

**American Society of Naval Engineers**

**Sections Manual**

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# **Sections Manual**

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## CHAPTER 1 INTRODUCTION

### A. GENERAL

The American Society of Naval Engineers, Inc., is a not-for-profit 501(c)(3) organization incorporated under the laws of the District of Columbia and licensed to conduct business in the Commonwealth of Virginia. 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 the members, and  
to promote naval engineering as a career field.*

Naval engineering includes related arts, sciences and use of technology in the design, systems integration, interoperability, construction, operation, maintenance, logistics support and disposal of:

- Warfare systems including command and control, electronics, and ordnance systems.
- Aviation and space systems,
- Surface and sub-surface ships, marine craft, and maritime auxiliaries,
- Ocean structures and associated shore facilities that are used by the naval or other military forces and civilian maritime organizations for the defense and well being of the nation

Naval engineering combines traditional naval architecture and marine engineering with other engineering disciplines such as:

- C4ISR
- Environmental Engineering
- Modeling and Simulation
- Total Systems Engineering (including the use of commercial components)

- Total Ownership Costs  
Information Technology

## **B. FUNCTIONS**

To achieve the purposes defined above, the Society has developed the following set of functions:

- *providing multidisciplinary forums for the exchange of scientific, technical and operational knowledge,*
- *holding technical meetings at national and local levels,*
- *publishing a journal of naval engineering and other publications, documenting and promulgating current progress and the history of naval engineering,*
- *promoting the exchange of information with industry and the government and among engineers, engineering groups and societies,*
- *enhancing professional development of engineers,*
- *honoring outstanding contributors and making awards for significant achievements in the field of naval engineering, and,*
- *promoting membership growth for the Society.*

The Society is a national organization with members in all 50 states, all U.S. territories and several foreign countries. It is governed by approved Bylaws, policies, and an elected National ASNE Council which directs and manages the affairs of the Society. Administrative functions are performed by a National staff managed by the Society's Executive Director. The membership is organized into Sections, which are located geographically throughout the United States in areas of heaviest naval engineering activity. The Sections form a vital link to the members in their local area and are the primary instrument for performing most of the functions defined above. As such, the Sections are the heart and strength of the Society. Members outside of Section areas are kept abreast of professional activity through publications and symposia attendance.



**C. SECTIONS MANUAL**

The purpose of this Sections Manual is to provide organizational structure and operational direction and guidance for the Sections. The *requirements* of this manual are to be implemented uniformly by all Sections. *Any suggestions or recommendations* provided may be used as appropriate by each Section.

The Sections Manual sets forth information, which has proven to be helpful in establishing and maintaining certain basic procedures, which will assure continuity of operations and reporting in a consistent manner. The manual is also a guide for developing and producing interesting technical programs, which will contribute to the maintenance and growth of the Society. Most importantly the Sections Manual is a guide for Sections to operate and maintain a successful Section. Guidance and reporting requirements for conferences, symposia and colloquia are included in the Symposium Guidebook.

**D. AUTHORITY**

It is important for all Section Officers to be sensitive to the fact that the Society is a legally approved not-for-profit organization under IRS Code 501(c)(3) and, as such, is subject to a rather stringent set of legal requirements. The Sections have no legal status as separate organizational entities and exist only under the umbrella of the Society.

These requirements also apply to the Sections as an integral part of the Society. As a not-for-profit corporation, the financial transactions of the entire Society must be summarized and reported annually to the IRS, and any unrelated business income, such as advertising revenue, is summarized on the annual tax return, (990-T), filed by the Executive Director. The not-for-profit organization requirements are reflected in the stated requirements in this manual. Accordingly, Section Officers and Council Members shall insure compliance with this manual to assure the maintenance of the Society's not-for-profit organization status. Section Officers have a unique

responsibility to provide financial reports (audit and budget report forms are found in Appendix D) to the Society's National office in a timely manner to assure accurate tax reporting. In addition, care must be taken in the operation of the Sections, both by Section Officers and Members, that statements or commitments not be made that could be interpreted as statements of policies of the Society. This is particularly applicable to comments, recommendations or endorsements of products or services provided by private organizations.

Regular communication between the Section officers and the Executive Director and the professional staff is essential to the smooth operation of the Society. Section officers are invited to attend any and all National Council meetings.

The Bylaws and policies of the American Society of Naval Engineers are the ultimate policy documents and should be familiar to all Section Officers, Council Members and committee chairs.

NOTES: 1) The term "Chairman" is used in this Manual to refer to the leadership position and not to the gender of the incumbent. In referring back to the Chairman, the pronoun "he" denotes either male or female incumbent as appropriate.

2) The phrases ASNE Office and ASNE National Office are synonymous and refer to the Society's national office located at 1452 Duke Street, Alexandria, VA 22314-3458.

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## CHAPTER 2 SECTION FORMATION

### A. GENERAL

The American Society of Naval Engineers is incorporated as a not-for-profit organization under the laws of the District of Columbia and is licensed to conduct business in the Commonwealth of Virginia. The membership, however, resides nationwide and internationally. Therefore, it is desirable that the members in separate geographical areas be organized into Sections in order to make best use of the value of ASNE membership. As Sections, the members can work together to advance their technical knowledge, engage in special projects, organize and conduct local symposia, recruit new members and obtain all of the benefits of organized and directed activities.

### B. SECTIONS

Sections are normally established to serve a group of ASNE members or prospective members within a geographical area. The boundaries of the area are identified in the Bylaws submitted by the Section at the time of Chartering and approved by Council. A complete list of Sections may be found in Appendix H, the ASNE web site ([www.navalengineers.org](http://www.navalengineers.org)), and in the Sections Directory in the Naval Engineers Journal.

**C. CHAPTERS**

If conditions exist such that it is difficult for meetings to be held to accommodate a large portion of the membership of a Section, and if the membership is not large enough to support separate Sections, the Section may be broken up into two or more Chapters serving discreet portions of the Section. Such conditions may occur when the geographical area is large and significant numbers of members are segregated around widely spaced population centers in the area. Such conditions may also occur when a uniquely different discipline exists within an existing Section's area. Sections thus constituted should carefully delineate how they intend to operate in their Bylaws when Chartering. Sections already in existence which desire to form into Chapters should first revise and resubmit their Bylaws. The policy of the ASNE Council, supported by the professional staff, is to encourage the formation of Sections when a concentration of interested members justifies this action, but recognizes that Chapters within a Section can be more effective in the use of the technical, administrative and financial assets within the Section. In this chapter concept it is directed that there be only one Section Treasurer. Chapter Treasurers, if any, are assistants to the Section Treasurer.

**D. STUDENT SECTIONS**

Student Sections may be formed within the same geographic area of another Section whenever there is a large concentration of student members or prospective student members in an academic institution within that area. *A continuing liaison structure should exist between the Section and the Student Section.* Student Sections are provided guidance to help encourage those students inclined toward engineering to become more intimately involved in the naval engineering community. They provide the following benefits:

1. The pursuit of an education in one of the many fields relating to naval engineering.
2. An opportunity for informal dialogue between students and faculty members in the many

areas of naval engineering.

3. Closer personal associations with professionals working in the student's area of naval engineering.

4. A focal point for the exchange and dissemination of information related to naval engineering.

5. Opportunities for students to familiarize themselves with the practical aspects of naval engineering.

6. Encouragement for the improvement and expansion of curricula and facilities relating to naval engineering.

7. A base for obtaining nominations for ASNE sponsored student scholarships.

8. Early association with ASNE and its activities.

#### **E. SECTION MEMBERSHIP**

Most ASNE members are automatically a member of a Section. The determination is made at the ASNE National Office, based on the geographical limits of the Section defined in the Section Bylaws and the mailing address (ZIP CODE) of the member. The mailing address may be either home or office, at the discretion of the member. There is no additional membership fee for Section members. All Section officers including Section membership chairmen have access to the ASNE membership system via the Internet <https://asne1.navalengineers.org/asnembers/>. There is also a link to this information from the Council Intranet site <http://asne.webexone.com>. The information is provided directly via live queries from our membership database. It is set up so that section officers have access to info for members in their respective section. Section membership information is also available by contacting the ASNE Membership manager at the ASNE Office. For other details of membership, consult CHAPTER 7 of this MANUAL.

#### **F. CHARTERING PROCEDURE FOR SECTIONS**

The ASNE Office will provide assistance to any group of responsible individuals who desire to form a new Section. The steps by which this chartering shall be carried out are as follows:

1. One or more members will send a letter to the ASNE Office indicating the desire to form a new Section. The letter should discuss the number of ASNE members interested in such a Section, as well as the potential for new ASNE members in the area.

2. The Executive Director will refer the request to the National Sections Committee for recommendation.

3. Upon receipt of the Sections Committee's recommendation, the ASNE Executive Director will reply to the initiating group concerning their request. If the request has received approval, a copy of this SECTIONS MANUAL is included with the response to assist in the preparation of the Bylaws and the petition. APPENDIX A contains a proforma description of Section Bylaws for use in forming a new Section.

4. The prospective Section Organizing Committee will then submit a petition and the proposed Section Bylaws to the ASNE Office. This petition shall have no less than twenty signatures of ASNE members in good standing and prospective ASNE members desirous of membership.

5. ASNE Council approves the petition and the Section Bylaws. A Charter is issued to the requesting group upon confirmation that there are at least twenty members in good standing in the Section area.

6. Upon approval of the petition, temporary officers should be appointed. A check for \$500 (seed money) will then be issued to the designated Section Treasurer (pro-tem) who must be a member of the Society. Within three months of chartering, and upon approval of Council, the Section will receive from the ASNE Office the remaining augmentation to bring the corpus working capital of the Section to the appropriate operating level. (See Chapter 5 for details of financing.)

7. Additional support from the ASNE Office will consist of supplies of membership

application forms, brochures, information booklets, information on acquisition of a Section Banner, a printout of members in the Section's zip code area, and other pertinent materials considered to be appropriate to the Section's formation.

8. The new Section will be recognized in conjunction with ASNE Day or other occasion as mutually agreed.

### **G. CHARTERING PROCEDURE FOR STUDENT SECTIONS**

The Chartering procedure for Sections applies to Student Sections with the following modifications:

1. The request for a Student Section must be initiated through the Section in whose geographical area the educational institution resides.
2. Upon reply to the sponsoring Section's initial request, the ASNE Office will designate a member of the National Sections Committee to work closely with the Section's organizing committee.
3. The petition shall be signed by no less than two ASNE Members in good standing and no less than eighteen students who are Student Members in good standing or who have signified intent to become Student Members if a Student Section is chartered.
4. The boundaries of the Student Section shall be the boundaries of the institution in which the students are enrolled. The boundary may be extended to include ships owned, chartered, or operated by institutions in which students may be embarked incident to their curricula.
5. Where two or more qualified schools are closely located, formation of a Student Section with Chapters in each of the schools will be considered. The boundaries of such a Section will be the collection of the boundaries of the individual institutions.
6. The officers of a Student Section shall be Student Members of ASNE. The Council Members shall be Members of the Student Section plus one Council Member a member of the sponsoring Section and at least one being a member of the staff of the institution in which the students are

enrolled.

7. Because of the constantly changing membership, the Section responsible for the Student Section shall perform an evaluation of the Student Section once during each two-year period to determine its vitality and viability. The evaluation shall be submitted to ASNE Executive Director and shall include recommendations for continuance, improvement or dissolution.

8. ASNE and the Society of Naval Architects and Marine Engineers (SNAME) have executed a cooperative student membership agreement where student members are joint student members of both societies with all rights and membership benefits in each society.



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## CHAPTER 3

### SECTION ORGANIZATION AND DUTIES OF OFFICERS

#### A. GENERAL

The Section Bylaws, submitted to the ASNE Office for approval at the time of chartering or subsequently updated, provide the organization of the Section and the duties of its officers and committees. If your Section is already chartered, then this chapter of the Sections Manual should be read in conjunction with your Section Bylaws.

If your Section is in the process of preparing Bylaws for chartering a new Section in accordance with Chapter 2 and Appendix A of this manual, then the following should be used as a guide for the development of an organization to meet the specific needs of your Section.

