

**ASME Center for Education Operation Guide  
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# ASME Center for Education Operation Guide

## PREFACE

**Purpose:** This Operation Guide defines the voting members, leadership election, duties, meeting procedures and record keeping for the Center for Education.

**Authority:** The Center for Education is governed by a Board of Directors who serve under the direction of the Centers Sector Board of Directors.

**Responsibilities:** The Center for Education has supervision of those activities related to formal undergraduate- and graduate-level engineering education.

### I. Board of Directors

- a. The Members of the Center for Education Board of Directors (with terms of office) are:
- Vice President, Education (3-years)
  - Chair & Vice Chair, Committee on Engineering Accreditation (CEA) (2-years each)
  - Chair & Vice Chair, Committee on Technology Accreditation (2-years each)
  - Chair & Vice Chair, Mechanical Engineering Department Heads Committee (MEDH) (2-years each)
  - Chair & Vice Chair, Mechanical Engineering Technology Department Heads Committee (METDH) (2-years each)
  - Six (6) At-Large Members, including
    - Chair, Graduate Education & Research Committee (3-years)
    - Chair, Student Section Advisor Development Committee (3-years)
    - Chair, International Mechanical Engineering Education Conference (1-year)
  - Director, Education and Professional Development (ASME Staff)

The Board is responsible for:

- Developing and overseeing strategic planning for the Center
- Approving the addition, revision, or termination of Center activities
- Participating in the ASME Balanced Scorecard and Program Prioritization Processes
- Setting policy for activities and programs within the Center
- Approving the membership, scope and responsibilities of the Committees of the Center
- Selecting candidates for Member-at-Large for Centers Sector Board approval
- Recommending candidate qualifications to the Nominating Committee for Vice President, Education
- Encouraging the nomination of candidates for incoming Vice President, Education

- Selecting the voting members and alternates to the Nominating Committee from the Center for Education
  - Working with other Centers and Sectors on Integrated Project Teams
  - Working with external organizations on project teams
  - Establishing positions and public communication within its area of delegated responsibility
- b. The Vice President and the majority of Members-At-Large must be Members of ASME.
- c. The Voting Members of the Board are:
- Vice President, Education
  - Chair & Vice Chair, Committee on Engineering Accreditation (CEA)
  - Chair & Vice Chair, Committee on Technology Accreditation (CTA)
  - Chair & Vice Chair, Mechanical Engineering Department Heads Committee (MEDH)
  - Chair & Vice Chair, Mechanical Engineering Technology Department Heads Committee (METDH)
  - Six (6) At-Large Members, including
    - Chair, Graduate Education & Research Committee
    - Chair, Student Section Advisor Development Committee
    - Chair, International Mechanical Engineering Education Conference
  - Director, Education and Professional Development

## II. Leadership

### a. Vice President, Education

#### i. Roles and Duties

Serves as Chair of the Board. He/she calls meetings of the Board including special meetings and Executive Sessions.

Represents the Center as a voting member of the Centers Sector, Board of Directors. Represents the interests of the Center for Education before other groups as required.

Interacts with government, business, and academic leaders as required to further the goals of ASME.

Speaks for ASME on Center for Education matters within the guidelines of Society Policy P-15.1.

Leads the Center for Education in conducting programs to accomplish the objectives specified in ASME's Vision Statement, Mission Statement, and Balanced Scorecard. He/she has the executive decision-making authority to foster the goals of ASME within the framework of ASME's Constitution, By-Laws and Policies, and the constraints of the Center's budget authority.

Works with the Chairs of the Centers' standing and ad hoc committees to achieve their missions and to assure plans and metrics make the best use of ASME resources.

Has oversight responsibility for activities the ASME Representatives to the ABET Board of Directors and for the production of the International Mechanical Engineering Education Conference. The Conference Chair is selected by the Vice President.

Works with the Director, Education & Professional Development to execute successful programs and is the volunteer leader who is responsible for budget requests and executive-level budget oversight.

