

## **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 Member Development and Engagement Council (MDE) 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 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 selection of student section leaders.
  - 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 are available in the current [Student Section Handbook](#) .

#### C. Student Section Governance

##### 1. Student Section Leaders

Annually, each student section shall select leaders including a chair and a governing body of at least three Student Members. Additional leaders may be selected 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). In instances where the SSA is unable to continue their term, a new

SSA will be appointed by the ME Department Head. The student section advisor is a member ex officio of the governing body of the student section.

If the institution does not have a department of mechanical engineering, the academic administrator in charge of the mechanical engineering program shall assume the department head's responsibilities described above.

D. Suspension or Withdrawal of Student Section Charters

1. The MDE shall have the authority to suspend the student section if the student section is inactive for three consecutive 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.

After three consecutive years if there is no response to correspondence from ASME headquarters from an SSA, department head or student section leader, the student section will be considered inactive.

3. ASME may withdraw the charter of a student section for cause by the Board of Governors for a specified period of time, including but not limited to failure to abide by ASME By-Laws and Society Policies. At the end of that specified period of time the student section could be reinstated using the provisions in the Student Section Handbook.

Responsibility:

Member Development and Engagement Sector

Reassigned from Student and Early Career Development Sector- Board on Student Programs

Reassigned from Knowledge and Community Board

Adopted:

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