Chapter 11 – ANNUAL SECTION AWARDS

1. GENERAL

Each year every chartered ASNE Section (except Student Sections) that meets program goals of ASNE through successful and effective activities in Section’s operations is eligible to compete for several Annual Section Awards. ASNE recognizes that a viable Section program will contribute to the objectives of the Society and provide recognition of Naval Engineering by ASNE involvement. Specific criteria each award is provided in Paragraph C. The following Section Awards are presented:

* **Section of the Year Award.**

This award is presented to the Section, which has attained the highest total point score on the SECTION AWARD EVALUATION FORM (APPENDIX B).

* **Most Improved Section Award.**

This award is presented to the Section, which has demonstrated the highest percent point score increase over the previous year.

* **Section Productivity Award.**

This award is presented to the Section, which was determined to have the highest level of achievement per member.

* **Premiere Recruiting Section Award.**

This award is presented to the Section, which has attained the largest relative change in total Section membership.

In addition, an award will be given to the **Runner-up Section in each award category**.

Any Section, which submits a Section Award Evaluation Form, but does not quality for any of the above awards may receive a **Section Participation Award.**

B. SELECTION PROCESS

Each year, not later than a date specified by ASNE Headquarters, each Section Chairperson shall submit a completed SECTION AWARD EVALUATION FORM (APPENDIX B) to the ASNE Sections Committee for consideration. This form enables the Section to accumulate points for activities meeting the criteria in this procedure and is the basis for the Annual Sections Awards. While supporting documentation for points claimed is not to be submitted, it should be maintained in Section files for possible evaluation by the ASNE Sections Committee. The ASNE Sections Committee will conduct an analysis of the Awards Evaluation Forms which have been received. Any ambiguities or questions concerning the petitions will be discussed with the Section involved. The ASNE Sections Committee will complete the evaluations by a date specified by ASNE Headquarters, and submit recommendations for award to the ASNE Council at the next regularly scheduled meeting.

C. CRITERIA FOR EVALUATION

Section accomplishments are measured on a point system (see APPENDIX B). Points are awarded for accomplishment of specific objectives in each of the following five areas of a Section’s operation:

* Programs,
* Membership,
* Technical Activity,
* Public Relations and Liaison, and
* Administration.

A total of 30,700 points may be awarded for any specific program year commencing 1 January through the subsequent 31 December. A Section must score points in each of the areas to be eligible for an award.

The Sections Committee will establish the minimum number of points necessary for any Section to achieve an ASNE Annual Section Award. Specific criteria for each award category are as follows:

* **Section of the Year Award** – highest total point score on the Section Award Evaluation Form (APPENDIX B).
* **Most Improved Section Award** – highest percent score computed as (current year total point score divided by prior year total point score) x 100. Note: A Section must have submitted the form in the previous year to be eligible for this award.
* **Section Productivity Award**- highest ratio score computed as (total point score divided by number of section members).
* **Premiere Recruiting Section Award** – largest relative change in total section membership computed as (current year membership divided by prior year membership x 100) minus 100. A positive score reflects a gain in section membership, while a negative score reflects a loss in section membership. Note: Only an active section is eligible for this award, and also must have submitted the form in the previous year.

D. PROCEDURE FOR REPORTING

1. The evaluation period for award of points shall be 1 January through 31 December of the year preceding the scheduled ASNE Day.
2. Section Award Evaluation Forms should be typed or clearly printed. Supporting documentation shall be maintained by the Sections until awards are announced or sent in with the award evaluation form. Sections Committee may ask for the supporting documentation.
3. Recommendation for Awards to Sections will be made by the ASNE Sections Committee to the ASNE President and Council.

E. FORM AND TIME OF RECOGNITION

1. The form of the ASNE Annual **Section of the Year** Award shall be determined by the ASNE Council. The award shall be presented to the best Section (and Runner-up) in ASNE at the Joint Council Meeting in conjunction with ASNE Day.
2. The form of the ASNE **Most Improved** Section Award shall be determined by the ASNE Council. The award shall be presented to the most improved Section (and Runner-up) at the Joint Council Meeting in conjunction with ASNE Day.
3. The form of the ASNE Section **Productivity** Award shall be determined by the ASNE Council. The award shall be presented to the Section with the highest achievement ratio (and Runner-up) at the Joint Council Meeting in conjunction with ASNE Day.
4. The form of the ASNE **Premiere Recruiting** Section Award shall be determined by the ASNE Council. The award shall be presented to the Section (and Runner-up) with the largest relative change in total section membership at the Joint Council Meeting in conjunction with ASNE Day.
5. The form of the Section **Participation** Award shall be determined by the ASNE Council. The award shall be presented to the Sections participating at a level established by the Sections Committee. The awards shall be presented at the Joint Council Meeting in conjunction with ASNE Day.

