

2004/05 NAESC Handbook



Introduction	2
Executive Board	2
President	2
Vice-President of Administration	3
Vice-President of Communication	3
Vice-President of Finance	3
Vice-President of Outreach	4
Vice-President of Relations	4
Director of the National Conference	4
Regional Presidents	4
National Conference	5
Member Councils	6
Advisory Board	6
Electronic Communication	6
World Wide Web	7
History	7

Introduction

The National Association of Engineering Student Councils (NAESC) has developed greatly since its founding in 1983. The purpose of NAESC is to serve engineering student councils by facilitating communication among member councils, promoting engineering education, organizing programs and events, providing a resource of information about engineering student activities, and serving as a collective voice for Engineering Student Councils.

NAESC represents all engineering students in the United States, but still has hurdles to overcome. Not every accredited engineering school has attended a National Conference, has a council, or even knows that NAESC exists. It is crucial that NAESC becomes recognized by all engineering schools, professional societies, and companies and that they understand the benefits of being affiliated with such an organization.

This handbook provides a summary of this organization and should be used as a reference for engineering councils. It serves as a supplement to the NAESC constitution and should be passed along to the future officers in each council. Since most delegates from each school attend only one or two National Conferences, this booklet will provide some continuity for NAESC at the individual council level. The hope is to ease the transition of new officers attending the National Conference and start everyone out with more knowledge about the organization.

This booklet will be updated each year by the NAESC Executive Board and distributed to each school. The NAESC Constitution is the official organizing document and takes precedence over any information presented in this booklet.

Executive Board

The Executive Board serves as the governing body of the National Association of Engineering Student Councils. The board consists of the President, five Vice-Presidents, five Regional Presidents and the Director of National Conference. The President is the official spokesperson of NAESC and is primarily concerned with coordinating the activities of the executive board. Each Vice-President has the specific responsibility to oversee the planning and implementation of one or more NAESC programs. The president from each of the five regions will organize activities and provide a communication link from the executive board to the regional executive boards and schools in that region. The voting delegates elect the President, Vice-Presidents, and the schools in each region elect the Regional Presidents, respectively.

The Executive Board meets on a regular basis either face to face or using electronic communication. They will continuously update the web page and send notices through the e-mail lists. The Executive Board will also produce newsletters and the NAESC Magazine. Topics at these meetings will vary each year moving forward from the recommendations of the previous board.

Each Executive Board member submits a report outlining the yearly activities to the Vice-President of Outreach. This is assembled into an annual report. The annual report is kept by the VPO and will serve as a summary of the yearly activities. Each board member is also expected to keep a notebook with specific information that is passed along to his or her successor.

President

The primary responsibility of the NAESC President is coordinating the responsibilities, duties, and activities of the Vice-Presidents and Regional Presidents. This person is informed of all business concerning the organization and ensures that the Board is progressing in accordance with the

NAESC Constitution. The President may create and dissolve ad-hoc committees and acts as the official spokesperson for NAESC. The President stays in constant communication with the Board and assists and coordinates their efforts.

Vice-President of Administration

The Vice-President of Administration (VPA) establishes a system of communication between the Executive Board members.

The VPA is the webmaster and is also in charge of internal communication and official documentation. The VPA facilitates communication within the Executive Board. This specifically includes establishing and maintaining the Executive Board email account(s).

This person must record all proceedings of official business meetings and distribute the minutes in a timely fashion. This person is also responsible for updating the NAESC Constitution and Bylaws, booklets, proposals and meeting materials.

The VPA plans the Executive Board meetings and coordinates with the President the materials and documents needed for official business meetings. The VPA works in conjunction with the National Conference Host School to plan the times and topics of the Voting Delegate's Meetings, as well as the materials necessary for the delegates at these meetings.

Vice-President of Communication

The Vice-President of Communication (VPC) is the editor and publisher of the NAESC newsletter and oversees the production of the NAESC Magazine, but may have an editor to take over a part of the work.

The publications are distributed to all NAESC schools, national engineering organizations and corporations. Publications will be distributed at regional and national conferences. In addition, the VPC or the Executive Board may distribute publications at any other time as deemed necessary.

Vice-President of Finance

The Vice-President of Finance (VPF) serves as the financial and legal representative for the organization. This person is charged with administering the operating funds of NAESC and keeping the corresponding paperwork.

