



Student Section Playbook

2025-2026

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SECTIONS

ABOUT STUDENT SECTIONS

ASME helps university engineering students develop their professional identity and provides essential engagement opportunities by offering access to a wide range of activities and resources such as membership, competitions, scholarships, and much more!

Student Sections provide a community during the college experience. They may participate in design competitions, fundraising, volunteer work, university activities or partner with local schools to provide STEM activities. Sections also give students exposure to leadership roles, opportunities to make meaningful decisions for their group and positively impact their community.

We encourage our student sections to connect with ASME professional sections in their area for special events and mentoring opportunities.



ABOUT PROFESSIONAL SECTIONS

As a benefit of membership, each ASME member (including students!) is automatically assigned to a professional section based on their geographic location. Within the sections, members can engage professionally through courses, activities, networking and meetings. By being inclusive of all members in an area, sections allow for interdisciplinary interaction and community. Professional sections are led by ASME volunteers.

**Wherever you go and at every step in your career,
ASME has a place for you.**

CONTACT US

STUDENT SECTION STAFF

Your Section staff team is your first point of contact for student section related matters including:

- Resources
- Section development strategy
- Activity ideas
- Troubleshooting
- Volunteer training
- Promotional materials
- Connecting with professional members



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SECTION FORMATION PROCESS

STARTING AN ASME STUDENT SECTION

An ASME Student Section may be established in any accredited college or university with a four-year engineering or a two-year pre-engineering program.

1. Review the ASME Sections website at <https://sections.asme.org> to ensure one does not already exist at your campus. It may be dormant and need to be reactivated (see next section).
2. Find 15 students and a Student Section Advisor who are ASME members or willing to become one. Four of these individuals will serve as leaders of the student section.
3. Have each student and the Student Section Advisor become a paid member of ASME. Join online at go.asme.org/membership (promo code **SECTION** for new members to save 25%).
4. Fill out the ASME New Student Section Application in cooperation with your Student Section Advisor, and ensure approvals have been received by the Department Head.

Note: A list of founding student members with ME Department Head approval is required (document template provided).

5. Once your application is approved, your designated Student Section Advisor and Student Section Chair will receive an email with charter information and next steps.
6. Submit the new section's leadership team information within 45-days using the Student Section Annual Registration Form.



REACTIVATING AN ASME STUDENT SECTION

1. Identify 4 student leaders and a faculty advisor

Find four students willing to serve in leadership roles and a faculty advisor who is an ASME member or willing to become one. These individuals will assist with reactivating the section.

2. ASME Membership

Have each student and the faculty advisor become a paid member of ASME. Join online at go.asme.org/membership. Students can join as individuals or use the Student Group Membership form for a discounted rate.

3. Submit Student Section Annual Registration Form

Submit leadership and section details using the Student Section Annual Registration Form. Once your information is received an ASME representative will update the online roster.



SECTION STRUCTURE

Led by a Section Leadership Team of student members. Each role has a 1-year term following your college or university calendar.

- Chair or Co-Chairs
- Vice-Chair
- Secretary
- Treasurer
- Student Section Faculty Advisor (Faculty member)

The section has discretion to form additional roles, committees and sub-groups to achieve the goals of the section.

STUDENT SECTION FACULTY ADVISOR (FACULTY MEMBER)

- Encourages students to become involved in their ASME Section.
- Ensures the continuity of strong student leadership within the section by developing a pipeline of leaders and ensuring the annual transition of leadership duties.
- Supports student members and leaders with resources (facilitating access to funding, connections, an audience and activities).
- Shares ASME information with student leaders and members.
- Assists student leaders with completion of required student section forms.
- Works with the local professional section to create mentoring and potential financial support opportunities.
- Is an active member of ASME and faculty/staff of the college or university where the section is located.

SELECTION OF VOLUNTEER LEADERSHIP

Section leadership position terms start on July 1 and end on June 30. Each section leadership position is nominated for a 1-year term.

