

ASME

Student Section

Handbook FY 23

Last Updated: August 2022

This handbook is intended to assist students and Student Section Advisors in organizing and managing student sections. For the purpose of this document, student sections are referred to as a “**section**”. While some of the processes outlined in this handbook are necessary to conform with ASME requirements for sections, specific strategies and activities are up to individual sections and may be influenced by any policies or rules of the college or university.

Questions about this handbook should be directed to the Student Section Staff listed below. This handbook will be amended by staff as needed.

Student Section Staff Contacts

Contact us directly and we will be happy to help you!

For section-specific needs, please contact the Student Section Coordinator affiliated with your section’s Region. Details on regions can be found on the next page.

[Shawn Miller](#), International: Latin America & Caribbean

[Janice Parker](#), International: Europe

North America: Northwest (U.S. & Canada), Southeast, Southwest

[Aly Trevino](#), International: Asia Pacific (excluding India*), Middle East & Africa

North America: Mexico, Midwest (U.S. & Canada), Northeast (U.S. & Canada)

- Student Sections in India may contact the ASME India Office (info-india@asme.org)

[Ty Booker](#), Senior Manager, Programming & Engagement

[Chrissy Johns](#), Senior Data & Business Process Analyst

[Evelyn Taylor](#), Director, Section Operations

Student Section Operations Overview

Annual Action Items

By July 31

- Let us know about your section & leadership on a yearly basis
 - Submit a [Student Section Update Form](#)

By September 30

- **Review this Handbook** for the policies, rules and parameters sections should follow for the program year.
- **Make sure your ASME contact information is up to date.** You can make changes online from your [member account online](#), or by contacting Customer Care at customercare@asme.org.
- **Familiarize yourself with the resources available on the ASME Sections Website** (<https://sections.asme.org/student-sections>) Find student sections, access resources, and view program opportunities.
- **Familiarize yourself with the [Volunteer Leadership Directory \(VLD\)](#).** The VLD was created for volunteers, members and general ASME.org users to find sections, technical divisions and their volunteer leadership, and to contact individual volunteers who have consented to receive messages.

By January 31

- Complete mid-year check-in. Your Staff Section Coordinator provide this.

By May 31

- Complete and share the Leadership Transfer Checklist with new leaders

Action items during the year

- Do you need funding? Let us know. →Submit [Student Community Grant Request Form](#)
- Complete [After-Activity report](#) for activities receiving funding
- **Update the section's online presence** to promote activities, news, and other information.
- Connect with your local professional section for networking and activity opportunities.
- Looking for a speaker from ASME HQ? Use the [Speaker Request Form](#) to request an ASME executive speaker for your activity.
- **Need help or have a question?** [Contact your Section Coordinator](#) for assistance!

Regions

ASME section support is organized geographically into regions. Each region is supported by a staff member of the Section Operations Team who serves as a section’s point-of-contact. Each region also has a volunteer support system comprised of student leaders and student section advisors.



Midwest U.S. & Canada - Iowa, Illinois, Indiana, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin, and the Western counties in the province of Ontario, Canada.

Northeast U.S. & Canada - Connecticut, Delaware, Maine, Massachusetts, Maryland, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Washington D.C., and the provinces of Quebec and Ontario, Canada.

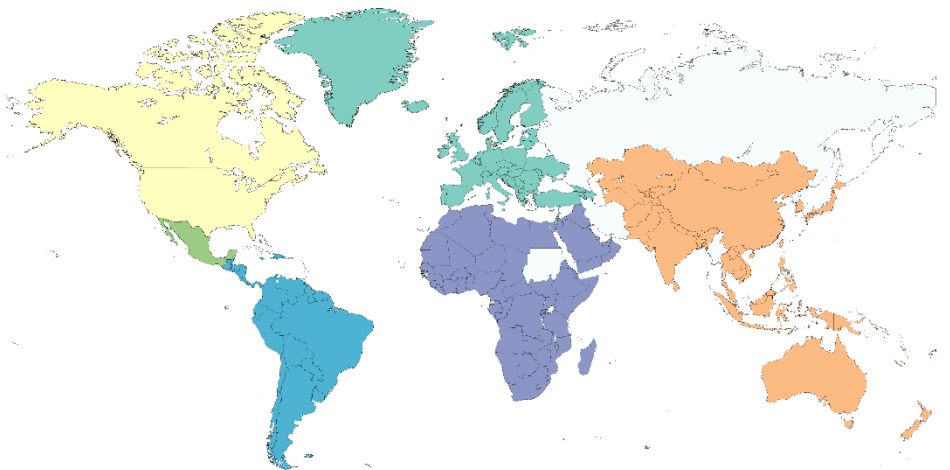
Northwest U.S. & Canada - Alaska, California, Hawaii, Idaho, Montana, Nevada, Oregon, Washington, and the provinces of Alberta and British Columbia, Canada.

Southeast U.S. - Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, and West Virginia and Puerto Rico.