The VPF is responsible for collecting annual dues by the methods prescribed in the Constitution. At the National Conference, the VPF provides the Voting Delegates with a financial statement for the past year as well as a budget for the upcoming fiscal year. In addition, the VPF is responsible for enforcing the binding contract between the National Conference Host Council and the Executive Board. This contract concerns payment of annual dues.

In order for NAESC to operate as a "Not-for-Profit organization through the IRS," the VPF submits the necessary paperwork to gain and maintain this status. NAESC is seeking this status to limit the personal liability of the Executive Board, establish discounts with the US postal service, and to encourage companies considering tax-deductible donations to NAESC. While NAESC was newly incorporated in 1996, NAESC will eventually apply for a not-for-profit and group exemption status, which would allow member councils to operate as not-for-profit subordinate organizations under NAESC.

Vice-President of Outreach

The Vice-President of Outreach (VPO) has a main responsibility of encouraging ABET accredited institutions to join NAESC, to increase interaction amongst schools, helping to establish engineering councils at accredited institutions, and to ensure that member council issues are being addressed by NAESC.

The VPO is the official link to NAESC member councils; this officer is responsible for maintaining and updating the NAESC national database. Accurate contact and address records of the councils and schools facilitate the distribution of information from the Executive Board or National Conference Coordinating Council.

The NAESC annual report is compiled and maintained by the VPO and will serve as a complete reference to the next Executive Board when searching for information. This report must be published and distributed within sixty days of the National Conference.

Vice-President of Relations

The Vice-President of Relations serves as NAESC's liaison to professional societies and corporations. This person works with the President to promote NAESC as a professional student engineering organization at the national level.

The VOR actively seeks financial support for NAESC activities. This person must coordinate with the Vice-President of Finance to solicit for donations. In addition, the VOR is responsible for the NAESC Awards Program.

Director of the National Conference

The Director of the National Conference is chosen by the council that wins the National Conference bid. The DONC is responsible for the planning the NAESC National Conference and keeping the Executive Board informed of National Conference plans.

In order to become the National Conference Coordinating Council, the council must be a NAESC member and must inform the current conference host of its intention to bid prior to the National Conference. Each interested council then makes a presentation at the National Conference and, if selected by the Voting Delegates, names a Vice-President for the National Conference.

The DONC coordinates closely with both the VPA and the VPO. The VPA and the DONC arrange the Voting Delegate's Meetings. The DONC works with the VPO in maintaining an updated database of engineering councils for mailing purposes.

According to the NAESC constitution, the conference host school must sign a contract with the VPF for the purpose of reimbursing the NAESC Executive Board with the money collected for annual dues. The DONC must see that the host council meets the responsibilities detailed in the constitution.

Regional Presidents

The United States is divided into five geographical regions, each with equal representation on the NAESC Executive Board. The Regional President brings regional interests to the Executive Board and maintains a close link with NAESC member councils.

The Regional Presidents represent their geographical regions at the National Conference. In the event a school does not have an engineering council, the Regional Executive Board can provide a "How to Start a Council" booklet and assist in any way possible.

Since the Regional Presidents have close ties with the schools in their region, he or she actively

works to maintain and update contact information for each council. This information is included in the national database used for NAESC and National Conference mailings. Each region has its own email alias which is maintained by the Regional President.

All five NAESC regions host a regional conference during the Fall of every year. The regions independently choose which school will host the regional conference, and the Regional President assists in the planning process.

Each Regional President maintains a constitution and bylaws for their particular region. These bylaws specifically address issues pertinent to the region. The five regions are defined as follows:

Central Region: Arkansas, Kansas, Louisiana, Missouri, Oklahoma, and Texas

Midwest Region: Illinois, Indiana, Iowa, Michigan, Minnesota, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin

North Atlantic Region: Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island, and Vermont, Delaware, District of Columbia, Maryland, North Carolina, Pennsylvania, Virginia, and West Virginia

Southeast Region: Alabama, Florida, Georgia, Kentucky, Mississippi, Puerto Rico, South Carolina, and Tennessee

West Region: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming

National Conference

NAESC provides a variety of services and activities for member councils. The focal point of each year is the National Conference. NAESC conferences consist of a full weekend of meetings, roundtable discussions, workshops, corporate seminars, speakers, and social events. This gathering is intended to facilitate communication, promote the exchange of ideas, provide resources, and develop personal and professional skills. Awards are presented to councils that have demonstrated significant contributions at their university.