#### ii. Selection Process

The Vice President for Education is selected by the ASME Nominating Committee according to its rules and nomination processes:

[http://www.asme.org/Governance/Nominating/Nominating\\_Committee.cfm](http://www.asme.org/Governance/Nominating/Nominating_Committee.cfm)

It is the responsibility of the Board to assure the nomination of at least two (2) qualified candidates.

#### iii. Absences and Filling Vacancies

If the Vice President is unable to attend a Board meeting, he/she may designate another member of the Board as Interim Chair. Should the Vice President fail to designate an interim Chair, the Senior Vice President, Centers will make the appointment.

Should the Vice President be unable to complete his/her term of office, the Board of Directors of the Center shall recommend his/her successor to the Centers Sector Board of Directors to fill the unexpired term. In the interim, the most senior Member-At-Large will serve as Interim Vice President. In the event two or more Members-At-Large have the same tenure and are willing to serve, a coin toss shall determine the interim Vice President.

If the Vice President cannot attend a Centers Sector Board of Directors meeting, he/she shall be required to designate a seated member of the Board of Directors of the Center for Education to represent the Center at that meeting.

#### b. Ex Officio Board Members

The following volunteers and staff are ExOfficio voting members of the Board

##### Volunteers

Chair & Vice Chair, Committee on Engineering Accreditation (CEA)

Chair & Vice Chair, Committee on Technology Accreditation (CTA)

Chair & Vice Chair, Mechanical Engineering Department Heads Committee (MEDH)  
Chair & Vice Chair, Mechanical Engineering Technology Department Heads Committee (METDH)

Staff

Director, Education and Professional Development

The roles, duties, election and procedures for filling vacancies for Ex Officio volunteer members are specified in the respective Committee Operation Guides.

c. Board Members-at-Large

The term of office for Members-at-Large shall be 1-3 years as determined by the Board at the time of election. The Board may renew an incumbent's term up to a total of 6 years service in the Member-At-Large position.

i. Role and Duties

The Members-at-Large will be individuals who can add to the Board of Directors' knowledge, program impact, and who can help in setting the direction of the Center. The positions may be filled to address a specific need or emphasis area. The Members-at-Large may serve as resources to the Center to help implement new initiatives, explore new projects, or achieve new goals.

ii. Selection Process

Members-at-Large shall be appointed by the Centers Sector Board of Directors, acting upon the recommendations of the Center for Education Board of Directors.

A majority of the seated Members-at-Large shall be required to be members of ASME.

The nominations for Member-At-Large will normally be received by the Board at its first business meeting in the Society year prior to the expiration of each term of the seated Members-At-Large. Nominations will be closed by action of the Board and voting will occur in an executive session called by the Vice President. The Vice President will advance the resulting recommendation to the Centers Sector Board for action.

iii. Absences and Filling Vacancies

Should the Member-at-Large be unable to complete his/her term of office, the Center for Education Board shall recommend his/her successor to the Centers Sector Board of Directors.

d. Vice President-Elect

The Vice President-Elect is encouraged to attend all meetings the Vice President attends to represent the Center as part of his/her orientation to the position. He/she is eligible to receive a travel contribution for attending these meetings, in accordance with Society Policy P-4.5.

III. Board Committees and Center Representatives

a. Center for Education -- Standing Committees

The Board may establish standing committees in order to fulfill its mission. The duties, membership and operations of the Committees shall be set forth in an Operating Guide approved by the Board. The Center Board shall approve all members of these Committees. Each Committee shall make recommendations on items of major importance to the Board for approval. All committee positions shall have specific terms of office and term limits subject to the approval of the Board.

b. Center for Education – Program/Project & Ad Hoc Committees

The Vice President may appoint Program/Project, Ad Hoc Committees and Task Forces as needed. The scope, composition, and terms of such committees shall be specified in the committee charge at the time of appointment.

c. Representatives from the Center for Education

The Center may be asked for representatives to serve on units within ASME or representatives to serve on outside organizations. The Center Board must approve these appointments.

