

SOCIETY POLICY

STUDENT MEMBERSHIP AND ESTABLISHMENT OF ASME STUDENT SECTIONS

I. PREFACE

- A. Article C3.1.7 of the Constitution states: "A Student Member shall be a student regularly enrolled and working towards a degree in an approved curriculum, or towards an engineering degree in a regionally accredited institution."
- B. By-Law B3.1.7 states: "An approved curriculum is one which leads to a degree in engineering or engineering technology."
- C. The Student Section Enterprise Committee (SSEC) may authorize the organization of a student section in any school having an approved curriculum and upon completion of the required documents as part of the Startup student section application.

II. PURPOSE

- A. Policies.
 - 1. To define the policy of ASME relating to student membership.
 - 2. To define the policy of ASME relating to student sections.
- B. Procedures.
 - 1. To establish the procedure for attaining student membership.
 - 2. To establish the procedure for establishing student sections.
 - 3. To establish the procedures for appointment of advisors for student sections.
 - 4. To establish the procedures for the election of student section officers.
 - 5. To establish the procedures for suspension or withdrawal of student section charter.

III. POLICY

A. Attainment of Student Membership

1. A student regularly enrolled in an approved curriculum is eligible for student membership.
2. Any student regularly enrolled in a two-year pre-engineering curriculum which is equivalent to the pre-engineering part of an approved curriculum is eligible for student membership.

B. Establishment of student sections

1. An ASME student section may be established in any school having an approved curriculum leading to a degree in engineering or engineering technology.
2. An ASME student section may be established in any school having a two-year regionally accredited pre-engineering curriculum which is equivalent to the pre-engineering part of an approved curriculum.

IV. PROCEDURE

A. Attainment of Student Membership

1. A student enrolled in an approved curriculum may submit an application for student member status. Once approved by the ASME Membership Staff, the student's name will be placed on the rolls of the Society, and the student will be informed of the membership status.

B. Establishment of Student Sections

1. Procedures for the establishment of a student section at a school shall be described in the Board on Student Programs Operation Guide and also in the Student Section Enterprise (SSE) document on Startup student section applications available on ASME.org.

C. Student Section Governance

1. Student Section Officers

Annually, each student section shall elect officers including a chair and a governing body of at least three Student Members. Additional officers may be elected or appointed by the governing body.

2. Student Section Advisors

Upon the recommendation of a student section, the Mechanical Engineering Department Head shall designate a student section advisor (SSA). The term of the SSA will be three years and renewable upon recommendation by the Student Section Enterprise leadership and the ME Department Head. In instances where the SSA is unable to continue his/her term, an interim SSA will be appointed by the ME Department Head for a renewable term of three years. Upon the concurrence of the Chair of the Board on Student Programs and the ASME staff, a corporate member of the Society can be appointed as SSA for a one-year term, renewable at the discretion of the SSEC for up to a three-year term. The student section advisor is a member ex officio of the governing body of the student section.

In the event neither a corporate ASME member nor a faculty member can be found to serve as student section advisor, the ME Department Head may request a one-year waiver of this requirement from the Board on Student Programs.

D. Suspension or Withdrawal of Student Section Charters

1. The Student Section Enterprise Committee shall have the authority to make a recommendation through its Chair to the Board on Student Programs to suspend the student section if the student section is inactive for three years in any 5 years.
2. A student section will be considered inactive if it meets the following conditions: 1) No student section activity report is received at the end of the school year and 2) the student section does not update the student section leadership by the end of the school year.

A warning will be issued to the student section leadership (SSA, student section chair and ME Department Head) after one year of inactivity. A follow-up letter suggesting possible suspension of the student section charter will be sent to the student section leadership (Chair and the student section advisor) with a copy to the ME Department Head. If no corrective action is taken by the end of the third year, the section will be suspended for a year or until a startup application is submitted again with the required documents. Any deactivated section that applies for re-activation will not be eligible for the startup student section grant.

3. ASME may terminate a student section for cause, including but not limited to failure to abide by ASME By-Laws and Society Policies.

Responsibility: Student and Early Career Development Sector- Board on Student Programs

Reassigned from Knowledge and Community Board

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