Registration for the National Conference begins on Thursday with a social activity planned for that evening. Friday's events usually consist of corporate seminars in the morning and plant trips in the afternoon. The Voting Delegates, however, do not participate in these events and attend the Voting Delegate's Meetings instead. A banquet and social event take place on Friday night. Saturday is more casual and the delegates exchange information at roundtable discussion groups and listen to delegate presentations. The Voting Delegates meet in the morning to elect the new NAESC President and Vice-Presidents. Regional meetings follow after lunch and the Regional Presidents are elected at that time. Bid presentations to host the NAESC National Conference are made during Saturday's events. Saturday's events close with a banquet, where the new conference host is announced to the entire delegation. Saturday evening's events involve some social activity that is unique to that school or area.

The National Conference has been in existence since before 1983 and continues to attract student leaders from many schools. This four day conference serves as a once-a-year opportunity to interact and exchange information among engineering students across the United States. In an effort to remember our humble beginnings, a history of the organization is included at the end of this booklet.

Member Councils

NAESC Member Councils are eligible to participate in a variety of programs and activities.

Each member council pays an annual membership fee, called the "Association Fee" when registering for the National Conference. Payment of the Association Fee entitles every council to a vote in the Voting Delegate's Meeting. Any Member Council present at the National Conference is eligible to host the regional or national conference and to have a member on the Executive Board.

One delegate from every member council is designated to attend the Voting Delegate's meetings at the National Conference. This person is responsible for reading all meeting material prior to the conference. This person votes on behalf of their school and has a good understanding of his or her council's activities and programs.

All member schools are encouraged to utilize the World Wide Web and email to solicit information. Additional information about the electronic resources available to Member Councils is obtainable from our website at <http://www.naesc.org> or from the Vice President of Administration.

Advisory Board

The NAESC Advisory Board was established at the 1995 National Conference at University of Texas, Austin. The Board consists of five individuals in industry or academia that are committed to the support of NAESC. Support may include sponsorship, presentation of industry perspectives or needs, continuity and advice. The President of the Advisory Board communicates directly with the President of the NAESC Executive Board. At least one member of the Advisory Board is required to be in attendance at all Executive Board Meetings and National Conferences.

The committee consists of past Executive Board members and active members who wish to participate on a volunteer basis. The volunteers serve three year terms. The Advisory Board is not financed by NAESC.

Ideally, the NAESC Advisory board could assist the Executive Board in relations with corporations and professional societies and offer guidance in creating short and long-term goals for the organization.

Electronic Communication

The Internet is the primary communication link for the NAESC. In order to facilitate electronic communication, NAESC supports an Internet home page and extensive email lists.

- president@naesc.org
- <region>.president@naesc.org
- vpf@naesc.org
- <region>.vpf@naesc.org
- vpr@naesc.org
- <region>.vpr@naesc.org
- vpa@naesc.org
- <region>.vpa@naesc.org
- vpc@naesc.org
- <region>.vpc@naesc.org
- dorc@naesc.org
- <region>.dorc@naesc.org

- exec@naesc.org
- <region>.exec@naesc.org

- broadcast@naesc.org
- <region>.broadcast@naesc.org

Each email of the first group is an alias for a single person (unless co-positions). Any email address can send to these emails. The aliases are managed by the national VPA, with cooperation from regional execs to get the regional email addresses.

The exec email lists redirect to the single person emails from the first group. Any email address can send to these emails. The lists are managed by the national VPA.

The broadcast email lists redirect to all local council contacts. The email lists will accept only messages from the appropriate president. These contacts will be kept up-to-date through cooperation between all levels of VPA and the local councils themselves.

World Wide Web

The NAESC web site is located at www.naesc.org and is the central point of communication for NAESC.

History

1982-1984

In 1982, the Purdue Engineering Student Council hosted the seventh Annual Midwestern Engineering Student Conference. In the Spring of 1983, two council members from Purdue began planning a national conference. Soon a planning committee was formed of five members and the list of sponsors grew to seven companies. The theme for the conference was the "Meeting of the Minds," and it was held November 30 through December 2, 1984.

1985

In November of 1985, Purdue again hosted the national conference. Delegates from the 26 schools in attendance were responsible for a number of accomplishments. They agreed that a national organization of engineering councils should be formed. They divided the organization into five geographical regions and formed a task force to develop the foundation for the organization. This task force included representatives from each region who agreed to meet three times a year to draft a constitution. Purdue University was designated as the communication base and for several years published a national newsletter.