- Hold an annual leadership selection and ensure that all leadership roles are filled
- Throughout the academic year, develop a leadership pipeline consisting of students from various stages of their academic career (include 2 yr., 3 yr., 4 yr. or graduate students in leadership team)
- Allow opportunities for shadowing of positions
- Work with your faculty and/or section coordinator to identify the benefits of being a student leader in your section



STUDENT LEADERSHIP ROLES

The following roles all vote on section-related decisions.

CHAIR or CO-CHAIRS

- Key contact for the section.
- Presides at leadership team meetings.
- Leads/advises the SLT on activities and new pathways of engagement.
- Delegates tasks and organizational responsibilities as needed.
- Guides the section succession planning process.
- Ensures ASME policies and procedures are followed and required section information and reports are reported to the Society.

VICE-CHAIR

- Actively assists, supports, and advises the Chair with responsibilities.
- Presides in the absence of the Chair at leadership team meetings.
- Performs special projects and additional duties.
- Fills role of chair should chair vacate position.

TREASURER

- Responsible for maintaining accounts and financial records in accordance with school and ASME policies.
- Works with the section leaders to prepare annual budget and provides financial status reports regularly.
- Trains and provides documents and records to successor.
- Assists in the submission of grant requests for additional funds.

SECRETARY

- Maintains key section documents and records and assists with submitting the After-Activity Reports.
- Responsible for running the selection process for leadership team and submits the Student Section Annual Registration Form once complete.
- Manages permissions for online accounts and ensures updates on the section's online presence at least quarterly.

ACTIVITY IDEAS

Sections are encouraged to organize and host a variety of activities to promote the field of mechanical engineering and provide professional and personal engagement for students.

Not sure where to start? The Section Operations team has created In-a-Box guides for student sections to easily plan and conduct an activity.

PROFESSIONAL DEVELOPMENT AND MENTORSHIP

- Guest Speakers
- Mock Interviews
- Career Fairs
- Professional Networking Mixers
- Graduation/Transition Events
- Company Information Sessions

TECHNICAL KNOWLEDGE

- Professor Presentations
- Technical Tours

PROJECTS AND COMPETITIONS

- ASME Global Engineering Event Competitions
- ASME Leadership Conferences
- Impromptu Design Competitions
- Local Competitions

COMMUNITY BUILDING ACTIVITIES

- Study Hours
- Volunteering in the community such as Habitat for Humanity (check your campus resources for additional ideas)
- Fundraising Events
- K-12 STEM Outreach
- Peer-to-Peer Mentorship
- Social Events/Networking Mixers

SUPPORT TOOLS

STAFF SUPPORT

Section leaders have access to ASME staff dedicated to section operations and support. They serve as your first point of contact for any questions.

STUDENT SECTION HANDBOOK

The Student Section Handbook provides volunteers with detailed information to organize and manage their student section.

ASME SECTIONS WEBSITE

Find professional and student sections and contacts, find events, access resources, and helpful links, and view program opportunities. > > >

<https://sections.asme.org>

ASME STUDENT COMMUNITY GRANT PROGRAM

This Student Community Grant Program provides financial support to fund ASME Student Section experiences and events. Student leaders can apply for grants with amounts ranging from \$100 USD to \$500 USD per program year. Your ASME staff contact can provide more details about the program.

STUDENT SECTION RESOURCES

Leaders and advisors have access to numerous resources containing all important forms, tools, and documents.

LOGOS AND PROMOTIONAL MATERIALS

ASME provides an official ASME logo for sections. Student Sections are not allowed to create their own logos. Promotional materials can be requested through your ASME staff contact.

SOCIAL MEDIA GUIDELINES

ASME has social media guidelines for content and account configuration notated in the Student Section Handbook.

