

Resources for Student Section Leaders

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WEB RESOURCES

ASME Web Sites

- **Knowledge and Community Sector** <http://www.asme.org/Governance/KnowledgeCommunity/>
The organizational and support structure for the more than 800 member units that make up the Global, Technical and Affinity Communities.
- **Global Communities** - <http://districts.asme.org/communities.htm> and <http://www.globalcommunities1.com/> Links and information on Districts, Sections, and Student Sections and their activities.
- **District A** <http://districts.asme.org/DistrictA> U.S. States of Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania (partial), Rhode Island, Vermont, Virginia (Partial), West Virginia (Partial), and Puerto Rico and the Virgin Islands. Canadian Provinces of New Brunswick, Newfoundland, Nova Scotia, Prince Edward Island, and Quebec.
- **District B** <http://districts.asme.org/DistrictB> U.S. States of Michigan, New York (partial) Ohio, Pennsylvania (partial), and West Virginia. Canadian Province of Ontario.
- **District C** <http://districts.asme.org/DistrictC> U.S. States of Illinois, Indiana, Iowa, Kansas, Kentucky, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, and Wisconsin. Canadian Provinces of Manitoba and Saskatchewan.
- **District D** <http://districts.asme.org/DistrictD> U.S. States of Alaska, California, Hawaii, Idaho, Montana, Oregon, Nevada and Washington. Canadian Provinces of Alberta, British Columbia, Northwest Territories and Yukon Territories.
- **District E** <http://districts.asme.org/DistrictE> “**International Southwest & Rocky Mountain**” U.S. States of Arizona, Arkansas, Colorado, Louisiana, New Mexico, Oklahoma, Texas, Utah and Wyoming. The Country of Mexico.
- **District F** <http://districts.asme.org/DistrictF> U.S. States of Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee, Virginia.
- **District G** <http://districts.asme.org/DistrictG> “**Asia Pacific District**” Australia, China, Hong Kong, India, Indonesia, Japan, Malaysia, Philippines, Singapore, South Korea, and Taiwan.
- **District H** <http://districts.asme.org/DistrictH> “**Europe**” Czech Republic, Denmark, France, Germany, Greece, Israel, Italy, Russia, Serbia, Slovenia, Switzerland, Turkey, United Kingdom and Ireland.
- **District I** <http://districts.asme.org/DistrictI> “**Latin America and Caribbean**” Argentina, Bolivia, Colombia, Costa Rica, Ecuador, Jamaica, Peru, Trinidad & Tobago and Venezuela.
- **District J** <http://districts.asme.org/DistrictJ> “**Middle East and Africa**” Bahrain Island, Egypt, Kuwait, Nigeria, Qatar, Saudi Arabia, and United Arab Emirates.
- **Affinity Communities** <http://www.asme.org/Governance/KnowledgeCommunity/Affinity/> and **Affinity Communities News** <http://asmeaffinity.wordpress.com/>
- **Technical Communities** <http://www.asme.org/Communities/Technical/> supports the technical groups, divisions and committees which produce many of ASME’s technical products (conferences, journals, etc). **Technical Divisions and Groups** <http://www.asme.org/Communities/Technical/Divisions/>

Resources for Student Section Leaders

- **Centers Sector** <http://www.asme.org/Governance/Centers/> Organization and support for contests and competition financial aid, education, professional development, diversity, and public awareness.

Information and Assistance for Student Section Operations

- The Unit Leadership Resource Center Forms needed during the year plus other useful information. <http://volunteer.asme.org/unit> Student Section forms are at the bottom of the page "Unit Forms and Instructions."

How to get there: [asme.org](http://www.asme.org) → Leadership → Volunteer Resources → Unit Leadership Resource Center

HINT: Bookmark the Unit Leadership Resource Center!

- Student Operations Manual (ML-1) details the roles of section officers and the Student Section Advisor, ideas for section meetings and programs, etc, and can be downloaded on "Unit Manuals and Policies" page of the Unit Leadership Resource Center at: <http://files.asme.org/Volunteer/Unit/12451.pdf>
- List of available supplies http://volunteer.asme.org/unit/Supplies_Available_From.cfm.
- Supply request form <http://files.asme.org/Volunteer/Unit/12445.doc>.
- The Volunteer E-Request Tool (VERT), a centralized portal for answering your unit administrative questions, making inquiries or requesting staff assistance online. <http://vorequest.asme.org/>
- Instructions for VERT A step-by-step guide on how to use the Volunteer E-Request Tool (VERT). <http://files.asme.org/Volunteer/Unit/14796.ppt>
- Student Leadership Seminars Presentation Library – Presentations and other resources from current and past SLSSs. http://www.asme.org/Governance/KnowledgeCommunity/SLTS_Presentation_Library.cfm.

How to get there: [asme.org](http://www.asme.org) → Leadership → Knowledge and Community Sector → Student Leadership Seminars (left hand sidebar) → Student Leadership Seminars Presentation Library (left hand sidebar)

- Student Activities Calendar
http://www.asme.org/Communities/Students/Undergrad/Student_Activities_Calendar.cfm

How to get there: [asme.org](http://www.asme.org) → Communities → Student Center → Undergraduate Students → (second link down) Student Activities Calendar

- Student Center: <http://www.asme.org/Communities/Students>.
Central location for events and resources for students.

How to get there: [asme.org](http://www.asme.org) → Communities → Student Center

HINT: Bookmark the ASME Student Center!

- Volunteer Center <http://www.asme.org/Governance/Volunteer>

How to get there: [asme.org](http://www.asme.org) → Leadership → Volunteer

Communication Tools

- Online Student Section Roster: Student Section Officer Listings 24 hours a day

Resources for Student Section Leaders

→ To obtain access (Section Chair and SSA), complete, sign and FAX the following forms to ASME Unit Support, (212) 591-7671.