Southwest U.S. - Arizona, Colorado, New Mexico, Oklahoma, Texas, and Utah.

Global:

- Asia Pacific
- Europe
- Latin America & Caribbean
- Mexico
- Middle East & Africa



The information presented in this handbook is meant to assist you in conducting your activities. Nothing in this handbook is meant to supersede formal ASME Polices, ASME By-laws or operational guides and in the event of conflict the formal organizational document will control.

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About ASME

[ASME](#) helps the global engineering community develop solutions to real world challenges. Founded in 1880 as the American Society of Mechanical Engineers, ASME is a not-for-profit professional organization that enables collaboration, knowledge sharing and skill development across all engineering disciplines, while promoting the vital role of the engineer in society. ASME codes and standards, publications, conferences, continuing education, and professional development programs provide a foundation for advancing technical knowledge and a safer world.

ASME's Vision is to be the premier resource for the engineering community globally.

ASME's Mission is to advance engineering for the benefit of humanity.

In performing its mission, ASME continues to adhere to these core values:

- Embrace integrity and ethical conduct
- Embrace diversity and respect the dignity and culture of all people
- Nurture and treasure the environment and our natural and man-made resources
- Facilitate the development, dissemination, and application of engineering knowledge
- Promote the benefits of continuing education and of engineering education
- Respect and document engineering history while continually embracing change
- Promote the technical and societal contribution of engineers

ASME Society Policies: ASME is guided by by-laws and policies that can be reviewed [online](#).

Overview of ASME Student Sections

ASME has hundreds of student sections around the world. These sections are chartered through engineering departments of colleges and universities around the world with the following purposes:

- to promote the goals of the Society;
- to complement the curriculum of the educational institution;
- to offer mutual support in study, learning, and professionalism;
- to create a professional awareness in each student member which will inspire them throughout their career to maintain a continuous and active membership in ASME;
- to provide personal connections and communications within the Society and the profession;
- to provide outreach and service to their local community.

Sections are encouraged to organize and provide a variety of activities of technical content and professional and personal value such as:

- technical presentations;
- skill development activities;
- networking;
- engineering and technical competitions;
- volunteer and community services;
- outreach to potential engineering students including K-12 students;
- assisting in the transition from student to professional life; and
- encouragement of continued membership in ASME.

ASME Student Membership

ASME Membership is the core of participation in the Society at all levels including in sections. Membership is strongly advised for all section participants. **Only members of the ASME organization can be leaders of the section or can vote during business meetings.** For information about membership in the global ASME organization, visit <https://go.asme.org/membership>.

Student club dues to a college or university's section do not equate to membership in the global ASME organization, and any such dues are at the discretion of each independent college or university's section. Participants of the section should be members of ASME.

Sections which charge a nominal fee for participation on campus should make their section participants aware that this does not cover their membership in ASME and the multiple benefits available such as professional development and scholarship opportunities.

Student Member Benefits

Joining ASME's student community allows students to network with other like-minded individuals and focus on their professional development skills as they progress through school and into their professional journey.

Membership offers networking events, student competitions, volunteer opportunities, and access to key resources that will open doors when you start your professional career. Take advantage of extensive [student benefits](#), most of which are available at no additional cost or at a substantial discount. Additional student member benefits, include:

[ASME SmartBrief](#) – A daily digest of must-read engineering news and trends from leading sources worldwide.

Mechanical Engineering Magazine - Digital subscription to award-winning members-only magazine.

[TEC Talks](#) – Monthly webinar series featuring leading experts addressing topical issues, challenges, and new technologies within the various specialty areas of ASME Divisions.

[“A Day in the Life” webinar series](#) – Explores the day-to-day activities of engineers who work at innovative companies.

[ASME Store](#) – The go-to place to get your latest official ASME promotional items and merchandise.

Access all member benefits here (log in required): <https://www.asme.org/account?page=access-benefits>

Member Recruitment

Each year, ASME welcomes thousands of students around the world as members of the organization. Joining ASME’s student membership community allows students to network with other like-minded individuals and focus on professional development skills as they progress through school and into their professional journey.

Recruitment looks different at each college or university, but a few key things are the same:

- Any student is welcome to join ASME and the ASME section on their campus.
- An engineering major is not required for membership or participation.
- Membership dues are waived for first-year students.
- Sections are expected to be a welcoming and positive environment.
- Student Group Membership is available. Details can be found in the Student Group Membership portion of this document.

To recruit students, sections are encouraged to:

- Participate in club or activity fairs (contact your Section Coordinator for promotional resources)
- Ask engineering faculty to share the opportunity with their students (your Student Section Advisor may be able to help with this)
- Collaborate with other organizations or clubs on events or volunteer opportunities
- Post opportunities on college or university communication platforms and on section social media platforms
- Encourage new members to participate in competitions and community events

New Member Discount - ASME Section Promo Code

This code allows individuals joining ASME for the first time to save 25% on membership as a thank you from their SLT. Sections are encouraged to share this link or promo code during their events, meeting or activity! Note, membership is free for students in their first year in college or university.