1986

The name of the organization to be formed was the National Society of Student Engineers (NSSE). Schools attending the 1985 conference at Purdue were named charter schools and membership was opened to all schools with an engineering curriculum. On October 23-26, 1986, the University of Virginia held the Third Annual National Conference and the first meeting for the new National Society of Student Engineers. There were fifty schools in attendance. At this conference, the voting delegates ratified a constitution and adopted the National Engineering Student Council (NESC) as its name. The stated purpose of the NESC was "to provide for the continuing existence of an NESC Conference and a national newsletter in order to provide a link between representatives of engineering student bodies." A process was established which allowed schools to compete for the honor of hosting the next year's conference.

1987-1990

Little is known about the National Conference for these four years other than its location. The 1987 National Conference was held at Columbia University in New York. The University of Colorado in Boulder was the NESC host school in 1988. In 1989, the University of Cincinnati hosted the conference. The 1990 NESC conference took place November 1-4, 1990, at the University of North Carolina. The University of Texas lost the bid for the 1991 National Conference to the University of California at Irvine in a rather unusual fashion. As the story goes, the president of the University of California at Irvine stood up, without the support of his council and without an organized bid, and told the delegates about the great beaches and parties. The representatives from UC Irvine flew back from North Carolina, impeached their president, and went about planning the conference.

1991

In spite of the circumstances surrounding the National Conference bid, the University of California at Irvine managed to secure sponsorship from companies like Fluor Daniel, Hughes, McDonnell Douglas, and CH2M Hill. The conference was held from October 31 through November 3, 1991. The presidents met to discuss possible changes to the constitution concerning the purpose, organizational structure, advisory board, electronic communication, council membership, and incorporation. The conference itinerary included speakers, workshops, presidents' meetings, and roundtable discussions. The regional meetings were undoubtedly the most unique aspect of the weekend. On Friday night, the buses left for Corona Beach where the delegates were served dinner in the sand. After dark, there were seven bonfires scattered across the beach. Delegates from each region huddled around the respective bonfire for that region to keep warm and choose the school to host their regional conference.

1992

The 1992 NESC Conference was held from October 22-25 at Purdue University and it attracted 301 delegates from 69 universities across the United States. Eli Lilly and Company, United Technologies, Armstrong Industries, General Electric, and Southwestern Bell were among the top sponsors. The goal for the conference was "to establish stronger lines of communication between councils across the nation and to ratify a new Constitution which will make NESC an official organization." At this conference, a new constitution was ratified and a new name was adopted. The name of the organization became the National Association of Engineering Student Councils (NAESC). This conference also marked the election of the first NAESC Executive Board. The board consists of a President, five Vice-Presidents, and seven Regional Presidents. Certainly one of the highlights of the conference was the speaker following dinner Friday night. John Casis, the Inspirational Speaker for the 1985 World Champion Chicago Bears, was coined by nearly everyone at the conference as "the best speaker I ever heard." Saturday evening entertainment at "The Trails" included a comedy skit by National Velveeta and stand up comedy by David Christensen.

1993

The Conference at the University of Virginia was held from November 4-7, 1993. It marked the first conference under the newly adopted constitution and the name "NAESC." Northern Telecom, Anderson Consulting, AT&T, BASF, and Martin Marietta highlight the list of corporate sponsors. The University of Virginia treated the delegates to a taste of a school that is rich in tradition. The presidents meetings took place in the historical Rotunda Dome. Saturday night entertainment was provided by Rick Corso, the "nuclear engineer turned comedian." The voting delegates met to discuss constitutional amendments, redefining the geographical regions, annual dues, and a host of other issues. For the first time, the NAESC President presided over the meetings. The

University of Illinois at Champaign-Urbana was awarded the bid for the 1994 conference.

1994

The 1994 National Conference was held over Halloween weekend at the University of Illinois at Champaign-Urbana. Over four hundred delegates were in attendance representing 67 universities from across the U.S. and Canada. This marked the first interaction of the Canadian Federation of Engineering Students (CFES) and the NAESC. The extensive list of corporate sponsors included Proctor & Gamble, EDS, Ford, Caterpillar, IBM, General Electric, Motorola, and John Deere. UIUC kicked off the conference with a Casino Night on the top floor of the hotel. Friday included corporate seminars, plant trips, campus tours, an employment fair, and a banquet. The voting delegates assembled all day in the Granger Library to debate issues on the national charity, advisory board, awards, constitutional amendments, election procedures, bid procedures, and the reduction of annual dues. Saturday brought the NAESC Board Elections, roundtable discussions, regional meetings, the National Conference Bid Presentation, a banquet, and an Illinois-style Barn Dance. The "Texas Leadership Exchange" will be the theme for the 1995 NAESC National Conference at the University of Texas at Austin.