Chapter 12 - SECTION HISTORY

A. GENERAL

In conjunction with the Society's Centennial, considerable effort was expended in writing and publishing an ASNE History. Volunteers and Staff worked long hours searching the files and archives for the data required to compile this history. In 1990, an ad hoc committee recommended that action be taken to institutionalize this procedure so that the ASNE History may be kept current. Among the recommended actions was one for the preparation and submission of annual Section Histories.

The Society is reluctant to impose additional administrative burdens on the Sections. However, there is much which is relevant to the ASNE History that is only available at the Sections. A simple means of obtaining that information is the goal of the Section History requirement. Every effort will be made to avoid duplicative reporting and development of data that already exists in some other acceptable form. Your suggestions along these lines are always welcome.

B. FORMAT

There is no prescribed format for the Section History. It may be prepared in whatever form that best suits the capability of the Section and the content of the document. The only requirement is that it be legible and coherent. Computer generation is desirable.

C. CONTENT

Content will also not be prescribed. Keep in mind that what is required is information and data that has not already been submitted to the Society. Therefore, all the information which has been included in the reports required by APPENDIX C need not be resubmitted. However, you may want to refer to a report or restate its conclusions for completeness of presentation.

It is suggested that the Section History could include the following:

1. **Narrative of Significant Events**. A concise, verbal report of significant events, activities and achievements of the Section and its members during the reporting period.
2. **Chronology of Events**. A chronological listing of the major events and activities of the Section during the reporting period.
3. **Appendices**. Compilations and summaries of pertinent data, such as, list of officers and chairmen of the Section from professional and technical organizations other than ASNE, photographs, etc.

D. SUBMISSION

The Section History should cover the calendar year and should be submitted to the Society by 1 March following the end of each calendar year.

It may be appended to the Section of the Year Award Report and serve as backup for that submission. In that case, the appendices could contain copies of the data generated in developing the Award Report, thereby, contributing to a complete Section file at the Society.

APPENDIX A - PROFORMA OF SECTION BYLAWS

(SECTION NAME)

Organization approved by Council on ---------------------------------, 19-- , to carry on Section activities in the --------------------------- area.

ARTICLE I – NAME

The name of the Section shall be "The (Name) Section of The American Society of Naval Engineers, Inc."

ARTICLE II – DEFINITION

Naval engineering includes all arts and sciences as applied in the research, development, design, construction, operation, maintenance, logistic support, inactivation and disposal of surface and sub-surface ships and marine craft, naval maritime auxiliaries, aviation and space systems, combat systems including command and control, electronics and ordnance systems, ocean structures and associated shore facilities which are used by the naval and other military forces and civilian maritime organizations for the defense and well-being of the Nation.

ARTICLE III – PURPOSES

The purposes of the Society are:

* To advance the knowledge and practice of naval engineering in public and private applications and operations,
* To enhance the professionalism and well-being of members, and
* To promote naval engineering as a career field.

ARTICLE IV – FUNCTIONS

To achieve it purposes, the functions of the Section shall include:

* Providing a forum for the exchange of scientific, technical and operational knowledge,
* Holding technical meetings,
* Enhancing professional development of engineers, and
* Promoting membership growth for the Society.

ARTICLEV-MEMBERSHIP

All members of every grade of the Society residing in, or maintaining their principal mailing address in, the territory of this Section shall be included on the Section roster.

ARTICLE VI – DUES

There will be no Section dues.

ARTICLE VII – OFFICERS

The officers shall be a Chairman, a Vice Chairman, a Secretary and a Treasurer, or a Secretary-Treasurer, plus others, if required. Their term of office shall be one year from July 1 through June 30 to agree with the Fiscal Year of the National Society. All officers shall be members in good standing.

