

Standard Operating Procedures (SOP)
AMERICAN SOCIETY OF ENGINEERS OF INDIAN
ORIGIN (ASEI)



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STANDARD OPERATING PROCEDURES AND PROCESSES (SOP)

AMERICAN SOCIETY OF ENGINEERS OF INDIAN ORIGIN (ASEI)

The Purpose of SOP

SOP defines how the organization, in this case ASEI, functions. It defines number of members on the board, the appointed committees, their responsibilities, accountabilities, and authorities. It also defines how new chapters are formed and how they function, how student chapters are formed and what is their affiliation with the national and local chapters. Many of these aspects are defined in the constitution and bylaws, but others need more clarity to make it easier for everyone to understand.

ASEI Vision and Mission

(a) VISION

ASEI is a national network of technical professionals of Indian and non-Indian origin providing a platform for networking, career advancement, community service, and technology exchange.

(b) MISSION

- Provide networking opportunities for engineering, science, and technology professionals and students in related fields
- Provide career guidance and mentoring to members and students
- Recognize outstanding engineers, scientists, technologists, students and entrepreneurs
- Provide student scholarships
- Convene annual national and local conventions
- Participate in humanitarian projects of social significance
- Promote Indo-American relationships
- Promote technology collaboration between India and USA
- Mentor students to pursue career in science, technology, engineering, and mathematics (STEM)

The Membership

The eligibility and different types of membership are described in the ASEI Constitution and Bylaws.

The ASEI Organizational Structure

ASEI is a national organization and operates at two levels, the national and local chapters. The national level is managed by a board of directors that forms policy, creates long-range strategic

plans and organizes a national convention. Local chapters have their own board of directors and will conduct their activities, in accordance with the constitution and bylaws and standard operating procedures of ASEI.

The National Board of Directors

The national board of directors sets the vision, mission as well as organizational policies and long-range plans. It has the fiduciary responsibility to ensure proper governance to meet all applicable laws and meet ASEI vision and mission. The board approves annual strategic plans, reviews and approves budgets and its members take a lead in fund-raising. Details on the number of board members are delineated in the ASEI constitution.

The national board consists of four executive officers, namely the president, vice-president, secretary, and treasurer, each elected by the board annually for the period of one term.

The responsibilities of these positions are as follows:

President: The president will run the meetings as per the set agenda following Roberts Rule of Order. A minimum of four meetings each year are required, one of them during the national convention.

Vice-President: The vice-president will serve as chair in the absence of the president.

Secretary: The secretary will call the routine and special meetings, set the agenda, and will record and publish the minutes of the meetings to the board, who in turn will distribute it to membership at large, as appropriate.

Treasurer: The treasurer will develop the annual budget, keep the accounts of ASEI national funds and file IRS tax returns in time. The treasurer will obtain approval of the budget from the national board of directors, present and publish the accounts, once in a year to general membership through organization newsletter or the national convention souvenir, as appropriate. The Treasurer will coordinate independent financial audits, as appropriate. Upon election of the new treasurer, the current treasurer shall submit all financial records and signatory authority to the newly elected treasurer within two weeks.

The National Executive Committee:

The national board shall have an executive committee consisting of four members. The four members of the executive committee shall be president, vice-president, treasurer and secretary.

The chapter presidents, who are members of the national board by default, are not eligible to be the members of the executive committee. However, the chapter presidents who are board members shall have equal voting rights as the elected members.

The president and the vice-president shall be elected from the board of directors, in the beginning of the calendar year for a term of one year for the purpose of carrying out the day-to-day operations of the society. The president and the vice-president can nominate the secretary and the treasurer (for the term of one year) from the board members and submit to the board for their approval.

The members of the existing executive committee can be re-elected for the next term. The maximum term for any of the member of executive committee shall not exceed three consecutive years.

The president shall have overall responsibility of running the society's day-to-day operations at the national level. He/she will preside over the meetings of the executive committee. He/she will present to the board of directors the following for approval:

- a. Annual budget
- b. Any special budget
- c. Title and missions of the standing and ad-hoc committees to be appointed by the executive committee
- d. Names of the chairpersons of those committees
- e. Report on the activities of the society at regular board meetings

Other Committees

ASEI may have as many committees as necessary to manage its day-to-day and long-term requirements. The current constitution and bylaws of ASEI allow the formation of committees to accomplish specific tasks. The existence of such committees should be defined in the organization bylaws. The role and responsibilities of committees shall be as defined in the bylaws. The committees are of two type, the standing and ad hoc. Those of ongoing/permanent nature are called the standing committees, such as, long-range planning, election, awards, and constitution. Those of short duration, such as publicity, newsletter, seminar, social activities, etc., are called ad hoc, and these can be formed and disbanded as needed. The chairman of the board has the ultimate responsibility to form, disband and coordinate among all the committees.