1995

The 1994-1995 year proved to be a difficult one for the organization. Several board members dropped out, not to be heard from again, and several did not make it to the National Conference. In an extremely unfortunate incident, the promising NAESC President, Brian Wood, was injured in an automobile accident that happened en route to the Congress of Canadian Engineering Students conference. Unable to finish the term of office, he resigned early in 1995.

Despite the misfortune that plagued the organization thus far, the University of Texas at Austin triumphed with "The Texas Leadership Exchange." In the last weekend of October, nearly 400 delegates attended the 4 day event. The well organized conference featured all the roundtable discussions, council development sessions, corporate presentations, council presentations, leadership development sessions and plant tours that characterize the NAESC National Conference. Social events included a mixer at the hotel featuring the Ballet Folklorico, a night out on 6th Street, the famed center of Austin night life, and a ranch party.

The Voting Delegate's Meetings did not fare as well. In several arduous sessions, an Advisory Board was added to the Constitution and Bylaws, as were election procedures and a provision to establish an impartial presider to run the Voting Delegates Meetings. In an unprecedented incident, the survival of the NAESC was sorely tested: when the time came, no one presented a bid to host the 1996 NAESC National Conference! In the near frantic final session of the Voting Delegate's Meeting, another set of Bylaws and Constitutional Amendments were hastily crafted and passed. These amendments provided for the extension of the deadline to present bids to host the annual NAESC National Conference.

The 1995-1996 NAESC Executive Board left the conference faced with a near complete turnover and the need to find a host for the 1996 NAESC National Conference.

1996

Two universities presented bids to host the 1996 Conference within the one month deadline extension. In an extremely close Executive Board Vote, Wright State University was selected over the University of Minnesota as the new home for the Conference.

The year proved fruitful for the NAESC. Through the efforts of Douglas Menelly, Vice-President of Finance, the organization was officially incorporated. For the first time ever, all five NAESC Regions hosted Regional Conferences. Regional charities were organized for the first time. An Advisory Board was implemented. The NAESC achieved a level of maturity regarding its internal operations.

2001

Behind the leadership of the Executive Board 2001 marked the year of the greatest growth thus far for NAESC. NAESC moved away from being a new organization to being a developed organization. This was the first year for that the NAESC Magazine was published. The web page was taken to a whole new level of resourcefulness and interaction reaching 1600 hits per day. This also marked the year that NAESC stepped out and let people know we existed. NAESC visited the Canadian Engineering Competition, ASEE Conference and NSPE Conference for the first time in our history. This was also a year for other precedence such as the Executive Board traveling to regional conferences and meeting four times during the year. The 2001 year came to a conclusion as Iowa State University put on the largest conference in NAESC history.

2003

As was voted upon at the 2002 National Conference at Pittsburgh University, 2003 was to be a transition year. This would be the last year that the National Conference was held in Fall, with host University of Kansas. Following the conference, a new Executive Board was elected to hold a 6-month term, with an emphasis on preparing NAESC for the upcoming change in fiscal year, preparing for another national conference to take place at the end of the 2003-2004 term 5 months later, and restoring relations with the Canadian Federation of Engineering Students. The 2003 Executive Board succeeded in all regards, and ended the term with the 2004 National Conference at Marquette University in Milwaukee, considered one of the nicest and most successful conferences of all time. The 2002-2003 term was the host to the first ever President's Retreat, a midterm open-forum gathering of the Executive Board and representatives from over 30 member schools. The event was so successful it has now become an official NAESC event.

2004

As the first term to take place during the new fiscal year, the 2004 term started off seeking a new host for the 2005 National Conference. No one was willing to place a bid, and for the first time in NAESC history, the Executive Board has been tasked as the Directors of National Conference. At the time of writing, the Executive Board is finalizing the location of the conference, and will announce it at the 2nd Annual President's Retreat to be held in St. Louis, MO September 17-19, 2004

For more information about the NAESC, email vpo@naesc.org

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