Finally, this chapter is written to provide direction and information to Section Officers, appointees and new members who seek to know more about the organization and duties of the Section and who may not have a copy of the Bylaws available. The ASNE National Bylaws are published in the ASNE membership directory.

***Membership participation is the most important aspect of the Section Organization.*** As many of the members as possible should be involved in Section activities. Participation will stimulate the interest of the individual member and provide the experience and training needed by the future

leaders of the Section and the Society.

## **B. SECTION COUNCIL**

The Section Council, under the leadership of the Section Chairman, is responsible for the successful operation of the Section. The Council establishes goals and objectives consistent with and in support of National Society Goals and Objectives (Appendix O). The Council establishes the general policy of the Section, and supervises the operating committees in the conduct of the technical sessions and all other Section activities. Composition of the Council is established in the Section Bylaws, and may consist of Members elected specifically to Council, the Section Chairman who is also Chairman of the Council, Officers of the Section and committee Chairmen of Standing Committees. Many Sections appoint outgoing Section Chairmen as a Councilor for a three-year term.

Members elected specifically to Council should have terms of office of two or three years with elections staggered (i.e., one-half or one-third of the members elected each year) so as to provide a continuity between successive administrations whose terms of office are one year.

Section Chairmen should hold a Council meeting about one week prior to regularly scheduled technical sessions. This forum is beneficial for planning and the resolution of issues. All meetings should be announced, conducted with an agenda, minutes, and action items and follow Rules of Order. A copy of The Modern Rules of Order (Pennsylvania Bar) adopted for use by the National Council is available from the ASNE office.

## **C. SECTION OFFICERS**

### ***1. General***

The Officers of the Section shall be a Chairman, a Vice Chairman, a Secretary and a Treasurer. The offices of Secretary and Treasurer may be held by the same person. There may be other elected officers if required. The term of office for Section Officers shall be one year, from July

1 to June 30 to agree with the Fiscal Year of the Society. All Officers and committee chairmen must be ASNE members in good standing.

### ***2. Elections***

The February meeting should be designated as the Election Meeting at which time the Nominating Committee shall present the ballot. The duties and procedures of the Nominating Committee are in paragraph E.2. The list of officers for the coming year shall be reported to the ASNE Executive Director by as soon as election results are known but no later than 1 July. (See Officer Report Form in Appendix D)

### ***3. Chairman***

The Section Chairman presides at all meetings of the Section and at meetings of the Section Council. He is responsible for the attainment of the Section goals and objectives. He appoints all of the Section's committee Chairmen and supervises and directs all Section functions.

The Section Chairman should be selected from among those who have a background of experience of active participation in ASNE or related Societies' activities.

The Section Chairman is an ex officio non-voting member of the National Council and a voting member of the National Sections Committee. He is encouraged to attend National Council and National Sections Committee meetings whenever opportunity permits, and may designate a representative from the Section to attend any meeting. He will be notified of scheduled meetings by the ASNE office or the National Sections Committee chairman.

The various Chapters and Appendices of this manual have been prepared to assist the Section Chairmen in setting their goals and objectives for the year and in the planning and execution of their tenure of office. To this end, the ASNE Sections Committee, which is responsible for this manual, will provide support and assistance to the Section Chairmen. Specific requests and suggestions should be made to the Sections Committee Chairman.

### ***4. Vice Chairman***

The Vice Chairman acts for the Chairman in his absence. It is important that definite responsibilities are assigned to the Vice Chairman and that he be familiar with all aspects of Section operations. A typical assignment is that of advance planning and initial coordination of future programs. Another successful assignment is responsibility for completing the annual Section of the Year form.

#### **5. Secretary**

The Secretary records the minutes of meetings of the Section and the Section Council. He maintains the Section files and archives and transfers them to his successor. He is custodian of the supplies and assets of the Section. He maintains the Section roster and the mailing list. He arranges for printing and mailing information to the Section membership.

The Secretary reports the proceedings of the Section's business to the ASNE Office. When these reports are duplicative with publicity releases or Section News being sent to the ASNE Office, combined reports will suffice. A complete list of reports and their due dates is included as Appendix C.

#### **6. Treasurer**

The Treasurer is responsible for preparation of the Section budget, receipt of funds, disbursement of funds, oversight of the mandatory annual audit, and the preparation of financial statements and financial reports.

The Section Treasurers are bonded under the same blanket policy which covers the Executive Director, Secretary-Treasurer and headquarters staff of the Society.

Chapter 5, *Finances*, of this manual has been prepared to provide guidance to the Treasurer in the proper performance of his functions.

#### **7. Succession of Section Officers**

The succession of officers is left to the discretion of the Section's Executive Committee consistent with the Section's Bylaws (Charter).

**D. STANDING COMMITTEES****1. General**

The Standing Committees shall consist of at least the following: arrangements, programs, publicity, membership and awards. It is important for each committee chairman to have a vice chairman to attend key meetings in the absence of the chairman.

**2. Arrangements Committee**

The Section Chairman appoints the Chairman of the Arrangements Committee who, in turn, appoints as many committee members as necessary to perform effectively the functions of the committee.

The Arrangements Committee selects locations and makes arrangements for the regular technical meetings in accordance with the approved meeting schedule. The arrangements include:

- a. Confer with the Program Committee to determine any special requirements for each meeting such as audio-visual requirements, and present meeting budgets to the Section Council for approval.
- b. Make necessary commitments with the host hotel or institution. Determine any costs involved and provide information to the Publicity Committee and/or Secretary for inclusion in meeting announcements.
- c. Arrange for audio-visual equipment and necessary stands or tables.
- d. Ensure that the physical arrangements are satisfactory for the reception/social, dinner and the technical session. Arrange for tables and chairs for sign-in desk and membership and literature display table.
- e. Provide banners, flags, standards, name tags, literature and pens for signing in as required.
- f. Receive reservations for meetings and prepare the attendance list for money collection check-off.
- g. Arrange for assistants to aid the Treasurer in collecting monies at the door.

- h. Arrange for assistants to welcome members and guests.
- i. Coordinate with Membership Committee to have a sign-in sheet at each meeting.
- j. Provide a copy of this sign-in sheet to the Secretary at the conclusion of the meeting.
- k. Provide place cards for head table.

Additional information concerning planning for meetings is included in Chapter 4, *Activities*, of this manual.

### **3. Program Committee**

The Section Chairman appoints the Program Committee Chairman who, in turn, appoints as many committee members as necessary to perform effectively the functions of the committee.

The Program Committee prepares a one-year technical program and schedule and submits it to the Section Council for approval. The program must be submitted to ASNE Office by 15 September, in time for publication in the Fall issue of the *Journal*. Other Program Committee functions include:

- a. Coordinating the technical program and schedule with similar organizations, (e.g., the Society of Naval Architects and Marine Engineers (SNAME) or The International Society of Logistics (SOLE), etc.) to avoid conflicts of schedule and to arrange joint meetings.
- b. Obtaining commitments from speakers and determining if there are any special requirements for their presentations or logistic support for out of town speakers.
- c. Soliciting suitable manuscripts from speakers for submission to the ASNE Technical Director within 30 days of the presentation, for Journal Committee review. "Manuscript Guidelines & Journal Notes" are included in each issue of the *Naval Engineers Journal*.
- d. Soliciting moderators and discussers for technical sessions when appropriate. Briefing these individuals in advance concerning any special requirements such as adhering to time limitations and determining if they have any special requirements for their presentations. Arranging

for a biography for each speaker, and for an appropriate introduction.

e. Conferring with Arrangements Committee concerning any special meeting requirements of speakers, moderators and discussers such as audio-visual aids.

f. Providing Publicity Committee with all information on each technical program including titles, brief abstracts of technical papers, and profiles of speakers.

g. Inviting persons or organizations that might have an interest or an involvement in the subject being discussed, to that specific technical meeting.

h. Coordinating guest invitations with the Arrangements Committee so that financial aspects can be considered.

i. Coordinating obtaining any mementos that may be presented to speakers. The ASNE Office stocks an assortment of emblematics, which are available to Sections at discount prices. Contact the ASNE Office for the latest list of ASNE emblematics or check the ASNE web site at [www.navalengineers.org](http://www.navalengineers.org).

Additional information concerning planning for meetings is included in Chapter 4, *Activities*, of this manual.

#### ***4. Publicity Committee***

The Section Chairman appoints the Publicity Committee Chairman who in turn appoints as many committee members as are necessary to effectively perform the functions of the committee.

The Chairman of the Publicity Committee is an ex officio member of the National Publicity Committee. Upon being appointed he should make contact with the Chairman of the National Publicity Committee. An updated contact list of Committee Chairmen is distributed annually at the ASNE Day Sections Meeting and may be requested from the ASNE Office at any time.

The Publicity Committee advises the naval engineering community of the current and planned activities of the Section, using these activities to encourage participation of all members and

to stimulate the drive for new members. The usual duties of this committee are to:

- a. Prepare and distribute to Section members the Section program for the year, including a list of the Section Officers and Council members.
- b. Prepare meeting notices announcing Section meetings and other functions, and coordinate printing and mailing with the Section Secretary.
- c. Advise Program Committee of persons or organizations in the area who should be invited to specific meetings.
- d. Develop media outlets for publicity and maintain a list of contacts for these outlets.
- e. Distribute pre-meeting announcements and post-meeting publicity to the media including photographs.
- f. Set up Section booth/literature table at meetings.
- g. Take pictures at technical sessions for publicity purposes.
- h. Prepare articles on Section News for publishing, and submit them to the ASNE Office on a regular schedule to meet the *Naval Engineers Journal* deadlines, which are published in each Journal and provided to Section officers annually or on request.
- i. Coordinate publicity program with the Membership Committee.

Chapter 8, *Publicity*, of this manual, has been prepared to aid the Publicity Committee in the performance of its functions.

#### **5. Membership Committee**

The Section Chairman appoints the Membership Committee Chairman who, in turn, appoints as many committee members as necessary to perform effectively the functions of the committee.

The Chairman of the Membership Committee is an ex officio member of the National Membership Committee. Upon being appointed, he should make contact with the Chairman of the



National Membership Committee.

The Membership Committee is continually alert to ways and means to retain current members, attract new members, and to foster growth of the Section. Their function includes:

- a. The promotion, development and organization of local membership campaigns to solicit applicants from all levels and facets of the naval engineering community.
- b. The prompt forwarding of properly endorsed applications for new membership or for reinstatement to the ASNE Office.
- c. The development and maintenance of a program of personal contacts with area members not active in Section functions.
- d. Sending follow-up membership applications and the year's program to non-members attending a meeting.
- e. Coordination of membership programs with the Publicity Committee.
- f. Preparation of a local Section Directory.
- g. Follow-up on the current list of delinquent members provided by the ASNE office.
- h. Coordination of sustaining member programs for Section.
- i. Provision of membership applications at all sponsored activities.
- j. Chapter 7, *Membership*, of this Manual has been prepared to aid the Membership Committee in the performance of its functions.

#### ***6. Awards Committee***

The Section Chairman appoints the Awards Committee Chairman who, in turn, appoints as many committee members as necessary to perform the functions of the committee.

The Chairman of the Awards Committee is an ex officio member of the National Awards Committee. Upon being appointed, he should contact the Chairman of the National Awards Committee and the Chairman of the National Sections Committee since his committee's functions will impact both of these Chairmen.

The Awards Committee has three primary functions:

a. To actively participate in the nominating process for ASNE Annual Awards...see Chapter 9, *ASNE Annual Awards*, for the awards criteria. It is particularly appropriate for Sections with "waterfront" constituents to nominate candidates for the Claud A. Jones Fleet Engineer Award and for Sections associated with Laboratories, Centers or Engineering Stations to consider nominees for the ASNE Gold Medal Award or the ASNE Solberg Award. Nominations for other ASNE awards are also appropriate.

b. To prepare the Section's submission for Section of the Year Award...see Chapter 11, *Section Awards*, and Appendix B. To this end the Chairman of the Awards Committee should work closely with the Chairman of the Program Committee and the Section Chairman to ensure that the Section's yearly activities are planned to include events that carry Section of the Year credits.

c. To prepare recommendations for other awards such as, ASNE President's awards, Section recognition awards or nominees for awards in other organizations when solicited.