SECTION OPERATIONS TIMELINE

JULY

- Complete Student Section Registration Form – due July 31

AUGUST

- Check your email for important action items from your ASME staff contact
- Request promotional materials for your involvement fairs

SEPTEMBER

- Review meeting information for student leadership training events
- Host meeting to welcome new and returning section members

OCTOBER

- Tell students about ASME opportunities and member benefits
- Review student opportunities for ASME IMECE Conference
- Discuss EFX participation

NOVEMBER

- Inform students about ASME scholarships

DECEMBER

- Celebrate graduating seniors

JANUARY

- Check your email for important action items from your ASME staff contact
- Recruit new members and participate in campus involvement fair
- Start planning E-week section activity

FEBRUARY

- Celebrate E-week with the engineering community
- Final promotion for ASME scholarships
- Start planning Community Impact Project for April

MARCH

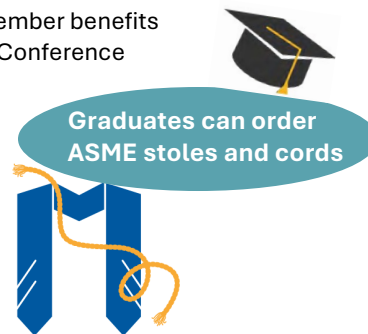
- Confirm qualification for achievement award and submit nomination(s)

APRIL

- Host selection meeting for new section leadership team

MAY

- Complete the Annual Registration Form
- Celebrate graduating seniors
- Transfer information to new leadership team



STUDENT MEMBER BENEFITS

Joining ASME's student membership community allows you to network with other like-minded individuals and focus on your professional development skills as you progress through school and into your professional journey.

Membership offers networking events, student competitions, volunteer opportunities, and access to key resources that will open doors when you start your professional career. Students are encouraged to check out the:

- Scholarships – Offered annually by the ASME Foundation.
<https://go.asme.org/scholarships>
- AccessEngineering – Online library of 800+ titles spanning all engineering disciplines, from mechanical to chemical, civil and electrical/electronic to assist you with your engineering problems, research, and projects.
- ASME *Mechanical Engineering* Magazine is now digital
- Learning and Development courses – Free courses available throughout the year for continuing education.
- ASME Mentoring Program – Build your network and connect with mentors
- Professional Section – participate in activities hosted by professionals in your area

ASME offers a discounted rate for students. First year students receive a free one-year membership and then it is \$25 USD per year until graduation. Many countries receive an automatic 25-50% discount.

SAVE AN EXTRA 25% WITH PROMO CODE: SECTION



ASME AFTER GRADUATION

Your membership with ASME does not end upon graduation. Practicing mechanical engineers continue to be engaged with ASME as professionals.

POST GRADUATION DISCOUNTED MEMBERSHIP DUES

ASME offers you a discounted price for MemberCORE up to four years after graduation.

- Member 0-1 year after graduation \$63 usd
- Member 1-2 years after graduation \$86 usd
- Member 2-3 years after graduation \$110 usd
- Member 3-4 years after graduation \$134 usd
- Professional Member \$158 usd

Many countries receive an additional 25-50% discount.

YOUNG PROFESSIONAL

ASME invites upcoming and recent graduates to participate in ASME Young Professionals events and join the Discord community. To help young professionals stay engaged and get the most out of their ASME membership, ASME has dedicated staff to support this community. Learn more:

<https://sections.asme.org/youngprofessionals> For any questions related to young professionals at ASME, contact Shawn Miller at millers2@asme.org.

PROFESSIONAL SECTIONS

Much like your student section, Professional sections are led by volunteers to provide members in geographic areas additional opportunities to engage. Within the sections, members can participate professionally through courses, activities, networking and meetings. By being inclusive of all members in an area, sections allow for interdisciplinary interaction and community. > > >

<https://sections.asme.org>

TECHNICAL INTEREST DIVISIONS

ASME groups specifically focused on a range of key engineering topics. Offers engineers and technical professionals access to the latest relevant information. Provide the opportunity to engage with others who share similar interests around the globe. Volunteers help organize conferences and assist with publishing research papers.

ENGINEERING FOR CHANGE (E4C)

This knowledge organization is dedicated to preparing, educating, and activating the international engineering workforce to improve the quality of life of under-served communities worldwide. You can get actively involved in global development via jobs, fellowships, conferences, training and more. The E4C Fellowship is a workforce development program at the intersection of engineering and global development, serving to activate and empower early-career engineers worldwide to solve local and global challenges.

COMMUNITY ENGAGEMENT CENTER

ASME relies on volunteers to assist with a variety of tasks. There are many ways you can expand your involvement with ASME, from helping your local professional section to serving as an educator. The opportunities are posted online and are constantly being refreshed.