→ 1) Member Data Agreement Form:

<http://files.asme.org/Volunteer/Unit/12443.doc>

→ 2) Conflict of Interest Form: <http://files.asme.org/Volunteer/Unit/12430.pdf>

- Online Student Section Roster Instructions (on the Unit Leadership Resources Center): <http://files.asme.org/Volunteer/Unit/12434.ppt>
- Online Section Roster E-mailing Instructions (on the Unit Leadership Resources Center): <http://files.asme.org/Volunteer/Unit/12434.ppt>

HINT: Bookmark Online Student Section Roster!

How to get there: [asme.org](http://www.asme.org) → **Communities** → **Communities of Practice**

- Global Communities Directory: On-Line Directory of District, Section, Student Section Officers
 - Access through “Members Only” link on ASME.org. or at <https://members.asme.org/myasme/login/myasme.cfm> (scroll down; it’s on the left)
 - To access the directory you will need your ASME member number.
 - Select “District” to open a roster for the District Operating Board
 - Click “+” sign for each District to reach a list of all sections within a District
 - Click “+” sign for each Section to reach a list of student sections in its area
 - Select “Section Name” to open an Executive Committee roster
 - The GC directory is searchable. Tips for using the search function:
 1. Search by Name or Company or Section: Will retrieve information regarding individuals or individuals in those locations. You do not have to put in the complete name. However, the more information you do enter the shorter the list will be.
 2. Search by Zip: This seems to have a glitch in it, so it’s not recommended.
 3. Search Sections: This will retrieve section officer information. Again, you do not have to enter the complete section name, partial name works. For example if you enter "ark" you get all units that have those letters grouped together --- Arkansas, Westpark, Parkside, etc. This is a useful way of navigating when looking for officer information, and is a lot quicker especially if you do not know which district and section a subsection or school is in.
 - To find your ‘corporate’ section (and other student sections that share it)
 1. *Locate your student section code* – open “student section alpha listing” on Geographic unit indexes; codes are on the left
 2. *Match first four digits of your student code with parent section code* - Open “Units By District” and look on the left
 3. *Double check* - Select the section under “Geographical Unit Information” and check for your student section
 4. *Locate nearby student sections* - Nearby student sections are listed with your parent section under “Geographical Unit Information”
- Section Newsletter Template: http://www.asme.org/Governance/Volunteer/Section_Newsletter_Templates.cfm
- Guidelines for Setting up a Section Web Site on ASME.org: http://volunteer.asme.org/unit/Guidelines_Creating_Section.cfm

Resources for Student Section Leaders

- *Peerlink (Communities of Practice - CoP):* <http://cop.asme.org> Get technical answers you need and meet others with similar interests and concerns. You can join a community, participate in existing discussions or start your own.

Required Section Reports

Available on-line through the Unit Leadership Resource Center, under Unit Forms and Instructions (scroll down for Student Section forms). Here's a quick summary of the reports and which officer is responsible for completing them. The Section Chair is ultimately responsible for ensuring that the reports are submitted on time.

- **Section Program Report – Due September 1 (Chair or Secretary, SSA signs)** <https://secure.asme.org/stupogrpt/newstupogrpt.cfm> Summary of section meetings. Keep record of activities during year to aid in completing this report.
- **Annual Financial Report– Due September 1 (Chair or Treasurer, SSA signs)** <https://secure.asme.org/stufinrpt/newstufinrpt.cfm> A basic balance sheet for the year.
- **Officer Listing Report Forms / Student Section Information Sheet– Due May 15th (Chair or Secretary)** <https://secure.asme.org/stusecinfo/NewStuSecInfo.cfm> Listing of SSA, Officers, and Committee Chairs for the year.

Student Awards

- *ASME Outstanding Student Member Award* (Due Date February 1) Each Student Section has the ability to recognize the Student Member who made the greatest contribution to the Student Section during the year. Nomination is made by Student Section Advisor. Winners receive a certificate that is presented at the Student Professional Development Conference (SPDC) <http://files.asme.org/Volunteer/Unit/13023.doc>
- *Charles T. Main Student Member Award* (Due Date March 1) Recognizes a student member whose leadership and service have contributed for more than one year to the program and operations of a Student Section. The District Leader selects one nominee per District. http://www.asme.org/Governance/Honors/SocietyAwards/Charles_T_Main_Student.cfm
- *Student Section Advisor Award* (Due Date February 1) Recognizes a current or former outstanding Student Section Advisor whose leadership and service have contributed, for a period of at least three years, to the program and operations of a Student Section. The District Leader selects one nominee per District. http://www.asme.org/Governance/Honors/SocietyAwards/Student_Section_Advisor_Award.cfm

Student Leadership at ASME

- *Student District Operating Boards (SDOB)* <http://districts.asme.org/SDOB> Identifies programs to improve student life in the district, increase interaction & unify student sections within the district, and increase interaction with Corporate sections & with Industry.
- *Student Sections Committee* http://www.asme.org/Governance/KnowledgeCommunity/Student_Sections_Committee.cfm A focal point between student and ASME corporate members and staff, to coordinate Society-wide student activities & promote the professional development of students.

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- *Committee on Student Development*
http://www.asme.org/Governance/Centers/ProfessionalDevelopment/Committee_Student_Development.cfm Promotes and enhances the education and professional development of engineering students.

ASME Student Programs

- *Diversity Action Grants* http://www.asme.org/Communities/Diversity/Diversity_Action_Grant.cfm
Grants of \$500 to \$1,500 to enable student sections to sponsor events promoting the inclusion of women and other underrepresented minorities in ASME Student Sections and mechanical engineering.