A brief survey or questionnaire has proven to be beneficial to some Sections in obtaining awards information about members.

## **E. SPECIAL COMMITTEES**

### ***1. Audit Committee***

An Audit Committee, of two members, is appointed by the outgoing Section Chairman. The Audit Committee will audit the financial records of the Section for the fiscal year ending on 30 June during which the outgoing Section Chairman served. The signed original of this Annual Audit shall be given to the outgoing Chairman, and copies shall be submitted to the Executive Director and Secretary-Treasurer of ASNE and to the incoming Section Chairman no later than 15 August. It is essential that this report be submitted on time to allow for a formal audit and timely filing of the Society tax returns and avoid unnecessary penalties. The procedure for the conduct of the audit is

contained in Chapter 5, *Finances*, of this Manual.

### **2. *Nominating Committee***

A Nominating Committee is appointed by the Section Chairman to select a slate of Officers and Council members for the next election. Such appointment should occur during the fourth month of the fiscal year (October) so that adequate time remains for the election process, for the results to be announced at ASNE Day and to provide time for turnover of duties before the end of the fiscal year. The slate is submitted to the Section Council for approval. The Nominating Committee prepares the ballots, distributes them to the membership, tabulates the returns and submits the results to the Section Council. The list of incoming Section officers should be sent to the Executive Director of the Society as soon as the election results are known but no later than 1 July.

When practicable, the Nominating Committee should be composed of the most recent past Chairman of the Section, a member of Section Council, and other members as deemed necessary.

In the selection of nominees, the Nominating Committee should consider willingness to serve, capability, interest in the Society, service to date and whether or not the business affairs of the individual will allow his participation to the extent necessary to fulfill his duties. All nominees must be ASNE members in good standing.

### **3. *Other Committees***

When considered appropriate, other committees may be established, e.g., Symposium, Combat Systems, Logistics, Professional Development, Fleet Liaison, Ship Safety & Survivability, Environmental Engineering, History, etc.

## **F. REGIONAL COUNCIL MEMBERS**

1. Each Section is a part of a Region as shown in Appendix H, and is represented by one of the Regional Council Members, who are full voting members of the National Council.
2. Biennially, Section Councils will be requested by the Executive Director to nominate a

representative from their Section to run for the office of Regional Council Member from their Region. Odd numbered Regions (I, III, V) will elect Regional Council Members in odd years (1995, etc.). Even numbered Regions (II, IV, VI) will have elections in even years (1996, etc.) A nominating committee, consisting of the incumbent Regional Council Member and the Section Chairmen in the Region will develop a slate in time to be provided to the ASNE Office no later than 1 December. The list of nominees is presented to Council at its January meeting by the Chairman of the National Nominating Committee.

3. Criteria for nomination should include consideration of the ability of the nominee to attend ASNE National Council meetings, at least most of the time. The Council meets at the ASNE Office in Alexandria, VA on the first Tuesday of each month except when the preceding Monday is a holiday in which case the meeting takes place on the second Tuesday. Also, the May meeting is generally held at ASNE Day. On the morning of the July Council meeting, there is a new Council member orientation prior to the Council meeting. Generally, there is no August meeting. If the President calls for an August Council meeting, Council and other members usually work on strategic planning. The September meeting is usually designed to include an extra session to include work on strategic planning or other Council issues. A full calendar of Council meetings, symposia and ASNE Day events is published in the fall and provided to Section Chairmen and Regional Council members. Section meeting information is also available on the ASNE web site ([www.navalengineers.org](http://www.navalengineers.org)) under each Section.

4. The ASNE Office prepares the ballots for each Region. Each Section will receive seven ballots to be distributed to the Section's electors for this important election. Appendix I is the "Election of Regional Council Members" procedures. The electors are: Section Chairman, Section Vice Chairman, Section Treasurer, Section Secretary, and 3 Designated Section Council Members. If the Section has only a Secretary/Treasurer, an additional Council member should be designated. The ballots should be returned individually by the electors in the envelopes provided. Ballots must

be returned by 10 April for counting, and announcement at the Annual Meeting at ASNE Day or the May Council meeting.

5. Section Councils are encouraged to nominate two or three candidates for Regional Councilor. The Rationale is that the incumbent Regional Councilor may designate another ASNE member to represent him at National Council meetings but only those whose name appeared on the ballot, or incumbent Section Chairmen, have full voting authority.

#### **G. RETENTION OF RECORDS**

1. All financial records including audit and budget reports and supporting documentation, bank accounts information, checking account ledgers, bills and receipts, and local symposia and meetings financial transactions (bills & receipts).

2. Lists of Sections Officers.

3. Minutes of meetings.

4. Official correspondence (generally, correspondence that is necessary to conduct Section business and programs).

5. Any information that would be of historical value.

6. Lists of personal property assets in accordance with the Financial Chapter.

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**CHAPTER 4  
ACTIVITIES****A. GENERAL**

The principal functions of the Society are 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. Correlated to, and in support of, these functions, are activities -- meetings, plant visits, conferences, symposia, and social gatherings -- which provide a forum for, and opportunity to discuss, engineering subjects of mutual interest. A list of "Suggested Council Approved Programs and Activities for Sections" is included in this manual as Appendix N. Information and guidance for Section sponsored conferences and symposia are contained in a separate publication, *Symposium Guidebook* which is available on CDs from the ASNE Meeting Manager. The dividends accruing from such activity include improved performance, increased professionalism, knowledge transfer, upgrading of standards of excellence, peer involvement and camaraderie. In addition, Section-sponsored symposia are sources of much needed income to both the Section and the national organization. It is important that the Section programs be developed within these functional guidelines. Such planning will stimulate interest in the Society and attract new members from all levels of the naval engineering community. Appendix K provides a menu of

suggestions for successful ASNE Section operations.

## **B. PLANNING**

A most important Section activity is the planning and execution of programs and activities. Some guidelines are:

1. Present technical papers on subjects ranging through the entire life cycle of naval engineering from conceptual planning through design, development, construction, test, operation, maintenance and disposal of ships and their installed systems. Further, there are often opportunities to have programs highlighting the full spectrum of naval engineering subjects including ocean engineering, pollution control, and energy conservation. Programs may take the form of a multi-day symposium, a day-long colloquium or mini-symposium which features several technical papers, or an evening event concentrating on a single topic. Care should be exercised in the selection of papers to preclude commercialism, which can have adverse effects on the credibility of the Society. Papers are written by individuals not organizations and must not be used as publicity or advertising vehicles. The "technical" aspects of the subject should be emphasized in a neutral manner, not the accomplishments, capabilities or virtues of the organization performing the work. All technical papers should be in *Naval Engineers Journal* format (see "Manuscript Guidelines and *Journal* Notes" at the back of each *Journal* issue for style, format, and other requirements or click on Naval Engineers Journal on the ASNE web site [www.navalengineers.org](http://www.navalengineers.org) for the same information), and should be forwarded to the Editor, *ASNE Journal*, for review for publication. Additionally, multiple papers from a symposium should be ranked by the papers committee and the top 25% to 50%, up to a maximum of ten papers, forwarded to the *Journal* editor. It is recommended that this be done as soon as all the final papers are received to help reduce lead times for possible publication, but in any case papers should be forwarded no later than two weeks after completion of the symposium.

2. Set the meeting format and schedule, meeting place, dinner or refreshments, and

technical session in the manner deemed most apt to suit most members. Determine whether dinner or luncheon meetings or a combination of both are best for your membership.

3. Select meeting places known to be able to accommodate the attendees comfortably, to provide adequate parking, to serve good food and beverages, which are suitable for the presentation to be given, and located conveniently to the membership. Special attention must also be given to ensuring that reliable audio-visual aids are made available and appropriate ASNE literature is available for all meetings.

4. Where possible, arrange interesting field trips, such as a visit to a new ship, a military or industrial facility. Pictures of such visits are particularly desired by the ASNE office for publication in the *Journal* or *ASNET*. Also consider joint meetings with sections of other societies, such as the SNAME, SNA, SAME, ASQC, ITEA or SOLE. And -- don't forget spouses. Section dinner dances are also popular.

### **C. ELEMENTS OF SUCCESSFUL MEETINGS**

1. Make sure that all preparations are in order. A suggested check list is:
  - a. Adequate and unobstructed seating for expected attendance
  - b. Audio-visual aids ready to operate. Can members in back of the room read the information on the viewing screen?
  - c. Air conditioning, lights, microphones etc.
  - d. Personnel to control lighting
  - e. ASNE banner and flag in place
  - f. Photographer
  - g. Copies of technical paper(s) available
  - h. Back issues of the *Journal*, membership applications, and copies of the Society's Information Booklet for distribution to prospective members



- i. Sign-in sheet or reservation list
  - j. Treasurer and/or other assigned members to accept payment and keep records of payments received
  - k. Name tags which differentiate members and non-members
  - l. Copies of Section's Program for the year, for distribution to non-member attendees
  - m. Mementos or plaques to present to guest speakers
  - n. Section booth or display table for literature when appropriate
  - o. Personnel to give the invocation and /or The Pledge Allegiance to the Flag, as appropriate
2. Provide a Greeting Committee at entrance to extend welcome to new members, students and guests.
  3. Start on time, and move through the program on schedule. Attendee interest drops rapidly if a program lags. Experience shows that the audience will dwindle at an increasing rate as members and guests find it necessary to depart to meet uncompromising transportation schedules.
  4. Extend thanks to the author(s) and others who helped make the meeting a success. Photograph presentation of mementos or plaques and send prints later to those involved, and to the ASNE Office with a complete description of the photograph, including full names of participants.
  5. Publicly recognize the President, Vice President, and Executive Director of the Society, members of the National Council, Chairmen of National Committees, Past Chairmen and Officers of the Section who are present. Additionally, selected VIP's may also be introduced as appropriate to the occasion, and visitors, which may include past National officers, Society awardees, political and industrial dignitaries, and notable guests.
  6. Allow adequate time in the meeting schedule for announcements of local and

national ASNE events.

7. Several Sections make it a practice to ask attending members and guests to identify themselves and their business affiliations. This activity is especially helpful to new members and guests, and it sets a friendly tone for the meeting. If time does not permit individual identification of the entire group, it is a nice gesture to ask individual hosts to introduce their guests. A record of non-members attending should be made for invitations to future meetings and invitations to join.

8. Make meal and meeting room arrangements to assure that adequate food and seating are provided without exposing the Section to liability for unserved meals. A typical practice is to arrange with the restaurant for a guaranteed minimum number of meals, established one or two days in advance, with a surge capability also defined. Seating is prepared based on the total number of reservations made, but only meals served need be paid for, unless attendance does not come up to the guarantee. A 10% no-show rate is common, but records should be kept to establish the rate for your group. (i.e., for 100 reservations, normally 90 is the guarantee, with the ability to surge to 100.)

9. Establish in advance who is authorized to commit the Section to changes to the pre-established arrangements.

10. Plan to have a single point of contact to record reservations for the meeting. Advise the person making the reservation that he or she is accountable for the cost of the meal unless a cancellation is received prior to the date on which the hotel or restaurant requires a guaranteed number. The reservation list should have space for a call-back phone number, so that people can be notified if meeting plans must be changed at the last minute.

11. Prepare an instruction sheet or check list for the people who will be working the meeting to assure that the "little things" get accomplished and that the meeting workers understand their duties and the meeting facility's responsibilities.

#### **D. ADOPT-A-SHIP PROGRAM**

The Council of the Society has decided that Navy and Coast Guard ships of the Fleet should have access to the *Naval Engineers Journal*. At one time, it was possible to cover the costs through the Commanders Development Fund of the Commander, Naval Sea Systems Command. With budget reductions, that option disappeared. Council then decided that the Society would offer to members, Sections, companies and others the opportunity to provide a subscription as a gift to a ship or ships of their choice at a reduced rate (currently \$40/year).