The Board shall approve all committee recommendations related to ABET Accreditation Criteria and ASME representatives to the ABET Board of Directors and Commissions. The ABET Board of Directors Representatives shall also be approved by the Centers Sector Board and the Board of Governors.

For nominations requiring Board of Governors approval, the ASME Appointment Form must be completed and sent to the Committee on Organization and Rules for review of compliance with existing Society Policies. The Executive Director sends the notification of appointment to these individuals.

For appointments made directly by the Board of the Center for Education, the Vice President will send the notification of appointment with, if appropriate, a copy of Society Policy P-15.7 “Ethics” and P-15.8 “Conflicts of Interest.”

IV. Representatives to the Nominating Committee

The Centers Sector has four voting members and four alternates on the Nominating Committee based on the Centers Sector having four Vice Presidents.

The term for a voting member is two years and for an alternate is one year.

Every two years each Center will present a candidate for voting member to the Centers Sector Board for approval at the Board meeting held at the first ASME business meeting of the fiscal year.

Each year each Center will present a candidate for alternate to the Centers Sector Board for approval at the Board meeting held at the first ASME business meeting of the fiscal year.

If a voting member is unable to serve on the Nominating Committee, the alternate designated from that Center would become the voting member. If the alternate designated from that Center cannot serve, the most senior Nominating Committee Centers Sector alternate will become the voting member. In the event two alternates have the same tenure, a coin toss shall determine the voting member.

According to By-Law B4.2.3.1, if no alternates are available in the Centers Sector pool, the Centers Sector may select a voting member from another sector's pool of alternates. A coin toss will determine the sector to which the Centers Sector will turn for an alternate. The most senior Nominating Committee alternate from that sector will be asked to serve as the voting member.

## V. Meetings

### a. Frequency

The Board of Directors of the Center for Education shall normally meet at the first and second ASME business meetings each year. An outgoing Vice President in a given year will carry out the duties through the close of the respective second business meeting.

Special meetings of the Board may be called at any time by the Vice President or upon written request by any of the voting member of the Board. Such special meetings will be dependent on ascertaining that there is adequate funding prior to calling the meeting. Special meetings may take place via teleconference.

### b. Notice

Notice of regularly scheduled meetings of the Board of Directors shall be provided one month prior to the meeting and shall be sent to all members. Also, at least two weeks prior to the meeting, an agenda of items for discussion and approval of the Board shall be distributed. Any member who wishes to include an item on the agenda should submit it to the Vice President or the Director, Education and Professional Development at least one month prior to the meeting.

Notice of a special meeting of the Board may include an agenda or a statement of purpose for the special meeting. This should be sent at least two weeks prior to such a meeting.

c. Records

Records of the Board of Directors of the Center for Education shall be comprised primarily of approved minutes of Board meetings, budget histories and program performance records.

All records of the Board and its committees with the exception of the minutes recorded during the Executive Sessions shall be open to any member of the Society.

The approved minutes shall be the written record of the Center for Education. The Director, Education and Professional Development shall be responsible for the preparation of the minutes and shall maintain a permanent file of the minutes. The draft minutes may be approved at the next regular meeting or teleconference or by ballot when circulated. A simple majority shall be required for approval.

The record of Minutes of the Board of Directors shall be posted on the Board's website.

d. Quorum and Voting Requirements

A quorum for a meeting of the Board of Directors shall be nine (9) voting members (simple majority of the voting members). The quorum is required to conduct any official Centers Sector Board business.

A seated member of the Board who is unable to attend the meeting may designate another voting member of the Board or voting member of a committee to be his/her proxy.

The Board shall attempt to act by unanimous consent, unless a member of the Board requests a vote by voice or by tally. In the event a member of the Board requests that the vote on an action be by voice or by tally, a member voting in opposition on the action may request that his/her vote be recorded in the minutes of the meeting and the vote shall be so recorded.