How to get there: [asme.org](http://www.asme.org) → [Communities](#) → [Diversity](#) → (scroll down to) [DAG](#)

- *Engineers Without Borders Collaboration*
http://www.asme.org/Communities/Students/Engineers_Borders_2.cfm ASME and EWB are teaming up to engineer a better world - and your student section can help.

How to get there: [asme.org](http://www.asme.org) → [asme.org](#) → [Communities](#) → [Student Center](#) → [Undergraduate Students](#) → (scroll down) [Engineers Without Borders \(EWB\)](#)

- *Washington Internships for Students of Engineering (WISE) Program*
<http://www.wise-intern.org> A 9-week summer program for 3rd or 4th year engineering students interested in public policy.
- *E-mentoring for Student Members*
http://www.asme.org/Jobs/Mentoring/Ementoring_Student_Members.cfm
- *International Petroleum Technology Institute (IPTI) – Student Activities*
<http://www.asme-ipti.org/public/pagstudents.aspx> Collegiate Council, Student Internship Program, Scholarships, and information on the petroleum industry.

How to get there: [asme.org](http://www.asme.org) → [Leadership](#) → [Institutes](#) → [IPTI](#) → [Students \(top\)](#)

Technical Division Student Programs (scholarships, papers, competitions, etc)

- Bio-Engineering Division
<http://divisions.asme.org/bed/studentprograms/>
- Fluids Engineering Division
<http://divisions.asme.org/fed/studentprograms/index.html>
- Heat Transfer Division
<http://divisions.asme.org/htd/awards/ugrdaward.html>
- Tribology Division
<http://divisions.asme.org/tribology/studentprograms/index.html>
- Fluids & Combustion Technology Division
<http://divisions.asme.org/power/fact/studentprograms/index.html>
- Advanced Energy Systems
<http://divisions.asme.org/aesd/studentprograms/index.html>
- Solar Energy Division
<http://divisions.asme.org/solar/studentprograms/index.html>
- Safety Engineering & Risk Analysis Division
<http://divisions.asme.org/serad/studentprograms/index.html>
- Noise Control & Acoustics Division
<http://divisions.asme.org/ncad/studentprograms/index.html>
- Rail Transportation Division
<http://divisions.asme.org/rtd/studentprograms/index.html>
- Solid Waste Processing Division

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- <http://divisions.asme.org/swpd/studentprograms/index.html>
- Manufacturing Engineering Division
<http://divisions.asme.org/med/studentprograms/index.html>
- Nondestructive Evaluation Division
<http://divisions.asme.org/nde/student/index.html>
- Pressure Vessel & Piping Division
<http://divisions.asme.org/pvp/studentprograms/index.html>
- Information Storage & Processing Systems Division
<http://divisions.asme.org/isps/studentprograms/index.html>

Contests and Competitions

How to get there: [asme.org](http://www.asme.org) → Events → Competitions

- *Student Sections Competition* (formerly the *Ingersoll-Rand Competition*): Encourages engineering students to grow professionally by participating in technical events that expand on their academic pursuits. Prize money and plaques are awarded to the highest scoring student sections.
http://www.asme.org/Events/Contests/StudentSections/Student_Sections_Competition.cfm
- *Old Guard* <http://www.asme.org/Governance/Centers/OldGuard/> Competitions, awards, and programs for the benefit of engineering students and early career engineers, and ultimately for the good of the engineering profession.
- *Student Design Competition*
http://www.asme.org/Events/Contests/DesignContest/Student_Design_Competition.cfm
- *Human Powered Vehicle Challenge* Challenges students to design and race aerodynamic, highly engineered vehicles with elegance, ingenuity, practicality and safety. http://www.asme.org/Events/Contests/HPV/Human_Powered_Vehicle.cfm
- *Arthur L. Williston Medal* An annual paper competition on a subject chosen to challenge the engineering abilities of engineering students.
http://www.asme.org/Governance/Honors/SocietyAwards/Arthur_L_Williston_Medal.cfm
- *I-SHOW* http://www.asme.org/Communities/Entrepreneur/Innovation_Showcase_IShow.cfm
Innovation Showcase: Inspiring students to be product innovators and entrepreneurs by providing a platform for top collegiate student teams to compete for seed money to commercialize their idea.

How to get there: [asme.org](http://www.asme.org) → Communities → Entrepreneurship & Innovation → (scroll down to) I-SHOW

Financial Aid

How to get there: [asme.org](http://www.asme.org) → Education (scroll down here) OR
→ College/University → Financial Aid

- *Scholarships, Loans, and Fellowships*
<http://www.asme.org/Education/College/FinancialAid/>
- *ASME Student Loan Program*
http://www.asme.org/Education/College/FinancialAid/Student_Loan_Funds.cfm
- *Graduate Teaching Fellowships* (\$5,000 available for doctoral students).
http://www.asme.org/Education/College/FinancialAid/Graduate_Teaching_Fellowships.cfm
- *IPTI Scholarships* <http://www.asme-ipti.org/public/pagscholarshipprograms.aspx>

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- *Scholarships for International Students*
http://www.asme.org/Education/College/FinancialAid/International_Undergraduates.cfm

Career Development & Student Benefits

- *Student Internships* http://www.asme.org/Jobs/Advice/Student_Internships.cfm

How to get there: [asme.org](http://www.asme.org) → Career → Job Hunting Advice → Student Internships

- *ASME Career Center* <http://www.asme.org/Jobs/> Your one-stop resource for job hunting strategies, career management, workplace trends & advice and the only job board dedicated exclusively to Mechanical Engineers.
- *Early Career Resource Center* <http://www.asme.org/Communities/EarlyCareer/> Upcoming events, Career-Life Guide, and links to lots of resources.