The Adopt-A-Ship Program Coordinator is sometimes a volunteer. His name, address and phone number are listed in the Staff Contact List in Appendix M. He is assisted by the ASNE Membership Manager. A current list of ships, and their availability for "adoption" are kept up to date and can be obtained from the Coordinator or the Membership Manager. Either can be contacted for details about the program.

Upon receipt of a request to adopt a ship, if that ship is available, a letter is written to the Commanding Officer, advising him of the gift and to the donor, providing his name and mailing address. In most cases, the C.O. writes to the donor. If a donor has not confirmed in advance the availability of the desired ship, and that ship has already been sponsored, another ship will be selected by the Program Coordinator.

Sections are encouraged to advertise the availability of this program to their members and encourage old shipmates to renew their connections with their ships by "adopting" them. Sections can also adopt ships as part of their regular activity.

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**CHAPTER 5  
FINANCES****A. GENERAL**

The purpose for this chapter of the Sections Manual is to clarify the financial relationships between the Sections and ASNE National Office. New sources of revenue for the Sections have been approved by Council and are delineated in this Chapter. The tax-exempt status of the Society and the steps necessary to preserve that status are explained. The requirements for safeguarding funds, financial reports and audits that are inherent in preserving funds are delineated. Finally, the financial responsibility associated with conducting a symposium is explained. Improved and regular financial support of the sections and a full understanding of the fiscal responsibilities of the Society leadership at all levels, will provide a solid basis for financial interaction between the sections and the National office.

**B. BUDGETING**

All sections shall prepare a budget. Details on the preparation and submission of budgets are contained below and in Appendix D.

*1. Budget Periods*

- a. Sections may choose a budget cycle from one to four years. The cycle should be chosen with due consideration to the recurrence of section sponsored symposia and other

- cyclical events. The funds on hand at the end/beginning of the budget cycle shall be as described in C.1.b below. A multi-year budget cycle allows a greater amount of funds to remain under the direct control of the Section at the end of interim fiscal years.
- b. Each section shall notify the Secretary-Treasurer of the budget cycle it wishes to follow. This budget cycle will remain in place until the Section notifies the Secretary-Treasurer of the Section's desire to modify its budget cycle. Such modification shall take place only at the end of the existing budget cycle.
  - c. Sections using a one-year budget cycle shall submit a new budget annually. Other sections shall update their existing budgets annually in accordance with the guidelines in Appendix D.

### **C. REVENUE SOURCES**

The following plan has been formulated to provide continuing support of Sections by the Society's National headquarters:

- 1. *Corpus***
  - a. Each Section will have a Corpus of working capital, which shall be used as seed money for Section activities. This Corpus shall consist of \$2,000 for Sections with fewer than 200 members; \$3,000 for Sections with 201 - 500 members; \$4,000 for Sections with 501 - 1000 members; and, \$5,000 for Sections with over 1000 members.
  - b. Each Section's budget and cash on hand at the end/beginning of its budget cycle shall be no greater than twice the appropriate Corpus amounts discussed above. This is the section's base amount. Section B.1.a describes the allowable amounts for interim years for those Sections maintaining multi-

year budgets. Any section holdings above this base in the budget for programs and projects on the List of Approved Section Programs, Appendix N shall be appropriately justified in the section's budget.

- c. For those Sections whose excess revenue is insufficient to fund the authorized Corpus, the deficiency shall be initially funded by the General Fund of the Society to the limit of the amount in the Society budget for the current fiscal year. If the amount in the budget is insufficient to fully fund all Section Corpora, all augmentations will be reduced proportionally unless additional funding can be identified. The Corpus augmentation will be paid to the Section at the same time as the stipend (See paragraph B.2.)
- d. Funds above and beyond the authorized budget in paragraphs a and b above shall be sent to the Secretary-Treasurer for use as approved by Council.
- e. Any Section who's Corpus requires augmentation for three successive years, or four years out of any five-year period, shall be automatically referred to Council for removal of charter for reasons of lack of financial viability, or for whatever other action Council deems appropriate.
- f. For accounting purposes, the total of the cash balance on the annual audit reports of each Section shall be carried on the Society balance sheet as an asset.

## 2. *Stipend*

An annual stipend, based on membership in good standing within each Section area, will be given to each Section. "Good standing" means that dues are paid up-to-date. The count will be taken of each Section area on 30 June from the official records of the Society. The stipend will be paid to the Section upon receipt and reconciliation of the Section's annual audit and budget documents in accordance with the following equations:

$$\begin{aligned} \text{up to 600 members: } \$ &= 2.0 \times (\text{no. members}) \\ \text{over 600 members: } \$ &= 0.44 \times (\text{no. members}) + 936 \end{aligned}$$

### **3. *Member Recruiting***

For each member recruited by a representative of a Section, one-third of the first year's dues will be credited to the Section. All membership dues should be paid directly to the National office. The Section share should not be withheld in advance. Totals will be accumulated at the end of the fiscal year and paid to the Sections with their annual stipend.

### **4. *Activity Fees***

Fees for local meetings, colloquia, conferences, field trips or other activities should be set to cover all costs of the activity with a small cushion to protect against losses. Postage, phone calls, flyers, speakers, guests, copying, supplies, visual aids and other incidentals should be covered. The Cancellation Policy established by the Council requires that invoices be sent to registrants for any ASNE activity who do not pay and do not cancel before cost is incurred. This policy is the result of increasingly strict guarantee rules enforced by restaurants and hotels to reduce their own losses.

### **5. *Symposia Net Revenue***

As discussed in Section G, Sections share in the net proceeds of national symposia that they

sponsor on a 30%/70% split basis with this split representing the Section's share and National's share respectively. A final reconciliation report will be generated approximately 60 days after the symposium.

#### **D. TAX-EXEMPT STATUS**

The American Society of Naval Engineers is an incorporated tax-exempt organization (incorporated in 1946 in the District of Columbia and licensed to operate in the Commonwealth of Virginia in 1983). The activities of the Sections must be conducted in a manner consistent with the Society's Charter and Bylaws as well as the requirements associated with tax-exempt 501(c)(3) status. In general, this means that Sections may participate in activities and programs to develop, maintain and promote the profession of naval engineering as expressed in Article II of the Bylaws of the Society.

The Fiscal Year of each Section shall be the same as that of National, 1 July through 30 June.

Cooperation and joint activity with other similar tax-exempt societies and government organizations is encouraged; however, financial responsibility should be retained by ASNE or shared by alternating responsibility for multiple meetings. Society funds should not be mixed with those of other societies or of the government. The Secretary-Treasurer must approve any joint financial arrangements. Specific questions on the propriety of any activity shall be referred to the Secretary-Treasurer for resolution and guidance. In all instances, no action is to be undertaken by any Section, which could jeopardize the tax-exempt status of the Society. Care must be taken to avoid even the appearance of a profit-making business, which is unrelated to the purposes of the Society. Any Sections receiving requests for tax-exempt status of the Society should forward them



to the National office for appropriate action.

Company or Corporation Sponsorship of ASNE Events - ASNE Sections are allowed to seek sponsorship from companies or corporations for ASNE events or activities if the corporation or company does not receive a “substantial return benefit”. Substantial return benefit is defined as any benefit other than the use or acknowledgement of the sponsor’s name or logo in conjunction with the ASNE events and activities. Example: ASNE receives sponsorship for a breakfast or lunch from Nike. ASNE acknowledges the sponsorship by putting up a thank you sign with Nike’s name and logo (“ASNE thanks our luncheon sponsor Nike followed by the ‘swish’ logo”. You can even list the sponsor’s locations, phone numbers, and products or services provided.) This is not an advertisement and not a “substantial return benefit”. You can not put up a sign that says, “ASNE thanks our luncheon sponsor Nike (with swish) who is the manufacturer of the greatest sports shoes, clothing and equipment in the world”. This is an advertisement and would be taxable as “unrelated business income”. The definition of advertising includes oral or written messages that contain qualitative or comparative language, or other indicators of savings or value. Advertising also includes ASNE’s endorsement or inducement to purchase, sell or use a sponsor’s products.

If an ASNE Section has several sponsors for an event, give them proportional acknowledgements. Use the same size and type acknowledgement for each company on each sign and place the signs in the same number of venues.

The ASNE Executive Director must approve all sponsorships.

Activities related to the purposes of the Society may, and when reasonable, should net a return over the expenses of the activity of at least 10%. This will assure the financial well being of the Section and of the Society as a whole. The goals for net return from national symposia are discussed in Section G of this Chapter.

Sections are considered elements of and integral to the National Society by the Internal Revenue Service, and, as such, do not require separately approved tax-exempt status. Annual reports to the Internal Revenue Service are made in the name of the American Society of Naval Engineers, Inc. by the National office and include any required data from the Sections. This is why budget clearance from the Secretary-Treasurer is required, and why excess revenues must flow to the National office for accurate accounting and subsequent distribution according to the Council-approved national and symposia budgets. It is essential that the section annual budget and audit reports be submitted on time and accurately to maintain the Society's tax-exempt status. See Appendix C for due dates, and Appendix D for report forms.

#### **E. SAFEGUARDING OF FUNDS**

Sections are encouraged to maintain operating and surplus funds in interest-bearing accounts. Such accounts must be in the Section's name (e.g., ASNE Flagship Section), must be federally insured, and must require a Section Officer's signature for funds withdrawal. For record purposes, all account numbers and other identifying numbers and descriptions must be reported annually on the Audit Form to the Executive Director of the Society. ASNE, Inc. has a federal identification number (53-0229465), which shall be provided to institutions paying interest or dividends. Income to Sections from such sources is to be considered in the budget process, and copies of any Form 1099 received reporting annual interest income should be forwarded to the Secretary-Treasurer for use in preparing the Society's annual tax return. *Whenever the federal I.D. number is provided to a financial institution, it must be made clear that this is the number assigned to the national Society and that the address of the Society is 1452 Duke Street, Alexandria, VA 22314.* This is necessary to assure that no other address for the Society is inadvertently provided to the IRS. Instructions for use of the federal I.D. number for other purposes are available from the

National office.

Contributions for National Society programs, such as the Scholarship Fund or the Sustaining Membership Fund, shall be forwarded to the Secretary-Treasurer within 30 days of receipt. The Secretary-Treasurer will acknowledge all contributions and will deposit funds to the appropriate account in the Section's name.

Symposium finances should be kept separately and handled according to the guidelines in Section G of this Chapter. After the finances of the symposium are reconciled with the National Office, that account should be closed and the funds transferred to the Section's operating account. If a symposium account is in existence at the time of the annual audit, that account number should be reported and the balance noted in the audit.

## **F. SECTION FINANCIAL RECORDS AND REPORTS**

**1. *Records.*** Each Section should keep the following financial records:

Cash receipts journal

Check register

Accounts receivable ledger

Accounts payable ledger

Fixed assets schedule

Statement of receipts and expenditures

Copies of current signature cards for all banks and investment companies

Past budgets annotated with actual values realized and the delta from the budgeted value

**2. *Reports.*** Sections are to file the following financial reports: (Required forms are in Appendix D or available electronically from the National office.)

***Audit Report*** - shall be based on annual reconciliation of the accounts for the previous fiscal year in Section F below and should be filed with the Secretary-Treasurer no later than 15 August. The form provided in Appendix D must be used for this report.

***Budget*** - shall be prepared in advance of the fiscal year (1 July - 30 June) and filed with the Secretary-Treasurer by 15 August. The form provided in Appendix D must be used for this report.

***Certified list of bank accounts and securities*** - This list shall include account number, name, address and phone number of bank or issuing entity, the names of those who have access to each account, and shall be filed as part of the annual Audit report.

***Signature cards for bank accounts and investment companies*** should be changed as soon after the end of the fiscal year as possible to reflect changes in the Section officers.

***List of Section officers having financial responsibility*** for the Section - This requirement is met by completing the applicable portion of the Audit Report in Appendix D.