In the event a member momentarily leaves a meeting at which an action is taken by the Board that the absent member opposes, the absent member may request that his/her opposition be recorded in the minutes of that meeting, and his/her dissent shall be so recorded.

e. Rules

Robert's Rules of Order (most recent edition) shall govern the meetings of the Board. The Operation Guide shall not conflict with the Society Constitution and By-Laws. The Center for Education Board, however, may adopt special rules and procedures to govern deliberation of items of business, if approved by a majority of the voting members.

f. Executive Sessions

Meetings of the Board of Directors of the Center for Education shall be open to all members of the Society. The presiding officer may, however, declare the Board to be in Executive Session when items that may be confidential are being discussed.

Attendance at the Executive Session will be restricted to the voting members of the Board and such other individuals as the Vice President may request to attend, as agreed to by the Board. The Director, Education and Professional Development shall record the minutes if such is deemed necessary.

g. Meeting Finances

Voting members of the Board of Directors of the Center for Education are eligible to receive a Society travel contribution for attending meetings of the Board, in accordance with Society Policy P-4.5.

h. Consent Items

The Agenda will include items placed on the "Consent Calendar." The designation of items to be considered as "Consent Agenda" items will be determined by the Vice President and may include such items as minutes of the last meeting, By-Law and Policy change recommendations, appointments, meeting schedules and other items which are not expected to require discussion.

Any member of the Board may request that an item be removed from the Consent Calendar. However, an attempt should be made to resolve any concerns about an item prior to the meeting so that it may remain on the Consent Calendar.

i. Officers-Elect

The Vice President-Elect is eligible to receive a travel contribution for attending meetings of the Board, in accordance with Society Policy P-4.5.

VI. Operations

a. Certificates of Appreciation

Outgoing Vice President for Education receives a certificate of appreciation at the President's Dinner at the second ASME business meeting of the fiscal year.

Outgoing members of the Board receive certificates of appreciation at the Center for Education Board meeting at the second ASME business meeting of the fiscal year.

Certificates of Appreciation shall be awarded to persons deemed worthy for special service to the Center for Education as determined by the Vice President.

b. Special Rules and Procedures

By a majority vote of the members present and voting, with a quorum in attendance, the Board at any meeting may adopt special rules and procedures to govern the remainder of that meeting or to govern the deliberations and voting on any item of business to be considered at that meeting. The proposed rules and procedures shall be presented in writing, but notice of the proposed special rules and procedures need not be given to the Board prior to the meeting.

By a majority vote of the members present and voting, with a quorum in attendance, the Board may at any meeting suspend the operation of any rule or procedure specified in this Operation Guide or in Roberts Rules of Order (most recent edition) for the remainder of that meeting or during deliberation and voting on any item of business at that meeting.

VII. Financial

The Centers Sector Board is responsible for planning, proposing, and carrying out the budget for all the operations, activities and programs in the Center.

The Vice President for Education, working with ASME staff, shall have responsibility for the budgets covering the activities and programs of the Center for Education.

Proposals for new programs and financial modifications to existing programs should be provided to the Center for Education Board and advanced to the Centers Sector Board prior to the first ASME business meeting of the fiscal year for preliminary incorporation into the budget. If the proposals and/or modifications are subsequently approved by the Centers Sector Board, they shall become permanent additions to the Centers budget, subject to approval by the Committee on Finance and Investment and Board of Governors.

The process of determining the Centers budget is an iterative one between the Centers Sector Board and the ASME Board of Governors and between the Centers Sector Board and the Boards of the individual Centers.

VIII. Balanced Scorecard Performance

The Board of Directors of the Center for Education will develop programs that address the objectives of the Centers Sector Balanced Scorecard. It will provide periodic reports on how its programs are contributing to meeting the targets of the objectives.

IX. Dedicated Service Awards

Each year of office, the Vice President is entitled to present one Dedicated Service Award (DSA). Suggestions for this award can be made to the Vice President from anyone on the Board.

Incoming Vice Presidents may make their first DSA anytime after taking office at the second ASME business meeting of the fiscal year through the calendar year. This allows 18 months for the first DSA, for example if a meeting takes place in June of the incoming year through December the following year. Outgoing Vice Presidents may make their final DSA through December following their retirement at the second ASME business meeting of the fiscal year.