How to get there: [asme.org](http://www.asme.org) → Communities → Early Career Center

- *Early Career Forums* <http://www.asme.org/Communities/EarlyCareer/Forum/> Practical Career Planning/Development information through presentations and discussions led by senior engineers, managers and other professional experts.
- *The Professional Practice Curriculum* <http://www.professionalpractice.asme.org/> An on-line learning resource covering an array of professional development topics.

How to get there: [asme.org](http://www.asme.org) → Education → Professional Practice Curriculum

- *Student Benefits* http://www.asme.org/Membership/Benefits/Student/Student_Benefits.cfm

How to get there: [asme.org](http://www.asme.org) → Membership → Benefits → Student Benefits

ASME Publications

- ME Magazine - <http://www.memagazine.org>
- ASME News - <http://www.asmenews.org>
- Mechanical Advantage - Quarterly online newspaper for students
<http://www.asme.org/NewsPublicPolicy/Newsletters/MechanicalAdvantage>
- ME Today – Quarterly online newspaper for early career engineers.
<http://www.asme.org/NewsPublicPolicy/Newsletters/METoday/>
- ASME E-Library
<http://www.asme.org/Membership/Benefits/Professional/eLibrary.cfm>

BASIC STUDENT SECTION OPERATIONS

Planning Ideas and Calendar

Following is a simplified list of things that should be done during the year. You can find a more detailed checklist in the Student Section Operations Manual (see the Unit Leadership Resource Center). The following timeline assumes that activities start with the new fiscal year on July 1.

General

There are several events which are unique to each District and Student Section or have dates which vary from year to year. These have not been included under the specific monthly headings that follow. It is recommended that you note the dates for which the listed events occur in your District.

- o Student Professional Development Conference (SPDC)
- o Student Leadership Seminar (SLS)
- o Student Sections Committee (SSC) Student Delegate Nomination
- o Election of Student Officers
- o District Events: Competitions, Nominations for Special Awards, Others
- o Local Events: Student Design Competition or Old Guard Competition Practice or Elimination Contest(s), Joint Activities with other Groups, Others

See the [ASME Student Activities Calendar](#) for due dates, conferences, and direct links to pertinent web pages.

September

- o If not previously submitted, please return the ASME Student Section Information Sheet to ASME Unit Support.
- o Plan the new section membership program (distribute membership & renewal forms, give presentation(s) to orientation and freshman classes, host a booth at the campus club fair, etc).
- o Develop "School Year" meeting schedule with Student Section Advisor - include local, district and society events occurring in the district. This can be an extension of the Student Sections Competition year which began in March.
- o Plan an event with other societies that qualifies for a Diversity Action Grant (grants up to \$1,500 for minority engagement, promotion of STEM education, and support of women & minority-owned businesses).

October

- o **October 1** = [Renewal Deadline: Last Chance for 42' Plasma TV Giveaway](#)
- o **October 15** = **Due Date** for spring term applications for the ASME Student Loan Program.
- o You should receive information regarding the Students Program at the ASME International ME Congress & Exposition (IMECE – a.k.a Congress).
- o **October 22** = **Due Date** for Graduate Teaching Fellowship Applications.
- o Fundamentals of Engineering Exam (FEE) - last Saturday of the month.

November

- o **November 1** = **Due Date** for Diversity Action Grant application.
- o **First Monday of this month** = **Due Date** for submitting the Student Sections Competition "Preliminary Report" to the District Leader (or designee) or Unit Support for the contest year which began on March 1 of this calendar year.
- o If known, please provide ASME Unit Support with a list of students who will be attending the IMECE (a.k.a. Congress) this year.
- o At IMECE, attend the Student Stakeholders Meetings on Saturday evening. A forum for student stakeholders to meet, communicate and share information

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regarding student conferences, programs, and activities. Organized by the Chair of the Committee on Student Development (Centers Sector).

December

- o Contact students who are graduating and did not renew their membership and encourage them to renew ASME membership. Explain that they will be placed on the “Dropped Member” list and:
 - a. Will not be eligible to participate in the Oral or Technical Poster Competition at the Student Professional Development Conferences (SPDC), unless dues are received before the end of December.
 - b. This is the last month that they will receive ME Magazine, ASME News, and Mechanical Advantage.
- o **December 31 = Due Date** for WISE Internship Applications.

January

- o Advise student section members of the availability of ASME Student Loans and ASME Auxiliary Loan and Scholarship Programs for next year.
- o Finish contacting students still in school who appear on the “Dropped Member” list.

February

- o Submit names of new student officers to ASME Unit Support if elections are held on a semester basis.
- o **February 1 = Due Date** for ASME Student Section Advisor Award nominations to the District Leader.
- o **February 1 = Due Date** Qualification letters to the International Gas Turbine Institute (IGTI) for scholarships.
- o **February 15 = Due Date** for submission of the [Arthur L. Williston](#) papers to the ASME General Awards Committee.
- o **February 1 or soon after = Due Date** to submit the name of a student for the Outstanding Student Member Award to Unit Support.
- o Respond to requests for information about the Student Professional Development Conferences (SPDC).

March

- o Submit Student Sections Competition “Final Report” for previous year to the District Leader (or designee) at least two weeks prior to the SPDC.
- o **March 1 = Due Date** for the submission of Charles T. Main Award nominees to the District Leader.
- o **March 15 = Due Date** for “ASME Student Membership” to qualify as a contestant in Oral Competition or to be eligible to submit a poster in the Old Guard Technical Poster Competition for the Student Professional Development Conferences.
- o **March 15 = Due Date** for the ASME Auxiliary Scholarships.
- o Return information requests to Host School and ASME for SPDC Delegation and Mileage, and the name(s) and presentation title(s) of the contestant(s) competing in the Old Guard Competitions and Student Design Contest.