ARTICLE VIII – COUNCIL

The Section Council, which shall consist of the Chairman, Vice Chairman, Secretary, Treasurer, the Chairman of the Arrangements, Program, Publicity and Membership Committees, and (number) other members, shall have general responsibility, under the Section Chairman, for the activities of the Section.

The terms of office of the members, other than the Section Officers and Committee Chairmen, shall be two (or three) years and the terms will be staggered; e.g., elect one-half (or one-third) each year. All members of the Section Council shall be members in good standing.

ARTICLE IX - DUTIES OF OFFICERS AND COUNCIL

The Council shall direct and manage the affairs of the Section and shall have authority to establish such other rules and regulations as may be necessary, provided that such rules and regulations do not conflict with the provisions of the Bylaws of the Society.

The duties of the Officers and Council shall be:

(Describe -- use ASNE Bylaws and Chapter 3 of the ASNE Sections Manual as a guide)

ARTICLE X – MEETINGS

The provisions of the Charter of Incorporation (1946) and Bylaws of the American Society of Naval Engineers, Inc, and the practices of the Society with respect to purposes and functions shall govern the procedures of the Section.

Section programs shall be developed to advance the knowledge and practice of naval engineering, to enhance the professionalism and well-being of members, and to promote naval engineering as a career field.

The papers presented at the meetings should be submitted to the National Society Office for review and consideration by the Journal Committee for inclusion in the Naval Engineers Journal.

ARTICLE XI – COMMITTEES

Standing Committees of the Section shall include Arrangements, Program, Publicity, Awards and Membership.

Principal Special Committees include Audit and Nominating, and such others (Combat Systems, Fleet Liaison, Professional Development, History, etc.) as considered appropriate by Section Council.

Within the provisions of the Bylaws of the Society, the Section Council may appoint Ad Hoc Committees to fulfill unique requirements.

ARTICLE XII – ELECTIONS

Nomination of new Officers and Council members shall take place sufficiently in advance of the ASNE Day Annual Meeting of the Society to allow time for transmittal of ballots to and return thereof by the members. Ballot returns will be tabulated by the Nominating Committee and a report of the results forwarded to the Section Council. Election results will be announced by the outgoing Chairman at a regular meeting before ASNE Day and reported to the ASNE National Office no later than 15 March. The new officers will preside at Section meetings beginning with the new fiscal year.

ARTICLE XIII – AMENDMENTS

Amendments to these Bylaws shall be presented to a regular meeting of the Section by the Section Council. Such proposed amendments shall be brought to the attention of all Section members in the notice of the next regular meeting at which time the matter will be discussed and action taken.

A three-fourths vote of the members present at that meeting in favor of the amendment shall be required for its adoption.

The amendment is subject to approval by the Council of the Society.