X. Revisions to Operation Guide

Proposals for amendments to this Operation Guide may be submitted in writing to the Center for Education Board of Directors. A simple majority vote of the members present is required to consider the amendment(s) for adoption.

If approved by a simple majority vote, the amendment(s) shall be approved by the Centers Sector Board and the Committee on Organization and Rules in accordance with P-4.12 and immediately become part of the Operation Guide.

XI. Maintenance Schedule and Procedures

The Operation Guide will be reviewed in its entirety within six years of its adoption or most recent revision or reaffirmation.

XII. Appendices

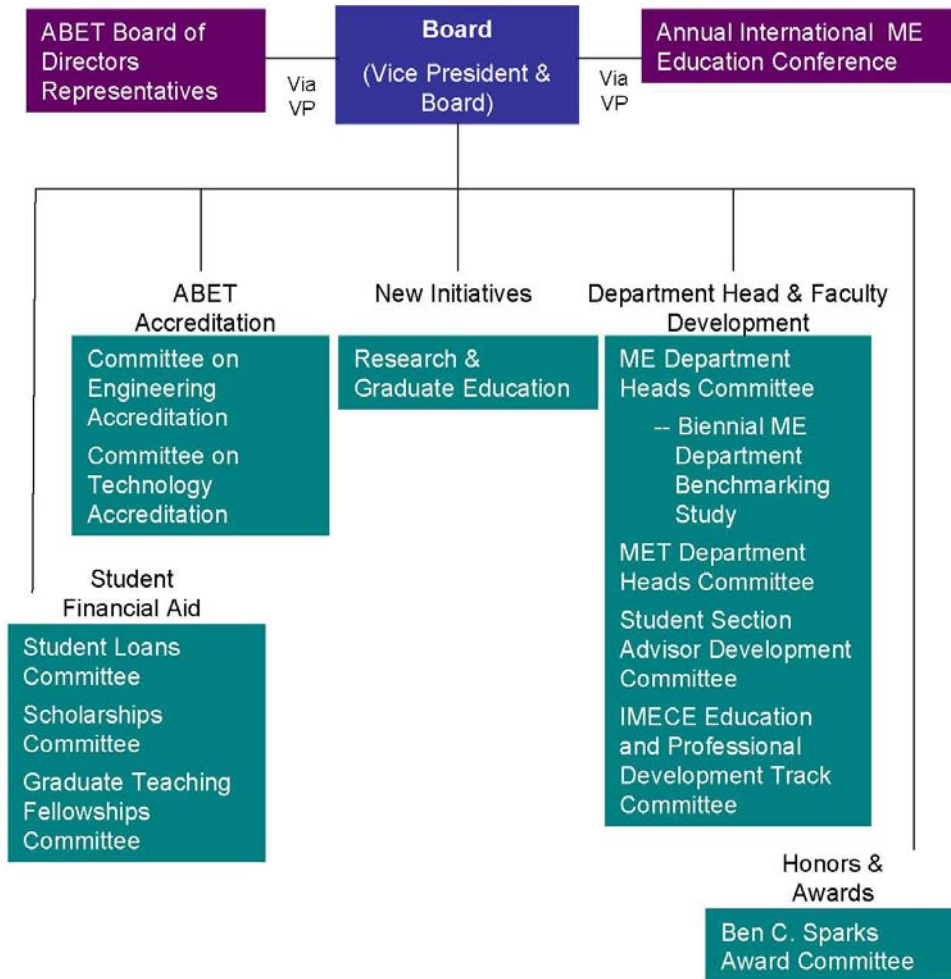
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- j. Constitution and By-Laws Relating to Sector