***List of personal property assets*** – This list should include the name, make, value (cost), model and serial number of all personal property assets. For the Annual Section Audit Report, only personal property assets over \$500 should be listed in the “Personal Property Assets over \$500.00” portion of the audit report. These personal property assets over \$500 are reportable to the Internal Revenue Service in the annual ASNE Income Tax Statement. The purchase of a personal property asset (computer, printer, scanner, overhead projector, camera, etc.) should be listed as an expense on the Section’s audit report when purchased. If the personal property asset is

over \$500 in value, it should be listed in the “Personal Property Assets over \$500.00” portion of the Annual Section Audit Report until it is “liquidated” through sale or given away. If a personal property asset is sold, report the revenue gained from the sale on the section’s audit report. If a personal property asset over \$500 is sold or given away, list it as “liquidated” on the “Personal Property Assets over \$500.00” portion of the Annual Section Audit Report. After the personal property asset is listed on the “Personal Property Assets over \$500.00” portion of the Annual Section Audit Report as “liquidated”, it can be eliminated from future reports.

#### **G. CONDUCTING THE ANNUAL AUDIT**

1. The annual audit should be conducted by two responsible, objective individuals other than the Treasurer and immediate outgoing Chairman. Past Chairmen and other officers are good sources.

2. Each account should be identified and listed on the annual audit form. Beginning and ending balances should be verified.

3. Revenues and expenses should be reconciled and notes made of any discrepancies or outstanding bills or receivables.

4. A list of Section assets should be maintained and included in the audit report. A report of the location and custodian of each asset should be made a part of the Section's official records and kept up-to-date. Computer equipment and any office equipment with a purchase price of more than \$500 should be itemized with date of purchase and cost. This equipment will be insured under the ASNE umbrella policy. ASNE assets are to be used for ASNE purposes by ASNE members in good standing and should not be used for personal or business purposes.

## H. FINANCIAL RESPONSIBILITY FOR CONDUCTING SYMPOSIA

1. For symposia that require a facility contract, all receipts and payments will be processed by the National office unless otherwise specifically approved by the Executive Director. All such receipts and payments shall be tracked separately from routine operating expenses. The *Symposium Guidebook* contains guidance and recommendations for the conduct of symposia, conferences and colloquia. If seed money is required by the Section from the National treasury, it should be requested as part of the symposia budget approval process.

2. Due to accounting and audit requirements, the National office will be responsible for both the accounts receivable and accounts payable functions of all symposia. The National office shall receive all registration and exhibit payments preferably processed through the Society's e-commerce website. In the event an exhibitor provides payment to the Section, the payment and supporting documentation should be immediately forwarded to the National office for processing and posting. All invoices shall be forwarded to the National office for processing and payment. It is understood that Sections may pay for incidentals and provide supporting documentation to the National office for reimbursement and inclusion in the final accounting of the symposia.

The Executive Director, Director of Business and Operations, Meeting Manager and ASNE Headquarters accounting staff are always available to assist the Symposia Treasurer and Committee Leadership with any issues related to symposia finances. ASNE staff has the capability to pay invoices quickly and efficiently (including overnight check delivery and wire transfers) and will make every effort to meet or exceed the needs of the Symposium Committee Leadership.

3. The Section is responsible for preparing an initial symposium budget, using the form in Appendix E. The budget should be structured in accordance with the following guidelines:

In general, the goal should be to derive net revenue of forty to sixty percent (40 to 60%) of expenses for those symposia with exhibits. The goal for those symposia without exhibits should be twenty-five to thirty-five percent (25-35%). The net revenue should fall within the range (low to high) listed in the guidelines unless there are extenuating circumstances, which should be documented for consideration by the Ways and Means Committee and the Council as part of the approval process. Additional guidelines are as follows:

- a. Non-member registration fees should be set higher than member fees by an amount equal to or greater than the annual dues.
- b. Spouse activities, tours, etc. should not be part of the budget, but rather should be individually arranged through the hotel tour desk or local tour company. These are generally money-losers and consume a great deal of the planning committee's time.
- c. The cost of meals (lunches and banquets) can be included in the registration fee, and are an allowable government expense, if a speaker is featured who addresses an issue germane to the theme of the symposium.

Appendix E contains a Symposium Budget Summary form and a sample that is prepared by the Ways and Means Committee based on the Worksheet for presentation to the Council. The form includes a calculation of net revenue per exhibit booth, per member and per non-member as well as net revenue per registrant, for comparison to the guidelines listed earlier. The Symposium budget committee should complete this form as part of the budget submitted so that they are aware of whether they conform to the guidelines and can rationalize any discrepancies.

## **I. Approved Section Programs and Projects**

Appendix N is a list of programs and projects that have the approval of the National Council. This is a partial list. Any activity in keeping with the purposes and the Goals and Objectives of the Society, performed within the rules governing 501(c)(3) not-for-profit organizations is acceptable. Questions concerning the appropriateness of an activity should be referred to the Executive Director.



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## CHAPTER 6 SECTIONS SUPPORT

### **A. GENERAL**

The critical role the Sections play in the Society and the fact that the Sections are the keystone for the success of the Society has gained ever-increasing recognition. During the past decade the existing support mechanisms for the Sections have been strengthened and several new mechanisms have been added. This part of the Sections Manual delineates these mechanisms and summarizes the nature of support and assistance, which they provide. It should be noted that financial support from the Society treasury is contingent on timely filing of the annual audit and budget. See Chapter 5, Finances, for details.

### **B. REGIONAL COUNCIL MEMBERS**

Commencing in 1991, Council was expanded to include six new members, elected to represent six geographical areas of the Nation. The Regional Council Members represent the Sections in their respective regions. Appendix H is a list of Regions, their assigned Sections, current Regional Council Members and Section Chairmen. The special duties and responsibilities of the Regional Council Members have been defined and approved by Council as follows:

"The six ASNE Regional Council Members shall perform the same duties and assume the same responsibilities as other ASNE Council Members. In addition, they will maintain a continuous dialogue with the Chairs of the Sections in the Region they represent. This dialogue shall include, but not be limited to, discussions with the Section Chairs to determine issues of local interest and matters which Sections wish to be brought before Council for action or decision, and feedback to the Section Chairs regarding the proceedings of the Council meetings. Regional Council Members are required to make an oral or written report at the monthly Council meetings and have an obligation to present items proposed by Section Chairs, even if they do not personally concur with or support that position. Regional Council Members are encouraged to meet with the Section Chairs of their regions throughout their terms when possible. Regional Councilors are encouraged to plan a regional Section meeting in conjunction with a Regional symposium once a year.

"Recognizing that the number of Council meetings a regional representative attends may be limited by travel restrictions, Regional Council Members are authorized to designate a full voting proxy for each meeting which he is unable to attend. Proxy eligibility is limited to include only those ASNE members who stood for election for Regional Council Member for that Region in the previous election or incumbent Section Chairmen. Regional Council Members are encouraged to make maximum use of this privilege to assure that the concerns and opinions of Sections in the Region are heard." Other Section members may be designated to represent the Regional Council but are not full voting proxies.

In summary, the Regional Council Members are the Sections' representatives at Council meetings.

Keep in touch with the Regional Council Member from your Region. Do not hesitate to familiarize your representative with your positions and ask him to convey your thoughts.

### **C. SECTIONS COMMITTEE**

The Sections Committee is chartered by the Society's Bylaws as follows:

"The Sections Committee is responsible for developing and maintaining communication between the Council and the Sections, and assisting in establishment and guidance of Sections as described in Article XIII. The Committee, with the advice and approval of the Council, is responsible for the revision of the Sections Manual. The chairman will arrange for a committee meeting as part of the annual ASNE Day. The Committee will consist of a Chairman and at least three other members. Section Chairmen are ex officio committee members."

In fulfillment of the responsibilities noted in the charter, the Sections Committee has taken action in the following areas:

#### **SECTIONS BUSINESS MEETINGS**

- Schedule
- Set Agenda
- Chair Meeting
- Prepare Minutes and Action Items

#### **SECTIONS MANUAL**

- Routine Corrections and Updates
- Major Revisions
- Obtain "Interpretations" from Council

SECTION OF THE YEAR AND SECTION AWARDS

- Review and Evaluate Submissions
- Recommend Awards To Council
- Revise Award Form

COMMUNICATION WITH SECTIONS

- Meeting Announcements and Action Items
- Routine Reports of Activity of Interest
- Liaison with Regional Councilors

SECTIONS AREA OF ASNE GOALS AND OBJECTIVES

- Draft Goals and Objectives for Council

REGIONAL COUNCIL MEMBERS

- Conduct liaison regarding Section issues
- Recommend changes to Duties and Responsibilities

ROUTINE INTERACTION WITH OTHER STANDING COMMITTEES

ASNE BUDGETS

- Provide Inputs for Section-Related Items

LOCAL SYMPOSIA

- Provide Assistance in Resolving Policy Issues

Provide information for Regional Sections meeting

Provide start up assistance

#### NEW SECTION CHARTERS

Review and Recommend Approval to Council

#### SECTION PROGRAM ASSISTANCE

Assist ASNE Office in Development of a Speakers List

Provide Information Exchange Regarding Successful Section Programs

#### SECTIONS TRAINING

Provide a Means for Indoctrinating New Section Chairmen

#### SCHOLARSHIPS

Review Procedures for Section Scholarship Sponsorship

#### SECTIONS PROBLEMS

Be a Sounding Board

Propose Solutions to Council (when appropriate)

Propose Solutions to ASNE Staff (when appropriate)

Be an Advocate at Council Meetings for Section Matters

#### SECTION REQUESTS

Respond to any Section Request or Concern

The Sections Committee is the standing committee responsible for representing the Sections' interests with Council and the ASNE Staff and for discussing Council positions with the representatives of the Sections. Changes in Section-related policy are formulated and defined by the Sections Committee. This is a valuable tool for use by the Sections. The Committee's primary function is to serve the Sections.

#### **D. ASNE STAFF**

The staff at the ASNE Office is committed to providing high quality, prompt service to the Sections. The staff is well trained and an invaluable source of information regarding all aspects of Society operation. They are eager to serve you and welcome calls for information or requests for service. Please do not hesitate to contact them for assistance on any matter.

#### **E. ASNE GOALS AND OBJECTIVES**

The Society has devoted one of its five major goals to strengthening the Sections and the role they play in the Society. In developing the objectives to support this goal, the Chairman of the Sections Committee will request recommendations from the Sections in time for the regular Council review. This is an opportunity for the Sections to establish and implement means for achieving major initiatives.

#### **F. NATIONALLY SPONSORED SECTIONS ACTIVITIES**

##### *1. Sections Business Meeting*

A Sections Business Meeting is sponsored annually during ASNE Day. This meeting is chaired by the Sections Committee Chair. The President attends all or part of the meeting and Vice Presidents, Council members, standing committee chairs and senior ASNE staff attend to learn the problems and opinions of the Sections and generate action to correct problems noted. Section Chairs

should be prepared to make a short, oral report to the President on the "State of the Sections," including a brief overview of the events of the year--accomplishments, special programs, problems, recommendations and projections for the forthcoming year. Prior to the meeting, the Sections Committee Chair will request input for the agenda and, after the meeting, will issue minutes and action item lists. These meetings have been extremely valuable as a forum for exchanging information, identifying common problems and formulating actions, which are required in the future. As discussed in other sections of this manual, the Regional Councilor working with the regional symposium Steering Committee Chairman should host a regional sections meeting in conjunction with the regional symposium. ASNE staff members in attendance are available to assist with Section problems and questions.

### 2. *Joint Council Meeting*

Usually during ASNE Day, a Joint Sections/Council Meeting is held, attended by Council members, standing committee chairs, Past Presidents and Section chairs. This affords additional opportunity for Section Chairs to communicate with key members of the Society.

### 3. *Leadership Dinner*

During ASNE Day, leaders of the Society and their spouses or guests are invited to attend a Leadership Dinner. This dinner is a delightful affair that enables Council and Sections representatives to get to know one another on a social basis. It also provides a convenient forum for completion of any unfinished business from the earlier meetings and for recognition of some of the outstanding contributions of volunteer efforts in behalf of the Society. The Frank G. Law Award is presented at this dinner for outstanding service to the Society.