Use Promo Code **SECTION** during checkout

Student Group Membership

Student Group Membership has great benefits including:

- Discounted membership
 - 25% discount for new members
 - 10% discount for renewing members
 - First year students, or freshmen, still receive one year of membership free
- Streamlines the administrative process for students joining ASME
- Ensures that all students participating have access to the benefits, tools, and resources that ASME provides

To participate, email the section's staff Section Coordinator or fill out the [Request Form](#) online. Each participating college or university submits the names and necessary details of all eligible, interested students in one batch and makes a single payment for all - and ASME does the rest (a minimum of 10 students is needed to participate).

Starting an ASME Student Section

An ASME Student Section may be established in any accredited college or university with an engineering program or introductory courses. The procedure for starting an ASME Student Section is:

1. Search for your institution in the [Student Section Network](#) to ensure one does not already exist at your campus. It may be dormant and needs reactivated (see next section).
2. Find 15 students and a Student Section Advisor who are ASME members or willing to become one.
3. Have each student become a paid member of ASME: <https://go.asme.org/membership>
 - Promo Code **SECTION** during checkout for discounted membership
4. Fill out the ASME [New Student Section Application](#) in cooperation with your Student Section Advisor, and ensure approvals have been received by the Department Head. Note: A list of founding student members with ME Department Head approval is required (document template provided).
5. Once your application is approved, your designated Student Section Advisor and Student Section Chair will receive an email with charter information and next steps.
6. Submit the new section's leadership team information within 45-days using the [Student Section Update](#) form.

Reactivating an ASME Student Section

The procedure for reactivating a dormant ASME Student Section is:

1. Find 5 students willing to serve in leadership roles and a Student Section Advisor (faculty member) who is an ASME member or willing to join. These individuals will assist with reactivating the section.
2. Have each student become a paid member of ASME: <https://go.asme.org/membership>
 - o Promo Code **SECTION** during checkout for discounted membership
3. Submit this information via the [Student Section Update](#) form. Once your information is received an ASME representative will update the online roster.

Building Relationships with other Groups and Organizations

Collaborating with other engineering groups and student organizations increases the opportunities for networking and creativity. Sections can contact their local professional section and other ASME student sections by using the [Volunteer Leadership Directory](#) (VLD) to find sections by name or location.

Many professional sections are interested in helping students by providing mentorship, advice and judging for competitions, speaking about their technical expertise, information about their companies, and providing funding for activities and competitions. It is important for the section to foster these relationships and remain in contact with the professional section.

Sections are encouraged to build relationships locally and internationally with other ASME sections for networking, collaborate on events and competitions, and share best practices.

Sections should look for opportunities to reach out to student organizations at their own institution and other engineering societies such as SWE, NSBE, SHPE, SASE, and oSTEM. ASME encourages sections to be welcoming and inclusive and find opportunities to learn from one another.

Student Section Leadership

For sections to function effectively and to meaningfully engage members, ASME recommends that each section fill the leadership positions listed below. This collective group of volunteers manage the section's governance/administration, activity planning, finances, and other operational tasks. The section has discretion to form additional roles, committees, and sub-groups to achieve the goals of the section.

Each student leader shall serve for a 1-year term which starts July 1 and ends following year on June 30. Leadership position titles, such as "Officer", "Director," "President" or "Vice- President," are **not** used by ASME for any volunteer positions, though they may be required by your college or university.

Positions listed outside of the following roles will not be recorded in the leadership database.

Positions and Duties

CHAIR OR CO-CHAIRS

The Chair (the lead student leader) is responsible for the organization and successful operation of the section. To ensure a smooth turnover and continuation of activities and programs, the incoming Chair should consult with outgoing Student Leaders, and meet regularly with the Student Section Advisor.

The Chair, while working with the Student Section Advisor and/or other student leaders, is responsible for completing the ASME Student Section Update Form by July 31 and mid-year check-in by January 31 of each year.

- Key contact for the section.
- Votes on section-related decisions.
- Presides at leadership team meetings.
- Leads/advises the SLT on activities and new pathways of engagement.
- Delegates tasks and organizational responsibilities as needed.
- Identifies innovative and beneficial activities for the section and ensures ASME policies and procedures are followed.
- Guides the section succession planning process.
- Ensures the submittal of required section information and reports to the Society through the tools provided by the Section Operations team.

VICE-CHAIR

In addition to carrying on section business in the absence of the Chair or taking over an incomplete term, the Vice Chair may be assigned administrative or coordinating activities, such as overseeing committees or sub-groups formed by the section for tasks or projects, and succession planning to ensure continuity of leadership in the section.

- Votes on section-related decisions.
- Actively assists, supports, and advises the Chair with responsibilities.
- Performs special projects and additional duties.