**a. ORGANIZATION CHART**

**ASME Center for Education**

**Board of Directors (16 voting members)**

- Vice President for Education (Chairs the Board) (1)
- Chair & Vice Chair, ME Department Heads Committee (2)
- Chair & Vice Chair, MET Department Heads Committee (2)
- Chair & Vice Chair, Committee on Engineering Accreditation (2)
- Chair & Vice Chair, Committee on Technology Accreditation (2)
- Chair, Student Section Advisor Development Committee (1)
- Chair, Graduate Education & Research Committee (1)
- Members-At-Large (4), with one being a Chair/Past-Chair International ME Education Conference
- Director, Education & Professional Development (1)



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## **b. VISION STATEMENT**

To be recognized as

- the leading advocate, nationally and internationally, for quality and innovation in mechanical engineering education at all levels;
- the premier resource for the support, development and recognition of excellence among engineering students, faculty, department heads, and other “stakeholders” in the mechanical engineering education community worldwide; and
- the primary forum for communication on matters related to mechanical engineering education among the academic, government, and industrial communities.

## **c. MISSION STATEMENT**

To provide effective leadership and focus for

- enhancing the quality and relevancy of baccalaureate, post-baccalaureate, and graduate-level mechanical engineering education;
- broadening the base of highly capable students and faculty (including women and other traditionally underrepresented groups) attracted to mechanical engineering programs; and bridging the gap between college and professional life.

## **d. COMMITTEES**

The Standing Committees of the Board of Directors, Center for Education are:

Committee on Engineering Accreditation (CEA)  
Committee on Technology Accreditation (CTA)  
Mechanical Engineering Department Heads Committee (MEDH)  
Mechanical Engineering Technology Department Heads Committee (METDH)

The Program/Project Committees of the Center for Education are:

IMECE Engineering Education and Professional Development Track  
Graduate Education & Research  
Student Section Advisor Development  
Graduate Teaching Fellowships  
ASME Student Loan  
ASME Scholarships  
ASME Ben C. Sparks Award

## **e. MAJOR PROGRAMS & SERVICES**

The work of the Center for Education includes the following major programs and services:

### **ABET Accreditation**

The program is ASME’s primary voice on the standards and quality of Mechanical Engineering and Mechanical Engineering Technology degree programs.

Primarily, this program is home to our worldwide educational “codes and standards” activity – ABET Accreditation. Through our ABET activities, we advocate and assure standards of quality in engineering education and have an important impact in the multidisciplinary evolution of the study of engineering. Our accreditation efforts provide an opportunity for ASME members from industry and academe to work together on behalf of engineering education. ASME was one of the *Founding Participating Bodies* of ABET at its inception in 1932 as a service to the engineering profession and the public. We have responsibility for over 428 Mechanical Engineering, Mechanical Engineering Technology and related degree programs, maintain a cadre of some 150 volunteer program evaluators and deploy evaluators to 85-100 U.S and International college and university campuses each year on accreditation visits.

Program activities currently include:

- *ABET accreditation criteria development, program evaluator training & evaluation and the recommendation of degree program accreditation actions*
- *ABET PAVE Project – ASME is a lead Society in the continuous quality improvement program of ABET.*

### **Undergraduate Education Programs**

The program addresses educational issues that are important to the engineering profession, university degree programs and the Society, including the promotion of teaching approaches and best practice curricular methods that help universities effectively incorporate emerging technologies and professional issues into densely packed undergraduate programs.

Program activities currently include:

- *Grant-funded projects that seek to improve undergraduate education such as:*
  - *NSF/CCNY Curriculum Reform*
  - *NSF/NAE Gender Equity in Engineering*
  - *ASME SPGF Climate Study of Mechanical Engineering Departments*
  - *ASME Foundation Professional Practice Curriculum (PPC) Online*
  - *ASME Codes & Standards in Education Project*
- *The program also includes the annual awarding of the \$400,000 ASME Student Loan & Scholarships.*

### **Graduate Education & Research Programs**

Under a grant from the ASME Foundation, the Center for Education Task Force on Graduate Education and Research has begun to examine the issues that face graduate programs, graduate students and ASME’s best role in supporting both. Graduate students are a growing segment of the world’s mechanical engineering student population and it is reasonable to expect that they will become the leaders of the profession and the Society -- but few ASME programs can be found that specifically appeal to their needs. The rapidly expanding technical horizons of mechanical engineering and the melding with other disciplines, particularly in small-scale processes challenge ASME to offer greater value to graduate students and the leadership of graduate programs at both the MS and PhD level.

