

COMMITTEE ON STUDENT DEVELOPMENT

OPERATION GUIDE

PREFACE

Purpose

The Committee on Student Development (CSD) has been established under the direction of the Center for Professional Development, Practice, and Ethics (CPDPE). The missions of CSD are as follows:

- To promote and enhance the education and professional development of engineering and engineering technology students through advancement of student section programs, activities, and competitions.
- To develop and recommend innovative programs for serving and retaining student members as active and productive members of the Society and the profession.

Authority

The CSD is delegated the authority by CPDPE to oversee the operation and coordination of student competitions, conferences, programs, and activities to enhance the development of student members.

Responsibilities

1. To view, evaluate, and recommend enhancements to the CPDPE programs concerned with student competitions, student conferences, student sections, student activities, and student development programs.
2. To work closely with Student Sections Committee (SSC) and Student Section Advisor Committee (SSAC) to obtain input from students and student section advisors on programs that impact those groups.
3. To advise the CPDPE on proposed changes affecting student sections, program appropriations, petition procedures, and approval of applications for student members and new student sections.
4. To maintain communications with the Old Guard, the Auxiliary, the General Awards Committee, and the Ingersoll-Rand Awards Committee on issues relating to proposed enhancements and procedures regarding scholarships and student contests.
5. To advise the CPDPE on proposed changes in administering the Student Conferences (SC), the Student Leadership and Training Seminar (SLTS), the Graduate Student Technical Conference (GSTC), and the Student Section Advisor Training Program (SSAP).
6. To provide input to the Society on matters concerning student section membership requirements, benefits, recruiting, and membership renewals.
7. To work closely in assisting the Committee on Early Career Development (CECD) with enhancements in the areas of student member retention and upgrading and in formulating programs for early career engineers.
8. To provide support for developing student contests.

9. To maintain the ASME Student Center website.
10. To support the publication of the *Mechanical Advantage*.

I. SECTOR BOARD OF DIRECTORS

a. Membership, term length, duties

1. The Chair of the CSD is a voting member of the CPDPE BOD. In the event that the Chair is not able to attend a CPDPE meeting, the Chair will appoint a replacement from the membership of the CSD.
2. Voting membership of the CSD shall consist of the following with renewable terms ending at the Summer Annual Meeting:
 - a. Chair, appointed by the Chair of the CPDPE (three year term)
 - b. Chair of Human Powered Vehicle Challenge Project Committee, selected by the project committee (three year term)
 - c. Chair of the Student Design Project Committee, selected by the project committee (three year term)
 - d. Chair of the Student Competitions Standards and Advancement Project Committee, selected by the project committee (one year term with two renewals possible)
 - e. Members-at-Large, six representatives appointed by the Chair and approved by the committee (one year term with two renewals possible)

b. Ex-officio members

None

c. Membership criteria

- Project Committee Chairs are ASME members in good standing elected by their respective projects committees according to their operating guides with the approval of the CSD.
- Members-at-Large are ASME members in good standing.

d. Membership, Voting and non-voting

- The Chair of the CSD votes only in the event of a tie.
- All members of the CSD are voting members.
- Staff members are non-voting members of the CSD or any its project committees.

e. Absences and filling vacancies

If a CSD member is unable to complete a term of office, the Chair is responsible for appointing a replacement from a list of potential candidates suggested by CSD members.

II. LEADERSHIP

a. Chair

i. Roles, Duties

- The Chair of the CSD shall be the facilitator of all meetings.
- The Chair of the CSD will be a voting member on the Center for Professional Development, Practice, and Ethics BOD.

- The Chair of the CSD will support and represent the purpose, responsibilities, and functions to ASME.

ii. Selection process

- The Chair will be elected by the CSD, approved by the CPDPE, and approved by the Centers Board.

iii. Absences and filling vacancies

- If the Chair is unable to fulfill duties, a new Chair will be elected.
- If the Chair is absent, the Chair will assign a committee member to fill the position temporarily.