APPENDIX B - SECTION AWARD EVALUATION FORM

|  | **Factor** | **Points** | **Max** |
| --- | --- | --- | --- |
| 1 | PROGRAM |  |  |
| a | Section membership meetings with a professional or technical program | 100ea | 1,000 |
| b | Average percentage of members as of 1 January attending above meetings. a = average % attendance at above meetings, b = number of above meetings(Example: average= 20%, meetings= 10; Score= 200) | = a x b | 1,000 |
| c | Section sponsored workshops or training sessions in those disciplines noted in the ASNE Bylaws. (Not part of regular meetings.) | 50 per class | 500 |
| d | Section organizes and conducts local symposium pursuant to the ASNE Sections Manual. (Not part of regular meetings.) | 500ea | 1,000 |
| e | Section tour or site visit of a plant, facility, ship or activity. (Not part of regular meetings.)  | 100ea | 400 |
| f | Section participates in the annual scholarship award program in accordance with Chapter X of the Sections Manual. (Due by 15 Feb.)  | 500ea | 500 |
| g | Combined total attendance at all ASNE Section sponsored functions for the year. (0-500=100; 501-1000=200; 1001-1500=300; 1501-2000=400; >2000=500) |  | 500 |
|  | **Program sub-total** |  | **4,900** |
| 2 | MEMBERSHIP |  |  |
| a | Retention and growth of membership count during the calendar year. (Section counts provided by ASNE Staff by 15 Jan.) [(End #)/(Start #)] x 500 |  | 2,000 |
| b | Percentage of members < 30 years old. (Counts provided by ASNE Staff by 15 Jan.) | 40/ Pct | 2,000 |
| c | Percentage of Sustaining Members. (Counts provided by ASNE Staff by 15 Jan.) | 40/ Pct | 2,000 |
| d | Section member nominated by Section for National ASNE Award. (Bonus if nominee Selected)  | 200ea200ea | 400400 |
| e | Section member nominated for Other Professional Society Award. (Bonus if nominee Selected) | 200ea200ea | 400400 |
| f | Sponsor of a Student Chapter or group, and coordination of their program.  | 250ea | 1,000 |
| g | Sponsor a successfully chartered New Section/ Chapter and provide Support during First Year of operation. | 200ea | 400 |
| h | Conduct Section membership Survey, and publish Results to Section.  | 100ea | 100 |
| i | Section, Section member or Other Activity sponsor subscription to Naval Engineers Journal for Adopt-a-Ship, Library or College/ University.  | 25ea | 200 |
|  | **Membership sub-total** |  | **9,300** |
| 3 | TECHNICAL ACTIVITIES  |  |  |
| a | Arrange for Courses taught as part of a local Continuing Education program, or at Colleges/ Universities in ASNE disciplines. (Provide backup evidence). | 250ea | 2,000 |
| b | Supply Speakers for non-ASNE functions (i.e., civic clubs, universities, high schools or other professional groups.).  | 50ea | 2,000 |
| c | Perform unique Project in an ASNE discipline to solve a military, government or industrial problem. | 200ea | 200 |
| d | Section member attains registration as a Professional Engineer within state. | 100ea | 500 |
| e | Articles submitted or published by Section members for NEJ. SubmittedPublished  | 100ea400ea | 500800 |
| f | Articles on an ASNE discipline published by Section members in Other national journals or magazines. | 200ea | 1,000 |

| g | Technical Papers presented by members at ASNE Day or other National/ Local Symposium.  | 250ea | 1,000 |
| --- | --- | --- | --- |
| h | Technical Papers presented at Section Meetings and Published in NEJ.  | 500ea | 1,000 |
| i | Technical Papers presented at Other technical meetings by members and published in Other professional journals | 250ea | 1,000 |
| j | Support or Science Fair/ Student Competition/ Student Project. ConductingParticipating | 500ea100ea | 500300 |
| k | Organize and conduct Scholastic Mentoring program with local high school, trade school or other student program | 100ea | 300 |
|  | **Technical sub-total** |  | **9,300** |
| 4 | PUBLIC RELATIONS AND LIAISON  |  |  |
| a | Press releases to local TV or radio media, government messages, professional journals and newspapers for ASNE activities and awards. | 50ea | 500 |
| b | Certificates of Appreciation or equivalent presented to guest speakers.  | 25ea | 300 |
| c | Letters sent to Employers recognizing new Section Officers, new Committee Chairmen, recipients of ASNE Awards or other accomplishments of those they employ.  | 50ea | 500 |
| d | Articles and Photographs submitted by the Section and published in the Naval Engineers Journal or ASNET Section News.  | 100ea | 600 |
| e | Articles and Photographs submitted by the Section and published by Other professional society, or Local News.  | 100ea | 300 |
| f | Joint Meeting with Other professional society.  | 100ea | 500 |
| g | Display Section Booth with pictures, literature and ASNE applications at Section meetings, symposiums or Other appropriate occasions.  | 25ea  | 300 |
| h | Distribute Section Newsletter to members prior to meetings. | 50ea  | 500 |
| i | Maintain a Web Page with current Section activities, schedules, and information. | 500ea | 500 |
|  | **Public Relations sub-total** |  | **4,000** |
| 5 | ADMINISTRATION  |  |  |
| a | Biographies and Ballots sent to members for Section election of officers, 30 days before voting. | 200ea | 200 |
| b | List of Section Officers sent to ASNE Office within 30 days after election.  | 200ea  | 200 |
| c | Annual Audit and Budget for new year sent to ASNE Office prior to 15 Aug. (If NOT completed on time, a 500 point penalty may be assessed) | 500+/- | 500 |
| d | Attendance of Section Chairman and/or designated representative at National Sections Business Meeting.  | 500ea | 1,000 |
| e | Establish and maintain a Section History.  | 100ea  | 100 |
| f | Conduct Section Officer or Committee meetings separate from member meetings. | 25ea | 400 |
| g | Display Section Banner at Meetings and Other activities.  | 25ea | 400 |
| h | Distribute Section Coming Year Schedule to local members and NEJ by 15 Sep.  | 400ea  | 400 |
| i | Contribute Section Funds or Voluntary Services to Other not-for-profit organizations in compliance with ASNE By-Laws. | 50ea | 400 |
| j | Section member prepares Other ASNE document or significant contributes to new Improvement to the Society. (Provide details) | 250ea | 500 |
|  | **Administration sub-total** |  | **4,100** |
|  | **GRAND TOTAL** |  | **31,600** |