TREASURER

The Treasurer is responsible for maintaining the financial records of the section and ensuring that all accounts and records are maintained in accordance with school and ASME policies found in the Finance section of this handbook.

- Votes on section-related decisions.
- Works with the section leaders to prepare annual budget and provides financial status reports regularly.
- Trains and provides documents and records to successor assuming Treasurer position.
- Assists in the preparation and submission of grant requests for additional funds.

SECRETARY

The Secretary is responsible for maintaining the records of the section and for ensuring that accurate records are maintained for section enrollment and global ASME membership requirements are fulfilled. The Secretary is also responsible for running the selection process and ensuring that only global ASME members are voting and that all leaders are global ASME members.

- Votes on section-related decisions.
- Maintains key section documents and records.
- Responsible for updates on the section's online presence at least quarterly.
- Submits incoming volunteer and position information to Section Operations team for ASME database.
- Assists in the preparation and submission of After-Activity Reports.
- Responsible for running the selection process for leadership team.
- Manages who has permissions to administer and edit the section's external online accounts.

STUDENT SECTION ADVISOR (FACULTY MEMBER)

Carrying out these responsibilities involves two primary areas of activity: engaging students and ensuring that the section administration is conducted effectively and within ASME guidelines. As a staff member of the college or university where the section is located and the Society, the Student Section Advisor's (SSA) responsibilities are to:

- encourage engineering/engineering technology students to become involved in their ASME Section as an initial step in their professional development;
- ensure the continuity of strong student leadership within the section by developing a pipeline of capable and interested leaders and ensuring the annual transition of leadership duties;
- assist with the viability of the section by supporting student members and leaders with the resources and connections to effectively run their section;
 - facilitating access to ASME or institutional funding
 - facilitating connections with institution leadership, alumni, and industry leaders
 - sharing ASME opportunities and updates with section members
 - encouraging activities in alignment with ASME's values and initiatives
- encouraged to work with the local professional section to create mentoring and potential financial support opportunities; and
- be an active member of ASME.

The Student Section Advisor is the students' advocate at the college or university and an important connection to ASME. Resources can be found here: <https://sections.asme.org/student-sections>

The Student Section Advisor will receive periodic updates from staff with details about upcoming events and approaching deadlines. The advisor is encouraged to share the information with student leaders and members.

Leadership Recruitment and Succession Planning

Encouraging members to serve in leadership positions is critical for effective and sustainable sections.

Recruiting and Retaining Leaders

- Establish a core team of leaders to mentor first-time volunteers
- Work with faculty to recruit incoming students and identify pathways for engagement
- Participate in orientation, student activity fairs, and other outreach events
- Create annual activity list that match potential member interest
- List leader position and sub-committee opportunities and role descriptions
- Keep new members engaged by soliciting their ideas and input

- Create recognition opportunities
- Highlight ASME resources and support for leaders
- Engage and include all members when possible

Succession Planning

- Hold an annual leadership selection and ensure that all leadership roles are filled
- Throughout the academic year, develop a leadership pipeline consisting of students from various stages of their academic career (include 2 yr., 3 yr., 4 yr. or graduate students in leadership team)
- Create ad hoc or sub-committee opportunities for specific events or ongoing responsibilities to give members an opportunity to develop their leadership skills
- Allow opportunities for shadowing of positions
- Work with your student section advisor to identify potential benefits of being a student leader
- Encourage your incoming leaders to participate in ASME trainings, for example the Student Leadership Training Conference (SLTC).

Student Section Activities and Budget Planning

Sections are responsible for setting up a budget for their yearly activities. Successful sections identify and pursue multiple funding opportunities to maximize funding.

Ideas for Student Section Activities

Professional Advice and Mentorship

- Guest Speakers
- Mock Interviews
- Career Fairs
- Professional Networking Mixers
- Graduation/Transition Events
- Joint event with local ASME Professional Section (the professional section may also be a great resource for your other events too!)

Technical Knowledge

- Professor, Research, or Technical Presentations
- Technical Tours

Projects and Competitions

- ASME Global Engineering Event Competitions
- ASME Student Leadership Conferences
- Impromptu Design Competitions
- Local Competitions

Community Building Activities

- Study Hours
- Cross-Club Collaboration on Campus
- Joint Event/Project with Other Domestic or International ASME Student Sections
- Fundraising Events
- K-12 STEM Outreach (e.g., FIRST robotics)
- Volunteering in the community independently or through organizations such as Habitat for Humanity, Reinvented Magazine, YMCA, or a local food pantry (check your campus resources for additional ideas)
- Peer-to-Peer Mentorship
- Social Events/Networking Mixers

Celebrations

- Welcome Back to School Activity (E.g., cook out, game night, ASME alumni/student gathering)
- Graduation (ASME stoles and cords are available in the ASME store)
- Awards and recognition (member recognition, volunteer recognition, ASME Recognition Program)
- Engineering Week (E-Week)

Sections may occasionally request a representative from ASME to speak at their events. Requests should be submitted at least one month prior to the event. View the [speaker request form](#).