III. BOARDS, EXECUTIVE COMMITTEES AND STANDING COMMITTEES

None

IV. AD HOC COMMITTEES, TASK FORCES AND PROJECT TEAMS

a. Identification, authority to create, responsibilities

b. Purpose & Function

V. SECTOR NOMINATING COMMITTEE VOTING MEMBERS AND ALTERNATES

None

VI. MEETINGS

a. Frequency

1. The members of the CSD will meet at the 1st and 2nd meetings of the Society each year (SAM and IMECE).
2. Additional e-mail and teleconference meetings will be scheduled at the discretion of the Chair.

b. Notice

At least 24 hours notice is required before calling a meeting. Notice includes sending an e-mail to committee members.

c. Records

Meeting minutes will be developed and maintained by staff.

d. Quorum, voting requirements

1. A quorum of the CSD Committee shall consist of the Chair and one-half of the voting members of the CSD.
2. Any issue brought before the CSD that relates to the items covered in this guide are to be considered as action items. Action items considered at the CSD meetings may be approved by a simple majority of the members in attendance at the time of a vote.
3. Minutes of the meetings shall be approved at the next CSD meeting.
4. Action Items may be decided in-between meetings for the CSD by other means. The ballot shall be a clear statement of the issue, the reason why the ballot is necessary, and brief statements giving the reason to vote for and against the issue. A simple majority of the CSD is required to pass

the ballot. Electronically transmitted distribution and responses shall be acceptable. In urgent cases, the Chair of the CSD or her/his designee may poll the board members for their response by telephone.

e. In the event a member of the CSD is unable to attend a CSD meeting, the Chair of the CSD may appoint a substitute.

e. Rules

The meetings shall adhere to Robert's Rules of Order.

f. Executive Sessions

None

g. Finances (budget, travel expenses)

- Travel expenses will adhere to current ASME travel policies and will only be available if appropriate budget allocations are made.
- Budgets for programs, activities, and competitions will be made available.

V. OPERATIONS

1. HUMAN POWERED VEHICLE CHALLENGE (HPVC) PROJECT COMMITTEE
 - a. The HPVC Project Committee is responsible for conducting the annual HPVCs in accordance with the HPVC Project Committee Operating Guide.
2. STUDENT DESIGN CONTEST PROJECT COMMITTEE
 - a. The Student Design Contest Project Committee is responsible for conducting the annual Student Design Contest in accordance with the Student Design Contest Project Committee Operating Guide.
3. COMPETITIONS STANDARDS AND REVIEW (CSR) PROJECT COMMITTEE
 - a. The CSR Project Committee is responsible for developing and reviewing new contests as well as advancing established contests in accordance with the CSR Project Committee Operating Guide.

VI. FINANCIAL

a. Budgeting Procedures

The CSD shall follow standard budgeting procedures.

b. Fiscal Responsibilities

The CSD will maintain a balanced budget.

c. Reporting Procedures

The CSD will report expenditures to ASME for approval.

VII. BALANCED SCORECARD PERFORMANCE

The CSD will take an active role in communicating across the matrix and working with the strategic planning initiative in developing programs and activities.

VIII. DEDICATED SERVICE AWARDS

None

IX. REVISIONS TO OPERATION GUIDE

A. This Operation Guide shall become effective following initial adoption by the CSD with approval by a majority of CSD voting members and acceptance by the Center for Professional Development, Practice & Ethics (CPDPE).

B. This Operation Guide may be amended when appropriate. Amendments shall require the approval of a majority of the CSD voting members.

X. MAINTENANCE SCHEDULE AND PROCEDURES

None

XI. APPENDICES

ORGANIZATION CHART

VISION AND/OR MISSION STATEMENT(S)

SECTOR BUDGET PROCEDURES

SECTOR SPECIAL ASSIGNMENTS OF DUTIES

SECTOR REPRESENTATIVES TO OTHER ORGANIZATIONS

SOCIETY POLICIES ASSIGNED TO SECTOR

SECTOR AWARDS

SECTOR SENIOR VICE PRESIDENT NOMINATION PACKAGE

CALENDAR OF SECTOR EVENTS

CONSTITUTION & BY-LAWS RELATING TO THE SECTOR

ELECTRONIC VOTING