APPENDIX C - LIST OF REPORTS REQUIRED FROM SECTIONS

Listings preceded by (Req) are required obligations; others are recommended but Optional.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **REPORTS** | **DUE DATE** |
| 1 |  | Section News for Naval Engineers Journal  | Monthly, or as available |
| 2 | Req | Symposium Final Financial Report --  | 60-90 days after  |
| 3 |  | Copies of Technical Presentations, when available | 30 days after |
| 4 |  | Slate for Regional Council Members (See Appendix I) | 1 Dec |
| 5 |  | Applications for Scholarships, with Section endorsement | 15 Feb |
| 6 |  | Section of the Year Award | 1 Mar |
| 7 |  | Recommendations for President's Awards | 1 Apr |
| 8 |  | Ballots for Regional Council Members | 10 Apr |
| 9 | Req | List of Incoming Section Officers | 1 Jul |
| 10 |  | Program of Meetings and Activities | 15 Jul, or changes |
| 11 | Req | Annual Budget for Program Year Starting July 1 | 15 Aug |
| 12 | Req | Annual Audit Report for Fiscal Year Ending 30 June | 15 Aug |
| 13 |  | List of Section Officers, Council and Committee Chairs | 15 Aug, or changes |
| 14 |  | Recommendations for nominations for National office | 31 Oct |
| 15 |  | Nominations for ASNE Awards | 15 Jan |
| 16 | Req | ASNE Membership Applications | Upon receipt |

APPENDIX G - LIST OF REGULAR COMMUNICATIONS TO SECTIONS

1. List of Section members as of 1 Jan, including count of members

Under 30, Student members, Life members and Sustaining members -- 30 January

1. Copy of Annual Goals and Objectives (when revised) -- Sep/ Oct
2. Notices of ASNE Council meetings -- Mo/ Bi-Mo
3. Notices of National Sections Meetings -- When Decided
4. Set of Section Address Labels or Excel spreadsheet -- On request
5. List of delinquent members -- Monthly
6. List of ASNE Council members, Committee chairs, Staff liaisons

& Section Chairs by Region -- Annually

1. List of Emblematics with Section discount (10%) or

Speaker mementoes or re-sale -- O request

1. Payment of Annual Stipend for count of members in Section &

 Recruiting Payments 1 July

1. List of Papers/ Articles from Sections published in NEJ in past year -- On request
2. Speakers list -- Annually
3. Executive Director Report -- Prior to Council
4. Scholarship Fund and Program Report -- 1 September
5. Call for ASNE award candidates -- 1 September
6. Call for scholarship applications -- 15 November
7. Call for Council nominations -- 1 October
8. Count of Section members as of June 30 -- 1 August
9. Copy of Sections Manual for new Officers -- On request

APPENDIX J - SUSTAINING MEMBERSHIP PROGRAM

Rules for Credit to Sections

1. Introduction.

Part of the ongoing fund raising effort of the Society is its Sustaining Membership program. Members who are able to provide support for their Society over and above the annual dues, contribute $100 or more annually.

1. Section Credit.

Sections can use this program to earn funds for approved programs and activities by soliciting Sustaining Memberships from members according to the following schedule:

First year of contribution: 30%

Second and subsequent years: 10%

1. Procedures for Payment.
2. Recruit contribution.
3. Mark form in upper right corner: "Section Credit - (Section Name)
4. Mail completed form with full payment to ASNE, 1452 Duke Street, Alexandria, VA 22314-3458.
5. ASNE accountant will collect funds. The Section will be advised of any uncollectible checks or credit card payments.
6. Payment of Section credit will be made annually in July.
7. After the first year, Sections will automatically receive credit annually in July.
8. Listing of Sustaining Members.