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## CHAPTER 7 MEMBERSHIP

### **A. GENERAL**

Section membership is comprised of the Society members who work or reside within the zip codes assigned for each Section's cognizance. All new members, whether enrolled through Section efforts or by other means, are assigned to the rolls of the Section responsible for their geographic area. Members who move from one area to another are automatically enrolled in the new Section. Current Section roster information may be obtained on request from the ASNE Membership Manager. Sections members will soon be able to access the ASNE membership system to get current membership information. The ASNE Membership Manager will provide Sections with a list of delinquent members each month.

### **B. ORGANIZATION**

The Society Bylaws provide for a standing Membership Committee with responsibilities for establishing and executing programs to attract new members, acting on membership applications, promoting the interests of the Society's members and advising the Council on matters pertaining to membership. In executing its responsibility to attract new members, the Membership Committee



needs full and continuing support from the Sections. Chapter 3 of this MANUAL calls for the establishment of a Membership Committee in each Section. The Chairman of each Section Membership Committee is also a member of the National Membership Committee and forms the liaison link between that committee and the Section for executing programs. The Chairman of the National Membership Committee should be advised of the name and telephone number of the Section Membership Committee Chairmen and, of course, any changes to that data.

### **C. MEMBERSHIP GROWTH**

The Sections are not and should not be limited to membership initiatives from the National Membership Committee. Section Officers and the Chairmen of the Section Membership Committees are encouraged to develop programs to attract new members and foster the growth of the Sections. Some examples of ideas, which have been successful, are listed below:

A policy put in place whereby prospective members attending a Section meeting with a regular member--or first time visitors--attend at no cost.

Rewarding Section members with free attendance at a Section meeting for each "N" new members enrolled. "N" would be defined on the basis of the needs and status of each Section.

Publication of a local "honor roll" listing the names of members who have recruited new members and announce the honor roll at Section meetings. Note that sponsors are recognized in the list of new members published in the *Naval Engineers Journal*.

An appeal to local organizations, both military and corporate, to promote Society membership. The appeal could reference the number of senior personnel in those

organizations and note the correlation between success and ASNE membership. Corporate organizations may choose to sponsor a "membership night" in which the corporation sponsors its own employees' attendance at a Section meeting.

Presentations on membership programs at Section meetings by the Membership Committee Chairman.

Inviting students at local universities to attend meetings at no cost. Attempt to stimulate interest and promote student membership.

A "mentor program" in which a senior Society member sponsors one or more junior engineers. The goal should go beyond Society membership, and insure that these young members find value and sustenance in the Society.

Obtaining of a commitment from senior military and civilian managers to attend meetings. Support by senior managers results in increased attendance at Section activities and increased membership in the Society.

Emphasizing at symposium registration that the difference between registration fees for a member and a non-member is equal to and usually more than the cost of one-year's membership dues.

Advertising the offer to new members that if they join while attending a symposium, having paid the non-member registration fee, and pay one-year's dues, they will receive a second year's membership at no additional charge.

Encouraging members to have an ASNE application and program of local activities for the year available to help recruit new members.

Coordination between Arrangements and Publicity committees to have a membership booth or literature display table at all meetings.

As an incentive to Sections, the ASNE National Membership Committee established a “Premier Recruiting Section Award to the Section that increases its membership percentage the most over the calendar year”.

#### **D. MEMBERSHIP CATEGORIES**

The Society is composed of Members, Associate Members, Student Members, Sustaining Members, Spouse Members, Honorary Members, Life Members, Life Associate Members, and Members Emeritus. These categories are defined as follows:

**1. *Member***

Any person actively engaged in, or retired from, the practice of Naval Engineering or teaching within one of the broad aspects of Naval Engineering including active or retired members of the uniformed services (regular or Reserve), civilian employees of the uniformed services or other appropriate government entities as well as employees of publicly or privately owned commercial enterprises or public or private academic or not-for-profit institutions.

**2. *Associate Member***

All persons who are not eligible as Members but who are especially interested in naval engineering are eligible as Associate Members.

**3. *Student Member***

9. A person in full-time attendance as a student studying a curriculum related to naval engineering for the bachelor's or higher degree is eligible as a Student Member until the end of the Society's fiscal year in which the student graduates or is separated from the school. The transition from Student Member to Associate Member shall be automatic upon graduation unless, prior to the transition date, the student submits either justification for a change to Member status or a request to terminate membership. Note: ASNE and the Society of Naval Architects and Marine Engineers (SNAME) have executed a cooperative student membership agreement where student members are joint student members of both societies with all rights and membership benefits in each society.

**4. *Sustaining Member***

Any member may become a sustaining member by contributing annually \$100.00 or more in excess of dues paid. Sections receive credit for sustaining members in the Section of the Year competition.

**5. *Honorary Member***

Person serving in certain high-level positions in the Federal Government are invited to become Honorary Members if so determined by the Council. Such membership will be effective only during the individual's term of office. The list of currently approved positions is published in the Membership Directory.

**6. *Life Members***

a. The winners of the Saunders, Gold Medal and Solberg Awards and all past Presidents of the Society shall become Life Members and are exempt from paying dues.

b. Any member who completes 50 years of membership shall automatically become a Life Member and will be exempt from paying dues.

**7. *Members Emeritus***

Any Member or Associate Member, after 25 years of membership and having reached the age of 62, may, upon written request and payment of a specified reduced rate of dues, be made a Member or Associate Member, Emeritus. Such members shall retain all the privileges of membership.

**E. MEMBERSHIP ADMITTANCE**

Persons eligible as Members may be admitted upon application and payment of annual dues as prescribed by the Bylaws, provided the application is recommended by a minimum of one Member and provided the application is approved by the National Membership Committee.

Persons eligible as Associate Members and Student Members may be admitted upon application and payment of annual dues as prescribed by the Bylaws, provided the application is approved by the National Membership Committee.

**F. MEMBERSHIP PRIVILEGES**

Members are eligible for all privileges of the Society including voting and holding elective office. Associate Members, Student Members and Honorary Members are eligible for all privileges

of the Society except voting and holding elective office.

When two or more members reside at the same address and desire only one set of mailings, arrangements may be made with the Executive Director. This privilege applies only to home mailing addresses. The dues rate for the second member will be at the prescribed “spouse” rate.

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**CHAPTER 8  
PUBLICITY****A. GENERAL**

Publicity is the dissemination of information to attract public notice. At ASNE, our public consists of both present membership and prospective membership. It is our duty to inform our members and prospective members of events and meetings that would benefit them. Two of the many benefits of Society membership are the ability to learn more about naval engineering and what our colleagues around the country are doing in the field. On the following pages we will illustrate several ways to publicize your Section's events and Symposium details and to keep the line of communications open between your Section and the Society as a whole. We hope that you find this chapter helpful in the day-to-day operations of your Section.

**B. NATIONAL PUBLICITY COMMITTEE**

The National Publicity Committee consists of the Publicity Chairman, Committee members, and Section and Symposium Committee Publicity Representatives (ex-officio members). The Committee is responsible for guiding Society Publicity efforts and developing new and effective ideas concerning publicity matters within ASNE. The Publicity Chairman represents the committee

at National Council meetings in order to assist the Council in making publicity-related decisions.

The ASNE Administrative staff assists the committee with press releases, advertising (e.g., posters, booklets, flyers, etc.), administration, and clerical functions. The Sections' Ex-Officio Publicity Representatives assist by networking with the National Committee.

The National Publicity Committee creates and implements both short and long range publicity planning. The Committee, under the auspices of the ASNE National Council, sets goals, defines publicity priorities, keeps publicity current, selects advertising media, effects cost/benefit management of publicity budgets, networks with Sections and members of the Society and guides/assists members of symposium/conference committees.

### **C. NAVAL ENGINEERS JOURNAL**

The *Naval Engineers Journal* is published quarterly. The main purpose of the *Journal* is to publish original technical papers and articles on subjects of interest to Naval Engineers, but it also provides a medium of communication for members.

The purpose of the non-technical portion of the *Journal* is to attract, inform and retain members and to encourage interest and participation in ASNE activities. It should be noted that publication of Section news items in the *Journal* (see paragraph D.) will be counted toward points for the Section of the Year awards. Advance publicity releases are encouraged in addition to reports of events, which have occurred recently in the Section.

The following *Journal* departments can be used to publicize Section events and news:

1. "Members News" is an excellent way to publicize the professional accomplishments of our members. It may be used to report job changes, awards, promotions and significant accomplishments.



Photographs may be included. This is an excellent place to give exposure to our members - and it's bound to have a good effect on member retention. Subject to timing and space considerations, Member news may be published in *ASNET*.

2. "Schedule of ASNE Meetings" is a list of national meetings.
3. The "Sections Directory" is a listing of Section officers and provides a point of contact for your members should they need information. It should be reviewed regularly and the ASNE Membership Manager advised of any changes.
4. Special notices may be placed in the *Journal* to advertise Section-sponsored symposia. These notices should provide the highlights of the symposia and points of contact.
5. Keynote speeches, Luncheon and Banquet speeches from symposia can be submitted for publication in the *Journal* in the same issue as photographs and a news article about the symposium. The Section or Symposium Publicity Chairman should coordinate with the *Journal* editor to assure that speeches are cleared with the speakers.

All of the above *Journal* services will benefit your Section and your members. Information sent to the *Journal* editor should be typed, double-spaced and have the spelling of names validated. Full names and rank (when appropriate) should be used the first time a member is referred to in an article. Ranks may be omitted should the individual be retired from service and so wish. Photographs should be clear, sharp and with good contrast. They should be clearly labeled, with suitable legends provided. All individuals should be identified by full name, and when applicable, rank. Information for publication must be received 45 days before the month of an issue (i.e. 15

December for the Winter issue).

The *Journal* is published in Winter (February), Spring (May), Summer (August), and Fall (November). With the exception of paid advertising, the *Journal* should not be used to promote any firm or commercial activity.

#### **D. ELECTRONIC COMMUNICATIONS**

Various means of electronic communications are under development by the Executive Director and the National Information Technology Committee. The primary goal is to provide for transmission of information between Section officers and the ASNE Office, between all members and the ASNE office.

The National Information Technology Committee is responsible for the development and maintenance of an Information Technology Plan designed to provide information technology infrastructure to meet the Society's needs now and into the known future including compliant with the year 2000. The committee includes Section representation to ensure that connectivity with Sections and Section information technology needs are addressed. Sections are encouraged to assist by keeping the Executive Director and the Information Technology Committee informed of their wishes for electronic information and capabilities.

**1. ASNE Web Site** ASNE has a web-site ([www.navalengineers.org](http://www.navalengineers.org)). Sections are able to use the ASNE web-site to promote Section or Chapter activities. Contact the ASNE Office for assistance on utilizing this capability. Members will be able to use features to our web-site such as an on-line membership directory and the ability to pay dues, make purchases, and register for symposia on-line. Future upgrades include providing Sections the ability to develop their own web pages on the ASNE web site through the use of templates and developing an electronic publishing capability

**2. E-Mail** The use of e-mail for transmission notices, minutes, reports, and

other information communications is available. The ASNE Office has e-mail and has added e-mail addresses to our membership database. Sections are encouraged to ensure that their officers and members keep their e-mail addresses updated with the ASNE Membership Manager. We should continue to develop this capability to help us streamline our information exchange. Council, National Committees, and Section Chairmen utilize the ASNE Intranets site for information on all Council meetings. Our goal is to exchange all information electronically in the future.

#### **F. PUBLIC RELATIONS**

Every organizational entity has a public relations responsibility. ASNE is no exception. The intent of this segment is to encourage the Sections and Symposium Committees to broaden their approach to publicizing sponsored events. The focus of our public relations effort should always be to enhance our image as a professional society and for the advancement of the field of naval engineering. Most of the functions that the Society sponsors are designed to support this goal. Positive public relations through the use of electronic publicity is one of the key factors in enhancing our image. Functions such as science fairs, student paper contests, educational mentoring programs and local symposia should be brought to the attention of the entire community.