April

- o **April 15 = Due Date** for the ASME Student Assistance Loan Program.
- o **April 15 = Due Date** for International Petroleum Technology Institute (IPTI) scholarship applications.
- o Fundamentals of Engineering Exam (FEE) – 2nd Saturday of this month unless Easter occurs on the 1st or 2nd Sunday - then the 3rd or 4th Saturday.
- o Hold election of Student Officers for next year.

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May

- o Submit to ASME Unit Support a nomination of appointment (or reappointment) letter for next year's Student Section Advisor.
- o Submit ASME Student Section Information Sheet for next year to ASME Unit Support.
- o Submit the Student Section Financial Report (current year) and Program Report (student section activities for the year) to receive the student section appropriation for the coming year.

June

- o Reminder! Submit supply form to ASME/NY, Unit Support, by email to unitsupport@asme.org, by fax at 212-591-7671, or print and mail it to: Unit Support; ASME; Three Park Avenue, MS 22W3; New York, NY 10016-5990

July - August

- o HAVE A GREAT SUMMER!

Basic Student Section Organization

- **Officers**
The officers of a Student Section are usually the Chair, Vice Chair, Secretary, and Treasurer. All officers must be Student Members during the period in which they hold office. Officers plan and carry out the activities of the Section.
- **Student Section Advisor Selection**
If there is not currently an SSA, then prior to May 1st, consult with the Department Head or Chair to ascertain which faculty or staff member(s) are available to serve as Student Section Advisor (SSA). Upon selection of a new Student Section Advisor or determining that the current SSA will continue in this position for the following year, send name and email address of SSA to ASME either using the Student Section Officer form or via email to unitsupport@asme.org.
- **Executive Committee**
The Executive Committee, under the leadership of the Student Section Chair and with the advice of the Student Section Advisor, is responsible for the successful operation of the Student Section. This Committee consists of its officers in addition to all major committee chairs. Its size will vary with the size of the Section and number of committees.

Duties of Officers

- **Chair**
The Chair is responsible for the organization and successful operation of the Student Section. To ensure a smooth turnover and continuation of activities and programs, the Chair should consult with retiring Student Officers. Further, the Chair should consult regularly with the Student Section Advisor. The Chair is responsible for designating committees and members appointed to each. If possible, every member of the Student Section should have an opportunity to serve on a committee, present a paper, or prepare a discussion during the year. In smaller Sections, one-person committees may be necessary and/or one person may function on two or more committees.
- **Vice Chair**
In addition to carrying on Section business in the absence of the Chair or taking over an incomplete term, the Vice Chair may be assigned administrative or coordinating activities. One such assignment might be as Chair for hosting or

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organizing a delegation for the Student Professional Development Conference. The Vice Chair may also serve as Chair of one or more Committees, particularly the Program and/or Membership Development Committees and the Student Section Competition.

- **Secretary**
The Secretary is responsible for maintaining the records of the Student Section and for ensuring that membership information is accurate and thorough. This includes change of address notations, records and reports, as well as the transmittal of this material to the ASME Unit Support in accordance with the required schedule.
- **Treasurer**
The Treasurer is responsible for maintaining the financial records of the Student Section and ensuring that all accounts and records are maintained in accordance with school policies and that authorized bills are submitted and paid in a timely manner. The Treasurer is also responsible for completion of Financial Report.

Committees

You may wish to set up Committees or Coordinators for some of all of the following activities:

- Membership/Recruitment
- Meetings/Programs
- Student Section Competition Reporting
- Student Professional Development Conference (SPDC)
- Student Leadership Seminar (SLS)
- Tours/Field Trips
- Newsletter Editor
- Webmaster
- Student Council Representative
- Competitions and Awards
- Publicity
- Student Section Committee Liaison
- Student District Operating Board Representative

Student Section Advisor (SSA)*

(Advisors can be called Student Section Advisors or Faculty Advisors). The continuity and vitality of a student section are influenced by the Student Section Advisor, who performs a generous and valuable service to the students, their department, and to ASME. As a member of the University and the Society, the Student Section Advisor has a responsibility to encourage professional awareness among student section members, stimulate interest in the mechanical engineering profession and the valuable role ASME membership plays in professional development. Key roles of the SSA are to:

- o Enable student leadership to succeed, by providing guidance in the selection and recruitment of officers and other section leaders, collaborating on the development of the section program schedule for the year, and in some cases providing the 'history' and documentation for the section and its activities;
- o Recognize outstanding contributions through Honors and Awards, by sending reminders and making recommendations/nominations;
- o Explain the benefits of ASME membership;
- o Ensure Student Section administration is completed; and

Resources for Student Section Leaders

- o Administer Student Member applications.

Section Web Site and Newsletter

A section web site and/or newsletter are effective ways of promoting your section's activities and making it easy for interested students as well as other ASME members and student members to find you. ASME makes web server space available to student sections; details, tips and guidelines are available on the Unit Leadership Resource Center (scroll to the very bottom of the page). If your section elects to have a web site, then elect a webmaster whose job consists of gathering substantive information to appear on the web site. It is an ongoing responsibility to ensure that the information that appears on the Web site is timely and accurate.

Your Newsletter could be one of the items posted on a Section web site, or could be emailed to members. The Newsletter Editor should keep this task on track. Consider:

- Next meeting notice. Newsletter MUST be published and posted so that members can make plans to attend the next meeting.
- Lots of good information is available in the newsletter template issued by the Society for senior sections to use (you can use it too! Copy and paste!) Go to: http://www.asme.org/Governance/Volunteer/Section_Newsletter_Templates.cfm.