A complete listing of Sustaining Members will appear once a year in the Naval Engineers Journal.

1. Sustaining Member Pins. Sustaining Member pins are sent to each new Sustaining Member by the National Office. If recruiting Sections want to present the pin to their Sustaining Members, a supply may be requested from the Program point of contact (POC) listed in Appendix M. The POC should be informed if a pin has been presented so the presentation will not be duplicated.

Benefits for Sustaining Members are:

* A distinctive lapel pin which you can wear with pride.
* Listing in the Honor Roll of Sustaining Members in the Naval Engineers Journal.
* At ASNE Day, a Sustaining Member ribbon for your badge.
* An invitation to the Sustaining Member reception at ASNE Day.
* Use of the private lounge for Sustaining Members at the Sheraton Washington Hotel at ASNE Day.

STAFF CONTACT: See APPENDIX M - ASNE office, (703) 836-6727

APPENDIX K - SUGGESTIONS FOR ASNE SECTION OPERATIONS

1. A solid Speakers Program is the most important key to success. Attendance, interest, technical exchange, participation and recruiting will result.
2. Get speakers from National speakers list, other Sections, VIPs on travel, etc.
3. Keep Technical Program for the Year updated and use it as a primary recruiting tool with ASNE application for membership.
4. Personally contact all delinquent members to pay dues or rejoin ASNE.
5. Publish a functional Directory using ASNE Office data bank for Section members.
6. Recognize Speakers, local Sustaining Members, top Recruiters significant contributors and awardees.
7. Plan a program with a mixture of meetings/events such as:
	1. Dinner Meetings
	2. Work Shops
	3. Luncheons
	4. Technical Courses
	5. Joint Meetings
	6. Ship Visits
	7. Plant Visits
	8. Engineers Week
	9. Community Functions
	10. Science Fairs
	11. Mini Symposia
	12. Major Symposia
	13. Mentor Programs
	14. College Programs
	15. Socials
	16. Career Days
8. Establish a Monthly Newsletter with interesting and timely information.
9. Establish Liaison with a Government Activity for announcing quarterly technical program in a SOPA message.
10. Send Announcement Flyers/ Newsletter to a point of contact in other local professional societies.
11. Hold Regular Meetings at some centrally located facility with adequate parking, reasonable costs and quality meals.
12. Obtain a Booth for meetings, symposia, Engineers Week and other appropriate events.
13. Display Local Pictures/Events and provide ASNE Literature including technical program and applications at all technical meetings.
14. Cover the Cost of Monthly Board Meetings and Steering Committee Meetings for symposia as a budget line item.
15. Encourage Government activities, Educational institutions and other Not-for-Profit organizations to Exhibit at No Cost for Booth Space. They will bring in attendance and exhibitors.
16. Speaker Panels are very effective for technical meetings and symposium sessions.
17. During ASNE sponsored symposia a person registered and paying at the Non-Member Rate who pays for One Year ASNE Membership while in attendance will have his membership extended to Two Years.
18. Budget funds to help cover the cost of sending At Least One Representative to Annual ASNE Day.
19. Establish a Monthly Dialogue with your Regional Council Member for input to monthly reports.
20. Consider a low cost Section-operated Electronic Bulletin Board Service to communicate with members.
21. Encourage individuals, corporations or organizations to Sponsor Subscriptions to the *Naval Engineers Journal* through the Adopt-a-Ship Program.
22. Plan an Annual Section Sponsored Social Meeting with spouses/friends. Sections can budget to help underwrite a portion of the cost.
23. Encourage speakers to Submit Technical Papers to ASNE National Office for consideration by the Journal Committee for publication in the Naval Engineers Journal.
24. Section Chairman utilize toll free phone number to call the ASNE Office to submit reports, ask questions or request information or assistance.
25. Participate at least once a year in a Regional Meeting of Section Chairmen or their representatives, the Regional Council member and National staff. The best time to coordinate this Regional Sections meeting is in conjunction with a Regional Symposium.
26. Consider using Pay Roll Deductions for paying Annual Membership Dues. Contact the ASNE Office for guidelines.
27. Insure all Section Officers and Committee Chairmen have copies of the current Sections Manual and are familiar with it.
28. Sign up all nominees for Section Officers and Committee Chairmen since they must be ASNE Members in Good Standing to serve.
29. Track Action Items from monthly meeting to meeting until each item is completed.
30. Get more people involved from different activities and companies by having More Committees and Committee Vice Chairmen.
31. Committee Vice Chairmen may be available to assume More Responsibility the Following Year.
32. Some Additional Committees to consider are: Combat Systems, Environmental, Awards, Safety, Scholarships, History, Professional Development, Student Liaison, and Fleet Liaison.
33. Bring in Other Services/ Agencies such as: Army, Coast Guard, MARAD, MSC, and NOAA to participate in technical program.
34. Establish a Fleet Liaison Committee to sponsor quarterly Fleet Oriented Luncheons near piers, in working uniform, and at low cost.
35. Give First Time guests who join ASNE a Free Dinner or Lunch.
36. Establish an EIT Refresher Program sponsored by Section or sponsored jointly with another organization.
37. Get involved with College Level/ High School Level Service Programs.
38. Participate in Engineers Week.
39. Establish a Section Sponsored Scholarship with excess revenue from symposia and recruit scholarship applicants from local colleges.
40. Designate Vice Chairman responsibilities to prepare annual Section of the Year input.
41. Utilize ASNE chapter concept to bring in Remote Areas, Different Disciplines or Students.
42. Periodically Co-Sponsor a Major Symposium with papers and exhibits.
43. Commence symposium planning 18-24 months in advance with a Steering Committee.
44. Invite liaison Representatives from Major Government activities to attend Symposium Steering Committee meetings.
45. Set up an Executive Committee of COs, Company Presidents/ CEOs and other key personnel to help bring in papers, exhibitors and attendance at symposium.
46. Establish an Email Network and Web Site to get word out on upcoming Section and ASNE events and encourage members to get the word out through their networks.