The publications of the Society are generally seen as valuable to graduate students, but as one respondent to a recent market-scan put it, “there appears to be no other compelling reason for graduate students to join.” Further, as an increasingly global Society, we must realize the majority of PhD students and a significantly large minority of MS students in the US are international students and that graduate students world-wide are in an inherently stronger position (faculty & department support) to engage with ASME than their undergrad counterparts – if there are solid intellectual and programmatic reasons for doing so.

Work under this program features:

- *ASME Graduate Teaching Fellowships*
- *Graduate Student Center Online*
- *ASME Foundation-funded project on Increasing ASME Impact at the Graduate Level.*

### **Department Head Programs**

ME/MET Department Heads are the key leaders and change agents in mechanical engineering education and are a core constituency in ASME’s ability to work effectively in engineering education and on campus. The program focuses on products and services aimed at expanding ASME as an important resource for department heads in their professional development, communicating with peers and learning best practices in departmental management and leadership.

The program also provides a means of communication for the debate of issues affecting engineering education and the engineering profession, the promulgation of best practices, and channel for the advocacy of ASME positions. The ASME network currently consists of over 400 department heads worldwide.

Some of the current activities and projects under this program are the:

- *Annual International Mechanical Engineering Education Conference*
- *Department Heads Forum and Leadership Workshops*
- *ABET Preparedness Workshops*
- *Biennial ME Department Benchmark Study*
- *Department Heads Website & Global ME Department Links and ME & MET Department Heads Committees*

### **Faculty & Student Section Advisor Programs**

Overwhelmingly, it is ME/MET faculty who undertake the role of student section advisor for ASME – people with faculty careers first and SSA dedication second. This new program combines existing ASME faculty professional development activities with new faculty/student section advisor activities that are aimed at helping with their teaching careers as well as collaborating with the ASME Student Sections Committee (K&C) to build a Society-wide, mutually supportive network of SSA’s, engaging the SSA’s (and department heads) in making the ASME Student Sections more valuable to the students and the department, and increasing the rewards and recognition of SSA service.

Program activities currently include

- *ASME Essential Teaching Workshops*

- *Tips for Tenure Workshop for New & Prospective Faculty*
- *Annual Education Symposia at Congress*
- *SSA Development Workshop*
- *Faculty & Student Section Advisor Development Center Online*
- *Ben C. Sparks Award.*

**f. CENTER BUDGET PROCEDURES**

The Centers Sector will follow the schedule produced by the Sector Management Committee to provide its input to ASME’s budget.

The four Centers are expected to develop their own budgets, which the Centers Sector Board reviews and approves to send to the Committee on Finance and Investment.

Preliminary information will be provided at the Centers Sector Board meeting held at the first ASME business meeting of the fiscal year. A Centers Sector Board teleconference will be held to finalize the budget.

**g. SECTOR REPRESENTATIVES TO OTHER ORGANIZATIONS**

The Center for Education maintains liaison with the activities of the following organizations, in accordance with agreements between ASME and these organizations, as referenced in Society Policy P-4.2.

<u>Organization</u>	<u>Position</u>
Accreditation Board for Engineering And Technology (ABET)	Board Members (3) (Society-level) EAC Commission Members (7) (Center-level) TAC Commission Members (4) (Center-level)

**h. SOCIETY POLICIES ASSIGNED TO CENTER FOR EDUCATION**

(Note: Each Society Policy must be reviewed at least every six years)

Society Policy P-13.2	Student Loan Fund
Society Policy P-13.5	ASME Scholarship Programs

**i. SECTOR AWARDS**

The Centers for Education is responsible for:

Ben C. Sparks Medal

**j. CONSTITUTION AND BY-LAWS RELATING TO SECTOR**

By-Law 5.3	Centers Sector
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