ASME VOLUNTEER AND STAFF CONTACT INFORMATION

ASME Knowledge and Community Leaders

- Knowledge & Community Sector Senior Vice President (08-10): Richard T. Laudenat, Richard.laudenat55@snet.net
- Global Communities VP (09-11): Thomas G. Libertiny, libertinyt@asme.org, globalcommunities1@gmail.com
- Global Communities Immediate Past VP: Douglas R. Brown, brownd919@asme.org, vetteracer@sbcglobal.net
- Technical Communities VP (07-09): Dan Segalman, segalmand@asme.org
- Affinity Communities VP (08-10): Justin Young, youngj921@asme.org

District Leaders (current, immediate past, and Deputy-DL):

- DISTRICT A - Stan Halperson (09-11), s.halperson@comcast.net
- (PAST), Karen Ohland, ohlandk@asme.org
- DISTRICT B - Thomas Davis (09-11), tdavis1@neo.rr.com, davist1@asme.org
- (PAST), Leonard Anderson, andersonl@asme.org
- DISTRICT C - Mohammad Mahinfalah (09-11), mahinfalahm@asme.org, mahinfalah@msoe.edu, (PAST), Kambiz Farhang, farhangk@asme.org
- DISTRICT D - Bill Robbins (07-09), robbinsw1@asme.org
- DISTRICT E - John Hawkins (07-09), jhawkins@gtexhaustsystems.com
- (Deputy DL), Elliot Short, eshort@raytheon.com
- DISTRICT F - Richard Bunce (07-09), buncer@asme.org
- DISTRICT G - Kok-Chuan Toh (07-09), mkctoh@ntu.edu.sg
- DISTRICT H - Flavio Franco (07-09), flavio.franco@power.alstom.com
- DISTRICT I - Rafael G. Beltran (08-10), beltranr1@asme.org
- DISTRICT J – TBD, contact Tom Libertiny, globalcommunities1@gmail.com

Resources for Student Section Leaders

Student Sections Committee Roster

CHAIR, Term: 2006-2009, Dr. Abel Hernandez, abelh@salamanca.ugto.mx

DISTRICT A

- Dr. Mustapha S. Fofana (06-10), Senior Representative, msfofana@wpi.edu
- Frank D Barmes (07-10), Student Representative, barmesf2@asme.org
- Malysa Cheng (08-11), Student Representative, chengm@union.edu

DISTRICT B

- George Doyle Jr., Ph.D., PE (06-10), Senior Representative, george.doyle@notes.udayton.edu
- Vince Romanin (07-10), Student Representative, romaninv2@asme.org
- Twishansh Mehta (08-11), Student Representative, twish.mehta@gmail.com

DISTRICT C

- Gordon R. Pennock, Ph.D. (06-10), Senior Representative, pennock@ecn.purdue.edu
- Jeff M. Becker (07-10), Student Representative, jmbecker@purdue.edu
- Nicholas Zepnick (08-11), Student Representative, nzepnick@oshkoshcorp.com

DISTRICT D

- Satya D. Mahanty, Ph.D. (08-11), Senior Representative, satyam@csufresno.edu
- Kimmy Lyon (07-10), Student Representative, lyonk2@asme.org
- Luke Clark (08-11), Student Representative, lukezclark@yahoo.com

DISTRICT E

- Dr. Abel Hernandez (06-09), Senior Representative, abelh@salamanca.ugto.mx
- Carlos Gramajo (08-11), Student Representative, cgramajo@uh.edu
- Matthew Hanley (08-11), Student Representative, hanley2@asme.org

DISTRICT F

- Beth Todd, Ph.D. (07-11), Senior Representative, btodd@eng.ua.edu
- Elizabeth D. Schulte (07-10), Student Representative, schultee2@asme.org
- Bryan Lewis (08-11), Student Representative, lewisb2@asme.org

DISTRICT G

- Fawad Kiramat (07-10), Student Representative, kiramaf2@asme.org

DISTRICT H

- Koray Safak, Ph.D. (07-10), Senior Representative, safakk@asme.org

DISTRICT I

- Mina Natchova (08-11), Senior Representative, natchovam@asme.org
- Andres Rondon (07-10), Student Representative, rondona2@asme.org

DISTRICT J

- Joy Adjorlolo (07-10), Student Representative, adjorloloj2@asme.org

Student District Operating Board Roster

DISTRICT A

- Chair Malysa Cheng, Union College, chengm@union.edu
- Xiawa Wang, MIT, xiawaw@mit.edu
- Frank D Barmes, Drexel University, barmesf2@asme.org
- Matthew Pskowski, NJIT, mjp52@njit.edu

DISTRICT B

- Chair - Twishansh (Twish) Mehta, U. Toronto, twish.mehta@gmail.com

Resources for Student Section Leaders

- Vince Romanin, U. Dayton, romaninv2@asme.org
- Joshua Billups, West Virginia U, jbillups@mix.wvu.edu
- Eduardo Rivera, Miami U, eduardo.rivera2@gmail.com
- Chelsea Jahn, U. of Michigan, jahnc@umich.edu

DISTRICT C

- *Chair* - Nicholas Zepnick, nzepnick@oshkoshcorp.com
- Jeff M. Becker, Purdue U, jmbecker@purdue.edu
- Tom Caproni, Purdue U, tcaproni@purdue.edu
- Adam Eller, Purdue U, aeller@purdue.edu
- Michael Trombley, Miami U, Michael.Trombley@mnsu.edu