APPENDIX N - SUGGESTED PROGRAMS AND ACTIVITIES FOR SECTIONS

1. Encourage student participation by sponsorship of a Student Technical Papers Program.
2. Authors of Qualifying Papers (preferably in Naval Engineers Journal format) receive Nominal Stipend.
3. Sponsor an ASNE Scholarship.
4. Stimulate Young Engineers with technical papers program, providing recognition for qualifying papers in Naval Engineers Journal format.
5. Subsidize Students' Cost of attending Section meetings.
6. Arrange Tours of interesting engineering facilities.
7. Sponsor visits by Section officers to other ASNE Section meetings or symposia.
8. Sponsor or participate in a Science Fair.
9. Conduct workshop for E.I.T. and P.E. candidates.
10. Conduct Workshops, Short Courses or Professional Development programs on technical or other professional topics.
11. Publish a Section History.
12. Publish a Section Membership Directory.
13. Compile a Video Cassette Library on naval and technical subjects.
14. Underwrite Travel Expenses to Washington DC for ASNE Day for Section Chairmen (incoming and/or outgoing) or officially designated representative.
15. Participate in the Adopt-A-Ship Program.
16. Sponsor Contests such as papers, model building, science projects.
17. Recognize Award Winners and Sustaining Members.
18. Conduct Membership Drive with prizes or incentives.
19. Establish a Mentoring Program at pre-college level (grade school or high school).
20. Hold Joint Meeting with another professional society.

APPENDIX O - ASNE GOALS AND OBJECTIVES

I GOAL: The American Society of Naval Engineers should embrace the totality of "Naval Engineering," addressing the full spectrum of disciplines associated therewith.

I.1 Objective: By means of ASNE Day, symposia, Naval Engineers Journal articles, local Section programs and other means embrace disciplines heretofore not fully exploited, such as space, artificial intelligence, aviation, automation, battle force system engineering and environmental engineering, so as to broaden the sphere of knowledge, involvement and activity.

I.2 Objective: Examine for periodic offering areas and topics needing stimulation or re-stimulation for symposia or other forums (such as symposia covering environmental engineering, small ships, patrol boats, research & technology, and amphibious warfare).

I.3 Objective: Expand the symposia/meeting co-sponsorship arena to such parties as the Naval Postgraduate School, Naval War College, Defense Systems Management College, OPNAV Staff and Industrial College of the Armed Forces as well as other professional societies.

I.4 Objective: Reinforce the ASNE's role as an integration advocate, i.e., act as a catalyst for total ship engineering, warfare system architecture and engineering, total force engineering.