Required Meeting Disclaimer

All sections must include the following disclaimer for guest speakers or technical experts presenting (virtually or in person):

The opinions expressed in this presentation are solely those of the presenter and not necessarily those of ASME. ASME does not guarantee the accuracy, or the reliability of the information provided herein.

Finances

Sections should not have an independent bank account nor an EIN number. Any funds collected through fundraising, donations or club contributions are typically held and administered by the college or university financial office as part of services for student clubs and organizations.

If your section is interested in learning more about an ASME bank account, please contact your section coordinator.

Prepare a Budget:

- Identify activities the section would like to organize
- Estimate the number of members that will be participating in each activity
- Determine the expenses for each activity. (e.g., costs for competitions, room rentals, food)
- Confirm funds available and potential revenue sources

Fundraising:

- All fundraising efforts should not exceed \$5,000 USD per event or activity.

Identifying Funding Sources:

Start at Your University:

- Check in with your Student Section Advisor to understand the funding sources available within your university.
- Look for university, student government, and college funding opportunities.
- Contact your alumni center.
- Make sure to note all submission deadlines and submit your requests on time.

ASME Student Community Grant (SCG) Program:

- Student section leaders and members can apply for up to \$500 USD annually. Details on available grants are in the next section of this document.

Local Professional Section:

- With the help of the Student Section Advisor, make a funding appeal to your local professional section.

Club Contributions:

- Sections which charge a nominal fee for participation on campus should be advised this is considered a contribution to the local section and does not cover membership in ASME.

Local Businesses:

- Reach out to local businesses for financial or in-kind support of activities and initiatives.

National / International Businesses*:

- *Work with your Student Section Advisor and/or Department Head and the ASME staff contact before you approach any outside company. A solicitation from you might interfere with the development of a long-term (or short-term) strategic request from other places within the university.

ASME Student Community Grant (SCG) Program

This Student Community Grant Program has been established to provide financial support to fund ASME Student Section experiences and events. The program will support start-up groups interested in establishing a new student section or interest groups. The grant program can also be used to promote local community events and activities to increase engagement at your university.

This grant program replaces the previous Student Section Activity Funding program to allow an expansion of activities in our global markets. The funds will be available to ASME student members in good standing who are interested in planning an engagement opportunity for the students and their local engineering community.

Student section leaders and interested student members can apply for grants with amounts ranging from \$100 USD to a maximum of \$500 USD, per program year, based on the funding parameters described below.

Please read the following descriptions, requirements, and exclusions before submitting a grant request. Student Community Grant request form: <https://airtable.com/shrnRlmgJzfX8RIY5>

The Student Community Grant Program will provide three opportunities for funding:

Start-Up Grants

This grant option is available to student members who wish to explore establishing a new student section or interest group. The goal of these funds is to provide a “kick-off” event for engineering students to gather and/or recruit volunteers for a new group or section.

- Applications can be submitted for a one-time grant for \$100 to \$150*.
- Student members must be in good standing with ASME.
- An application and proposal will be required.

Student members must complete an after-activity report within 2 weeks of the event. Failure to complete will suspend eligibility for any future grant funding.

Third Year Plus Grants

This grant option is available to ASME members that are in their 3rd – 5th year of an engineering program and want to organize events focused on advancing soft skills that assist in transitioning from a student to professional member. Events and activities could include leadership training, public speaking, resume writing, executive coaching, etc.

- Members may apply for grants in the amount of \$100 up to \$250 and they may apply for multiple grants not to exceed \$500 in one fiscal year.
- Student members must be in good standing with ASME.
- Members will be required to complete an application form.

Student members must complete an after-activity report within 2 weeks of the event. Failure to complete will suspend eligibility for any future grant funding.

Local Engagement Grants

Student Section leadership teams may apply for this grant option to conduct local events and activities.

- Sections may apply for funds from \$100 up to \$500.
- The Student Section must be in good standing with ASME (all required paperwork submitted).
- Section leadership will be required to complete the application.

Events/activities that would qualify include:

- Promote the Society
- Community Outreach
- Engineers Week Events
- Networking Mixer
- Joint Student/Professional Section Program
- Engineer & Technical Competitions

Student members must complete an after-activity report within 2 weeks of the event. Failure to complete will suspend eligibility for any future grant funding.

General SCG Requirements

- The deadline to submit applications is June 1 of each program year, this is to ensure that the activities can be completed within that fiscal year.
- A minimum of 10 students should be included in the activity.
- Activities must be open and welcoming to everyone and conform to ASME's diversity, equity, and inclusion (DE&I) policies (<https://www.asme.org/about-asme/diversity-and-inclusion>).