The Chapters

ASEI can have as many chapters as necessary. A state can have more than one chapter or several adjoining states can have one chapter, depending on the number and interest of members. Any university can establish a student chapter.

The chapter consists of four executive officers, namely the president, vice-president, secretary, and treasurer, each elected by the board annually for the period of one term.

The chapters shall:

- (1) Elect board of directors similar to the national board to run the chapter activities. The number of directors could vary, but the term of service shall be identical to that of the national board of directors.
- (2) Establish an executive committee consisting of the president, vice-president, treasurer and secretary. Their responsibilities and procedural requirements shall be governed by what is described by the national board above.
- (3) Form committees, similar to national, as needed, to run the day-to-day (short range) and/or long-range plans.
- (4) Collect ASEI lifetime membership dues and share with the national in agreed percentage (currently 50% goes to the national).
- (5) Keep chapter roster of membership and share with the national to be included in the ASEI national roster.
- (6) ASEI chapters should not register as a new organization with the state, but may register with the state comptroller, using the tax identification number (Tax ID 38-2468829), to get a non-profit tax exemption status.
- (7) Submit statement of financial income and expenditures latest by Feb 28 to the national treasurer to be included in the joint tax return filing by the national treasurer.

The process of forming a chapter is described below:

Forming a New ASEI Chapter

A group of a minimum of 10 ASEI members can form a chapter. The group holds a meeting and passes a resolution to form a chapter. With the resolution attached, they write a letter to the chairman of the national board for approval. The chairman of the national board seeks approval from the board and informs the new chapter representative and asks for a date to hold a formal induction of the chapter. The group forms an ad hoc committee to organize a meeting or seminar, in which the president of the national board is invited. The president attends the meeting in person or sends a representative to present letter of approval, a banner of ASEI (with space to add the chapter's name), and a copy of the constitution and bylaws and standard operating procedures, thus inducting the chapter formally. The new chapter does the following:

- (1) Increase the membership to 15 before chapter inauguration.
- (2) Hold an election to form the chapter board and required committees, similar or parallel to the national
- (3) Open a bank account (signed by two elected executives, the president and treasurer) to transact their finances
- (4) Prepare the chapter constitution and bylaws, similar to the national (get it approved by the chairman of the board). Until the chapter has its own approved constitution, the chapter will follow the national constitution and bylaws
- (5) Inform chapter activities to the national chair to be published in ASEI national newsletter
- (6) Submit financial statement of the income and expenditure to the national treasurer to be included in the ASEI annual Tax returns

Forming a New ASEI Student Chapter

The process of forming a student chapter is the same as a regular chapter, except that the students pay no membership fee. All other requirements applicable to a regular chapter are applicable to student chapter. Few additional requirements for the student chapter are:

- (1) Student chapter shall have a faculty member who seeks permission from the university to form the chapter and helps in holding their routine meetings at the campus. The faculty member also serves as faculty advisor to the student chapter.
- (2) Student chapter coordinates with a nearest regular chapter for help and holds joint meetings, if mutually beneficial and convenient

Student chapters usually have problem continuing their operations because its active members leave the university upon graduation. The current members of the executive committee shall make their best efforts to handover their responsibilities to their juniors at appropriate times to ensure long-term survival and success of the student chapter.

National Convention

The national convention shall be conducted annually. The national convention shall be rotated among all the chapters. ASEI national board has the overall responsibility of the national convention. However, the local chapter that hosts the national convention has the responsibility of managing the convention. Any net revenue generated by the national convention shall be shared equally between the ASEI National and the local chapter.

The national convention committee shall be responsible for organizing the national convention. This committee shall include members of the national board as well as members from the local chapter that hosts the national convention. The National ASEI has developed a convention guideline and its use is recommended. The committee shall be responsible for presenting the following to the National board for approval:

- 1) Convention Theme
- 2) Budget
- 3) Venue
- 4) Program Plan
- 5) Souvenir
- 6) Awards Committees

ASEI Website

The website committee appointed by the national board shall be responsible to maintain the website and ensure all activities including the national conventions are included. The local chapter websites shall be part of the national website.