I.5 Objective: Encourage mechanisms to improve the interaction between the naval engineering profession and the operational maritime forces.

I.6 Objective: In the interest of a full spectrum membership base, pursue a vigorous and continuing membership recruiting and retention campaign in concert with other objectives within this goal.

I.7 Objective: Strive for balance in membership and programs among the naval engineering communities (military, civil service, private, et al.)

II GOAL: The ASNE should continue to improve the technical products and benefits to the membership to keep the membership informed, and they should be of high calibre to attract the best to the profession.

II.1 Objective: Increase the number of Naval Engineers Journal paper inputs, exclusive of the ASNE Day papers, by approximately 10 percent per year to increase the availability for publication.

II.2 Objective: Research and explore the market for ways, means and conditions to provide a professional training/education service to the membership.

II.3 Objective: Establish additional "discipline committees" (e.g., combat systems, logistics) when the membership indicates sufficient need, interest and support to do so, both for their contribution to the Society and profession and to obtain broader membership involvement.

II.4 Objective: Explore the sponsorship of a design project competition with pre-selected topics complementary with other design competitions (such as SNAME, Perry Foundation).

II.5 Objective: Explore ways and means to provide position and job opening information to the membership.

II.6 Objective: Continue a vigorous Society awards program in recognition of significant naval engineering contributions.

II.7 Objective: Establish an on-going process to maintain a continuing history of the naval engineering profession.

II.8 Objective: Disseminate information on significant foreign naval engineering developments to the community through established meetings and publications.

III GOAL: Enhance the role of the Sections as the heart of the Society.

III.1 Objective: Improve two-way communication between ASNE Offices and the Sections and encourage inter-Section communication.

III.2 Objective: Pursue the development of Journal papers from local meeting presentations.

III.3 Objective: Develop forum for "special technical Interests" which are important in a Section's particular geographic areas.

III.4 Objective: Develop programs to attract and retain participation by fleet engineers.

III.5 Objective: Revise the Sections Manual to reflect current policy.

III.6 Objective: Revise the Section of the Year Award criteria to eliminate the current "large Section bias."

III.7 Objective: Develop "Mentor Programs" for attracting and retaining young engineers as members.

III.8 Objective: Encourage Sections to sponsor a local symposium at lease once every five years.

III.9 Objective: Schedule a mid-year Section Chairman's Business Meeting.

IV GOAL: Be actively involved in the sustenance and long-term health of the naval engineering profession.

IV.1 Objective: Sponsor (or co-sponsor) innovative symposia to provide forums for the exposure of technologies and engineering concepts which might influence future naval strategies, operational trends, tactics; as well as force, ship and system designs.

IV.2 Objective: Develop and support initiatives that foster the health and well being of the U.S. merchant marine and the maritime industry.

IV.3 Objective: Continue the existing scholarship program, expanding it as resources permit.

IV.4 Objective: Support Society and local/national initiatives, efforts and actions towards the revitalization and improvement of engineering education.

IV.5 Objective: Provide the means for public expression and discussion of current issues and health of the naval engineering profession.

IV.6 Objective: Encourage equal opportunity for all members of the naval engineering profession.

V GOAL: Ensure that the administrative and financial underpinnings of the Society support the Society's Goals and Objectives.

V.1 Objective: Establish a special committee for planning consisting of the President, Vice Presidents, Executive Director and Technical Director to develop and maintain the goals and objectives of the Society. Assess progress in meeting the goals of the Society adjusting them as necessary and suggest actions required to implement plan goals, e.g., ad hoc committees, composition, leadership.

V.2 Objective: Continue to assess the financial soundness of ASNE; examine and propose financial strategy for the future.

V.3 Objective: Continue to improve the accounting systems by creating more definitive budget line items while developing and obtaining the appropriate computer-based support to provide financial statements which are more useful to the Council.

V.4 Objective: Determine the feasibility of a periodic newsletter to improve communication within the Society.

V.5 Objective: Continue emphasis on national staff support of symposia and meetings. Organize appropriately to provide this support.

V.6 Objective: Continue to assess the current advertising policy and procedures for value added and cost effectiveness.

V.7 Objective: Continually strive to reduce the cost of operations of the Society.

V.8 Objective: Define the responsibilities and accountability of Regional Council members.