General SCG Exclusions

- Speaker honorariums
- Attending conferences (onsite or virtually)
- Capital equipment (e.g., projectors, cameras, etc.)
- Honors and awards
- Subsidies, contributions, or donations to external organizations**
- Travel (to any event)

*If the applicant requires additional funds; exceptions may be considered.

**Refer to policy 2.13 Grants, Donations, Gifts and Sponsorships by Groups:
<https://www.asme.org/about-asme/governance/asme-society-policies>

Social Media and Branding Guidelines

Branding/Logo Usage

When using the ASME brand and logo for activities, you must adhere to branding guidelines and standards. Contact your [ASME staff coordinator](#) with specific questions.

Customized section logos that do not follow the branding guidelines are not permitted. A high-resolution copy of the approved section logo can be provided by your Section Coordinator.

Social Media Guidelines and Content Guidelines

Social media is a great way to increase engagement in your section's activities and bring awareness about ASME to peers! The following social media guidelines will keep your section presence in alignment with the brand and in good standing with ASME internationally.

Each social media platform used should have multiple section leadership team members as well as the Student Section Advisor as administrators. In order to avoid duplicating a group or page for your section in the future, it is important to remember to transfer access and guidelines to new leaders.

To maintain and respect brand integrity for the organization overall, a section's social media presence and content must always indicate that it is a student section of ASME and not the parent organization of ASME. Each social media platform used by the section must include the following disclaimer on the page or group description. Sections will customize this disclaimer only where indicated.

"This (choose one - page/group/profile) is run by volunteers of the ASME (add university/college name) Student Section."

As a general practice, Sections should familiarize themselves with the Terms of Service of each social media platform they are using or would like to use.

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When creating or updating a social media presence for the section, one of the following naming structures is recommended. The acronym ASME should be used in connection to the college or university name or acronym along with the term Student Section.

Example for ASME Student Section at the University of Tennessee:

- ASME University of Tennessee Student Section
- ASME University of Tennessee
- University of Tennessee ASME Student Section
- University of Tennessee ASME

Platforms:

Facebook: Sections who want a Facebook presence may set up a page and/or group for the section. A regular profile cannot be set up in the section's name because it would violate Facebook's terms and limit functionality.

Instagram: Sections who want an Instagram presence may set up an account for the section.

LinkedIn: Sections who want a LinkedIn presence may set up a group for the section. A regular profile cannot be set up in the section's name because it would violate LinkedIn's terms and limit functionality. Company pages or individual profiles may not be used to represent ASME sections.

We encourage you to include your ASME volunteer role in the Volunteering section of the LinkedIn profile or share information about your volunteer efforts in the newsfeed. Be sure to indicate the specific ASME section you worked with where applicable. (You may need to add the Volunteering section to your LinkedIn profile if you haven't done so already; consult LinkedIn's help section for instructions.)

LinkedIn Groups for Sections: Details

Sections who wish to do so may create LinkedIn groups by visiting Work > Groups > Create Group from their LinkedIn home page. Complete instructions are available [on LinkedIn](#).

A LinkedIn presence is not required, but it may be helpful to sections that previously actively used their ASME.org Community pages or that wish to foster interaction among members.

Benefits of group usage:

- A group provides a dedicated space for information and interaction.
- In addition to text posts and sharing links, group members can post photos and videos or create polls.
- Posts from LinkedIn pages and profiles may be shared to the group.
- All members of a LinkedIn group can post in the group. This allows for multiple conversations to take place simultaneously and reduces the burden on group administrators for content creation.
- Groups offer options to "pin" a post, which will keep important information at the top of the feed; or recommend this post, a function that notifies group members about a post and can be used once a week, making it a great way to routinely alert members to new or timely content.

Account policies

- Company pages or individual profiles may not be used to represent ASME sections.
- Individual profiles used for an ASME section are a violation of LinkedIn's Terms of Service and should be removed as soon as feasible.
- Sections with existing company pages as of February 2022 may continue to use their page. However, all sections new to LinkedIn should create groups instead.
- LinkedIn group names should include both the name ASME and the name of the section. Example: ASME Rutgers Student Section. Take care that your group name will not be confused with the organization as a whole.
- Either the ASME logo or the section's logo can be used as the group icon. It should be at a high resolution and sized to fit without stretching or distortion.
- Different levels of group administration rights allow group management responsibilities to be delegated. Each group must have a minimum of two volunteers and the Student Section Advisor at the highest admin level.
- The group description must include a disclaimer that the group is overseen by volunteers and not ASME staff. Example: "This group is managed by ASME volunteers."
- For maximum visibility, groups should be listed—this displays the group name on members' LinkedIn profiles and allows the group to appear in search results. Group admins should also select an industry (Mechanical or Industrial Engineering is recommended) and a location in the group information section.
- Include group rules. This field can be used to relay important information about group members' conduct and is a good place to reinforce expectations for positive, respectful conversation.
- Sections may decide whether posts must be approved by a group admin before they're published and may designate their own criteria for group membership.
- Group admins should plan to review membership requests and posts multiple times weekly. This duty can be shared across admins and need not be completed by the same person each time.
- Proprietary or personal information should never be disclosed on LinkedIn or other social media platforms, even in private messages.

