

COLLEGIATE CHAPTER INFORMATION

Your job as a student is vital to the continued success of SAE. Student members are SAE's future. SAE exposes you to the many benefits derived from SAE's involvement. It can lead to a lasting and meaningful relationship between SAE and you.

DEFINITIONS

SAE Collegiate Club – An official SAE collegiate chapter having a minimum of 15 student members, an appointed faculty advisor, elected club officers, and a formal program of projects and meetings.

SAE Collegiate Branch – A former collegiate club which has met the following minimum requirements:

- A minimum of 25 student members for three consecutive years.
- Evidence of ongoing activity for a period of at least three years
- Establishment of a formal slate of elected officers.

SAE Collegiate Chapter – Since collegiate club and collegiate branch activities so closely parallel each other, the term “collegiate chapter” is interpreted to apply to each type of organization, except when otherwise noted.

Successful SAE Collegiate Chapters provide many benefits to their members and are assets to the engineering schools where they are located. Collegiate chapters provide students with the ability to contact individuals working in the engineering field and in doing so, further the objectives of engineering education.

ORGANIZING AN SAE COLLEGIATE CHAPTER

The purpose of an SAE Collegiate Chapter is to increase the benefits of SAE student membership through special activities which includes affiliation with your section. Collegiate chapter affairs are administered by the students themselves through the elected officers. Officers are counseled by the SAE Faculty Advisor and the Vice Chair of Student Activities.

The collegiate chapter functions according to its Constitution and such general rules as may be outlined by the SAE International Engineering Education Board, SAE International Student Activities Committee and the SAE International Board of Directors. It must, of course, abide by the SAE International Constitution.

Due to limitations in SAE's constitution and its non-profit status, it is also necessary that certain restrictions be placed on chapters to promote only programs in the scientific and technical fields. Therefore, chapters may not directly or indirectly:

- Engage in activities to exert political pressure or influence.
- Participate in programs relating to employer / employee relations or to problems dealing with the economic status of the engineer.
- Endorse or condemn any commercial product by direct or indirect action.

OFFICERS AND RESPONSIBILITIES

The measure of a collegiate chapter's success is the extent to which chapter officers and committee persons understand and carry out their individual responsibilities and work together. If every person does their job well, all members of the collegiate chapter will benefit. The organization will enjoy high visibility among campus groups and will have stature in the eyes of the school's administration.

The collegiate chapter executive committee should hold regular meetings to discuss chapter management, chapter programs and matters of interest and concern to the general membership.

The duration of service and time of election of officers may be decided by the collegiate chapter on an individual basis, although the duration of the office held should not be less than one semester, under normal circumstances. The typical collegiate chapter will have one set of officers for a single academic year. The officers are usually elected in the spring of the academic year, prior to leaving campus for the summer or elected when school starts in the fall. Collegiate chapters find it more convenient to have a change in officers between the fall and spring semesters, which is acceptable.

Regardless of the time of change in officers, the collegiate chapter should follow an election structure that features nominations in the meeting prior to election, followed by a posting of nominations, and holding an election before the completion of the current semester. Upon election of officers, the faculty advisor, chair or secretary should inform SAE of the names of the new officers and their duration of service. Enclosed is a student officer card, or you can download the officer card from our web page at www.sae.org under student activities, collegiate chapters. Once you have elected your officers, please fill out the enclosed officer card and return to Educational Relations.

Provided are suggestions for the duties of collegiate chapter officers. There are many ways to organize your chapter. The success and performance of your chapter will be based on the programs and activities you plan to implement.

Chairperson

Requirements for the job are initiative, drive and the ability to think ahead and plan for the group's continued improvement. It is the chairperson's responsibility to organize the other officers and committee people into a team and to ensure that they all understand their assignments and carry them out.

The function of the chairperson is to organize the chapter activities. This type of organization demands that the chairperson be knowledgeable of all chapter functions. The chairperson should plan to:

- Actively attend all chapter functions and promote membership.
- Promote a respectable image of the SAE Chapter and the university.
- Maintain proper communications with members, officers, faculty advisor, section and the engineering departments within the college.
- Run all general meetings and weekly officers meetings in a parliamentary manner.
- Maintain an active organizational role in major projects.
- Arrange technical speakers in programs of interest.
- Distribute responsibilities equally among the officers.
- Oversee the recording of activities, both financial and documentational.
- Review all outgoing communications.
- Call and preside over all executive committee and business meetings of the chapter. Make certain that meetings specified in the collegiate chapter constitution are held as required. As presiding officer at business and Executive Committee meetings, the chairperson should know the basic rules of parliamentary procedure.
- Prepare an agenda for each meeting
- Keep discussion pertinent to the subject under discussion
- Call for committee reports
- Make assignments when indicated
- Follow up with all committees in order to insure continuity and execution of their assignments. With the consent of the Executive Committee, remove an inactive committee chairperson or member and appoint a successor. The chairperson is an ex-officio member of all committees.

Vice Chairperson

The vice chair may be called upon at any time to assume the responsibility of the chairperson. Thus, it is essential for the vice chair to work closely with the chairperson and to attend executive committee and chapter meetings regularly.

Often, a vice chair is given other responsibilities. They may be asked to assume chairmanship of the Program Committee or of the Publicity Committee with the additional duties described under these headings.

