were: the current status of PC's in each represented company; hardware and software and control of same; information systems versus user conflict; the future of PC's in 2-3 years.

Attendance: 20 (8 members and 12 guests)

Date: Thursday, March 14, 1985

Program: Engineering Management Education - Professor B. R. Sarchet of UMR presented information on current methods used to disseminate information including videotaping techniques. He also outlined short intensive courses presented to companies like Deere, Honeywell and Bendix. The Rolla Student Chapter also presented a slide show available to ASEM members.

Attendance: 14 (11 members and 3 guests)

Date: Tuesday, May 14, 1985

Program: McDonnell Douglas Automation Center - An overview of this technologically advanced facility was presented by James Lambert, Manager of Facilities Engineering for McDonnell Douglas. He outlined the challenges presented and innovations applied in the design, construction and initial use of the center.

Attendance: 14 (7 members and 7 guests)

Date: Tuesday, September 24, 1985

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Program: Charlotte Miller, industrial psychologist, presented a program about managing interpersonal conflict within organizations.

Attendance: 15 (11 members and 4 guests)

Date: Wednesday, December 4, 1985

Program: "Local Area Networking" of computers was presented by Robert Tatum of Digital Equipment Company. Various types of networking approaches were explained with Mr. Tatum's forecast of what the computer industry would see in future improvements.

Attendance: 10 (7 members and 3 guests)

ORGANIZATION:

Officers were elected at the meeting held March 14, 1985 as follows:

President: Carl O. Hilgarth
11892 Branridge Rd.
Florissant, MO 63033

Vice President: William J. McCord
2067 Retford Dr.
Florissant, MO 63033

Secretary/Treasurer: Kenneth M. Kettler
15561 Highcroft Dr

Program/Membership chair: Larry D. Martin
P.O. Box 13297
St. Louis, MO 631

ACTIVE MEMBERSHIP:

Membership participation in local section meetings continued to be an area of concern in 1985. A total of twenty-two members attended at least one meeting during the year. They are:

1. Daniel Babcock - UMR 12. Richard Kutta
2. Eugene Benner 13. Larry Martin
3. Donald Bowers 14. Craig Maurice - UMR
4. John Burkit 15. William McCord
5. Gordon Francis 16. Robert Moore
6. Paul Givens - UMR 17. Roy Penney
7. Eugene Hanss 18. John Pharis
8. Carl Hilgarth 19. Bernard Sarchet - UMR
9. William Jolley 20. Robert Schellar
10. Kenneth Kettler 21. George Shannon
11. Jay Klahs - UMR 22. Jerry Withers

PLANS FOR 1986:

The first meeting of 1986 was held January 15 with a program on project planning and scheduling presented by William Bott of Fruin-Colnon. The remainder of the year's programs is to be determined.