Twitter: Sections who want a Twitter presence may set up an account for the section.

Additional platforms (examples: TikTok, YouTube) are subject to approval by ASME staff. Email a request to the Section Coordinator for consideration.

Content:

Content shared by ASME sections contributes to the overall reputation of the organization internationally and is held to high standards. Sections host great activities, participate with other groups at their college or university, build community, and more – so there is a lot of great content that can be shared!

Ideally, content should be engaging, informative, concise, and include a call to action (examples: learn more, register today).

Did you know you can tag ASME in your posts? In fact, it is encouraged!

- Instagram: @ASMEdotorg
- Twitter: @ASMEdotorg
- Facebook: @ASME.org
- LinkedIn: [ASME \(The American Society of Mechanical Engineers\)](#)

Sections must adhere to the following content guidelines across all platforms and communications:

- Language may not include graphic reference to, or incitement of, violence.
- Language may not be discriminatory.
- Language and content should be inclusive and culturally aware.
- Language may not imply that the section represents ASME.
 - Example: “ASME welcomes you to join our group” should be “UT ASME Student Section welcomes you to join our group.”
- Language may not imply that any course, opinion training, or event hosted or organized by the section is hosted or held by ASME. See example above.
- Language may not be plagiarized.
- Images and graphics may not violate copyrights.
- Images and graphics may not include firearms, violence, illicit or illegal drugs.
- ASME main logo may not be used on graphics or promotional material without the review and approval of ASME staff.
- Sections are not authorized to give feedback, opinions, advice, or answers related to questions on ASME codes or standards.
- Sections may not use this platform to express personal views. For questions, refer to [policy 15.1](#)
- Sections are not authorized to create or pay for ads.

If ASME staff contacts your section to change or remove content posted, compliance and communication within one business day is expected.

Graphics/images:

Graphics or images are recommended to accompany posts. ASME provides sections with a variety of social media graphics that can be used to accompany a post. These materials are available [here](#). Email your staff coordinator if you need additional assistance accessing the materials. Sections may also create or find their own graphics in accordance with the content guidelines. As a reminder, images or graphics should be sized for the platform they are posted on. They should also be primarily imaged-based with a minimum of text on the graphic or image.

Frequency:

In order to keep the section's social media engaging, it is recommended to post content regularly. At a minimum, once per week on each platform.

If a section does not have anything to post, content from the main ASME social media can be shared into your page or group.

ASME Annual Calendar Student Opportunities

This section contains an annual calendar to provide guidance along with abbreviated information for student opportunities. Annual Calendar (Fiscal Year July 1 – June 30). If your college or university follows a different general calendar, please connect with your section coordinator.

July:

- Complete Student Section Update form – Due July 31
- Check your email inbox for a message from your Section Coordinator

August:

- Check your email inbox for messages with important action items from your Section Coordinator
- Request giveaway materials for member recruitment efforts (activity fairs, kick-off meeting)

September:

- Host meeting to welcome new and returning section members
- Encourage student leaders to apply to the Student Leadership Training Conference (SLTC - applications due mid to late September)
- Review information for competitions at ASME
 - E-Fests: <https://efests.asme.org/>
 - Team: Human Powered Vehicle Challenge, Student Design Competition, IAM3D, etc.
 - Individual: Elevator Pitch, Oral Competition, etc.
 - ISHOW: <https://thisishardware.org/>

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October:

- Review ASME opportunities and benefits for all student members to share with your section
- Promote registration for E-Fest Careers
- Remind December graduates they can order ASME stoles and cords

November:

- Student Programs at International Mechanical Engineering Congress & Exposition (IMECE)

December:

- Highlight [scholarship opportunities](#) to your section members
- Celebrate graduating student leaders and members

January:

- Check your email inbox for messages with important action items from your Section Coordinator
- Promote registration for E-Fest Digital
- Start planning E-Week section activity

February:

- E-Week – celebrate engineering with your community
- Host a volunteer day with the student section
- ISHOW submissions due

March:

- ASME [Award nominations](#) and scholarships submissions due
- Remind graduates they can order ASME stoles and cords

April:

- Host selection meeting for the new section leadership team
- Submit a nomination for Student Section Recognition

May:

- Celebrate graduating student leaders and members
- Complete year-end summary report
- Host section leadership thank you meeting incoming and outgoing leaders

June:

- Complete Student Section Update form

ASME Engineering Festivals (E-Fests)

ASME E-Fests provide an exciting combination of competitions and professional development activities that all students can benefit from! Along with hosting the ASME HPVC, SDC, IAM3D, and Old Guard competitions, there are an extensive compilation of activities and impromptu design challenges to engage participants at all levels of their undergraduate education.