Secretary

The secretary is responsible for maintaining chapter records. The duties include:

- Maintaining an accurate, up-to-date list of chapter members and advising SAE Headquarters of any changes in address immediately in order to avoid mailing problems.
- Issuing calls for Executive Committee meetings, as instructed by the chairperson.
- Preparing minutes of Executive Committee meetings and business sessions of chapter meetings, sending copies to the chairperson and SAE Headquarters.
- Immediately informing SAE Headquarters of all elections and committee chairmanship appointments as well as any changes which may occur in these offices.
- Delivering all records, card file, historical information, other pertinent data (including this procedures manual) to their successor at the end of their term of office.
- Maintaining a record of all chapter correspondence.
- Assist in arranging tech speakers and programs each year
- Contribute to the common goal of increasing student projects, activities and membership.
- Maintain a current and up-to-date file of all chapter communications.
- Record general meeting minutes and read them at the following general meeting.
- Submit materials for the AlliedSignal Outstanding Collegiate Branch Award.

Like the other officer positions, the secretary represents the chapter to the students, staff and individuals outside the university. It is their responsibility to represent SAE and their university appropriately.

Treasurer

The treasurer's assignment is administration of chapter finances. Arrangements should be made with their predecessor for the transfer of chapter funds and cooperation in preparing the chapter budget for approval at the initial meetings of the Executive Committee and the chapter. The budget must be realistic and assure that expenses do not exceed income.

The treasurer should make a report on the organization's financial status at each chapter meeting and cooperate with the chairperson in making certain that the budget is adhered to. The budget should be reviewed periodically and revised if there are indications that income or expenses are other than anticipated.

It is the treasurer's responsibility to collect SAE student membership fees and chapter dues. The student membership fee should be forwarded to SAE Headquarters without delay, together with a memo stating the amount enclosed and listing the names of the individuals whose enrollment fees are included. A copy of this memo should be given to the chapter secretary for their records. A student membership application must be included for each student who was not previously a student member of SAE.

Compliance with the foregoing will enable SAE Headquarters to record membership promptly and make certain that students receive the services to which they are entitled.

The function of the treasurer is to keep accurate records of the chapter's income and disbursements and be accountable for all chapter finances. In addition, the treasurer may be called upon to:

- Give a financial report at each general meeting
- Submit a financial report after each chapter activity
- Send all membership applications to SAE Headquarters both new and renewal members.
- Maintain a roster of members
- Set up and direct the membership drives
- Assist in arranging technical meetings and programs
- Attend all chapter functions in an active capacity
- Become an active member of all committees

THE FOLLOWING ARE OPTIONS FOR ADDITIONAL OFFICERS, HOWEVER IF THERE ARE NO ADDITIONAL OFFICERS, THEN THESE RESPONSIBILITIES SHOULD BE DISTRIBUTED AMONG THE OFFICER DUTIES ABOVE.

Program Chair

It is the responsibility of this person to establish meeting programs of interest to all members of the chapter.

- Plan programs that satisfy the informational needs and interest areas of chapter members.
- May include the planning of projects and SAE Collegiate Design Competition activities.

Reception Chair

The Reception Chair will contribute greatly to the success of the chapter by extending a cordial welcome to new members and guests attending its meeting. Committee members should be on the lookout for new attendees. They should introduce themselves and then see that they meet other members of the chapter. Appoint several individuals to act as escorts for guests.

It is helpful for members of the Reception Committee to wear distinguishing badges so they can be easily identified by new members and guests. The Reception Chair should work closely with the Membership Chair and introduce its representatives to guests indicating an interest in SAE and student membership. The Reception Chair often is called upon to help extend the courtesies of the chapter to visiting speakers and off-campus guests.

Publicity Chair

The publicity chairperson should develop a working relationship with the editor of the school paper and learn the best procedure to follow in order to get chapter news published including:

- Election of officers and appointment of committee chairpersons.
- Announcement of coming meetings.
- Listing of meetings in calendar of events
- A report of the meeting
- Design projects

It is important that the publicity chair cooperate with the program chair to obtain early information about each meeting in order to meet deadlines for meeting notices and releases to the media.

Membership Chair

An active and alert membership Chair is the major key to SAE's growth on the campus. A strong Membership Committee should be assembled as soon as possible following the chair's appointment. An active team that will promote SAE should be in action when students arrive on campus following summer vacation. Individual committee members should be assigned specific areas to cover and an SAE booth should be set up in a central area to display SAE publications and application forms for distribution. Students manning the booth should "talk SAE" and be prepared to answer questions about both SAE and chapter activities.

The principal function of the membership chair is to organize a membership committee to introduce prospective members to the benefits of SAE student membership. Activities should include:

- Organizing membership drives
- Arranging programs to introduce potential members to SAE
- Setting up recruitment booths at school functions
- Encouraging student members to renew memberships each fall. Renewals must be received by SAE Headquarters before September 30th of each year or they will lapse. Renewal delays will also cause delays in student subscriptions to *Automotive Engineering* or *Aerospace Engineering*.

For further Membership information see Student Membership Section

Meetings

Successful meetings are the result of careful planning and require the constructive cooperation of the chapter officers.

Determining Topics of Interest

The program chairperson is responsible for deciding what technical subjects are of greatest interest to the collegiate chapter members and for securing qualified speakers on these subjects. This can be determined by making an informal survey – asking individual members what topics they'd like to have presented. The faculty advisor can help by recalling meetings which have been outstanding successes during past administrations and by suggesting topics of current importance.

Based upon the committee's findings, the Program Chair should present a general outline of the year's program to the chapter officers for consideration, together with definite proposals for meetings. Programs should always be scheduled at least one month in advance and announced at the proceeding meeting.