DISTRICT D

- *Chair* - Luke Clark, lukezclark@yahoo.com
- Kimmy Lyon, Oregon State U, lyonk2@asme.org
- Jordan Goldsmith, Montana State U, jordan.goldsmith@gmail.com
- Edward (Ted) Gribble, CSU Pomona, epgribble@csupomona.edu

DISTRICT E - USA

- *Chair* - Matthew Hanley, hanleym2@asme.org
- Lee Hoskins, BYU, leehoskins@gmail.com
- Carlos Gramajo, cgramajo@uh.edu
- Yasaman Shirazi-Fard, Baylor U, Yasaman_Shirazi-Fard@baylor.edu

DISTRICT E – Mexico

- A. Israel Botello, U. of Guanajuato, Kid820418@hotmail.com
- Alicia-Monserrat Robles-Sanches (Monse Robles), ITESM-Toluca, monse.robles@gmail.com
- Juan-Ruben Castro-Castillo (Ruben Castro), Tech. of Madero, ruben_castro86@hotmail.com
- Francisco-Javier Castro, Tech. of Celaya, Jobomotocrosser6@hotmail.com

DISTRICT F

- *Chair* - Bryan (Disney) Lewis, Tennessee Tech. U, lewisb2@asme.org
- Casey Nabors, Christian Brothers U, cnabors@cbu.edu
- Aein Mokrivala, University of Florida, aein@ufl.edu
- Tyler Vonderheide
- University of Florida, tylerv@ufl.edu

DISTRICT G

- *Chair* - Fawad Kiramat, kiramaf2@asme.org
- Lee See Hong, Nanyang Tech. U (Singapore), LEES0048@ntu.edu.sg
- Gaurav Singla, IIT-Roorkee (India), gausingla@gmail.com
- Jinguyan Huang, Hong Kong, 05944595d@polyu.edu.hk

DISTRICT H

- Emrah Tolga Yildiz, T.C. Yeditepe U, etolgayildiz@gmail.com

DISTRICT I

- *Chair* - Andres Rondon, U. del Zulia, rondona2@asme.org
- Jonathan Carranza, U. de los Andes, j-carran@uniandes.edu.co
- Javier Lopez, U. Simon Boliva, lopezj4@asme.org
- Silvio Rojas, U. Simon Bolivar, silviorojas20@gmail.com

Resources for Student Section Leaders

DISTRICT J

- Joy Adjorlolo, adjorloloj2@asme.org

Committee on Student Development Roster

- Kalan Guiley, Chair, guileyk@asme.org
- Lauren Rathmann, Vice Chair, lauren_rathmann@yahoo.com
- Jessica Sampson, Member-at-Large, Student Conferences, sampsonj2@asme.org
- Wendy Reffeor, Student Design Contest Subcommittee
- Ramin Sadeghian, International Student Development Subcommittee
- Jessica Sanfilippo, Competition Standards and Review Subcommittee
- Jamie Waters, Human Powered Vehicle Challenge Subcommittee
- Joanna Schnobrich, K-12 and FIRST Robotics
- Usman Bin Younos, International Programs and Activities
- Amira El-Ghobashy (ASME Staff) Manager, Student Development
ElGhobashyA@asme.org

ASME Staff Partners

- Arthur L. Williston Award: Catherine Mervyn, 212-591- 7736, mervync@asme.org
- ASME Graduate Teaching Fellowships: Amira El-Ghobashy, 212-591-8131, ElGhobashyA@asme.org
- ASME Student Loans and Scholarships: Amira El-Ghobashy, 212-591-8131, ElGhobashyA@asme.org
- Auxiliary Student Loans: Susan Hawthorne, saleneH@aol.com,
- Charles T. Main Student Member Award: Catherine Mervyn, 212-591- 7736, mervync@asme.org
- Diversity Action Grants: Edie Kudlis, kudlise@asme.org, (212) 591-8614
- Early Career Forum: Cheryl Hasan, 212-591-8239, hasanc@asme.org
- E-Mentoring: Deidra Hackley, 212-591-7852, HackleyD@asme.org
- Engineers Without Borders: Marina Stenos, stenosm@asme.org, (212) 591- 8614
- Member Services: 1-800-THE-ASME (800-843-2763)
- Old Guard Competitions: Amira El-Ghobashy, 212-591-8131, ElGhobashyA@asme.org
- Online Section Roster: Jessica Albert, 212-591-7911, unitsupport@asme.org
- Section Program and Annual Financial Reports: Jessica Albert, 212-591-7911, unitsupport@asme.org
- Student Design Competitions: Amira El-Ghobashy, 212-591-8131, ElGhobashyA@asme.org
- Student Leadership Seminars: Marian Heller, hellerm@asme.org, (212) 591-7079
- Student Professional Development Conferences: Marian Heller, hellerm@asme.org, (212) 591-7079
- Student Section Advisor Award: Amira El-Ghobashy, 212-591-8131, ElGhobashyA@asme.org or Catherine Mervyn, 212-591- 7736, mervync@asme.org

Resources for Student Section Leaders

- Student Sections Competition (was Ingersoll Rand): Nicole Alston, 212-591-7006, alstonn@asme.org
- Supplies: Jessica Albert, 212-591-7911, unitsupport@asme.org
- University and Officer Information Reports: Nicole Alston, 212-591-7006, unitsupport@asme.org
- WISE Internships: Melissa Carl (DC Office), 202-785-3756, carlm@asme.org

ABOUT ASME

Why Join ASME?