Media options for accomplishing our public relations goals are nearly limitless. Local newspapers often seek out local news events. Radio and television stations generally reserve time for public service announcements. Industry in-house publications are most receptive to publishing events in their realm of interest or achievements and awards to their employees. Trade journals are also a good way to focus attention on activities. Government messages outlining meetings or symposiums can be helpful. Symposium publicity for Call for Papers and Exhibits and advance registration information should be published in the *Commerce Business Daily*. ASNE's Technical Director can assist with details.

Do not limit efforts to advise the membership of upcoming activities. Consider the public

relations function and take full benefit of the benefits to be obtained.

### **G. CAMPAIGN PLANNING**

Publicity is probably one of the most important aspects of a successful symposium or event. The following information is intended to assist the publicity member of specific committees responsible for conferences, symposia, exhibitions, etc. in achieving their publicity goals.

Successful promotion of an event should be carefully selected for specific results. Promotional ideas should include one or more of the following:

- ! Get favorable attention
- ! Create an interest in the event
- ! Stimulate action
- ! Increase contribution directly or indirectly.
- ! Point out "What's in it" for the membership.

In planning a successful promotional campaign, do not begin at the beginning, but rather at the end. The goal should always be at the start. By beginning at the objective, every idea can then be tested against the goal. The following outlines a suggested campaign strategy for effective publicity of an event.

#### **STEP 1 – Outline set goals and evaluate options.**

- ! Objectives: Maximum traditional and non-traditional participation; Focus on the type of audience required
- ! Possibilities: The "How"; List promotional ideas and test against objectives
- ! Promotional Methods: Advertising vs. Publicity
- ! Budget: Money available for campaign efforts
- ! Expected Results: What efforts should accomplish

- ! Measured Results: Final accounting after the event. Did it work or not? Why? Who came? Who didn't? File away for next campaign.

**STEP 2** - Set up a meeting with the National Publicity Committee.

- ! Set up meeting as early as possible, no later than seven months prior to the event
- ! Discuss items decided in Step 1
- ! Plan subsequent meetings to help keep campaign on course

**STEP 3** – Create and implement the long range campaign plan

- ! Use the suggested schedule enclosed.
- ! Keep efforts simple; stick to the tried, tested and uncomplicated
- ! Be on the look out for conflicts.
- ! Do not sit back and wait for things to happen – *Do Something*
- ! Timing is the single most important element of campaign planning, use it effectively. Take advantage of special events, other symposia, and changing trends.

As the time of the event nears, the frequency of contacts with the National Publicity Committee and the ASNE administrative office should increase accordingly.

## **H. CAMPAIGN PROMOTION**

### *1. Publicity*

Since the publicity budget is usually limited, it is important to understand the difference between publicity and advertising and use that understanding to your advantage. The difference is simple – publicity is virtually free and advertising is not. In advertising, the cost paid acquires a given space of which you have constant control. Publicity reverses the control because it is not for

sale. Since publicity cannot be bought, it must be created. Since publicity is often perceived as a form of news, it is easily digested by an advertising weary public. Because of this, it is important to emphasize the selling in the message. However, the message must do much more than sell, or it may end up in the trash.

## 2. *Advertising*

Any event can be promoted to maximum participation, but does that make it a success? The answer will be no if the dollars spent exceed those brought in. The goal should be to optimize attendance while minimizing cost and staying within budget. For this reason, it is a good idea to focus some of the advertising to newsletters, magazines, journals, web-sites, e-mail, and newspapers. These will prove effective and economical when coverage, circulation, and specialization are taken into consideration.

Advertisements should be short and concise, using easy sentence forms and avoiding double adjectives and conjunctions. The public is normally tired of being bombarded with superlatives and overselling. The direct honest approach is usually the best, do not try to disguise what is being sold.

## 3. *Flyers and Posters*

The purpose of flyers and posters is to announce upcoming events and to establish member interest in these events. To achieve this objective, the flyers and posters must be published and distributed in a timely manner. Pertinent information about the event should be presented in a manner that will not only inform the member of the event, but also persuade him to attend it. The announcement should contain the following information:

- a. What the topic/purpose of the event is
- b. Who the speaker is (if available). Care should be taken about use of "invited". Some senior officials object to the use of their name before they have accepted the invitation
- c. List of joint sponsors, if any

- d. When the event will be held (date and time)
- e. Where it will be held
- f. Why the member should attend
- g. Cost of the event (if applicable)
- h. How to make reservations, including cutoff date

Particular attention should be paid to item f. It is important to "sell" an event to the membership. A list of "who should attend" is helpful. Try to illustrate some benefits that an attendee would receive, including professional interaction and networking opportunities. ASNE meetings and symposia have a reputation for technical and professional excellence and making this fact known will increase the attendance and contribute to the success of your event.

#### *4. Direct Mail*

Direct mail can also be an inexpensive and effective method of reaching people. Computers facilitate the creation of selective mailing lists and allow messages to be personalized for individual or group characteristics, requirements, or background.

The Society qualifies as a non-profit bulk-mailer, which allows meeting notices to be mailed at a considerably reduced rate if the number mailed, is over 250. The ASNE Office prepares the mailing for national symposia; however, there are occasions when Sections would profit from a bulk mail permit for use of an "additional Post Office." This is especially true if there are more than 200 members in the Section and regular meeting notices can be prepared sufficiently far in advance. It is necessary that the notices be sorted by zip code and a minimum of two weeks are allowed for delivery. The Section should contact their local postmaster where the mailing will take place, and ask for an application for an authorization for an additional postal location for special bulk third-class rate in accordance with Section E-372.2 of the Domestic Mail Manual, and information on how the request should be processed. This form with local details and instructions should be forwarded to the ASNE Operations Manager who will make the necessary arrangements for the

permit to be issued.

If mailings are "stuffed" in envelopes, reply cards may help to increase the number of voluntary responses. If the mailing is prepared on card stock, "tear-off" portions of the notice with Mail-Back address pre-printed can help to streamline the process. Currently, phone and fax replies are more effective. Whatever method is used, the important issue is to get an accurate registration count. All registration forms should refer to the Society cancellation policy. See Chapter 5, Finance, for complete details relating to different types of events.

#### 5. *Booths and Displays*

One of the easiest ways to publicize Section activities and ASNE benefits is to provide a booth or a literature display at all technical meetings. Membership applications, local programs and flyers, back issues of the *Journal*, photographs of past events, scholarship and award information can be useful in stimulating interest in the Society and recruiting new members.

#### 6. *E-mail*

In the information technology growth, e-mail has become a household item, not to mention an office necessity. A Section e-mail database is a very effective and economical way of communicating with your members and other Sections. Many of the Sections are utilizing this capability. The ASNE Office has added e-mail addresses to the ASNE membership database and this information can be provided to Sections.

## **I. COMMUNICATIONS AND FEEDBACK**

It is important to communicate with the ASNE Office and other Sections to make them aware of the events and accomplishments of your Section. Your Section should get the praise that it deserves. By calling, e-mailing, writing, faxing or phoning the ASNE Office directly, your information will be disseminated very quickly; besides, the staff likes to hear from you and is happy to help your Section however it can.



**J. PRESS RELEASES**

Press releases are an important publicity vehicle. They are a means of promoting the Society and also provide visibility for your members or events. It should be recognized that the primary purpose of newspapers and magazines is to make money. They are not in business to make you happy, promote your agenda or even to report the news. Therefore, you have to remember that the only way your articles will be published is if the newspaper or magazine sees a benefit to printing the piece. One of those benefits may only be to fill some blank space.

Press releases are useful to announce symposia, monthly meetings and other events, which may have a broad appeal outside the ASNE membership. A newspaper article is a fast, timely, cost effective means to reach a large spectrum of the general public on issues and events which they would not ordinarily discover. Environmental events are now a hot topic, which has an appeal to a large segment of the population that may not be familiar with ASNE.

Another use of press releases is to promote the Society and its membership. It is a means to recognize members when they change jobs, receive promotions, receive an award, or have some other accomplishment, which puts them and the Society in a good light.

Format of the press release is not as important as content, but the less effort which the news editor has to expend to make your piece printable, the greater the chance of publication. Some tips to help in drafting a press release are:

a. Type and duplicate the material on one side of the page only, and double-space the text. Also, leave two to three inches at the top of the page. Though not environmentally conscience, this is what the editors are looking for. It gives them an opportunity to make notes or to revise the copy.

b. Type the information the way that you want it to appear in print. The editor may just give your copy to a typesetter who will set the piece exactly as it is written. Typesetters do not get

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paid to correct the copy. You are the "expert" on the content of the release. The newspaper or magazine will assume that "Smith" is spelled "smythe" if that is the way it appears. Get a copy of the *Associated Press Stylebook* and use it if a large number of press releases will be issued.

c. Mark the release with the date that you release it, not a past date or the date you would like it to be published. Use a suggested "Hold for Release" date only when a situation demands it. While it is the rule of thumb to recognize people for outstanding achievement or awards as soon as possible after the award or event, it is better to have the recognition a bit late rather than not at all.

d. Insure that you include a name, phone number and electronic mail address of the person the media should call for more information or clarification. This will normally be a member of the publicity committee but may be someone else who actually wrote the article. Check with the subject of the article to be sure that all the facts are correct.

e. Write in plain, understandable American English. Use short sentences and understandable words. Define all abbreviations and acronyms. Translate technical jargon and "officialese" into something the public will understand. The tone and subject should be stated in the first paragraph; this paragraph should be able to stand alone, telling the gist of the story. The follow on paragraphs build upon the lead paragraph. The article must answer the questions Who? What? Where? When? Why? and How?

f. Read some of the articles in the newspapers and magazines you wish to target. Duplicate that style to maximize the chances for publication.

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## CHAPTER 9 ANNUAL AWARDS

### A. GENERAL

The American Society of Naval Engineers annually considers candidates for four separate major awards which recognize significant contributions to naval engineering. They are the Harold E. Saunders Award, the ASNE Gold Medal Award, the Solberg Award and the Claud A. Jones Fleet Engineer Award. In addition, the Frank G. Law Award is given in recognition of significant sustained service to the Society. Nominees must be citizens of the United States of America. Only one nominee from a single Sponsor may be considered for each award, and no nominee may receive more than one award in the same year. Criteria for each award and background data required are set forth below.

Section cooperation in identifying and submitting candidates worthy of recognition by the Society is earnestly solicited. Nominees from all sectors of the naval engineering community, including government, industry, academia, and private practice, are eligible. Nominations must be received by the Society no later than 15 January each year or as stated in the ASNE Annual Awards brochure. They should be mailed to:

Executive Director  
American Society of Naval Engineers

1452 Duke Street  
Alexandria, VA 22314-3458

An ASNE Annual Awards brochure is distributed each year with awards criteria and submission information.

## **B. AWARDS CRITERIA**

### **Harold E. Saunders Award**

"The nominee must have demonstrated productivity, growth, and outstanding accomplishment in naval engineering over the years, with ultimate wide recognition by peers as a leader in the field, and of such prestige as to merit the acclaim of the naval engineering community."

### **ASNE Gold Medal Award (Engineering)**

"In the field of naval engineering, the nominee must have made a most significant engineering contribution through personal effort or in the direction of others during or culminating in the five-year period ending in the current year. Evidence of personal involvement shall be explicitly stated. If, for security reasons, the evidence cannot be publicly disclosed, the statement should be sufficiently specific for recognition of the accomplishment by those qualified to assess it."

### **ASNE Solberg Award (Research)**

"The nominee must have made a most significant contribution to naval engineering through personal research carried out during or culminating in the three-year period ending in the year of consideration. Evidence of personal involvement in the research and specific assessment of the significance of the nominee's contribution should be submitted. If, for security reasons, the details of the research cannot be publicly disclosed, the statement should be sufficiently specific for recognition of the accomplishment by those qualified to assess it."

**Claud A. Jones Fleet Engineer Award**

"The award will be for a most significant contribution to improving operational engineering or material readiness of maritime defense forces during or culminating in the three-year period ending in the current year. Evidence of the personal involvement and an assessment of the significance of the nominee's contribution should be submitted. If, for security reasons, the details of the actions cannot be publicly disclosed, the statement should be sufficiently specific for recognition of the accomplishment by those qualified to assess it."