Build your resume and skill set by participating in collaborative workshops that include hands-on software demos and professional development sessions designed to help you navigate the early stages of your career and excel as a new engineer! Also, a great opportunity for engineers to interact with student members and participate in professional development activities. Your section can participate in an E-Fest. Learn more at: <https://efests.asme.org/>

Competitions

Learn more about each competition at <https://www.asme.org/conferences-events/competitions>

- ASME Human Powered Vehicle Challenge (HPVC)
- ASME Student Design Competition (SDC)
- ASME Innovative Additive Manufacturing 3D (IAM3D) Challenge
- ASME Oral Competition Sponsored by the Old Guard Committee
- ASME Elevator Pitch Competition Sponsored by the Old Guard Committee
- ASME Innovation Showcase (ISHOW) <https://www.asme.org/conferences-events/competitions/asme-ishow>

Engineering for Change (E4C)

[Engineering for Change](#) (E4C) is a knowledge organization dedicated to preparing and activating the international engineering workforce to improve the quality of life of underserved communities worldwide. [Free E4C membership](#) includes access to resources, and talent that accelerate the development of impactful solutions and infuse engineering rigor into global development.

Students are invited to:

- [Join](#) a diverse, global community of over 1 million people
- Explore [original research](#) to gain an ecosystem view of technology for good
- Apply to join our multidisciplinary, global cohort of [E4C Research Fellows](#)
- Get access to [E4C's growing database of essential technologies](#)
- Post and view [E4C's Opportunities Portal](#) for jobs, volunteer positions and research funding
- Attend webinars with thought leaders in engineering for global development

ASME EFX

An ASME EFX is designed to bring the excitement, community, innovation and vibrant experience of an ASME E-Fests™ flagship event, to local colleges and universities around the world. An ASME EFX event is planned and executed by local organizers like YOUR Section with the support of ASME staff, and allows the spirit of engineering and connection to ASME and E-Fests, to spread to students on a global level, without the cost or international travel concerns that may be hurdles to attending an E-Fest. Learn more at: <https://efests.asme.org/efx>

FutureME

ASME [FutureME](#) is a community tailored to early career engineers (graduate students and young professionals with 0-10 years of work experience), that delivers on-trend content, resources, and networking opportunities to connect engineers, and provide the technical and professional tools necessary for the new generation to succeed in today's workforce.

STUDENT LEADERSHIP TRAINING AND ENGAGEMENT OPPORTUNITIES

ASME Student Leader Training Conference (SLTC)

The Student Leader Training Conference is an immersive experience where over 1,000 ASME leaders from around the world have come to work on global challenges, build their professional networks, and have a voice in planning the future of ASME.

Join student leaders and get connected, inspired, and empower the next generation of student leaders at your home section through events, programs, and a global community of past attendees that are here to help. Learn more at: <https://sections.asme.org/student-leadership-training-conference>

AWARDS AND RECOGNITION

Student Section Recognition Program

The Student Section Recognition Program was created to highlight the accomplishments of our outstanding sections. This program is designed to shine a light on the amazing work our student sections produce throughout the ASME program year. Our sections make a difference in the lives of mechanical engineering students and on their campuses, and this is our opportunity to congratulate the volunteer student leaders and members on their great work!

Your Section Coordinator will send out the nomination form via email in April. Student section activities used for award nomination submission must be completed by the end of April each year.

ASME Outstanding Student Section Advisor Award

The Outstanding Student Section Advisor Award recognizes the leadership and service qualities of a Student Section Advisor who has completed at least 3 academic years as a Student Section Advisor prior to nomination for the award. Nominations are due March 15 each year. Learn more at: <https://www.asme.org/about-asme/honors-awards/service-awards/student-section-advisor-award>

ASME Charles T. Main Award

The Charles T. Main Award was established in 1919 in honor of the 37th President of ASME. In 1983, the award was expanded to include a second-place award. This award will be given to undergraduate ASME Student Members whose leadership and service qualities have contributed, for a period of more than one year, to the programs and operations of a Student Section of the Society, to his/her department activities and other related activities. Nominations are due March 15 each year. Learn more at:

<https://www.asme.org/about-asme/participate/honors-awards/achievement-awards/charles-t-main-student-section-awards>

ASME Arthur L. Williston Medal

The Arthur L. Williston Medal recognizes an engineering student or recent graduate for “fostering civic service.” The recipient(s) shall demonstrate considerable leadership in activities that “stimulate, foster or develop increased interest in, sense of responsibility for, or urge [others to] participate in social-service, civic, or public-spirited activities for the benefit of society.” Examples of such leadership may include but are not limited to serving in elected office or on active operating/advisory boards, leading initiatives on campus and/or in local community-based organizations, and participating in advocacy on important issues, particularly those relevant to engineering. Efforts that demonstrably increase civic engagement shall receive special consideration. Nominations are due February 15 each year. Learn more at: <https://www.asme.org/about-asme/honors-awards/achievement-awards/arthur-l-williston-medal>