- **Fame!** ASME Awards and Honors.
- **Fortune!** Access to Financial Aid – scholarships, loans, and graduate teaching fellowships (about \$500,000 annually)
- **Enlightenment!** Access to educational resources through subscriptions to *ME Magazine*, *Mechanical Advantage*, the Student E-zine, and *ME Today*, membership to a technical division, etc.
- **Career Growth!** Enhance your job prospects and experiences through career assistance, online jobs database & Career Q & A, career fairs, e-mentoring, etc. Develop your leadership skills by helping organize section activities, and hone your engineering skills in ASME contests and competitions.
- **Connections!** Meet other student engineers and network with working engineers - at student conferences, ASME technical conferences and meetings and by regular interaction with local student and senior sections.
- **Perks!**
 - E-mail Forwarding/junk mail filtering
 - Small Business Group Insurance
 - Credit and Savings Options
 - Discounts on car rentals, Airbourne Express, and Professional Development Courses through the CEI

How to Join

- Student membership is \$25 per year (FREE for Freshmen!). You can join by:
 - filling out an application and mailing
 - going online to www.asme.org/students
- Automatic Student upgrade to member = \$51 (a savings of over \$70 off the membership rate of \$129)
- Graduated dues for first 4 years after graduation (dues increase by ~\$20/year)

ASME – A Brief History

- Founded in 1880 by a group of engineers to develop guidelines and standards that would prevent boiler explosions.
- The first annual meeting was held at Stevens Institute of Technology in Hoboken, NJ.
- The first standard developed by ASME was for screw threads.
- Started research activities in 1909 - areas like steam tables, properties of metals, the effect of temperature on strength of materials, fluid meters, etc.
- Robert Thurston was ASME's first president, and Henry Ford and Thomas Edison were members.
- We've grown to over 115,000 members in over 130 countries. Over 23,000 of these are students.
- Currently headquartered at Three Park Avenue in New York City.
- The current President is Tom Barlow.

What We Do Now Continuing in Public Service

Resources for Student Section Leaders

Our Mission - To promote and enhance the technical competency and professional well-being of our members, and through quality programs and activities in mechanical engineering, better enable its practitioners to contribute to the well-being of human kind.



Our Vision - To be the premier organization for promoting the art, science and practice of mechanical and multidisciplinary engineering and allied sciences to our diverse communities throughout the world.

ASME:

- Develops and maintains over 600 Codes and Standards
- Conducts technical conferences and publications
- Provides advice & information on technology-related public policies to political leaders in Washington and in state legislations
- Promotes the accomplishments of engineers and the engineering profession (for example through the designation of ASME landmarks, which include the NASA Ames Research Tunnel, Disney's Monorail, and the B.A.R.T. system in the San Francisco Area)
- Conducts programs through local sections, such as professional development courses, plant tours, technical speakers, and social functions.

Who We Are The People

ASME Volunteers

- Student Section Members and Officers
- Student Section Advisors
- Section Members and Officers
- District Leaders
- District Operating Board and Student DOB Members
- Technical Division Members and Officers
- Technical Group Leaders
- Society Committee Members (e.g. Committee on Student Development, Student Sections Committee, etc.)

Resources for Student Section Leaders

- Over 5,000 members of the Affinity Communities (Communities of Practice).

ASME Volunteer Officers

- Vice Presidents within the Sectors – represent the interests of their unit
- Sr. Vice President of each Sector – represents the entire Sector's interests
- President of ASME – represents the entire Society's interests
- Board of Governors (9) – they represent the entire Society's interests

Badges – who is who?

- Red name badge = Staff
- Blue name badge = Committee member
- White name badge = Past president or society officer
- Gold name badge = ASME Fellow
- Green badge = ECLIPSE Intern (Early Career Leadership Internship for the Promotion and Service to Engineering)

ASME's Structure

Geographic Districts

- Ten districts – six within the United States, and the Middle East, Asia, Europe, and Latin America (see cover map).

Sectors

- The sectors work collaboratively on cross-sector projects and each produce and conduct a diverse and complex array of products and services.
- The work is done in Society Committees, with a partnership of volunteers and staff
- Two Sectors directly support student sections and activities – Knowledge and Community and Centers.
- Knowledge and Community Sector
 - Global Communities – Sections, Student Sections, Districts, Student Sections Committee (SSC)
 - Technical Communities – provides technical content in over 30 areas
 - Affinity Communities - special-interest groups that cross technical or geographic boundaries. There are now 7 Affinity Groups:
 - Entrepreneur's Network
 - ASME International Outreach
 - Women in Engineering
 - Young Engineer Correspondents
 - ECLIPSE
 - Graduate Students
- Centers Sector
 - Committee on Student Development (CSD)
 - Financial Aid – Scholarships and Loans
 - Education – support for undergraduate and graduate students
 - Early Career Development Committee (ECDC)
 - Public Awareness
 - Pre-College Outreach (e.g. FIRST, Girl and Boy Scouts, JETS)
 - Professional Practice Curriculum (PPC) – online learning for early-career engineers and engineering students

Resources for Student Section Leaders

- The Institutes Sector also provides opportunities for students to participate in its activities
 - IPTI Collegiate Council - IPTI's planning for the future. This meeting of students from North America and Mexico representing 12 universities produced a list of needs that students want from IPTI.
 - Student Internship - make future contacts and begin networking at annual meetings and conferences
- The Strategic Management Sector administers the WISE program, a 9-week summer program for 3rd or 4th year engineering students with an interest in public policy. Seven engineering societies, including ASME, sponsor the program, and ASME selects 1-2 interns each summer.
- Peerlink (<http://peerlink.asme.org>) – an online tool that Affinity Groups and other group use to communicate. There are currently 174 Communities of Practice. It is a place to ask questions, get answers, and give advice. For more information on ASME's Affinity Groups or PeerLink, go to ASMEAffinity.wordpress.com

NOTES

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NOTES

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Resources for Student Section Leaders