**Frank G. Law Award (Service to the Society)**

"The nominee must have made outstanding and long-term significant contributions, through individual effort or by the direction of others, to the Society which resulted in one or more of the following: (1) Improvement in the Society operations, (2) Advancement of the objectives of the Society, or (3) Advancement of the professional stature of the Society. Evidence of personal involvement in the management, administration, and financial affairs of the Society measured by achievement while serving as a member, officer, or committee chairman or member, shall be presented. The nominee must have demonstrated leadership, selfless dedication, effective contribution and personal commitment in support of Society interest, goals, and ideals over a number of years."

**Rosenblatt Young Naval Engineer Award**

"The Rosenblatt Young Naval Engineer Award will be presented to a person not more than 35 years of age as of December 31st of the year of nomination, who has demonstrated remarkable, early professional achievement in one or more areas of the field of naval engineering as defined by the Society. The nominee shall have made a most noteworthy contribution to advancing the field by clearly demonstrating one or more of the following:

1. Superior innovation and insight, as evidenced by senior acclaim, published paper(s), invention, design creativity, patent(s), simulation, process improvement, or similar accomplishments.
2. Outstanding technical leadership and obvious potential for continued distinction in naval engineering based on assigned responsibilities and recognized preeminent performance that is typically uncharacteristic of someone of his or her age.

Moreover, the nominee shall exhibit character and integrity that reflects the Rosenblatt tradition of both ethics and excellence that has brought great credit to our community and the Society, and that will serve as a role model for other young engineers.”

### **C. SUBMISSION REQUIREMENTS FOR ALL AWARDS**

For each nominee include the following:

Name

Position and Affiliation

Date of Birth

Education

Publications (numbers and fields)

Patents and Awards

Professional Societies

Brief Job History

Statement of Accomplishment(s) for Award

Assessment of Importance of Accomplishment(s)

Name, Address, and Phone Number of Nominator

Date of Submission

If there are questions or additional information is required, the Nominator will be contacted directly. Such contact may be necessary in the preparation and review of proposed citations for the

selected award winners. Forms are not provided due to the varying length of individual sections relating to each person's accomplishments; however, submissions should follow the format listed above. Five copies of each nomination should be submitted.

#### **D. "JIMMIE" HAMILTON AWARD**

As specified in the Bylaws, the Journal Committee has the task of reviewing and ranking each paper published in the *Naval Engineers Journal*. At the conclusion of each calendar year, they must recommend to the Awards Committee the papers that should be considered for the "Jimmie" Hamilton Award, which is given for the best original paper published during the year.

The Journal Committee would like to enlist the help of each member in reviewing the articles published. This action will give them a voice in selecting the best, and it will also help to improve the *Journal* content. Some of the elements you should comment on are:

1. The Award shall not be presented to an author for any paper previously published in other professional literature or publicly presented to a professional society except for those papers presented at ASNE Day, ASNE Section meetings, and ASNE Jointly Sponsored Symposia. Foreign Nationals are eligible if the article has appeared only in the *Naval Engineers Journal* and has not been previously published or presented in any other format in the U.S. or world-wide professional literature.
2. Professional Contribution -- The depth of treatment and originality of subject should be worthy of consideration within the community of Naval Engineers.
3. Potential -- The importance of the contribution with regard to its lasting value to the profession. Those subjects which are of current interest and contribute to the solution of current problems should receive additional consideration.
4. Readability -- The composition, style, and manner of presentation should provide a clear and readable exposition of the subject.

5. Individual effort -- Demonstration of individual effort sets an example and serves as an incentive for future naval engineering authors and fulfills the purpose of the "Jimmie" Hamilton Award.

#### **E. PRESIDENT'S AWARDS**

Section Chairmen are encouraged to recommend annually those special individuals who have contributed significantly to ASNE during the past year for consideration for President's Awards presented in conjunction with ASNE Day. These recommendations should be provided to the Executive Director no later than 1 April with a short backup statement for each Award.

#### **F. FORM AND TIME OF RECOGNITION**

**1. Form of Recognition.** The form of recognition for all ASNE Awards shall be determined by the ASNE Council.

**2. Time of Recognition.** The time of recognition shall be set by the ASNE Council. The current schedule (2004-2005) is:

- a. Saunders Award and Gold Medal - presented at the Annual Banquet at ASNE Day.
- b. Solberg Award and "Jimmie" Hamilton Award - presented at the Annual Awards Luncheon at ASNE Day.
- c. Claud A. Jones Award - presented in conjunction with a formal event in the region convenient to the winner and his or her sponsor during the calendar year when the award is announced.
- d. Frank G. Law Award and the President's Awards - presented at the Leadership Dinner at ASNE Day.



**G. OTHER AWARDS**

**1. Coast Guard Awards.** ASNE sponsors three Coast Guard Engineering Awards, which are administered by the Coast Guard and endorsed by the Awards Committee and the Council. (Detailed procedures are not available at this writing, but will be published at a later date.)

a. VADM Perry Award - presented to a senior Coast Guard officer or civilian for outstanding contribution to the Naval Engineering program through achievement in design, construction, administration, research or development.

b. VADM Stabile Award - presented to a Coast Guard Warrant Officer, Chief Petty Officer, Petty Officer or junior civilian for outstanding contribution to the Coast Guard Naval Engineering program.

c. RADM Lucas Plaque - presented to a Coast Guard Naval Engineering organizational entity (engineering department NESU, Section/Branch at MLC or HQ, CG Yard, NWG, etc.) for outstanding contribution to the Coast Guard Naval Engineering.

These awards are presented at a time and place designated by the Coast Guard, and publicized in the *Naval Engineers Journal*.

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CHAPTER 10  
ASNE SCHOLARSHIP PROGRAM

**A. GENERAL**

The purpose of the ASNE Scholarship Program is to improve the profession of naval engineering and to strengthen ASNE by:

1. Encouraging college students to enter the field of naval engineering
2. Providing support to naval engineers seeking advanced education in the field
3. Encouraging membership in ASNE through the favorable publicity from a Scholarship Program
4. Providing ASNE members, Sections and industry sponsors with an opportunity to contribute to a worthy endeavor.

**B. SCHOLARSHIP FUND**

As recommended by the Scholarship Committee and approved by Council, scholarships are awarded annually to the extent that the self-supporting Scholarship Fund will permit. Inputs to the Fund consist of interest earned, contributions, and Section-generated revenues resulting from symposia, other meetings, and fund raising programs. Upon receipt of a significant contribution, a "named" scholarship fund is set up in honor of the donor. Similarly, when a portion of Section-generated funds is designated by the Section for scholarship use, such scholarship may be named for the sponsoring Section. The name will be retained as long as the Section maintains its support. An

annual statement will be prepared by ASNE Staff and provided to the Section for whom a scholarship fund has been named, setting forth the status of the fund at the end of the fiscal year and the name of the incumbent ASNE Scholar. While most "named" scholarships are maintained by annual contributions to the scholarship fund, a scholarship may be endowed for a continuing period from five years to perpetuity. A chart showing the approximate contribution required to endow a continuing scholarship is shown in Appendix F. More specific information is available from the Executive Director.

### **C. SECTION PARTICIPATION**

Sections are encouraged to take an active part in the ASNE Scholarship Program. Participation can include:

1. Support of a named scholarship through financial support earned from symposia and contributions.
2. Liaison with local colleges and universities, providing information about the Scholarship program.
3. Inviting engineering students to Section activities, encouraging their interest in naval engineering.
4. Encouraging worthy students to submit applications. It should be noted that competition for these scholarships that are based on merit and interest in naval engineering is keen. A high grade-point average and demonstrated naval engineering interest are recommended.
5. Encouraging private individuals and corporations to support named scholarships. At the present level of a \$3,000 stipend for undergraduates or a \$4,000 stipend for graduate students, an annual contribution of \$ 3,000 - \$4,000 will support the stipend .

### **D. SCHOLARSHIP PROGRAM**

All applications for scholarships are reviewed by the Scholarship Committee which then

recommends to Council one candidate for each available scholarship. Selection is based on the established criteria without regard to the geographical location of the candidate. Matching of scholars to named Scholarships is made after selection, using geographical and other factors. One to three alternates may be named by the Scholarship Committee in the event any candidate is unable to accept or any current Scholarship holder is unable to continue his studies.

The form of the award is a scholarship of \$ 3,000 for undergraduate students and \$4,000 for graduate students (2008-2009) per year increased periodically to allow for inflation. The scholarships in force are similarly increased so that the same relative value will prevail during the life of the scholarship. It is further anticipated that the number of scholarships will grow in direct proportion to the support, which the program receives from our members and friends. The award may be used for payment of tuition, fees, and other expenses for students who meet the following criteria:

1. Candidate will be applying for support for either the last year of full-time or co-op undergraduate study, or one year of graduate study, leading to a designated engineering or physical science degree from an accredited college or university.
2. The candidate is a U.S. citizen.
3. The candidate must have demonstrated or expressed a genuine interest in a career in naval engineering ( for example, a student membership in a professional engineering society, extra-curricular engineering activities, etc.).
4. Financial need is not a requirement, or a criterion for selection, but may be taken into consideration by the Scholarship Committee.
5. The scholarship will normally continue for the designated duration as long as the student is in full-time attendance and in good standing, subject to review by the Scholarship Committee.
6. A scholarship will not be awarded to a doctoral candidate or to a person already

having an advanced degree.

7. A scholarship leading to an undergraduate degree will not be continued for enrollment in a graduate program; however, a student may apply for a new award for a graduate scholarship.

8. Selection criteria are based on the candidate's academic record, work history, professional promise, interest in naval engineering, extra-curricular activities, and recommendations of college faculty, employers, and other character references. Need may be considered.

9. All graduate student candidates must be members of ASNE or SNAME (The Society of Naval Architects and Marine Engineers).

All applications for scholarships must be received at the ASNE Office by 15 February of each year. Scholarships are awarded for the college year beginning in the following fall. The selection process will be completed in time to make the announcement on ASNE Day or early May. The successful candidates will be notified by letter. The award will be in the form of a check for the first academic period made payable jointly to the awardee and the college or university which the student will attend. The awardee is required to forward the check to the college or university for an endorsement, which indicates continued enrollment as a full-time or co-op student with satisfactory performance. It is further required that in the event that the awardee withdraws from the academic program with a tuition refund, the Society will receive a proportional share of the refund.

Each successful applicant will be awarded an Honorary Student Membership in ASNE for the duration of his scholarship as a further means of encouraging interest in a career in naval engineering. In addition, the other finalists may be awarded a one-year student membership in ASNE.

Sections are encouraged to solicit scholarship candidates from their region. Liaison with local Universities with additional applications have enhanced the number of applications. This effort will help ensure that there is a good selection of qualified regional candidates for consideration by the scholarship committee.

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## CHAPTER 11 ANNUAL SECTION AWARDS

### A. GENERAL

The Section Award is presented each year to every ASNE Section that meets program goals of ASNE through successful and effective activities in a Section's operations. ASNE recognizes that a viable Section program will contribute to the objectives of the Society and provide recognition of Naval Engineering by ASNE involvement. In addition, the best Section, as evaluated by criteria specified below, will be recognized by the Annual Section of the Year Award. The Section, evaluated by these criteria, demonstrating the highest percent increase over the previous year, will receive the Most Improved Section Award. The Section determined to have the highest level of achievement per member as measured by the total point count divided by the number of Section members will receive the Section Productivity Award. Each Section chartered by ASNE will be eligible for these awards. Student Sections are not eligible at this time.

### B. SELECTION PROCESS

Not later than 1 March of the year in which the award is to be presented, Section Chairmen shall submit a completed Section Award Evaluation Form (Appendix B) to the ASNE Sections Committee Chairman 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 30 March and submit recommendations for award to the ASNE Council at the regularly scheduled April 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 30,000 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. The Section must have submitted the form the previous year to be eligible for the Most Improved Section Award.

### **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 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 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 at the Joint Council Meeting in conjunction with ASNE Day.

4. The form of the Section 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.

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## 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.